



2020-24
PUBLIC HOUSING AGENCY
FIVE-YEAR PLAN

EFFECTIVE APRIL 1, 2020

DRAFT

**CHARLESTON-KANAWHA HOUSING AUTHORITY
1525 WASHINGTON ST., W.
CHARLESTON, WV 25387**



Charleston-Kanawha Housing Authority Five-Year Agency Plan (Year 2020-2024)

Our Vision

Charleston-Kanawha Housing Authority, by adhering to our guiding principles, will continue to be the leader in providing and supporting quality affordable housing desired by individuals and families in our market area.

Our Mission

CKHA's mission is to provide every resident with a decent, safe, affordable place to live, while linking or providing programs that will assist them on their journey to self-sufficiency.

Charleston-Kanawha Housing Authority Guiding Principles:

We will endeavor to ...

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

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

- Maintain, improve and expand affordable housing in our operating area
- Develop additional services/partner with agencies to serve our residents
- Build a diversified business model for the agency
- Promote the opportunities and successes of affordable housing
- Strengthen organizational operations

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

Strategic Goal: Maintain, Improve and Expand Affordable Housing.

- Expand The Supply Of Assisted Housing:
 - CKHA seeks to develop a Strategic Housing Plan for maintaining and improving its existing housing portfolio and to seek opportunities to develop new housing to meet the needs of the community.
 - Apply for additional rental vouchers when funding is available including the use of Tenant Protection Vouchers .
 - Reduce public housing vacancies: goal is to have 98%+ adjusted occupancy rate at each fiscal year's end and begin the steps to explore repositioning public housing to compete in the changing market.
 - Leverage private or other public funds to create additional housing opportunities: Explore, tax credits, capital funds and alternative funding sources for public housing conversions to project-based vouchers through the Rental Assistance Demonstration (RAD) program, Section 18, vouchering out or any other methods as allowed by HUD, and/or borrowing to upgrade, renovate, reduce density, and/or remodel Orchard Manor, and other PH facilities.
 - Acquire or build units or developments; Strategically replace other funded housing including through Low-Income Housing Tax Credits to build additional housing/affordable units.
 - Designate tenant-based vouchers as project-based vouchers when appropriate up to the maximum levels as authorized by HUD.
 - Increase homeownership opportunities through the Housing Choice Voucher and other funding sources contingent upon interest, funds, and resources.
 - Enter into partnerships with other housing agencies to maximize resources in the management of housing stock.
 - Redirect funds as needs dictate (and as funding permits) from the "Reserve Funds" for development of new affordable housing.
 - CKHA may partner with City of Charleston Land Reuse Agency to acquire and expand affordable housing.

- Improve The Quality Of Assisted Housing:
 - Explore opportunities through Moving to Work (MTW) for the Agency.
 - Improve public housing management: (PHAS score): Maintain 90%+ for end of each fiscal year and continue to address alternative measures for performance of properties.
 - Improve voucher management: (SEMAP score): Maintain 90%+ for end of each fiscal year.
 - Increase customer satisfaction by streamlining processes and training staff in quality service principles, and though promotion of additional services based on family needs.
 - Concentrate on efforts to improve specific management functions such as public housing finance; voucher unit inspections, etc.
 - Continue to automate the property inspection process to improve efficiency.

- Renovate or modernize public housing units: Via Capital Grant Program, Replacement Housing Funds, tax credits, bond-financing, public housing conversions to project-based vouchers, and/or other forms of borrowing, etc.
 - Demolish or dispose of obsolete public housing: **redevelop housing units as addressed through the strategic plan.**
 - Provide replacement public housing: Continue to leverage Replacement Housing Funds allotment to build additional new units.
 - Provide **Tenant Protection Vouchers**, especially in the event of any demolition.
 - Completely revitalize the oldest Charleston-Kanawha Housing Authority developments; disposition to Charleston-Kanawha Housing Authority related “development entity” (i.e., Housing Innovations Corporation); demolition of units; and, construct new affordable housing units.
 - Revitalize **public housing at Orchard Manor and other locations in accordance with the strategic plan.**
 - Making the inspection process more efficient by having HCV owners self-certify completion of minimal, nonlife-threatening violations without having a re-inspection.
 - Continue to participate in HUD’s Uniform Physical Condition Standards – Voucher (UPCS-V) demonstration program for inspection of HCV assisted units. Ending biannual inspections and returning to annual inspections for all units.
 - CKHA Public Housing tenants or Housing Voucher participants who are removed from either program for cause (lease or program violations) will be ineligible to apply for assistance to either program for one year after being vacated.
- Increase Assisted Housing Choices:
 - Provide voucher mobility counseling: To encourage location in higher income areas.
 - Conduct outreach efforts to potential voucher landlords: To secure additional landlords to participate in voucher program and to provide additional affordable housing stock.
 - Increase voucher payment standards as needed to reflect market conditions.
 - Implement voucher homeownership program: 5+ units in 5 years.
 - Implement public housing or other homeownership programs: 5+ units in 5 years.
 - Continue with public housing site-based waiting lists (for public housing and for LIHTC projects).
 - Convert public housing to project-based vouchers through the Rental Assistance Demonstration (RAD) program **as outlined in the Strategic Plan.**
 - Initiate a homeless preference to be extended to those individuals who meet the HUD definition (PIH 2013-15) and which meet admission criteria detailed in the ACOP and HCV Administrative Plan.

Strategic Goal: Develop additional services/partner with agencies to serve our residents.

- Provide An Improved Living Environment:
 - Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments: Marketing, modernization, reducing density, new units, bond-financing, public housing conversions to project-based vouchers, other forms of borrowing, etc.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Assigning units as available.

- Implement public housing security improvements: Continue to implement security, safety, and prevention improvements (i.e., upgrade security cameras, police focus patrols, fencing, density considerations, tenant screening, etc.).
 - Designate developments or buildings for resident groups (elderly, persons with disabilities).
 - Currently, Lippert Terrace and Jarrett Terrace are designated for elderly only; continue to request from HUD renewals of these designations. ~~Give consideration for~~ Requesting elderly designations for Carroll Terrace and Lee Terrace if interest and demand supports it based on aging-in-place considerations.
 - Convert/combine efficiencies to 1-BR units at Jarrett Terrace and Carroll Terrace.
 - Develop/implement a menu of amenities and services to enhance the quality of life.
 - Develop incentives for more working families.
 - At selected developments, designate areas on the property for residents to walk their pets.
- Promote Self-Sufficiency And Asset Development Of Assisted Households:
 - Increase the number and percentage of employed persons in assisted families by 5%.
 - Provide or attract supportive services to improve assistance for recipients' employability: Create FSS programs with linkages to supportive services.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities: Continue Senior Coordinator for Public Housing (SCPH) program which provides support and linkages to related services and the Family Service Coordinator position for Public Housing program in family developments.
 - Partner with organizations to promote early childhood development.
 - For both Public Housing and Section 8 programs, require that the resident and/or participant agree to participate in "Financial Literacy" training as part of any repayment agreement.
- Ensure Equal Opportunity And Affirmatively Further Fair Housing:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and/or disability.
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and/or disability.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
 - To continue affirmative measures to meet Fair Housing objectives.
 - In consideration of the Violence Against Women Act (VAWA): do not deny access to or evict from public housing victims of domestic violence solely related to their being abused – encourage property owners renting to families with Section 8 Housing Vouchers to do the same; bifurcate (to divide) the lease to remove a lawful occupant or tenant who engages in criminal acts of violence to family members or others without evicting victimized lawful occupants; honor court orders regarding rights of access or control of the property; maintain victim confidentiality; place offenders on No Trespassing List; and, refer victims to Agencies related to domestic violence. However, this is not to prohibit eviction or termination for other good cause or for an

actual and/or imminent threat to other tenants or those employed if the tenant remains.

- Identify and implement new ways for residents to pay monthly rent and other charges through automatic bank account withdrawals, on-line payments and debit card payments at the administrative office.
- Follow Uniform Relocation Act (URA) guidelines for relocating residents affected by demolition and redevelopment activities.

Strategic Goal: Build Diversified Business Model

- Establish an affiliate organization for entrepreneurial activities to provide additional revenue opportunities to fulfill housing mission.
- Establish partnerships with smaller housing authorities.
- Pursue future funding opportunities. Objective: Obtain at least \$50,000 in actual grant dollars per year.
- Develop a plan to achieve a self-sustaining financial condition by FYE 03/2024.
- Develop and utilize commercial property space purchased along with CKHA's new administrative building.
- In conjunction with Housing Innovations Corporation (HIC) to apply for the Project-Based Contract Administrator contract to oversee the project-based voucher contracts of HUD's Multi-family developments in West Virginia.
- Enter into private management contracts for rental housing.

Strategic Goal: Promote the Opportunities and Successes of Affordable Housing

- Make the larger community aware of CKHA's Mission
- Increase public awareness and support of agency and resident successes.
- Reinstate the Housing Hall of Fame.
- Train/educate community about the programs CKHA offer with an emphasis on landlords.

Strategic Goal: Strengthen Organizational Operations

- Develop a succession plan to address staff turnover.
- Identify new methods to recruit/attract qualified staff.
- **Review staff compensation and benefits model to retain and attract qualified staff.**
- Promote value of staff work and foster an environment of teamwork.
- Continue to identify ways to reduce expenses:
 - Where determined prudent, feasible, and/or necessary, convert developments to tenant-paid utilities.
 - Adjust tenant-paid maintenance charges for labor based upon actual costs
 - Pay utility reimbursement payments (URP) for public housing and HCV participants directly to appropriate utility company or issue on debit cards, replacing all paper check payments.
- Issue a Request for Proposals for a new telephone system that will include remote sites.
- **Update** Disaster Preparedness Response Plan.
- Revision of Integrated Pest Management Policy to specifically address bed bugs.
- Revision of move-out procedures regarding the forecasting of maintenance charges.

- Revision of Emergency Work Order protocol during normal business hours and after hours.
- Revising the Transfer Policy for Public Housing or Project-Based units
- CKHA intendeds to review and revise management policies in the Public Housing Admissions and Continued Occupancy Plan (ACOP) and the Housing Choice Voucher Administrative Plan to bring them in compliance with regulations and to improve the efficiency of operations of both programs as a cost containment measure.
- Once an applicant is housed, whether in a property managed by CKHA or Housing Innovations Corporation (HIC), applicants will be removed from all waiting lists.
- Revise Procurement Policy to comply with WV State Law and Federal Regulations.

B. 1. (a) Annual Plan Elements

Statement of Housing Needs and Strategy for Addressing

Analysis of the 2015-2019 Consolidated Plan published by the City of Charleston indicates the greatest housing need in CKHA’s jurisdiction is the cost burden(paying more than 30% of household income for housing) faced by families under 50% Area Median Income (AMI). The Plan also shows neither overcrowding or sub-standard housing is a problem for most low-income households in Charleston. CKHA’s waiting list data supports these conclusions as 89% of voucher applicants and 92% of public housing applicants are below 30% AMI. Likewise, 72% of voucher and 87% of public housing applicants need two bedrooms or less to meet their household needs.

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

Housing Needs of Low Income Families in the Jurisdiction (0 - <80% AMI)							
Family Type	Total Households	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,095	5	4	3	4	3	3
Income >30% but <=50% of AMI	2,750	5	4	3	3	3	3
Income >50% but <80% of AMI	3,230	4	4	3	3	3	3
Elderly	1,185	4	2	2	3	5	2
Families with Disabilities		4	4	3	5	3	3

2015-2019 Consolidated Plan – City of Charleston

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

Housing Needs of Families on the HCV Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	776		1200
Extremely low income <=30% AMI	603	78%	
Very low income (>30% but <=50% AMI)	137	18%	
Low income (>50% but <80% AMI)	36	4%	
Families w/ children	339	44%	
Elderly families	79	11%	
Families with Disabilities	162	21%	
Race/ethnicity African American	280	36%	
Race/ethnicity Hispanic	15	.2%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Public Housing Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	660		240
Extremely low income <=30% AMI	506	77%	
Very low income (>30% but <=50% AMI)	115	17%	
Low income (>50% but <80% AMI)	39	6%	
Families w/ children	181	28%	
Elderly families	56	9%	
Families with Disabilities	124	19%	
Race/ethnicity White	426	64%	

Housing Needs of Families on the Public Housing Waiting List			
Race/ethnicity African American	222	34%	
Characteristics by BR Size (PH Only)			
1BR	457	65%	
2 BR	110	20%	
3 BR	75	12%	
4 BR	18	3%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Strategy for Addressing Housing Needs

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.

Strategy: Increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing.
- Use replacement housing funds to acquire and rehab existing properties .

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

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

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

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

Need: Specific Family Types: Families with Disabilities.

Strategy: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available.

Strategy: Conduct activities to affirmatively further fair housing:

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations.

Strategies are affected by:

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

Deconcentration and Other Policies Governing Eligibility, Selection & Admissions

Public Housing

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

- Once application is filed, the process of verification relative to eligibility for admission begins. Applicants are generally offered housing unit(s) within a short time from verification being completed provided such verifications are acceptable.
- Per HUD's final rule published on February 3, 2012 and PIH Notice 2014-20, Charleston-Kanawha Housing Authority is required to change its definition of "family" so that it includes. But not limited to the following, regardless of actual or perceived sexual orientation, gender identity or marital status:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or
- (2) A group of persons residing together, and such group include, but are not limited to:
 - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - (ii) An elderly family;
 - (iii) A near-elderly family;
 - (iv) A disabled family;
 - (v) A displaced family; and
 - (vi) The remaining member of a tenant family.

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

- Criminal or Drug-related activity.
- Rental history.
- Housekeeping.
- Credit Bureau reports.
- Amounts owed to PHA from a previous participation in a rental assistance program.
- PHA requests criminal records from local law enforcement agencies for screening purposes.
- PHA accesses criminal records from the FBI for screening purposes.

Waiting List Organization

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

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

Where may interested persons apply for admission to public housing?

- PHA main administrative office (1525 Washington Street West).
- Via Internet through on-line portal.

May families be on more than one list simultaneously?

- Yes, families may be on as many waiting lists as they wish; however, once they select a unit at a development, they come off all other waiting lists.

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

- PHA main administrative office (1525 Washington Street West).
- PHA development management offices
- Internet (Pre-applications).

Assignment

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

- **Applicants receive one choice. If they refuse, they are dropped to the bottom of that site list but maintain their current position on other site lists. A refusal of a second offer at a site will**

result in them being removed from that site list, unless they can provide good cause for rejecting the offer. They will remain in their current position on other lists.

Admissions Preferences

In what circumstances will transfers take precedence over new admissions?

- Emergencies (hazardous maintenance conditions)
- High Priority (verified medical condition, threat of harm or criminal activity and reasonable accommodation)
- Transfers to make medical accessible units available.
- Demolition, renovation, etc.
- Occupancy Standards
- Other PHA-required transfers
- Other tenant-requested transfers

Preferences

- Date and time of application.
- Involuntary Displacement (Natural Disaster) **(N/A for LIHTC developments)**
- Working families and those unable to work because of age or disability
 - The Working Preference is provided when, at the date of application, at least one adult in the household is employed for at least 20 hours per week, earning minimum wage, for the past six months and who is employed at the date of admission; the Working Preference is equally extended to elderly families (62 years or older) and to families whose head or spouse are receiving income based on their inability to work (i.e., SSI, Workers' Comp.).
- Residency is extended to those who live, work or has been hired to work in Kanawha, Clay or Putnam Counties. The residency preference will not be based on how long an applicant has resided or worked in the preference area.
- Relocation Preference is extended to those individuals who previously resided in public housing and were required to move under the Uniform Relocation Act due to a demolition/disposition activity of CKHA and are reapplying for an assisted unit.

Occupancy

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

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

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

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

Attachment D is provided which reflects thirteen (13) family developments subject to the Deconcentration Policy as per HUD Notice PIH 2001-4 (HA) dated January 19, 2001. As permitted by Notice PIH 2001-4, a bedroom adjustment factor was utilized to provide for a unit-weighted

average of the unit distribution at each development and for the total average. Notice PIH 2001-4 also prescribes an Established Income Range of 85% to 115% for each development when compared to the project-wide average.

30% of the Area Median Income of \$65,500 is \$19,650 (effective 4/24/2019). Based upon Federal Register dated 08/06/02 "Public Housing Agency Plans: Deconcentration – Amendments to Established Income Range Definition; Final Rule", HUD agrees that in all practicality deconcentration would not be fostered through efforts to place lower income families in developments categorized as higher income in which the average family income is in fact at the extremely low-income level. Therefore, since the average income for all family developments is less than the Extremely Low-Income Limit, the deconcentration requirement does not apply.

See Attachment A for a complete calculation of the percentages.

HCV Section 8 Program

Eligibility

What is the extent of screening conducted by the PHA?

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

- Per HUD's final rule published on February 3, 2012 and PIH Notice 2014-20, Charleston-Kanawha Housing Authority is required to change its definition of "family" so that it includes. But not limited to the following, regardless of actual or perceived sexual orientation, gender identity or marital status:

(1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or

(2) A group of persons residing together and such group include, but are not limited to:

- (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
- (ii) An elderly family;
- (iii) A near-elderly family;
- (iv) A disabled family;
- (v) A displaced family; and
- (vi) The remaining member of a tenant family.

Waiting List Organization

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

- PHA main administrative office (1525 Washington Street West)
- Internet – on line application portal.

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

- CKHA issues the voucher for 120 days which includes the standard 60-day period and the two 30-day extensions. Extensions may be granted as a reasonable accommodation.

Admissions Preferences

Preferences

- Date and time of application.
- Working families and those unable to work because of age or disability
 - The Working preference is provided when, at the date of application, at least one adult in the household is employed for at least 20 hours per week for the past six months, earning minimum wage and who is employed at the date of admission; the Working Preference is equally extended to elderly families (62 years or older) and to families whose head or spouse are receiving income based on their inability to work (i.e. SSI, Workers’ Comp.) Also, Sec. 8 vouchers to be utilized (set-aside) as a resource for relocation of public housing tenants where their unit is being demolished as part of an overall revitalization effort or in the case of unit conversions.
- Residency is extended to those who live, work or has been hired to work in Kanawha, Clay or Putnam Counties. The residency preference will not be based on how long an applicant has resided or worked in the preference area.
- Non-elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless
- Relocation Preference is extended to those individuals who are required to move under the Uniform Relocation Act due to a demolition/disposition activity of CKHA.

Special Purpose Section 8 Assistance Programs

In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained?

- The Section 8 Administrative Plan
- The Shelter Plus Care Policy

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

- Through published notices.
- Advocacy group

Financial Resources

Sources	Estimated/Planned \$
1. Federal Grants	
a) Public Housing Operating Fund	\$3,340,380 est.
b) Public Housing Capital Fund	\$2,841,873 est.
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$17,580,847
d) Resident Opportunity and Self-Sufficiency Grants (FSS & FSC)	\$539,167 est.

Sources	Estimated/Planned \$
<ul style="list-style-type: none"> Community Development Block Grants 	\$0
Other Federal Grants (list below) SNAP	\$235,206
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-
3. Public Housing Dwelling Rental Income	\$2,906,161 est.
4. Other income (list below)	\$0
Excess Utilities	\$0
Misc.	\$0
5. Non-federal sources (list below)	
Interest on Investments	\$110,000
Total resources	\$27,014,467.00

Rent Determinations

Public Housing

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

- The minimum rent is \$50.00

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

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

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

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

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

- Per the 2015 Consolidated Appropriations Act, PHAs have three option at which to set Flat Rents:
 - 80% of the local Fair Market Rent
 - 80% of the Small Area Fair Market Rent
 - Exception Rent applied for from HUD
 -

Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent?

- Within 10 days of occurrence.

Section 8 Tenant-Based Assistance

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

- Kanawha County: 100% of FMR for all bedroom sizes
- Putnam County: efficiency - 102% of FMR, 1 – 100% , 100% for all others.
- 110% of FMR for Project-Based Vouchers
- 110% of FMR for Shelter Plus Care vouchers

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

- To regulate year to year fluctuations in HUD’s calculations of FMRs

How often are payment standards reevaluated for adequacy?

- Annually

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

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

What amount best reflects the PHA’s Minimum Rent?

- Minimum Rent is \$50.00

Operation and Management

See Attachment B for Organizational Chart of CKHA

Housing Programs

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,106	275
HCV Tenant Vouchers	2636	350
HCV Project Based	193	12
Section 8 Mod Rehab	18	3
Shelter Plus Care	23	6
FSS Homeownership	5	0
Veterans Assistance Supportive Housing	52	8

Management and Maintenance Policies

- Public Housing Maintenance and Management:

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

Pest Policy

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

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

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

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

- Yes.

What comments were received?

- See attached summary of meetings at each development.

In what manner did the PHA address those comments?

- Will adjust policies and procedures where needed to address concerns.

Description of Election process for Residents on the PHA Board

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

- No.

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

- A Resident Commissioner was appointed by the Mayor's office in April, 2000; however, that Commissioner moved out of the area in 2007. A list of interested residents for potential consideration was submitted to the Mayor's office; the Mayor in Oct., 2007 appointed Nora

Harris (from Carroll Terrace) as Resident Commissioner. Upon Ms. Harris's death in 2011, Ms. Jean Walton (Lippert Terrace) was appointed to the Board. In 2015, Ms. Virginia Nesmith (Orchard Manor) was appointed to replace Ms. Walton when her term expired.

Description of Resident Election Process

- Appointed by Mayor as per his authority.

Eligible candidates:

- Any adult recipient of PHA assistance

Eligible voters:

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

Section 8 HQS Overview

Beginning in 2017, CKHA has been a pilot site for HUD's UPCS-V inspection standards. All units are being inspected under this new protocol, but no change in policy has been required.

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

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

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

CKHA Policy

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

- Clarifications of HUD Requirements

CKHA Policy

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

- Walls

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

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

- Windows

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

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

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

Window panes in all rooms used for living must be free of cracks. Window panes in non-living areas must be free of cracks that would permit air infiltration or present a cutting hazard.

- Doors

All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, free of holes, have all trim intact, and have a threshold.

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

All interior doors must be free of holes and only pass through locks are permissible.

- Floors

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

All floors must be in a finished state.

- Sinks

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

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

- Security

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

- Exits

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

An operable window.

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

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

- Electrical

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

- Sanitation

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

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

- Exterior
The property must be maintained to prevent high grass, weeds, and other overgrown plants, which may lead to an infestation of rodents and vermin. No unlicensed, inoperable vehicles may be maintained on the property.
- Smoke & Carbon Monoxide Detectors

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

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

Grievance Policies

Public Housing

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

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

APPLICABILITY

- A. This grievance procedure shall be applicable (except as provided in part III.D. of this document) to all individuals as defined in part III. B..
- B. This grievance procedure is not applicable to disputes between residents not involving the Management or to class grievances. The grievance procedure is not to be used as a forum for initiating or negotiating policy changes between a group or groups of residents and Management.

DEFINITIONS

- A. "Management" shall mean Charleston-Kanawha Housing Authority.
- B. "Complainant" shall mean any resident whose grievance is presented to management's Administrative Office in accordance with parts IV and V.
- C. "Grievance" shall mean any dispute which a resident may have with respect to Management's action or failure to act in accordance with the individual resident's Lease or applicable law and regulations which adversely affect the individual resident's rights, duties, welfare or status.

- D. "Due process determination" shall mean a determination by the U.S. Department of Housing and Urban Development (HUD) that law of the jurisdiction requires that the resident must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit. A due process determination has been issued to West Virginia. Thus, Management excludes from this grievance procedure any termination of Lease that involves: 1) any criminal activity that threatens the health, safety, or right to the peaceful enjoyment of the premises by other residents, or 2) any drug related criminal activity on or near the premises.

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

- E. Elements of due process shall mean an eviction action or termination of lease or tenancy in a State or local court in which the following procedural safeguards are required:

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

- F. "Hearing officer" shall mean a person selected in accordance with Part V. to hear grievances and render a decision with respect thereto.

- G. "Resident" shall mean the adult person (or persons) other than a live-in aide who:

1. Resides in the unit and who executed the Lease with Management as the Lessee of the dwelling unit, or
2. The remaining head of household of the resident family residing in housing accommodations covered by this Grievance Procedure.

INFORMAL SETTLEMENT OF GRIEVANCE

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

PROCEDURE TO OBTAIN A HEARING

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

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

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

PROCEDURES GOVERNING THE HEARING

- A. The hearing shall be held before a hearing officer.
- B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
1. The opportunity to examine before the hearing, and, at the expense of the complainant, to copy all documents, records, regulations that are relevant to the hearing.
 2. The right to be represented by counsel or other person chosen as his or her representative.
 3. The right to a private hearing unless the complainant requests a public hearing.
 4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by Management, and to confront and cross-examine all witnesses on whose testimony or information Management relies; and
 5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding.
- D. If the complainant or Management fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing, or may make a determination that the party has waived his right to a hearing. Both the complainant and Management shall be notified of the determination by the hearing officer. A determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest Management's disposition of the grievance in an appropriate judicial proceeding.

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

DECISION OF THE HEARING OFFICER

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

EVICTION ACTIONS

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

Section 8 Tenant-Based Assistance

- CKHA has established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program

Homeownership Programs

Pursuant to Section 8(y) of the U.S.H.A of 1937, as implemented by 24 CFR part 982, CKHA administers a Section 8 Homeownership program for participants of the Housing Choice Voucher Program. Participants do not have to belong to the Family Self-Sufficiency program to be involved in the Homeownership Program. CKHA will limit the number of families participating to 25 or fewer participants.

Community Services and Self- Sufficiency

In 2001, CKHA entered into a cooperative agreement with the West Virginia Department of Health & Human Resources, which administers the TANF program, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)

CKHA attempts to enhance the economic and social self-sufficiency of assisted families by use of the following discretionary tools:

- Public housing rent determination policies (i.e., flat rents).
- Public housing admissions policies (i.e., working preference).
- Section 8 admissions policies (i.e., working preference).
- Preference/eligibility for section 8 homeownership option participation.

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

- Yes, please see the following table.

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Primary Health Care	60	Based on need	Carroll – Cabin Creek Healthcare	Public Housing
Summer Nutrition	175	Based on need	On site	Public Housing
After School programs	60-70	Desire to participate	Orchard Manor, South Park, Hillcrest	Public Housing
ROSS Grant	500	Based on need	On site	Public Housing
Section 3 Training	25	Desire to participate	On site	Public Housing

Family Self Sufficiency program/s

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants
Public Housing	50 (voluntary program)	33 (as of 9/30/19)
Section 8	50 (voluntary program)	58 (as of 9/30/19)

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

Safety & Crime Prevention

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

- Incidents of violent and/or drug-related crimes at CKHA's developments.
- Incidents of violent and/or drug-related crimes in the areas surrounding or adjacent to the CKHA's developments.
- Residents fearful for their safety and/or the safety of their children.
- Observed lower-level crime, vandalism and/or graffiti.

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

- Safety and security survey of residents.
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority.
- Resident reports.
- CKHA employee reports.

- Police reports.
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti-drug programs.

Which developments are most affected?

- Littlepage Terrace, South Park Village, Orchard Manor, J. Douglas Anderson (Dunbar), Albert Harris (Rand)

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

- Focus Patrol – employing off duty City of Charleston police officers to patrol sites.
- Police officers residing in developments. (See *Attachment J* for listing of sites/units with resident officers and the Terms and Conditions of Resident Officer Tenancy)
- Crime Prevention through Environmental Design.
- Activities targeted to at-risk youth, adults, or seniors.
- Security cameras focus patrols, fencing, and safety/security officer.

Which developments are most affected?

- Orchard Manor, Littlepage Terrace, Albert Harris – Rand, Douglas Anderson – Dunbar, South Park Village.

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

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

See Attachment C for listing of Resident Officer Units and Terms & Conditions

Pets Policy

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

Pets permitted and applicable pet deposits:

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

- Caged iquana (no more than one) \$300.00

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

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

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

NO OTHER PETS PERMITTED THAN THOSE IDENTIFIED ABOVE.

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

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

Asset Management

Continue to administer Project- Based Accounting and Project-Based Management. Asset Management Projects (AMPs) have been categorized as follows:

1. AMP 003 Orchard Manor, Orchard Phase I, Orchard Phase II, and Orchard Phase III
2. AMP 004 Lee Terrace
3. AMP 005 Jarrett Terrace
4. AMP 007 Hillcrest Village, Oakhurst Village, Wertz, Coal Branch and Scattered Sites
5. AMP 008 South Park Village
6. AMP 011 Carroll Terrace
7. AMP 012 Lippert Terrace
8. AMP 027 Charleston Replacement Housing, L.P. # 1
9. AMP 028 Charleston Replacement Housing, L.P. # 2
10. AMP 029 Albert Harris Apts. and Douglas Anderson Apts.
11. AMP 031 Charleston Replacement Housing, L.P. # 3
12. AMP 030 Charleston Replacement Housing, L.P. # 4 (Orchard Elderly)
13. AMP 032 Charleston Replacement Housing, L.P. # 6
14. AMP 033 Charleston Replacement Housing, L.P. #5
15. AMP 036 Starling Drive
16. AMP 037 729 Central Avenue
17. AMP 038 731 Central Avenue

Substantial Deviation

Definition of Substantial Deviation or Significant Amendment or Modification of Agency Plan: “Substantial Deviation(s)” from the 5-year Action Plan shall be explained in the Annual Plan for the period in which they occur and shall include:

- any change to rent or admissions policies or organization of the waiting list:

- additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund budget or the amount or replacement reserve funds that exceed 10% of the annual Capital Fund budget;
- and any change about demolition or disposition, designation, homeownership programs or conversion activities.

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

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

B. 2 New Activities

Mixed Finance Modernization or Development

CKHA may seek mixed-finance investment in the form of Low-Income Housing Tax Credits for the rehabilitation of existing public housing or project-based voucher developments as part of a plans to rehabilitate or redevelop properties including repositioning of properties using RAD or Section 18.

Will use replacement housing funding, please refer to Replacement Housing Plan *as per Attachment D*, to acquire existing properties in the agency’s operating jurisdiction to rehabilitate and increase the availability of assisted housing.

Demolition/Disposition Activity Description
1a. Development name: Orchard Manor 1b. Development (project) number: WV001001003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 24 units on Hutchinson and Lippert Streets
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: To Be Determined b. Projected end date of activity: To Be Determined

Voluntary Conversion of Public Housing

In consideration of HUD's repositioning initiatives, CKHA may voluntarily convert public housing developments to the HCV Project-Based voucher program as appropriate.

Conversion of Public Housing through Rental Assistance Demonstration (RAD) and/or Section 18 Disposition

As Congress has expanded the number of public housing units nationwide available to be converted to RAD funding (450,000) CKHA may file an application to convert existing public housing properties to the RAD program if conversion is fiscally viable. **CKHA may also utilize Section 18 disposition conversion and the use of Tenant Protection Vouchers to convert public housing units, specifically scattered site units with 4 or less units.**

Project-Based Vouchers

The use of Project Based voucher assistance is consistent with CKHA's Annual Plan to increase the availability of quality affordable housing, revitalize and diversify neighborhoods and to provide desired housing that meets local demographics. **CKHA may opt to issue an RFP for up to 24 project-based vouchers per year to meet specific housing needs in our operating jurisdiction.**

Units with Approved Vacancies

CKHA will seek approval for vacancies for modernization at Jarrett Terrace for unit conversion from efficiencies to 1-bedroom apartments, affecting units on the 2nd, 3rd, 4th and 5th floors.

Other Capital Grant Programs

CKHA will apply for the Capital Grant Safety and Security Funding Opportunity.

B. 5 Progress Report

The 2015-19 Five Year Plan outlined 5 strategic goals which CKHA was to address to meet the housing needs in our community; help assisted families improve their quality of life and progress toward self-sufficiency and to develop a stronger organization. CKHA made progress during this period in meeting these goals through:

1. Used Replacement Housing Funds to acquire and rehabilitate 5 rental properties (18 units).
2. Awarded 20 project-based vouchers for individuals transitioning out of substance abuse rehabilitation program and to assist homeless veterans and victims of domestic violence.
3. Twenty (20) graduates from the Family Self-Sufficiency program with an escrow release of \$73,000.
4. Partnered with Cabin Creek Health Systems to bring primary healthcare services on-site at Carroll Terrace.
5. funding; awarded \$1,000,000 to date. Awarded grant funds have been used to fund two family service coordinator positions, Family Self-Sufficiency staff and a 16-camera security system for South Park, to provide services for seniors and to construct a playground at a new development.
6. Completed Neighborhood Garden projects at Littlepage and Orchard Manor.
7. Worked with Step by Step Inc. Afterschool Program to obtain the 21st Century Grant that will fund programing at Orchard Manor, South Park and Hillcrest for 5 years.
8. Improved HUD REAC inspection scores at PH properties, on average, by 22 points over previous year.
9. Constructed 44 new units of assisted housing through the Low-Income Housing Tax Credit program at Littlepage Terrace after demolition of remaining 6 buildings of original public housing.