

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

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# PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006  
Annual Plan for Fiscal Year 2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of Washington County

**PHA Number:** MD028

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2001

**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**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**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)

Our mission is to improve the quality of life by providing decent, safe and affordable housing to the citizens of Washington County, Maryland.

**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: Secure CDA funding to expand elderly housing in Williamsport, MD, and secure land for Clear Spring elderly development.
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) from 82 to above 90
  - Improve voucher management: (SEMAP score) to above 90 when implemented
  - Increase customer satisfaction: **Section 8 Landlords**

- 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)
- (Improvement of marketability of elderly units into 21<sup>st</sup> century)**

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program: Execute contract with non/profit partner
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)
- (Recruit additional Section 8 Landlords)**

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:

- Increase the number and percentage of employed persons in assisted families: **Double # enrolled in FSS from 3 to 6**
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and 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 disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

PHA Goal: Soften financial burdens on those in need.

Objectives:

Maintain preferences on waiting list for persons with financial hardships.

PHA Goal: Provide information needed by senior citizens

Objectives:

Provide new residents with a directory of services

Publish a regular newsletter which highlights services available

Provide a staff member that can assist seniors with finding needed services

PHA Goal: Give the highest priority to safety concerns

Objectives:

Locate emergency alarms at BME facing the central courts

PHA Goal: Improve the market appeal of owned units

Objectives:

Make physical improvements to elderly units in the following priority order: Carpet; Air Conditioning; Ceiling fans; and Dishwashers

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24 CFR Part 903.7]

**1. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**2. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of Washington County serves lower income citizens from all parts of Washington County outside the corporate limits of the City of Hagerstown. The policies and funding priorities for the next five years will enable the HAWC to maintain its HUD recognized exemplary level of performance. Record levels of capital investment over the next five years will bring scattered site properties and existing elderly communities into like-new condition, while adding amenities that will guarantee marketability into the next two decades. At the same time the HAWC will complete in the next five years an expansion of elderly housing resources that will bring an elderly site to three new communities and expand elderly resources in two communities.

To meet the rental needs of larger families the HAWC has adopted payment standards higher than the HUD established Fair Market Rents. If this step does not expand the housing choices of larger families the HAWC will work to encourage private development, or undertake acquisition of additional scattered site properties to meet the rental needs of lower income families.

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (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 file name in parentheses in the space to the right of the title.**

#### Required Attachments:

- Admissions Policy for Deconcentration -- **A**
- FFY 2001 Capital Fund Program Annual Statement -- **B**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart -- **C**
- FFY 2001 Capital Fund Program 5 Year Action Plan -- **D**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) -- **E**
- Other (List below, providing each attachment name)
- Implementation of Public Housing Resident Community Service Requirements - **F**
- Pet Policy – **G**
- Resident Membership of the Public Housing Authority Governing Board – **H**
- Membership of the Resident Advisory Board for the HAWC - **I**
- Site-Based Waiting List Development Demographic Changes – **J**
- Project-based vouchers – **K**
- Progress report on FY2001-2006 5-Year Plan -- **L**

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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan 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
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
NA	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 HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	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	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1996 HUD Appropriations Act	
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" 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
X	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 or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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 results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

### 3.

### 4. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

#### A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	958	5	5	3.5	3.5	3.5	3
Income >30% but <=50% of AMI	886	4.5	5	3.5	3.5	3.5	3
Income >50% but <80% of AMI	1,542	3.5	4	3	3.25	3.5	3

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Elderly	1,196	4	4	3.5	4	3	3
Families with Disabilities	N/A	4.5	5	4.5	4.5	4	4
Race/Ethnicity	6,749	4	4	4	4	4	4
Race/Ethnicity	289	5	5	4	4	4	4
Race/Ethnicity	65	4	4	3	4	3	3
Race/Ethnicity	70	4	4	3	4	4	4

What sources of information did the PHA use to conduct this analysis? (Check all that apply; 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.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 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	300		124
Extremely low income <=30% AMI	146	48.67%	
Very low income (>30% but <=50% AMI)	138	46.00%	
Low income (>50% but <80% AMI)	15	5.00%	
Families with children	161	53.67%	
Elderly families	76	25.33%	
Families with Disabilities	29	9.67%	
Race/ethnicity	260	86.67%	
Race/ethnicity	39	13.00%	
Race/ethnicity	0	0.00%	
Race/ethnicity	1	0.33%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	130	45.33%	36
2 BR	99	33.34%	53
3 BR	56	18.67%	27
4 BR	10	3.34%	7
5 BR	2	0.67%	1
5+ BR	1	0.34%	0

## Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### 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 on 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-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- 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 vouchers 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 vouchers 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) Reasons 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: (list below)

## 5. Statement of Financial Resources

[24 CFR Part 903.7 9 (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 2001 grants)</b>		
a) Public Housing Operating Fund	128,778	
b) Public Housing Capital Fund	126,197	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,253,400	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP FFY2000	\$59,615	
CIAP FFY1999	36,032	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	119,770	
<b>4. Other income</b> (list below)		
Interest	5,194	(Part of PFS calculation)
<b>4. Non-federal sources</b> (list below)		
Schoolhouse Manor	114,136	(Matches expenses in
Monterey House	112,067	each of these non-
Francis Murphy Senior Apts	55,300	HUD undertakings)
<b>Total resources</b>	<b>3,010,489</b>	

## 6. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

### A. Public Housing

Exemptions: PHAs 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) **Top 5**
- When families are within a certain time of being offered a unit: (state time)
- 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) **Debts owed to other housing agencies.**

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)

**PHA accesses criminal records electronically from the State database.**

**(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 plans 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

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? 2

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 developments 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 or are removed from 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 requirements 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 transfers 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)

**Employment**

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)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

**Families that are residents of the State of Maryland**

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.

#6 Date and Time (used to break ties other factors being equal)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- #1 Victims of domestic violence
- #3 Substandard housing
- #3 Homelessness
- #3 High rent burden

Other preferences (select all that apply)

- #2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- #4 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)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- #5  Other preference(s) (list below)

**Residents of the State of Maryland**

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

**Tenant Handbook**

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs 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) **PHA uses the State's electronic database**
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**Addresses of former landlords, and on written request, file information regarding past lease violations**

### (2) Waiting List Organization

- 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)
- low rent public housing**

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)

**applications, however, are available at a number of public agencies**

**(3) Search Time**

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

If yes, state circumstances below:

**On request with written documentation of efforts to obtain housing**

**(4) Admissions Preferences**

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  
 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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.

#4 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- #1 Victims of domestic violence
- #3 Substandard housing
- #3 Homelessness
- #3 High rent burden

Other preferences (select all that apply)

- #2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans 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 preferences 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 admissions 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 programs to the public?

- Through published notices  
 Other (list below)

**Through contact with agencies working in partnership with the PHA**

**7. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs 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:

**(Loss of eligibility or awaiting determination for a government program, or facing eviction as a result of imposition of minimum rent, where income has decreased because of loss of employment, death in the family or other circumstances as determined by the PHA or HUD.)**

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:

d. Which of the discretionary (optional) deductions and/or exclusions 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 and 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 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? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **Amounts over \$100.00 per month**
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

**Property appraisals and current valuation**

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

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) Payment Standards**

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 area
- 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 that apply)

- 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 (list below)

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 (list below)

## **(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)

**(Loss of eligibility or awaiting determination for a government program, or facing eviction as a result of imposition of minimum rent, where income has decreased because of loss of employment, death in the family or other circumstances as determined by the PHA or HUD.)**

## 8. Operations and Management Policies

[24 CFR Part 903.7 9 (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 organization chart showing the PHA's management structure and organization is attached. **Attachment C**
- A brief description of the management structure and organization of the PHA follows:

### 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 1/27/2000	Expected Turnover (based on last 12 mo.)
Public Housing	80	6
Section 8 Vouchers	310	135
Section 8 Certificates	65	0
Section 8 Mod Rehab	5	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
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)

**Admissions & Occupancy; Maintenance; Tenant Handbook**

(2) Section 8 Management: (list below)

**Administrative Plan**

## 9. PHA Grievance Procedures

[24 CFR Part 903.7 9 (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 additions to federal requirements below:

**Time frames for submission of documents; charges for copying documents; failure to appear**

2. Which PHA office 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 24 CFR 982?

If yes, list additions to federal requirements below:

**Time frames for submission of documents; charges for copying documents; failure to appear**

2. Which PHA office 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)

## 10. Capital Improvement Needs

[24 CFR 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 at Attachment (state name) Attachment B

-or-

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

#### **(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 B)
- 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 Plan 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-finance 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:

## 11. Demolition and Disposition Needs

[24 CFR Part 903.7 9 (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.)

<b>Demolition/Disposition Activity Description</b>
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: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:

- a. Actual or projected start date of activity:  
 b. Projected end date of activity:

## 12. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (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:	Parkview Knoll
1b. Development (project) number:	001
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(08/31/01)</u>
5. If approved, will this designation constitute a (select one)	

<input checked="" type="checkbox"/> New Designation Plan
<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 28
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Blue Mountain Estates
1b. Development (project) number: 002
2. Designation type:
Occupancy by only the elderly <input checked="" type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)
Approved; included in the PHA's Designation Plan <input type="checkbox"/>
Submitted, pending approval <input type="checkbox"/>
Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(08/31/01)</u>
5. If approved, will this designation constitute a (select one)
<input checked="" type="checkbox"/> New Designation Plan
<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 28
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

### 13. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (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 a 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 HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**14. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (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 (Complete one for each development affected)</b>	
1a. Development name:	<b>Scattered Sites</b>
1b. Development (project) number:	<b>MD06P028-006; 007; 008; 009</b>
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (05/10/1995)
5. Number of units affected: 24
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development <input checked="" 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:

- ***Have fully repaid any outstanding debt owed to HAWC or any other Housing Authority***
- ***Have completed an initial lease term in the Section 8 Housing Choice Voucher program***

## 15. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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.

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 4/5/2001

#### 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

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (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 programs 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. )

<b>Services and Programs</b>				
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)
<i>Family Self Sufficiency</i>	<i>40</i>	<i>Client interest</i>	<i>Main office or through the service provider to whom we contract case management</i>	<i>Both</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 11/09/00)
Public Housing	0	4
Section 8	25 – 4 graduates = 21	24

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 plans 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)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

## 16. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (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 areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used 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 anticrime/anti drug programs
- Other (describe below)

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

**None of our developments report problems with violent crime.**

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

1. List the crime prevention activities the PHA has undertaken or plans 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-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**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)

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**17. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**18. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**19. Fiscal Audit**

[24 CFR Part 903.7 9 (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)?

## 20. PHA Asset Management

[24 CFR Part 903.7 9 (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 **optional** Public Housing Asset Management Table?

## 21. Other Information

[24 CFR Part 903.7 9 (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 at Attachment (File name) Attachment E
  - 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) Residents agreed with and supported the PHA plan

**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: (provide name here) **State of Maryland**

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 any 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)

The Consolidated Plan for the State of Maryland covers a range of programs that are not used by the HAWC.

#### **D. Other Information Required by HUD**

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

#### **22. Definition of "Substantial Deviation" or "Significant Amendment or Modification" [903.7(r)]**

The definition of the terms "Substantial Deviation" or "Significant Amendment or Modification" shall include any PHA action to

- change rent or admissions policies
- organization of the waiting list
- adding items to the capital plan or the current work program for non-emergency purposes which will cost in excess of \$25,000, or

any demolition or conversion of units, including changes to the homeownership program, or an designation of units not already covered in this plan.

## **Attachments**

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



**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:

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

## CAPITAL FUND PROGRAM ANNUAL STATEMENT

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Housing Authority of Washington County		Grant Type and Number Capital Fund Program Grant No: MD06P02850100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/30/2001 <input type="checkbox"/> 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	0	\$30,000	\$30,000	\$30,000
3	1408 Management Improvements Soft Costs	0	0	0	0
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	\$30,000	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	0	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	\$22,860	\$16,855	\$4,400	0
10	1460 Dwelling Structures	\$24,950	\$31,030	\$20,348	\$10,508
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	\$46,370	\$46,295	\$46,195	\$31,132
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing Authority of Washington County	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P02850100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/30/2001  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	0	0	0	0
		0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	\$124,180.00	\$124,180.00	\$100,943.00	\$71,640.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	\$8,500	\$20,391.26	\$20,391.26	\$10,508.26
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	\$1,300	\$1,300		
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of Washington County		Grant Type and Number Capital Fund Program Grant No: MD06P02850100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
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
						Cumulative		Cumulative	
001/PVK	1. Replace trees		1450	1	1,500	1,500	0		Defer 2002
002/BME	2. Replace ramp to Community Bldg.		1450	1	6,000	7,500			Bidding
006/FRED26	3. Replace front and rear walkways		1450	1	4,850	12,350			Obligated
007/COU201	4. Overlay drive with 1" of macadam		1450	1	3,510	15,860	0		Done FFY98
008/S17839	5. Replace sidewalks and front and rear stoops		1460	1	7,000	22,860			Pending
002/BME	6. Make HC unit accessible		1460	1	8,500	31,360	20,348	20,348	Obligated
007/COU117	7. Replace front storm door		1460	1	400	31,760		20,348	Pending
002/BME	8. Replace all bath vent fans		1460	1	4,200	35,960		20,348	Pending
007/GRE148	9. Replace siding and storm doors		1460	1	5,450	41,410	0	20,348	Defer 2002
007/MAR107	10. Replace sidewalk porch and steps		1460	1	2,700	44,110		20,348	Pending
007/NCOL20	11. Replace 2 storm doors		1460	1	750	44,860		20,348	Pending
007/WAB114	12. Replace 2 storm doors		1460	1	550	45,410		20,348	Pending
008/GRO107	13. Replace patio door		1460	1	1,200	46,610		20,348	Pending
009/AB1926	14. Replace front door		1460	1	1,200	47,810		20,348	Pending
PHA wide	15. Replace GMC ¾ ton truck and plow		1475	1	28,444	76,254	31,132	51,480	Completed
PHA wide	16. Replace 95 Ford Taurus		1475	1	17,926	94,180		51,480	Obligated
PHA wide	17. Set aside for admin. (office rent)		1406	1	30,000	124,180	30,000	81,480	Completed

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

PHA Name: Housing Authority of Washington County		Grant Type and Number Capital Fund Program No: MD06P02850100 Replacement Housing Factor No:					Federal FY of Grant: 2000	
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		
001/PVK 1.	12/31/2000	Next year	N/A	3/31/2001	Next year	N/A	Project moved up to free money for activity #6	
002/BME 2.	9/30/2000	3/31/2001		9/30/2000	6/30/2001		*	
006/FRED26 3.	9/30/2000	9/30/2001		9/30/2000	12/31/2001		**	
007/COU201 4.	9/30/2000	Next year	N/A	9/30/2000	Next year	N/A	Project moved up to free money for activity #6	
008/S17839 5.	9/30/2000	9/30/2001		9/30/2000	12/31/2001		*	
002/BME 6.	12/31/2000	3/31/2001		3/31/2001	3/31/2001		Second HC unit came available for ADA improvements	
007/COU117 7.	3/31/2001	6/30/2001		6/30/2001	9/30/2001		*	
002/BME 8.	3/31/2001	9/30/2001		9/30/2001	12/31/2001		*	
007/GRE148 9.	12/31/2000	Next year	N/A	3/31/2001	Next year	N/A	Project moved up to free money for activity #6	
007/MAR107 10.	12/31/2000	9/30/2001		3/31/2001	12/31/2001		*	
007/NCOL20 11.	12/31/2000	9/30/2001		3/31/2001	12/31/2001		*	
007/WAB114 12.	12/31/2000	6/30/2001		3/31/2001	9/30/2001		*	
008/GRO107 13.	12/31/2000	6/30/2001		3/31/2001	9/30/2001		**	
009/AB1926 14.	12/31/2000	9/30/2001		3/31/2001	12/31/2001		*	
PHA wide 15.	12/31/2000			3/31/2001			Done	
PHA wide 16.	3/31/2001			9/30/2001			Obligated	
PHA wide 17.	9/30/2000			9/30/2000	9/30/2001		Partially Done	

\* Number of units turning over delayed bidding

\*\* Construction delayed by early onset of winter weather

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name		Housing Authority of Washington County			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 FFY2001	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY:2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY:2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY:2006	
	Annual Statement					
001 Parkview Knoll		25,600	0	9,800	21,750	
002 Blue Mntn Est		32,200	500	76,300	5,600	
006 Scattered		1,800	11,690	7,170	6,900	
007 Scattered		24,080	35,005	6,100	16,200	
008 Scattered		9,500	45,440	21,700	9,000	
009 Scattered		15,000	30,705	11,500	5,000	
HA wide		30,000	30,000	30,000	68,000	
Total CFP Funds (Est.)	126,197	138,180	153,340	162,570	132,450	
Total Replacement Housing Factor Funds						

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 2003			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<i>Parkview Knoll – 001</i>	<i>Replace trees</i>	<i>1,500</i>	<i>Blue Mountain Estates - 002</i>	<i>New entrance sign</i>	<i>500</i>
		<i>Kitchen &amp; bath fluorescents</i>	<i>8,700</i>	<i>Subtotal</i>		<i>500</i>
		<i>11 Heat Pumps</i>	<i>15,400</i>			
	<i>Subtotal</i>		<i>25,600</i>	<i>Scattered Site - 006</i>	<i>FRED26 Macadam driveway</i>	<i>1,840</i>
					<i>LOC126 replace kitchen window</i>	<i>350</i>
	<i>Blue Mountain Estates – 002</i>	<i>11 Heat Pumps</i>	<i>15,400</i>		<i>LOC126 appliances</i>	<i>800</i>
		<i>Replace utility room doors</i>	<i>16,800</i>		<i>LOC126 replace rear entire porch</i>	<i>3,500</i>
	<i>Subtotal</i>		<i>32,200</i>		<i>LOC126 remodel kitchen</i>	<i>3,500</i>
					<i>MAR200 replace walks</i>	<i>300</i>
	<i>Scattered Site - 006</i>	<i>LOC126 Patio door</i>	<i>900</i>		<i>MAR200 siding on carport</i>	<i>1,400</i>
		<i>MAR200 3 storm doors</i>	<i>900</i>	<i>Subtotal</i>		<i>11,690</i>
	<i>Subtotal</i>		<i>1,800</i>	<i>15</i>		
<b>Annual</b>				<i>Scattered Site - 007</i>	<i>COU117 replace walks and carport</i>	<i>4,800</i>
	<i>Scattered Site - 007</i>	<i>COU117 macadam drive</i>	<i>1,680</i>		<i>COU117 siding/shutters/carpet</i>	<i>8,000</i>
		<i>COU117 roof</i>	<i>4,000</i>		<i>COU201 sidewalks</i>	<i>500</i>
		<i>COU117 replace shed</i>	<i>1,200</i>		<i>COU201 new windows and storm dr</i>	<i>5,400</i>
		<i>COU201 windows</i>	<i>4,800</i>		<i>GRE148 porch/walks/driveway</i>	<i>2,700</i>
<b>Statement</b>		<i>COU201 rear porch</i>	<i>650</i>		<i>GRE148 new shed/remodel kit/bath</i>	<i>4,700</i>
		<i>GRE148 remodel bath</i>	<i>3,500</i>		<i>MAR107 fence north property line</i>	<i>600</i>
		<i>GRE148 replace siding/storm drs</i>	<i>5,450</i>		<i>MAR107 appliances/frnt door/storm dr</i>	<i>1,980</i>
		<i>MAR107 Rear porch &amp; walks</i>	<i>1,600</i>		<i>NCOL20+22 kitchen flooring</i>	<i>2,400</i>
		<i>MAR107 basement ceiling tile</i>	<i>1,200</i>		<i>NCOL20/22 shutters/patio doors</i>	<i>3,025</i>
	<i>Subtotal</i>		<i>24,080</i>	<i>26</i>	<i>NCOL20/22 utility shed doors</i>	<i>900</i>
				<i>Subtotal</i>		<i>35,005</i>
	<i>Scattered Site - 008</i>	<i>AB1846 Replace front walk</i>	<i>350</i>	<i>Scattered Site - 008</i>	<i>AB1846 sidewalks</i>	<i>2,200</i>
		<i>AB1846 vinyl siding/windows</i>	<i>4,950</i>		<i>AB1846 Remodel kitchen, appliances</i>	<i>3,200</i>
		<i>GRO107 Sidewalks</i>	<i>900</i>		<i>AB1846 carpet &amp; kitchen floor</i>	<i>3,200</i>
		<i>GRO107 Appliances</i>	<i>800</i>		<i>CRISCR appliances</i>	<i>800</i>
		<i>HIC144 Front storm door</i>	<i>500</i>		<i>GRO107 rear fence, kitchen floor</i>	<i>1,340</i>
		<i>S17524 Carpet</i>	<i>2,000</i>		<i>HIC130 windows, carpet</i>	<i>5,200</i>
	<i>Subtotal</i>		<i>9,500</i>	<i>35</i>	<i>HIC144 front walk, paint shutters</i>	<i>780</i>
					<i>HIC144 appliances, carpet</i>	<i>2,800</i>

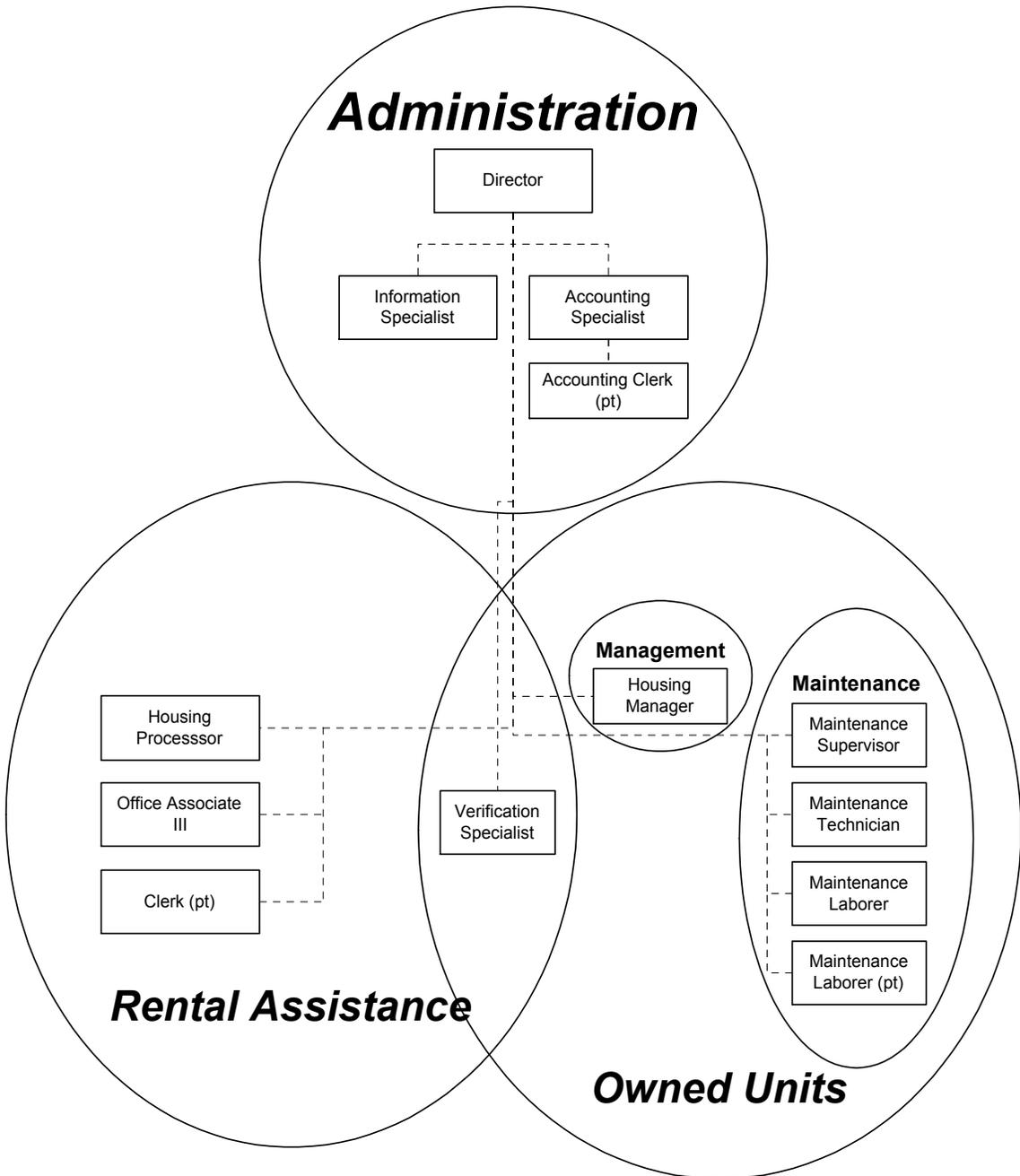


**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<i>Parkview Knoll – 001</i>	Heat pumps in 7 units	9,800	<i>Parkview Knoll – 001</i>	Replace site lights	12,750
	<i>Subtotal</i>		9,800		Replace macadam curb w/concrete	3,400
					Heat pumps in last 4 units	5,600
				<i>Subtotal</i>		21,750
	<i>Blue Mountain Estates – 002</i>	7 Heat Pumps	9,800	<i>Blue Mountain Estates – 002</i>	Heat pumps in last 4 units	5,600
		1” macadam on parking lot	66,500	<i>Subtotal</i>		5,600
	<i>Subtotal</i>		76,300			
	<i>Scattered Site - 006</i>	FRED26 fencing	1,920	<i>Scattered Site – 006</i>	FRED26 replace roof	6,000
		LOC126 sidewalks	1,250	<i>Subtotal</i>	LOC126 12x12 tile floor	900
		MAR200 remodel bath & kitchen	4,000			6,900
<b>Annual</b>	<i>Subtotal</i>		7,170	<i>Scattered Site - 007</i>	COU117 remodel kitchen and bath	6,000
	<i>Scattered Site - 007</i>	MAR107 remodel kitchen and bath	4,500		COU201 replace roof and venting	4,000
		NCOL20/22 appliances	1,600		NCOL20/22 sidewalks	2,200
	<i>Subtotal</i>		6,100	<i>Subtotal</i>	NCOL20/22 carpet	4,000
<b>Statement</b>						16,200
	<i>Scattered Site - 008</i>	AB1846 rear steps and patio	1,800	<i>Scattered Site - 008</i>	HIC130 front porch, steps and patio	1,000
		CRISCR remodel kitchen	3,500		HIC144 remodel kitchen and bath	4,000
		GRO107 carpet	2,000		S17839 remodel kitchen and bath	4,000
		GRO107 remodel kitchen	3,500			9,000
		HIC130 siding	3,500			
		HIC130 appliances	800			
		S17524 appliances	800			
		S17839 appliances	800			
		S17839 siding	5,000			
	<i>Subtotal</i>		21,700			
	<i>Scattered Site – 009</i>	GA5019 appliances	800	<i>Scattered Site – 009</i>	GA5019 remodel bath and kitchen	5,000
		GAYST appliances	800			5,000
		MAY400 remodel kitchen	3,500			
		MAY400 window awning	600			



**Housing Authority of Washington County**



PHA Management Organizational Chart – Attachment C (FY2002)

# PHA Plan

## FFY2001 Capital Fund Program Action Plan

### Component 7, Attachment D Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary (for FFY2001, PHA FY2002)

Capital Fund Grant Number to be provided by HUD FFY of Grant Approval: 2001

Original Annual Statement for MD06P02850101

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	32,017
3	1408 Management Improvements	0
4	1410 Administration	0
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	0
9	1450 Site Improvement	30,550
10	1460 Dwelling Structures	63,630
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	126,197
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	11,403
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	25,500

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories Housing Authority of Washington County Grant - MD06P02850101	Development Account Number	Total Estimated Cost
001/PVK	1. Replace sidewalk between units 220 and 226	1450	4,000
002/BME	2. Replace patio and walks to 3 HC units	1450	3,048
002/BME	3. Replace Main St. sidewalk	1450	11,287
002/BME	4. Make all HC ramps ADA compliant	1450	5,855
002/BME	5. Replace sidewalk at units 4-5 and 8-9	1450	560
007/NOR129	6. 1" macadam on drive	1450	1,700
001/PVK	7. Install heat pumps in 6 of 28 units	1460	8,400
001/PVK	8. Replace patio doors	1460	9,220
001/PVK	9. Replace all bath vent fans	1460	4,200
002/BME	10. Replace kitchen and bath lighting with florescent	1460	8,700
002/BME	11. Install heat pumps in 6 of 28 units	1460	8,400
007/COU201	12. Remodel bathroom	1460	3,500
007/GRE148	13. New roofs	1460	5,500
007/GRE148	14. Point chimney	1460	360
009/WI1704	15. Culvert replacement	1450	1,600
007/WAB114	16. Replace front door	1460	800
008/GRO107	17. Replace kitchen floor	1460	2,000
008/NOR129	18. Repoint chimney	1460	350
008/S17524	19. Replace front door and storm	1460	1,450
009/AB1926	20. Replace kitchen cabinets and stove	1460	4,200
009/GAYST	21. Replace 2 storm doors	1460	1,000
008/MAY400	22. Siding on garage	1460	3,050
007/COU201	23. HC ramp for rear porch	1450	2,500
006/MAR200	24. Remove unsightly vented gas heater from sun room that is no longer needed to heat room and which has not been in use for 10 years.	1460	2,500
PHA wide	25. Funds for operations	1406	32,017
Grand Total of FY2002 (FFY2001) Costs			126,197

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
001/PVK 1.	6/30/2003	6/30/2004
002/BME 2.	6/30/2003	6/30/2004
002/BME 3.	6/30/2003	6/30/2004
002/BME 4.	6/30/2003	6/30/2004
002/BME 5.	6/30/2003	6/30/2004
007/NOR129 6.	6/30/2003	6/30/2004
001/PVK 7.	6/30/2003	6/30/2004
001/PVK 8.	6/30/2003	6/30/2004
001/PVK 9.	6/30/2003	6/30/2004
002/BME 10.	6/30/2003	6/30/2004
002/BME 11.	6/30/2003	6/30/2004
007/COU201 12.	6/30/2003	6/30/2004
007/GRE148 13.	6/30/2003	6/30/2004
007/GRE148 14.	6/30/2003	6/30/2004
009/WI1704 15.	6/30/2003	6/30/2004
007/WAB114 16.	6/30/2003	6/30/2004
008/GRO107 17.	6/30/2003	6/30/2004
008/NOR129 18.	6/30/2003	6/30/2004
008/S17524 19.	6/30/2003	6/30/2004
009/AB1926 20.	6/30/2003	6/30/2004
009/GAYST 21.	6/30/2003	6/30/2004
008/MAY400 22.	6/30/2003	6/30/2004
007/COU201 23.	6/30/2003	6/30/2004
006/MAR200	6/30/2003	6/30/2004

## **Attachment E – Comments of Resident Advisory Board**

(The Resident Advisory Board, RAB, members predominately come from the Authority's two low-rent elderly communities, Blue Mountain Estates, BME and Parkview Knoll, PVK. In order to maximize feedback from RAB members Authority staff held meetings at PVK and BME, therefore feedback that was specific to one of these two communities is identified below by including the initials of that community.)

Devoting improvement money that had been previously budgeted for adding central air conditioning and carpet to installing thru-wall heat pumps will get the job done in five years, and will mean that we do not have to wait for units to become vacant. Residents experiencing breathing problems in the summer such as hay fever and asthma should receive these units before other tenants (BME), if interested, otherwise the Authority should choose which units to target by selecting units at random from among tenants that wish to be considered first.

The Authority's Board of Commissioners should add a waiting list preference for veterans. People that have served this country in this way deserve this benefit. Otherwise the waiting list priorities presently being used make a lot of sense.

When Church Street in Williamsport is extended, trees should be planted to screen Parkview Knoll from this busy street (PVK).

Things are very good in our community. Crime is not a problem. We see a Sheriff's deputy riding through our complex fairly often, and this is very much appreciated. (BME)

## **Attachment F – Implementation of Public Housing Resident Community Service Requirements**

For residents of the Housing Authority of Washington County, Community Service requirements will go into effect at annual recertifications on or after July 1, 2001. At that time each family will be asked to sign a new lease that incorporates the Community Service-related requirements. Families that apparently are not exempt will be notified in the month of May 2001, and will be provided with background information on the new requirements.

The Housing Authority of Washington County will exempt adult family members from this requirement who

- Are 62 or older
- Qualify as blind or disabled;
- Are the primary care-giver for a household member that qualifies as blind or disabled;
- Engaged in work activity;
- Are properly exempt from work activity; or who
- Are enrolled in a qualifying welfare-to-work program.

Because public schools in the State of Maryland also administer community service requirements that must be met in order to graduate from high school, the Community Service Program of the Housing Authority of Washington County will model its program after the program used in Washington County schools, and will use the definition of community service applied by the Washington County Board of Education.

## **Attachment G -- Pet Policy**

The Housing Authority of Washington County's **Rules and Regulations Handbook for Tenants** or "The Tenant Handbook" is provided to each of our residents at move-in. Page five of the Handbook includes this simple statement of the Authority's Pet Policy:

### **PETS**

1. Neutered common household pets with appropriate shots and license will be permitted with written advance approval of the Housing Authority. Pet applications are available from the Housing Authority Office. **A separate pet application and damage deposit is required for each pet.**
2. **Damage Deposit:** All pet applications must be accompanied by a damage deposit of \$30.00 for a one (1) bedroom unit, \$90.00 for a three (3) bedroom unit and \$120.00 for a four (4) bedroom unit. The damage deposit will be returned to the tenant on move-out in accordance with Maryland State Law provided the terms and rules in the application have been followed.

The pet application makes it clear that the Housing Authority of Washington County allows only common household pets, i.e., domesticated animals, such as a dog, cat, bird, rodent (including a rabbit), fish or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes.

Pets are not allowed until a resident has filed an application. Cats and dogs must be neutered. All licenses required by local laws must be current, and kept current. Pets may not interfere with neighbors' quiet enjoyment of their units at any time, and the Pet Policy carefully spells out the expectations and consequences of inappropriate pet and owner behavior.

## **Attachment H – Resident Membership of the PHA Governing Board**

In January 1999 the Board of Commissioners of the Housing Authority of Washington County notified all participants in the Authority's rental assistance programs of their desire to recommend to the Board of County Commissioners a program participant for appointment as a Commissioner in accordance with the requirements of the Quality Housing and Work Responsibility Act of 1998. The Authority Board of Commissioners met with the five individuals that responded to explain the responsibilities of the position. Following this process Mr. Herbert Albert was the only individual that remained interested in filling such a position. Accordingly he was recommended for a then open vacancy on the Board and appointed by the Board of County Commissioners on September 14, 1999 for a five-year term ending on August 31, 2004.

**Attachment I – Membership of the Resident Advisory Board for the Housing Authority of Washington County**

	Member	Community
1	Janet Marshall	Parkview Knoll
2	Harold Marshall	Parkview Knoll
3	Clifford Noel	Parkview Knoll
4	Bettye Noel	Parkview Knoll
5	Ruth Walters	Parkview Knoll
6	Amy Myerly	Blue Mountain Estates
7	Emma Johnson	Blue Mountain Estates
8	Teresa McCall	Rental Assistance

**Attachment J –  
Assessment of Site-Based Waiting List Development Demographic Changes**

As of 02/23/2001

Community	Blue Mountain Estates	Parkview Knoll
Average income today	\$7,100	\$7,137
New admissions in past year	2	1
Average Income of new admissions	\$5,879	\$8,573

Our analysis of this information leads us to the conclusion that moving to a site based waiting list has not had a significant impact on the income levels of the persons served in these two residential communities. Rather, using a site-based list has reflected the strong preference of elderly customers to seek housing in their “home” community.

**Attachment K –  
Project Based Vouchers**

In FY2002 the Housing Authority of Washington County will conduct competitions for project basing vouchers in support of two proposed elderly rental housing projects: Springfield Manor in Williamsport Maryland and for an as yet unnamed project in Clear Spring Maryland. In response to community feedback on the need for elderly housing, the Authority commissioned a market study in 1996 that demonstrated an unmet need for elderly units in Clear Spring of 24 units and in Williamsport of more than 40 units.

Project basing of assistance to meet these service gaps is an appropriate action because the housing stock in the private sector does not meet the needs of senior citizens. Given the age of the existing housing stock in Washington County, rental units do not meet ADA requirements and are not adaptable to the needs of seniors as to size or functionality.

Project basing vouchers is consistent with the Authority's goal of expanding the supply of assisted housing by leveraging private or other public funds to create additional housing opportunities.

**Attachment L –  
Progress report on FY2001-2006 5-Year Plan**

To make the 5-Year Plan document more user friendly, the Housing Authority of Washington County has updated the 2001-2006 version to use Microsoft Word formatting. In the past plan period we completed our application for Maryland's Partnership Rental Housing monies to build an additional 36 elderly units in the Williamsport, MD, area. We also took occupancy of 24 elderly units in the newly constructed Monterey House in Hancock, MD.

In the past year we methodically took a "step at a time" toward leasing our Section 8 voucher program. We have advertised for applicants and landlords, we have raised our payment standard to the 110% level and are now poised to request relief from HUD's 75% Extremely Low Income targeting requirement.

In the past year emergency alarms were re-located at our Blue Mountain Estates community to address resident concern that residents of the community would be far likelier to call emergency services than private sector neighbors who might not realize the purpose of the nurse call system alarms.

Moving the office in November 2000 was a major undertaking that delayed focus on some of our longer range planning issues. Work to obtain HUD permission to make Blue Mountain Estates and Parkview Knoll "elderly only" projects was postponed to this fiscal year.