

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYearsBeginning  
7/1/2002thru6/30/2007

AnnualPlanforFederalFiscalYear2002

*PHAFiscalYear7/1/2002 -6/30/2003(FY2003)*

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

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HUD50075  
OMBApprovalNo:2577 -0226  
Expires:03/31/2002

## PHA Plan Agency Identification

**PHAName:** Housing Authority of Washington County

**PHANumber:** MD028

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2003 -2007**  
 [24CFRPart903 .5]

**A.Mission**

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

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

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. PHA 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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THE OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space 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: FY03 -30; FY04 -100
  - 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
  - Increase customer satisfaction: **Section 8 Landlords**

- Concentrate effortsto 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 effortsto potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program
  - 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: **Increase # enrolled in public housing portion of FSS program from 5 to 7**
- Provide or attract supportive services to improve assistancerecipients' 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
  - Assign a staff member to assist seniors with finding needed services

PHA Goal: Improve the market appeal of owned units

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

**AnnualPHAPlan**  
**PHAFiscalYear2003**  
[24CFRPart903.7]

**1. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**2. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

TheHousingAuthorityofWashingtonCountyserveslowerincomecitizens fromallpartsofWashingtonCountyoutsidethecorporatelimitsoftheCityof Hagerstown.Thepoliciesandfundingprioritiesforthenextfiveyearswillenablethe HAWCtomaintainitsHUDrecognizedexemplarylevelofperformance.Capital investmentoverthenextfiveyearswillbringscattered-sitepropertiesandexisting elderlycommunitiesintolike -newcondition,whileaddingamenitiesthatwill guaranteemarketabilityintothentwodecades.AtthesametimetheHAWCwill completeinthenextfiveyearsanexpansionofelderlyhousingresourcesthatwill bringanelderlysitetoanewcommunityandexpandelderlyresourcesinanother community.

TomeettherentalneedsoflargerfamiliestheHAWChasadoptedpayment standardshigherthantheHUDESTABLISHEDFairMarketRents.Ifthisstepdoesnot expandthehousingchoicesoflargerfamiliestheHAWCwillworktoencourage private development,orundertakeacquisitionofadditional scattered-site properties to meettherentalneedsoflowerincomefamilies.

# Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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### Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration (pages 16 -17)
- FFY2002 (PHA FY2003) Capital Fund Program Annual Statement -- A
- 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 --B
- FFY2002(PHAFY2003)CapitalFundProgram5YearActionPlan -- C
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) -- D
- Other (List below, providing each attachment name)
- Pet Policy – E
- Resident Membership of the Public Housing Authority Governing Board – F
- Membership of the Resident Advisory Board for the HAWC - G
- Site-Based Waiting List Development Demographic Changes – H
- Project-based vouchers – I
- Progress report on FY2002 -20065- Year Plan -- J
- Section 8 Homeownership Program Capacity Statement – K
- Voluntary Conversion Initial Assessments -- 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 jurisdiction 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
	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 HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	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	Annual Plan: Conversion of Public Housing
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	conversion plans prepared pursuant to section 202 of the 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
X	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 result 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. Statement of Housing Needs

[24CFR Part 903.79(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.

Housing Needs of Families in the Jurisdiction by Family Type (1990 Census)							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
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
Elderly	1,196	4	4	3.5	4	3	3
Families with Disabilities	N/A	4.5	5	4.5	4.5	4	4

<b>Housing Need of Families in the Jurisdiction by Family Type (1990 Census)</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
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 Need 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>HousingNeedsofFamiliesontheWaitingList</b>			
Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input checked="" type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/sub -jurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	172		285
Extremelylow income<=30%AMI	91	41.28%	
Verylowincome (>30%but<=50%AMI)	71	41.28%	
Lowincome (>50%but<80%AMI)	8	4.65%	
Familieswith children	72	41.86%	
Elderlyfami lies	60	34.88%	
Familieswith Disabilities	28	16.28%	
White	158	91.86%	
Black	13	7.56%	
Note:Notallapplicantsprovideanswersstoallstatisticalquestions			
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	96	55.81%	5
2BR	38	22.09%	0
3BR	31	18.02%	3
4BR	5	2.91%	0
5BR	1	0.58%	0
5+BR	0	0.00%	0

### Housing Needs of Families on the Waiting List

Isthe waiting list closed (select one)?     No     Yes

If yes:

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthemodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities, shouldtheybecomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAreourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionate housingneeds
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

**OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)**

**(2)ReasonsforSelectingStrategies**

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthe strategiesitwillpursue:

- Fundingconstraints
- Staffingconstraints
- Limitedavailabilityofsitesforassistedhousing
- Extenttowhichparticularhousingneedsaremetbyotherorganizationsint he 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)

#### 4. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support 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 2003 grants)</b>		
a) Public Housing Operating Fund	156,064	
b) Public Housing Capital Fund	94,934	
c) HOPEVI Revitalization		
d) HOPEVI Demonstration		
e) Annual Contributions for Section 8 Tenant -Based Assistance	1,743,200	
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 FY 2001	\$27,791	
CFP FY 2000	\$0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	112,404	Operating Expenses
<b>4. Other income</b> (list below)		
Interest	5,195	Operating Expenses
<b>4. Non-federal sources</b> (list below)		(All following for non - HUD projects as indicated)
Schoolhouse Manor	131,188	Operating Expenses
Monterey House	113,743	Operating Expenses
Francis Murphy Senior Apts	321,650	Operating Expenses
<b>Total resources</b>	2,706,169	

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

[24CFR Part 903.79(c)]

### A. Public Housing

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

#### (1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) **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) Debtsowedtootherhousingagencies .

- c.  Yes  No: DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?
- d.  Yes  No: DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?
- e.  Yes  No: DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

**PHAaccessescriminalrecordselectronicallyfromtheStatedatabase.**

**(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousestoorganizeitspublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice
- Other(listbelow)

c. IfthePHAplanstooperateoneormoresite -basedwaitinglistsinthecomingyear, answereachofthefollowingquestions;ifnot,skiptosubsection **(3)Assignment**

1. Howmanysite -basedwaitinglistswillthePHAoperateinthecomingyear? 2

2.  Yes  No: AreanyorallofthePHA'ssite -basedwaitinglistsnewforthe upcomingyear(thatis,theyarenotpartofapreviously -HUD- approvedsitebasedwaitinglistplan)? Ifyes,howmanylists?

3.  Yes  No: Mayfamiliesbeonmorethanonelistsimultaneously Ifyes,howmanylists? 2

4. Wherecaninterestedpersonsobtainmoreinformationaboutandsignuptobeon thesite -basedwaiting lists(selectallthatapply)?

- PHAmainadministrativeoffice
- AllPHAdevelopmentmanagementoffices

- Management offices at developments with site -based waiting lists
- At the development to which they would like to apply
- Other (list below)

on PHA website, [www.wc-link.org/hawc](http://www.wc-link.org/hawc)

**(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 transfer take precedence over new admissions? (list below)

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

**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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

#7 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
- #6 Veterans and veterans' families
- #4 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- #5 Otherpreference(s)( listbelow)

**Residents of the State of Maryland**

4. Relationship of preferences to income targeting requirements:

- ThePHAappliespreferenceswithinincometiery
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

**(5) Occupancy**

a. What referencematerialscanapplicantsandresidentsusetooobtaininformation abouttherulesofoccupancyofpublichousing(selectallthatapply)

- ThePHA-residentlease
- ThePHA'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

**Tenant Handbook**

b. HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectallthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: DoesthePHAhaveanygeneraloccupancy(family)public housingdevelopmentscoveredbythedeconcentrationrule?If no,thissectioniscomplete.Ifyes,continuetothene next question.

b.  Yes  No: Doanyofthesecovereddevelopmentshaveaverageincomes aboveorbelow85%to115%oftheaverageincomesofallsuch developments?Ifno,thissectioniscomplete.

If yes, list the developments as follows:

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source) **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(describ 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 assistance waiting list merged? (select all that apply) -based

- 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 assistance? (select all that apply) -based

- 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 effort 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
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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 points 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

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
- #4 Veterans and veterans' families
- #5 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)

- Household 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 ensure that the PHA will meet income targeting requirements

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

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

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

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

- Through published notices
- Other (list below)

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

## 6. PHA Rent Determination Policies

[24CFR Part 903.79(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(listbelow)

3. Selectthespaceorspaces thatbestdescribehowsyouarriveatceilingrents(select allthatapply)

- Marketcomparabilitystudy
- Fairmarketrents(FMR)
- 95<sup>th</sup>percentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebtservice
- The“rentalvalue”oftheunit
- Other(listbelow)

f.Rentre -determinations:

1.Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamilycompositiontothePHAsuchthatthechangesresultinadjustmentto rent?(selectallthatapply)

- Never
- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamilyexperiencesanincomeincreaseaboveathresholdamountor percentage:(ifselected,specifythreshold) **Amountover\$100.00permonth**
- Other(listbelow)

g.  Yes  No:DoesthePHAplantoimplementindividualsavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreases inthenextyear?

## (2)FlatRents

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuse toestablishcomparability?(selectallthatapply.)

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

## Propertyappraisalsandcurrentvaluation

## 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)

Payment Standards are at 110% of the Success -rate FMRs per HUD approval 4/2002

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

- Rentburdensofassistedfamilies
- Other(listbelow)

**(2)MinimumRent**

a. WhatamountbestreflectsthePHA’sminimumrent?(selectone)

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

b.  Yes  No: HasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

**(Lossofeligibilityorawaitingdeterminationforagovernmentprogram,or facingevictionasaresultofimpositionofminimumrent,whereincomehas decreasedbecauseoflossofemployment,deathinthefamilyorother circumstancesasdeterminedbythePHAorHUD.)**

**7. OperationsandManagementPolicies**

[24CFRPart903.79(e)]

ExemptionsfromComponent5:HighperformingandsmallPHAsarenotrequiredtocomplete this section. Section8onlyPHAsmustcompletepartsA,B,andC(2)

**A.PHAManagementStructure**

DescribethePHA’smanagementstructureandorganization.

(selectone)

- AnorganizationchartshowingthePHA’smanagementstructureand organizationisattached. **AttachmentC**
- AbriefdescriptionofthemanagementstructureandorganizationofthePHA follows:

**B.HUDProgramsUnderPHAManagement**

ListFederalprogramsadministeredbythePHA,numberoffamilieservedatthebeginningofthe upcomingfiscalyear,andexpectedturnoverineach.(Use“NA”toindicatethatthePHAdoesnot operateanyoftheprogramslistedbelow.)

<b>ProgramName</b>	<b>UnitsorFamilies ServedatYear Beginning1/27/2001</b>	<b>Expected Turnover (basedonlast12mo.)</b>
PublicHousing	80	9
Section8Vouchers	410	291
Section8Certificates		

Section 8 Mod Rehab		
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**

**8. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

**Timeframes for submission of documents; charges for copying documents; failure to appear**

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

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

### B. Section 8 Tenant -Based Assistance

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

Timeframes for submission of documents; charges for copying documents; failure to appear

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

- PHA main administrative office
- Other (list below)

## 9. 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: PHA 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 Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

### 10. Demolition and Disposition Needs

[24CFR Part 903.79(h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip 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:

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

[24CFR Part 903.79(i)]

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

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

#### 2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Parkview Knoll
1b. Development (project) number: 001
2. Designation type:

Occupancybyonlytheelderly <input checked="" type="checkbox"/>	Occupancybyfamilieswithdisabilities <input type="checkbox"/>	Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities <input type="checkbox"/>
3.Applicationstatus(selectone)		
Approved;includedinthePHA'sDesignationPlan		<input type="checkbox"/>
Submitted,pendingapproval		<input type="checkbox"/>
Plannedapplication		<input checked="" type="checkbox"/>
4.Datethisdesignationapproved,submitted,orplannedforsubmission:		(12/31/02)
5.Ifapproved,willthisdesignationconstitutea(selectone)		
<input checked="" type="checkbox"/> NewDesignationPlan		
<input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?		
6. Numberofunitsaffected: 28		
7.Coverageofaction(selectone)		
<input type="checkbox"/> Partofthedevelopment		
<input checked="" type="checkbox"/> Totaldevelopment		

<b>DesignationofPublicHousingActivityDescription</b>		
1a.Developmentname:BlueMountainEstates		
1b.Development(project)number:002		
2.Designationtype:		
Occupancybyonlytheelderly		<input checked="" type="checkbox"/>
Occupancybyfamilieswithdisabilities		<input type="checkbox"/>
Occupancybyonlyelderlyfamiliesandfamilieswithdisabilities		<input type="checkbox"/>
3.Applicationstatus(selectone)		
Approved;includedinthePHA'sDesignationPlan		<input type="checkbox"/>
Submitted,pendingapproval		<input type="checkbox"/>
Plannedapplication		<input checked="" type="checkbox"/>
4.Datethisdesignationapproved,submitted,orplannedforsubmission:		(12/31/02)
5.Ifapproved,willthisdesignationconstitutea(selectone)		
<input checked="" type="checkbox"/> NewDesignationPlan		
<input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan?		
6. Numberofunitsaffected: 28		
7.Coverageofaction(selectone)		
<input type="checkbox"/> Partofthedevelopment		
<input checked="" type="checkbox"/> Totaldevelopment		

## 12. ConversionofPublicHousingtoTenant -BasedAssistance

[24CFRPart903.79(j)]

ExemptionsfromComponent10;Section8onlyPHAsarenorequiredtocompletethissection.

### A.AssessmentsofReasonableRevitalizationPursuantto section202oftheHUD FY1996HUDAppropriationsAct

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 14.)

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/YY YY) <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**

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

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <u>Scattered Sites</u>

1b. Development (project) number: <u>MD06P028-006;007;008;009</u>
2. Federal Program authority: <input type="checkbox"/> HOPEI <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: <u>(05/10/1995)</u>
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***

#### **14. PHA Community Service and Self-sufficiency Programs**

[24CFR Part 903.79(1)]

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 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 programsto 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 12/31/2001)
Public Housing	0	3

Section 8	25 -9 graduates=16	23
-----------	--------------------	----

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

### C. Welfare Benefit Reductions

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

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

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

## 15. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

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

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

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

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

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

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

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

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

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

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

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

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

**C.CoordinationbetweenPHAandthepolice**

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- Policeprovidecrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisesupportevictioncases
- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(list below)

**D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan**

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptofPHDEPfund.

- Yes  No:Is thePHAeligibletoparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?
- Yes  No:Has thePHAincludedthePHDEPPlanforFY2003inthisPHA Plan?
- Yes  No:ThisPHDEPPlan isanAttachment.(AttachmentFilename:\_\_\_)

**16. RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)] (SeeAttachmentF)

**17. CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

**18. FiscalAudit**

[24CFRPart903.79(p)]

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

## 19. PHA Asset Management

[24CFR Part 903.79(q)]

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

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

## 20. Other Information

[24CFR Part 903.79(r)]

### A. Resident Advisory Board Recommendations

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

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

**21. 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

- changerentoradmissionspolicies
- organizationofthewaitinglist
- addingitemstothe capitalplanorthecurrentworkprogramforon -

emergency purposes which will cost in excess of \$25,000, or any demolition or conversion of units, including changes to the homeownership program, or redesignation of units not already covered in this plan. In the event of a substantial deviation/significant amendment to the Plan, both the RAB and the Board of Commissioners would be notified.

## **Attachments**

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



## 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>					
PHAName: Housing Authority of Washington County		Grant Type and Number Capital Fund Program Grant No: MD06P02850101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<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: 3/30/2002 <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	\$32,017	\$57,808.00	\$57,808.00	\$57,808.00
3	1408 Management Improvements Soft Costs	0	0	0	0
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	0	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	\$30,550	\$28,929.75	\$28,929.75	\$28,929.75
10	1460 Dwelling Structures	\$63,630	\$39,459.25	\$11,668.25	\$7,557.14
11	1465.1 Dwelling Equipment — Nonexpendable	0	0	0	0
12	1470 Non Dwelling Structures	0	0	0	0
13	1475 Non Dwelling Equipment	0	0	0	0
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**

PHAName: Housing Authority of Washington County	Grant Type and Number Capital Fund Program Grant No: MD06P02850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/30/2002  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	\$126,197.00	\$126,197.00	\$98,406.00	\$94,294.89
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	\$8,903	0	\$8,903	0
	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	\$28,750	0		
	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: MD06P02850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Cu	ulative	Cumulative			
001/PVK	1. Replacesidewalkbetweenunits220+226	1450	1	4,000	4,000	3,758	3,758	Done	
002/BME	2. Replacepatioandwalksto3HCunits	1450	1	3,048	7,048	3,048	6,806	Done	
002/BME	3. ReplaceMainStreetsidewalk	1450	1	11,287	18,335	14,109	20,915	Done	
002/BME	4. MakeallHCrampsADAcompliant	1450	1	5,855	24,190	5,8550	79,465	Done	
002/BME	5. Replacesidewalksatunits4 -5+8 -9	1450	1	560	24,750	560	80,025	Done	
007/NOR129	6. 1" macadamondrive	1450	1	1,700	26,450		80,025	Pending	
009/WI1704	15. Culvertreplacement	1450	1	1,600	28,050	1,600	81,625	Done	
007/COU201	23. HCrampporrearporch	1450	1	2,500	30,550		81,625	Pending	
001/PVK	7. Installheatpumpsin6of28units	1460	1	8,400	38,950	0	81,625	Bidding	
001/PVK	8. Replacepatiodoors	1460	1	9,220	48,170		81,625	Pending	
001/PVK	9. Replaceallbathventfans	1460	1	4,200	52,370		81,625	Pending	
002/BME	10. Replacekit.+bathlightingw/florescent	1460	1	8,700	61,070		81,625	Pending	
002/BME	11. Installheatpumpsin6of28units	1460	1	8,400	69,470		81,625	Bidding	
007/COU201	12. Remodelbathroom	1460	1	3,500	72,970		81,625	Pending	
007/GRE148	13. Newroof+ 14. pointchimney	1460	1	5,860	78,830		81,625	Pending	
007/WAB114	16. Replacefrontdoor	1460	1	800	79,630		81,625	DoneFFY99	
008/GRO107	17. Replacekitchenfloor	1460	1	2,000	81,630		81,625	Pending	
008/NOR129	18. Repointchimney	1460	1	350	81,980		81,625	Pending	
008/S17524	19. Replacefrontdoorandstorm	1460	1	1,450	83,430		81,625	Pending	
009/AB1926	20. Replacekitchencabinetsandstove	1460	1	4,200	87,630		81,625	Pending	
009/GAYST	21. Replace2stormdoors	1460	1	1,000	88,630		81,625	Pending	
008/MAY400	22. Sidingongarage	1460	1	3,050	91,680		81,625	Pending	
006/MAR200	24. Removegasheater	1460	1	2,500	94,180		81,625	Pending	
PHA	25. Fundsforoperations	1406	1	32,017	126,197		81,625	Done	

# 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: MD06P02850101 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
001/PVK - 1	6/30/2003		10/5/2001	6/30/2004		12/21/2001	
002/BME -2	6/30/2003		8/1/2001	6/30/2004		2/1/2002	
002/BME -3	6/30/2003		8/1/2001	6/30/2004		2/1/2002	
002/BME -4	6/30/2003		8/1/2001	6/30/2004		2/1/2002	
002/BME -5	6/30/2003		8/1/2001	6/30/2004		2/1/2002	
007/NOR129 -6	6/30/2003			6/30/2004			
009/WI1704 -15	6/30/2003		8/1/2001	6/30/2004		9/1/2001	
007/COU201 -23	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/WAB114 -16	6/30/2003		2/2002	6/30/2004		2/2002	
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			
006/MAR200 -24	6/30/2003			6/30/2004			
PHA -25	6/30/2003		8/13/2001	6/30/2004		8/31/2001	

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

PHAName		HousingAuthorityofWashingtonCounty		<input type="checkbox"/> Original5 -YearPlan <input checked="" type="checkbox"/> RevisionNo:1	
Development Number/Name/HA-Wide	Year1 FFY2002	WorkStatementforYear2 FFYGrant:2003 PHAFY:2004	WorkStatementforYear3 FFYGrant:2004 PHAFY:2005	WorkStatementforYear4 FFYGrant:2005 PHAFY:2006	WorkStatementforYear5 FFYGrant:2006 PHAFY:2007
	Annual Statement				
001ParkviewKnoll		1,500	19,600	18,950	0
002BlueMntnEst		4,000	19,600	2,800	66,500
006Scattered		3,800	13,910	6,900	0
007Scattered		27,505	4,500	16,200	2,500
008Scattered		35,650	25,400	9,000	850
009Scattered		25,855	14,200	6,700	1,450
HAwide		30,000	30,000	68,000	58,400
TotalCFPFunds (Est.)	94,934	128,310	127,210	128,550	129,700
TotalReplacement HousingFactorFunds					

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

Activitiesfor Year1	ActivitiesforYear: <u> 2 </u> FFYGrant: 2003 PHAFY: 2004			ActivitiesforYear: <u> 3 </u> FFYGrant: 2004 PHAFY: 2005		
	DevelopmentName/Number	MajorWorkCategories	Estimated Cost	Development Name/Number	MajorWorkCategories	Estimated Cost
<b>See</b>	<i>ParkviewKnoll -001</i>	<i>Replacetrees</i>	<i>1,500</i>	<i>ParkviewKnoll -001</i>	<i>Installheatpumpsin14units</i>	<i>19,600</i>
	<i>Subtotal</i>		<i>1,500</i>	<i>Subtotal</i>		<i>19,600</i>
	<i>BlueMountainEstates -002</i>	<i>Newentrancesign</i>	<i>500</i>	<i>BlueMountainEstates -002</i>	<i>Installheatpumpsin14units</i>	<i>19,600</i>
		<i>Rebuild14bowwindows</i>	<i>3,500</i>	<i>Subtotal</i>		<i>19,600</i>
	<i>Subtotal</i>		<i>4,000</i>			
	<i>ScatteredSite -006</i>	<i>LOC126Remodelkitchen</i>	<i>3,500</i>	<i>ScatteredSite -006</i>	<i>FRED26Macadamdriveway&amp;fencing</i>	<i>3,760</i>
		<i>MAR200Replacesidewalks</i>	<i>300</i>		<i>LOC126sidewalks</i>	<i>1,250</i>
	<i>Subtotal</i>		<i>3,800</i>		<i>LOC126Rearporchdeck,roofandscreens</i>	<i>3,500</i>
					<i>MAR200Kitchenandbath</i>	<i>4,000</i>
	<i>ScatteredSite -007</i>	<i>COU117concretewalkandcarport</i>	<i>4,500</i>	<i>Subtotal</i>	<i>MAR200sidingoncarport</i>	<i>1,400</i>
<b>Annual</b>		<i>COU117roofandcarpet</i>	<i>6,000</i>			<i>13,910</i>
		<i>COU201windows&amp;rearstormdoor</i>	<i>5,400</i>	<i>ScatteredSite -007</i>	<i>MAR107Remodelkitchen&amp;bath</i>	<i>4,500</i>
		<i>GRE148remodelbath&amp;kitchen</i>	<i>3,500</i>	<i>Subtotal</i>		<i>4,500</i>
		<i>MAR107Frontdoorand2stormdoors</i>	<i>1,180</i>			
		<i>MAR107fenceonnorthpropertyline</i>	<i>600</i>	<i>ScatteredSite -008</i>	<i>AB1846Rearstepsandpatio</i>	<i>1,800</i>
<b>Statement</b>		<i>NCOL20-222patiodoors,paintshutters</i>	<i>3,025</i>		<i>CRISCRRemodelkitchen</i>	<i>3,500</i>
		<i>NCOL20-222kitchenfloors,utilrmdoors</i>	<i>3,300</i>		<i>GRO107Remodelkitchen</i>	<i>3,500</i>
	<i>Subtotal</i>		<i>27,505</i>		<i>GRO107carpet</i>	<i>2,000</i>
	<i>ScatteredSite -008</i>	<i>AB1846Kitchencabinets&amp;flooring</i>	<i>3,600</i>	<i>34</i>	<i>GRO107sidewalks</i>	<i>900</i>
		<i>AB1846sidewalksandcarpet</i>	<i>4,200</i>		<i>HIC130Carpet, windows, siding</i>	<i>8,700</i>
		<i>GRO107kitchenfloor</i>	<i>1,100</i>		<i>S17839Siding</i>	<i>5,000</i>
		<i>HIC144shutters, windows, carpet</i>	<i>5,060</i>			<i>25,400</i>
		<i>HIC144patiodoor, frontsidewalk</i>	<i>1,500</i>	<i>43</i>		
		<i>NOR129sidestormdoor, extshed, carpet</i>	<i>3,490</i>			
		<i>NOR129roof, siding, kitchen/bath</i>	<i>14,500</i>			
		<i>S17524patiodoor, shutters</i>	<i>1,650</i>	<i>Subtotal</i>		
		<i>S17839Sidewalks</i>	<i>550</i>			
	<i>Subtotal</i>		<i>35,650</i>			

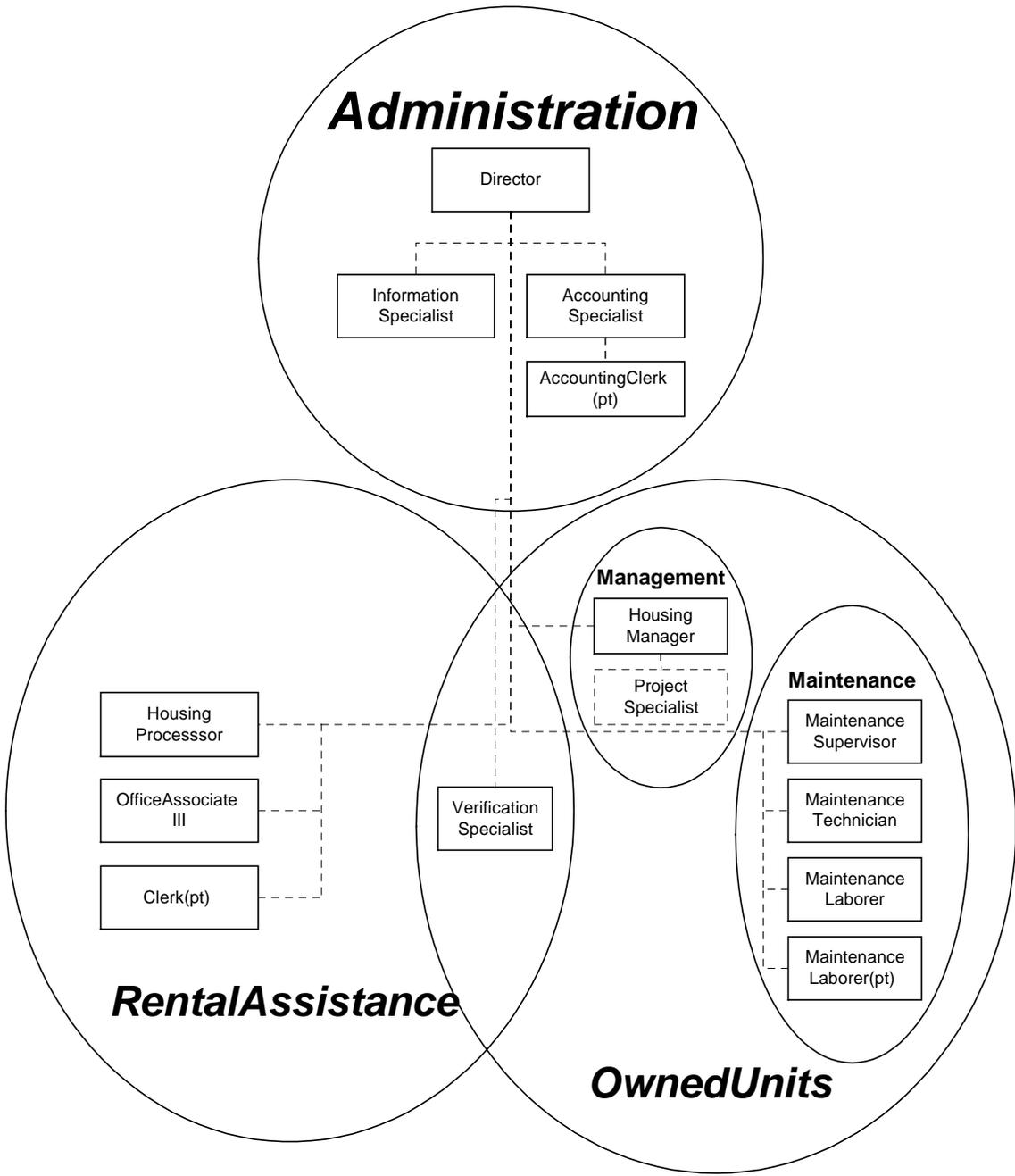


**CapitalFundProgramFive -YearActionPlan**  
**PartII: SupportingPages —WorkActivities**

Activitiesfor Year1	ActivitiesforYear: <u>4</u> FFYGrant: 2005 PHAFY: 2006			ActivitiesforYear: <u>5</u> FFYGrant: 2006 PHAFY: 2007		
	DevelopmentName/Number	MajorWorkCategories	Estimated Cost	DevelopmentName/Number	MajorWorkCategories	Estimated Cost
<b>See</b>	<i>ParkviewKnoll -001</i>	Heatpumpsin2units	2,800			
		Replacemacadamcurbingw/concrete	3,400			
		Replacesitelights	12,750			
	<i>Subtotal</i>		18,950			
	<i>BlueMounta inEstates -002</i>	2HeatPumps	2,800	<i>BlueMountainEstates -002</i>	Overlayparkinglotwith1”macadam	66,500
	<i>Subtotal</i>		2,800	<i>Subtotal</i>		66,500
	<i>ScatteredSite -006</i>	FRED26replaceroof	6,000			
		LOC126replacefirstfloortile	900			
	<i>Subtotal</i>		6,900			
<b>Annual</b>	<i>ScatteredSite -007</i>	COU117Remodelkitchenandbath	6,000	<i>ScatteredSite -007</i>	COU201Replacegaragedoor	1,800
		COU201replaceroofandventing	4,000		COU201Paintgarage	700
		NCOL20/22Sidewalks	2,200	<i>Subtotal</i>		2,500
		NCOL20/22carpetbothunits	4,000			
	<i>Subtotal</i>		16,200			
<b>Statement</b>						
	ScatteredSite -008	HIC130Frontporchstepsandpatio	1,000	ScatteredSite -008	HIC144Rearshed	600
		HIC144Remodelkitchenandbath	4,000		HIC144Rearfence	250
		S17839Remodelkitchenandbath	4,000	<i>Subtotal</i>		850
	<i>Subtotal</i>		9,000			
	ScatteredSite -009	CRISCRSidewalks	900	ScatteredSite -009	WI1704Frontporchandsteps	1,450
		GA5019Remodelkitchenandbath	5,000	<i>Subtotal</i>		1,450
		MAY400Sidewalks	800			
	<i>Subtotal</i>		6,700			



**Housing Authority of Washington County**



PHAManagementOrganizationalChart –AttachmentC(FY2003)

# PHA Plan FFY2002 Capital Fund Program Action Plan

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

### Annual Statement Capital Fund Program (CFP) Part I: Summary (for FFY2002, PHA FY2003)

Capital Fund Grant Number    to be provided by HUD    FFY of Grant Approval    : 2002

Original Annual Statement for MD06P02850102

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	33,304
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	2,500
10	1460 Dwelling Structures	31,130
11	1465.1 Dwelling Equipment - Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	28,000
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>	<b>94,934</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	0



**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)
007/COU201	6/30/2004	6/30/2006
001/PVK	6/30/2004	6/30/2006
001/PVK	6/30/2004	6/30/2006
007/COU201	6/30/2004	6/30/2006
007/GRE148	6/30/2004	6/30/2006
008/NOR129	6/30/2004	6/30/2006
008/S17524	6/30/2004	6/30/2006
009/AB1926	6/30/2004	6/30/2006
009/MAY400	6/30/2004	6/30/2006
008/NOR129	6/30/2004	6/30/2006
008/HIC144	6/30/2004	6/30/2006
008/GRO107	6/30/2004	6/30/2006
008/GAYST	6/30/2004	6/30/2006
009/MAY400	6/30/2004	6/30/2006
009/WI1704	6/30/2004	6/30/2006
PHA	6/30/2004	6/30/2006
PHA	6/30/2004	6/30/2006
PHA	6/30/2004	6/30/2006

## **Attachment D – 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. The Authority alternates the location of RAB meetings between these two sites in order to maximize feedback from RAB members. Feedback specific to one of these two communities is identified below by including the initials of that community. The following comments were recorded by staff at a RAB meeting held at Blue Mountain Estates on Wednesday, April 3, 2002.)

During the past year a resident newsletter was initiated by the RAB, and has met huge success. The Authority is now circulating a version of the newsletter to two other non-low-rent elderly projects.

Tenants at BME asked when shrubs at the fronts of their units would be replaced, and whether a handrail could be provided for unit 25 where the sidewalk to the unit is particularly steep.

Tenants from PVK reminded the Authority that annual maintenance of the brush on the hillside going down to the ball field in the park was really needed.

A member from BME suggested that checking gutters for accumulation of leaves might be a sensible fall preventivemaintenance task.

Tenants agree with staff that the FY2004 work plans should be reviewed to see if some projects could be moved to FY2005, thus allowing space for some heat pump installations in FY2004.

Tenants from both projects provided feedback on a number of routine maintenance tasks and suggested using the newsletter to provide feedback on capital projects that are underway.

## **AttachmentE --PetPolicy**

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 F – 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 the 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.

**AttachmentG –MembershipoftheResidentAdvisoryBoardfortheHousing  
AuthorityofWashingtonCounty**

	Member	Community
1	JanetMarshall	ParkviewKnoll
2	HaroldMarshall	ParkviewKnoll
3	CliffordNoel	ParkviewKnoll
4	BettyeNoel	ParkviewKnoll
5	RuthWalters	ParkviewKnoll
6	MaryMyers	ParkviewKnoll
7	AmyMyerly	BlueMountainEstates
8	RoyLoughridge	BlueMountainEstates
9	Emmaline Loughridge	BlueMountainEstates
10.	TeresaMcCall	RentalAssistance

**AttachmentH –  
AssessmentofSite -BasedWaitingListDevelopmentDemographicChanges**

As of 02/23/2001

Community	BlueMountainEstates	ParkviewKnoll
Averageincometoday	\$9,541	\$9,633
Newadmissionsinpastyear	4	1
AverageIncomeofnewadmissions	\$9,985	\$16,170

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 level of the persons served at Blue Mountain Estates and that the turnover of only one unit at Parkview Knoll does not provide enough information to draw a conclusion. Using a site -based list has continued to reflect the strong preference of elderly customers to seek housing in their "home" community.

**Attachment I –  
Project Based Vouchers**

In FY2003 the Housing Authority of Washington County will conduct a competition for project based vouchers in support of a proposed elderly rental housing 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.

Project based vouchers to meet this service gap 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 based 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 J –  
Progress report on FY2002 -20075 -Year Plan**

Expanding the supply of assisted housing:

In the past plan period we secured verbal commitments from Maryland's Department of Housing and Community Development for funding of 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 addition 64 elderly units at Francis Murphy Apartments, located off of Robinwood Drive in Hagerstown, were completed and leased by the Authority.

Improving the quality of assisted housing:

In the past year we took steps to install heat pumps in 12 of our 56 elderly housing units. This first step in improving the energy efficiency of elderly units, added air conditioning which will prove to be a great benefit to elderly tenants. Priority for these "first" installations went to persons with documented breathing difficulties. Efforts to improve management scores are ongoing, since we are only in our second year of HUD ratings. In the past year we encouraged Section 8 landlords to "refer" lower income tenant families to our program, resulting in quite a number of new admissions to the program, and improving our relationship with the landlord community.

Increasing assisted housing choices:

In the past year we methodically took a "step at a time" toward leasing our Section 8 voucher program. Having raised our payment standard to the 110% level in the past plan year we met the HUD criteria for use of "success rate payment standards." The Authority also obtained relief from HUD's 75% Extremely Low Income targeting requirement. Leasing of Francis Murphy Apartments brought the Voucher lease rate up to the 95% level.

Improve community quality of life:

Work to obtain HUD permission to make Blue Mountain Estates and Parkview Knoll "elderly only" projects was postponed to the next fiscal year.

Promoting self-sufficiency:

The FSS enrollment in the past year was raised from 3 to 5 participants, with one making plans to buy her home from the Authority.

## **AttachmentK –Section8HomeownershipProgramCapacityStatement**

PerHUDPIHNotice2000 -43,PHA satisfyingcertaincriteriawillbe consideredtohavecapacitytoadministertheSection8Homeownershipprogram. MoreoverthePHA'sstatementthatitis employinganyoftheseprovisionsisallthat is requiredinthecapacitystatement.

Paragraph3.E.oftheHAWCSection8HomeownershipsectionoftheAdministrative PlandemonstratescapacityinthisfashionconsistentwithSectionIII,B.4.b)ofthe noticebystating:

**IfamortgageisnotFHA -insured,HAWCwillrequirethelendertocomplywith generallyacceptedmortgageunderwritingstandardsconsistentwiththoseofHUD/ FHA,GinnieMae,FannieMae,FreddieMac,Maryland=sHousingFinanceAgency (CDA),USDARuralHousingServices,theFederalHomeLoanBank,orother privatelendinginstitution.**

**Component 10, (B) Voluntary Conversion Initial Assessments**

- a) How many of the PHA's developments are subject to the Required Initial Assessments? **4 (The 4 scattered site family developments totaling 24 units)**
  
- b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly, and/or disabled developments not general occupancy projects)? **2 (Blue Mountain Estates and Parkview Knoll, our two 28 -unit elderly developments)**
  
- c) How many Assessments were conducted for the PHA's covered developments? **1 to cover the scattered site projects.**
  
- d) Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None. Experience in the Section 8 Housing Choice Voucher Program is that families cannot find 3 and 4 -bedroom units. The four scattered site projects are 100% 3 and 4 -bedroom units. Therefore conversion of these 24 units to Vouchers would adversely impact the availability of affordable housing in the HAWC jurisdiction.**

Development Name:	Number of Units

- b) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.