

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

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

PHA Plan Agency Identification

PHAName: Housing Authority of the City of Hagerstown, Maryland

PHANumber: MD006

PHAFiscalYearBeginning:(mm/yyyy) 10/2003

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 2000 -2004
 [24CFRPart903.5]

A.Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Housing Authority of the City of Hagerstown, Maryland is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we will provide opportunities for those we serve to become self-sufficient.

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 ENCORAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include targetss 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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
 Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- 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)

- 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)

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:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

- I. PHA Goal: Manage the Hagerstown Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer. Maximum effort will be made each year to obtain "High Performer" status.

Objectives:
 - A. HUD shall recognize the Hagerstown Housing Authority as a high performer by no later than December 31, 2004.
 - B. The Hagerstown Housing Authority shall achieve and sustain an occupancy rate of 99% by December 31, 2004.
 - C. The Hagerstown Housing Authority shall promote a motivating work environment with a recognized capable and efficient team of employees to operate as a customer -friendly and fiscally prudent leader in the affordable housing industry.

- II. PHA Goal: Enhance the marketability of the Hagerstown Housing Authority's public housing units.

- III. PHA Goal: Make housing provided by Hagerstown Housing Authority the affordable housing of choice for the low -income residents of our community.

Objectives:

- A. The Hagerstown Housing Authority shall achieve a level of customer satisfaction that gives the agency the score of nine or higher in this element of the Public Housing Assessment System by December 31, 2004.
- B. The Hagerstown Housing Authority shall remove all major graffiti within 48 hours of discovering it by December 31, 2001. Minor graffiti will be removed within 30 days.
- C. The Hagerstown Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.
- D. The Hagerstown Housing Authority shall become a recognized customer oriented organization.

IV. PHA Goal: Provide a safe and secure environment in the Hagerstown Housing Authority's public housing developments.

V. PHA Goal: Improve resident and community perception of safety and security in the Hagerstown Housing Authority's public housing developments.

Objectives:

- A. The Hagerstown Housing Authority shall reduce crime in its developments by 10% or more by December 31, 2004. (Based on data as of January 1, 2000.)
- B. The Hagerstown Housing Authority shall reduce crime in its developments so that the crime rate is equal to or less than their surrounding neighborhood by December 31, 2004.
- C. The Hagerstown Housing Authority shall utilize modern technology and creative dissemination of staff to reduce our costs for security by 30% by December 31, 2004. (Based on data as of January 1, 2000)
- D. The Hagerstown Housing Authority will solicit feedback from the Resident Advisory Board representatives annually to insure community perception is that our security efforts and resources are being allocated as efficiently and effectively as possible.

VI. PHA Goal: Manage the Hagerstown Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP. Maximum effort will be made each year to obtain "High Performer" status.

VII. PHA Goal: Expand the range and quality of housing choices available to participants in the Hagerstown Housing Authority's tenant-based assistance program.

Objective:

- A. The Hagerstown Housing Authority shall establish a program to help people use it tenant -based program to become homeowners by December 31, 2004.
- B. The Hagerstown Housing Authority shall increase new landlord participation by 10% by December 31, 2004. We shall create and implement a PowerPoint presentation for an outreach program by December 31, 2001.
- C. The Hagerstown Housing Authority shall monitor all HUD tenant -based assistance program availability notices and apply for the appropriate opportunities in order to accommodate families on our waitlist.

VI. PHA Goal: Maintain Hagerstown Housing Authority's real estate in a decent condition.

VII. PHA Goal: Deliver timely and high quality maintenance service to the residents of the Hagerstown Housing Authority.

X. PHA Goal: Replace or renovate obsolete housing.

Objectives:

- A. The Hagerstown Housing Authority shall maintain its units so that they are, at a minimum, in compliance with the City of Hagerstown Housing Code.
- B. The Hagerstown Housing Authority shall create and implement a comprehensive preventive maintenance plan by December 31, 2001.
- C. The Hagerstown Housing Authority shall create and maintain an appealing, up-to-date environment in its developments by December 31, 2004. This will be evidenced by customer service results accomplished by HUD.
- D. The Hagerstown Housing Authority shall achieve and maintain an average response time of no more than two hours in responding to emergency work orders by December 31, 2002.
- E. The Hagerstown Housing Authority shall achieve and maintain an average response time of 14 days in responding to routine work orders by December 31, 2002.
- F. The Hagerstown Housing Authority will determine the feasibility, and make application if appropriate, for HOPEVI funding to replace Westview Homes.

XI. PHA Goal: Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

XII. PHA Goal: Reduced dependence on federal funding.

Objectives:

- A. The Hagerstown Housing Authority shall operate so that the operating budget income exceeds expenses (excluding depreciation) every year.

- B. The Hagerstown Housing Authority shall maintain its operating reserves at a level of at least one million dollars between now and December 31, 2001.
- C. The Hagerstown Housing Authority will reduce its dependence on HUD by raising more dollars from non-HUD sources by December 31, 2004.

XII. PHA Goal: Enhance the image of public housing in our community.

Objective:

- A. The Hagerstown Housing Authority's leadership shall speak to at least three civic, religious, or fraternal groups per year between now and December 31, 2004, to explain the many benefits we provide to the community.
- B. The Hagerstown Housing Authority shall ensure that there are at least three positive stories a year in the local media about the Housing Authority or one of its residents.

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocumentsavailableforpublicinspection .

TableofContents

	<u>Page#</u>
AnnualPlan	
i. ExecutiveSummary	II1 -6
ii. TableofContents	1
1. HousingNeeds	5
2. FinancialResources	10
3. PoliciesonEligibility,SelectionandAdmissions	12
4. RentDeterminationPolicies	20
5. OperationsandManagementPolicies	24
6. GrievanceProcedures	26
7. CapitalImprovementNeeds	27
8. DemolitionandDisposition	28
9. DesignationofHousing	29
10. ConversionsofPublicHousing	30
11. Homeownership	33

12. CommunityServicePrograms	35
13. CrimeandSafety	37
14. Pets(InactiveforJanuary1PHAs)	40
15. CivilRightsCertifications(includedwithPHAPlanCertifications)	40
16. Audit	40
17. AssetManagement	40
18. OtherInformation	41

Attachments

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A,B, etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**filesubmissionfromthePHAPlansfile,providethefilenameinparenthesesinthespaceto therightofthetitle.

RequiredAttachments:

- TAB1** AdmissionsPolicyforDeconcentration (md006a02)
- TAB11** FY2003Capita lFundProgramAnnualStatement (md006b02& md006c02&md006d02)
- Mostrecentboard -approvedoperatingbudget(Required AttachmentforPHAsthataretroubledoratriskofbeing designatedtroubledONLY)
- TAB3** CommunityServiceandFamilySelf -SufficiencyRequirements forPublicHousing
- TAB7** StatementofProgressinMeetingFive -YearPlanMissionand Goals (md006e02)
- TAB8** ResidentAdvisoryBoardList (md006f02)
- TAB9** ResidentMembershipofBoard (md00gf02)

OptionalAttachments:

- TAB2** Operations&Management/PHAManagementOrganizational Chart
- FY2003CapitalFundProgram5YearActionPlan (md006h02)
- TAB10** PublicHousingDrugEliminationProgram(PHDEP)Plan (md006i02)
- CommentsofResidentAdvisoryBoardorBoards(mustbe attachedifnotincludedinPHAPlantext)
- Other(Listbelow,providingeachattachmentname)
- TAB4** PHAPetPolicy
- TAB5** Certifications
- TAB6** FiscalAudit
- TAB12** Correspondence

SupportingDocumentsAvailableforReview

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
√	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
√	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
√	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
√	Most recent board - approved operating budget for the public housing program	Annual Plan: Financial Resources;
√	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
√	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
√	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
√	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
√	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	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
√	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
√	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
√	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
N/A	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
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
√	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
√	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
V	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
√	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. 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							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	1,368	5	N/A	N/A	N/A	1	N/A
Income > 30% but ≤ 50% of AMI	793	3	N/A	N/A	N/A	1	N/A
Income > 50% but < 80% of AMI	393	3	N/A	N/A	N/A	1	N/A
Elderly	851	4	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	2,242	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – Minorities	312	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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: **FY2000 -2004**

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,218		336
Extremely low income <= 30% AMI	952	78%	
Very low income (>30% but <=50% AMI)	217	18%	
Low income (>50% but <80% AMI)	49	4%	
Families with children	809	66%	
Elderly families	40	3%	
Families with Disabilities	181	15%	
Race/ethnicity – White	636	52%	
Race/ethnicity - Black	567	47%	

Housing Needs of Families on the Waiting List			
Race/ethnicity - Hispanic	27	2%	
Race/ethnicity - Other	21	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	118	30%	
2BR	160	40%	
3BR	89	23%	
4BR	23	6%	
5BR	3	1%	
5+BR	1		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

The Housing Authority states that 181 families with disabilities are on the combined Public Housing and Section 8 waiting list. However, HHA did not provide a figure on the “Housing Needs of Families in the Jurisdictions by Family Type” table.

There are 181 families with disabilities on the combined waiting list, however the information on the “Housing Needs of Families in the Jurisdictions by Family Type” is obtained from the City of Hagerstown Consolidated Plan. This information is not addressed in the Consolidated Plan and HHA does not have this information for the entire jurisdiction, only for families that have applied for Public Housing or Section 8 and appear on the HHA Waiting List.

Also, HHA did not rate the impact of factors such as affordability, supply, quality, accessibility, size and location for families within the jurisdiction. It is requested that HHA reassess the housing needs within the authority’s jurisdiction to determine if families with disabilities have a housing need and include this figure on the appropriate table, if applicable.

The information requested is for the jurisdiction and would be obtained from the City of Hagerstown Consolidated Plan. This is not addressed in the Consolidated Plan and therefore is non-applicable.

C. Strategy for Addressing Needs

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for alleligible 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
intenant -based section 8 assistance
- Employ admissions preferences aimed at families with the economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. 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.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2003grants)		
a) PublicHousingOperatingFund	1,876,000	
b) PublicHousingCapitalFund	2,014,962	
c) HOPEVIRevitalization		
d) HOPEVIDemolition		
e) AnnualContributionsforSection 8Tenant -BasedAssistance	4,505,557	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants	43,070	
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
HOPEVIRevitalization	25,788,418	PHCapital Improvements
CFP2001	511,032	PHCapital Improvements
PHDEP2001	164,495	PHSafety/Security
3.PublicHousingDwellingRental Income	2,111,000	PHOperations
ExcessUtilities	52,000	PHOperations
4.Otherincome (listbelow)		
Interest	93,100	PHOperations
Non-DwellingRental	15,000	PHOperations
4.Non -federalsources (listbelow)		
Totalresources	37,174,634	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

a.WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
20
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe)

b.Whichnon-income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug-relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe) **Debtsdue –otherPHAs/CreditChecks**

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC authorizedsource)

(2)WaitingListOrganization

a.WhichmethodsdoesthePHAplantousetoorganizeitstopublichousingwaitinglist (selectallthatapply)

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

b.Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice

Other (list below)

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

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission 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)

Reasonable Accommodation/Deconcentration/Accessibility/Hate Crimes/Family Self-Sufficiency Participants/Elderly Unit/Family Unit/Safety Moves/Live Near Work -Transportation/Elderly Resident in Efficiency to One Bedroom/Family Unit to Elderly Unit /Unit Rehabilitation or Resident Displacement

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)
Reasonable Accommodation
Elderly Head of Co - Head of Person with Disabilities

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.

Date and Time

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

Other preferences (select all that apply)

- 3** Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2** Residents who live and/or work in the jurisdiction
- 3** 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)
1 - Reasonable Accommodation
3 - Elderly Head of Co - Head of Person with Disabilities

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Changes must be reported within 14 calendar days of occurrence

(6) Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Westview	210	Note: Received HOPEVI Funds	Monthly Monitoring
Scattered Sites	30	Units in various neighborhoods; designed to incorporate low - income families into mixed - income neighborhoods	
Scattered Sites	20	Units in various neighborhoods; designed to incorporate low - income families into mixed - income neighborhoods	

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug -related activity
 Other (describe below)
Current and previous landlord name and address

(2) Waiting List Organization

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

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

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

- PHA main administrative office

Other(listbelow)

(3)SearchTime

a. Yes No:DoesthePHAgiveextensionsonstandard60 -dayperiodtosearch
foraunit?

Ifyes,statecircumstancesbelow:

Vouchers issuedfor120days
ExtensionsforReasonableAccommodation

(4)AdmissionsPreferences

a.Incometargeting

Yes No:DoesthePHAplantoexceedthefederaltargetingrequirementsby
targetingmorethan75%ofallnewadmissionstothesection8
programtofamiliesatorbelow30%ofmedianareaincome?

b. Preferences

1. Yes No:HassthePHAestablishedpreferencesforadmissiontosection8
tenant-basedassistance?(otherthandat eandtimeofapplication)
(ifno,skiptosubcomponent **(5)Specialpurposesection8**
assistanceprograms)

2.WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe
comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother
preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing
Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- Residentsholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)

- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofprisalsorhatecrimes
- Otherpreference(s)(listbelow)

**Elderly/Disabled/DisplacedSingle
ReasonableAccommodation**

3.IfthePHAwillempliyadmissionspreferences,pleaseprioritizebyplacinga“1”in thespacethatrepresentsyourfirstpriority,a“2”intheboxrepresentingyour second priority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(either throughanabsolutehierarchyorthroughapointsystem),placethe samenumbertothanonce,etc. each.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

DateandTime

FormerFederalpreferences

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

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- 2** Residentsholiveand/orworkinyourjurisdiction
- 3** Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofprisalsorhatecrimes
- Otherpreference(s)(listbelow)

**1 –ReasonableAccommodation
3 –Elderly/Disabled/DisplacedSingle**

4.Amongapplicantsonthewaitinglistwiththeequalpreferencestatus,howare applicantsselected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

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 preference to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. 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 :

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent redeterminations:

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

- Never
- At family option - **income decreases or increase of allowable deductions**
- Anytime the family experiences an income increase

- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$25 per week increase
- Other (list below)

When change in family composition

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

(2) Flat Rents

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

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

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

- b. If the payment standard is lower than an 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

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?
(selectallthatapply)

- FMRsarenotad equatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
 - Reflectsmarketorsubmarket
 - Toincreasehousingoptionsforfamilies
 - Other(listbelow)
- PromoteDeconcentration**

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthat apply)

- Successratesofassistedfamilies
 - Rentburdensofassistedfamilies
 - Other(listbelow)
- CurrentFMR**

(2)MinimumRent

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

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

5.OperationsandManagement

[24C FRPart903.79(e)]

ExemptionsfromComponent5:HighperformingandsmallPHAsarenotrequiredtocompletethis section.Section8onlyPHAsmustcompletepartsA,B,andC(2)

A.PHAManagementStructure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B.HUDPrograms Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	970	Average 25 per month
Section 8 Vouchers	840	Average 20 per month
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	16	
Special Purpose Section 8 Certificates/Vouchers (list individually)	20 – Terminally Ill Vouchers 30 – Homeless Vouchers	Included with Section 8 Vouchers Included with Section 8 Vouchers
Public Housing Drug Elimination Program (PHDEP)	970	Average 25 per month
Other Federal Programs (list individually)	1. Service Coordinator for Elderly and Persons with Disabilities – 450 2. Family Self - Sufficiency - 97	

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)PublicHousingMaintenanceandManagement:(listbelow)
**Admissions&ContinuedOccupancyPolicy
MaintenancePolicy**

(2)Section8Management:(listbelow)
AdministrativePlan

6. PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section
8-OnlyPHAsareexemptfromsub -component6A.

A. PublicHousing

1. Yes No:Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list addition to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **md006b02, MD006c02, MD006d02**

-or-

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

(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) **md006h02**

-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 there)

B. HOPEVI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name: **Westview Homessoon to be Gateway Crossing**

2. Development (project) number: **MD006002**

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 HOPEVI 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:

Westview Homessoon to be Gateway Crossing MD006002

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by

elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant -Based Assistance

[24 CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD

FY1996HUDAppropriationsAct?(If“No”,skiptocomponent11;if “yes”,completeoneactivitydescriptionforeachidentifieddevelopment, unlesseligibletocompleteastreamlinedsubmission.PHAScompleting streamlinedsubmissionsmayskiptocomponent11.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescriptioninformationforthis componentinthe **optional**PublicHousingAssetManagementTable?If “yes”,skiptocomponent11.If“No”,completetheActivityDescription tablebelow.

ConversionofPublicHousingActivityDescription
1a.Developmentname: 1b.Development(project)number:
2.Whatisthestatusoftherequiredassessment? <input type="checkbox"/> Assessmentunderway <input type="checkbox"/> AssessmentresultssubmittedtoHUD <input type="checkbox"/> AssessmentresultsapprovedbyHUD(ifmarked,proceedtonext question) <input type="checkbox"/> Other(explainbelow)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(Ifyes,gotoblock4;ifno,goto block5.)
4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent status) <input type="checkbox"/> ConversionPlanindevelopment <input type="checkbox"/> ConversionPlansubmittedtoHUDon:(DD/MM/YYYY) <input type="checkbox"/> ConversionPlanapprovedbyHUDon:(DD/MM/YYYY) <input type="checkbox"/> ActivitiespursuanttoHUD -approvedConversionPlanunderway
5.Descriptionofhowrequirements ofSection202arebeingsatisfiedby means other thanconversion(selectone) <input type="checkbox"/> Unitsaddressedinapendingorapproveddemolitionapplication(date submittedorapproved: <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIDemolitionapplication (datesubmittedorapproved:) <input type="checkbox"/> UnitsaddressedinapendingorapprovedHOPEVIRevitalizationPlan (datesubmittedorapproved:) <input type="checkbox"/> Requirementsnolongerapplicable:vacancyratesarelessthan10percent <input type="checkbox"/> Requirementsnolongerapplicable:sitenowhaslessthan300units <input type="checkbox"/> Other:(describebelow)

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

- A. How many of the PHA's developments are subject to the Required Initial Assessments?**

Of the ten (10) developments that are a part of HHA's Public Housing Program, six (6) are subject to the initial assessments.

- 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)?**

Four (4) developments are not subject to the initial assessments, including three (3) developments that are designated as elderly/disabled and one (1) that has been awarded a HOPE VI Revitalization Grant.

- C. How many Assessments were conducted for the PHA's covered developments?**

See "D" Below.

- D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:**

In Fiscal Year ending September 30, 2001, the average Housing Assistance Payment (HAP) and Utility Reimbursement Payment (URP) for the 611 units under the Housing Choice Voucher Program was \$318.60. The Section 8 administrative cost for September 2001 totaled \$29,906.94 or \$48.95 per unit, for a total expense of \$367.55 for each unit under lease.

In Fiscal Year 2001, the total monthly operating expenses for all Public Housing developments were \$307.36 per unit. By eliminating the developments outlined for exclusions, the average monthly per unit cost increases to \$340.70, which is less than the cost per unit for Section 8 assistance.

By looking at each development individually, the only project to benefit from any sort of conversion is the Scattered Site development with only 20 units. The cost difference between the Section 8 and the Scattered Site development is only \$18.97 per unit or a cost savings of \$4,552.80 per year.

In Fiscal Year 2001, the vouchers success rate for our Section 8 program was thirty-six percent (36%) with an additional eight percent (8%) of voucher holders going portable to other jurisdictions. By converting these Public Housing developments to tenant-based Section 8, the families choosing to leave the developments would be less likely to locate suitable housing.

Development Name	Number of Units
Scattered Site (010)	20

These Scattered Site developments are located in Low Poverty Census Tracts (CT3&5) and allow applicants for these units to reside in higher income areas than may be available under the Section 8 program.

Noland Village, a 250-unit development is located in an area that currently only houses one percent (1%) of the total Section 8 program (CT10) and opens a residential area that may not be available under tenant-based rental assistance.

E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

N/A

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **smallPHA** or **highperformingPHA** 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.)

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

B. Section 8 Tenant Based Assistance

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

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

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? **11/11/2000**

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 program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

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

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>Job Readiness Program</i>	<i>10</i>	<i>Specific Criteria</i>	<i>Hagerstown Business College</i>	<i>Public Housing</i>
<i>Computer Program</i>	<i>20</i>	<i>Specific Criteria</i>	<i>Business For Learning Center</i>	<i>Public Housing</i>
<i>GED Program</i>	<i>30</i>	<i>Specific Criteria</i>	<i>Noland Drive</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	53 as of 12/30/2002
Section 8	25	43 as of 12/30/2002

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEPPI an 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 fear ulfor 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 repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- Other (describe below)

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

- Douglas Court**
- Frederick Manor**
- Noland Village**
- Parkside Homes**

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 without outside and/or resident organizations for the provision of crime -and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at -risky youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below)
- Department of Security**

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

Douglass Court
Frederick Manor
Noland Village
Parkside Homes
Potomac Towers
Scattered Sites
Walnut Towers
Westview Home soon to be Gateway Crossing

C. Coordination between PHA and the police

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

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

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

Douglass Court
Frederick Manor
Noland Village
Parkside Homes
Potomac Towers
Scattered Sites
Walnut Towers
Gateway Crossing

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

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

17. PHA Asset Management

[24CFR Part 903.79(q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency

will plan for long -term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Hagerstown Five -Year Consolidation Plan

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in 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:(listbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowingactions andcommitments:(describebelow)

LetterofConfirmationfromCityofHagerstown

D.OtherInformationRequiredbyHUD

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

1. **Definitionof“SubstantialDeviation”and“SignificantAmendmentor Modification”.**Substantialdeviationsorsignificantamendmentsormodification aredefinedasdiscretionarychangesintheplansorpoliciesofthehousingauthority thatfundamentallychangethemission,goals,objectives,orplansoftheagencyand whichrequireformalapprovaloftheBoardofCommissioners.
2. **ResidentAssessmentSub -System(RASS)ImplementationPlan.** Documentationwillbekeptoneachactivitywiththedate,communitiesinwhichthe activitywasheldandwhereapplicablethelevelofparticipation.

❖ **MATERIALS/TRAINING\$1500**

- **FireSafety**
 - HagerstownFireDepartmentPresentation
 - FirePreventionWeek(October)
 - FireSafetyBooklets
 - YouthActivityBooklets
 - FireSafetyCheckList/Tips
 - Articlesinnewslettertointroduceevent
- **Safety**
 - Informationboxesonsite
 - Webpageinformationlink
 - EmergencyNumberMagnet
 - HomeSafetyCheckList/Tips
 - CrimeSafetyTips
 - SelfProtectionPresentations
 - HPD
 - CASA
 - SafeKidsCampaign
 - SafeKidsIdentification
 - HalloweenSafetyProgram
 - BicycleSafety

- CommunitySafety
 - SafetyInformationforFamily
 - SafetyInformationforSeniors
 - CommunitySafetyProgram
 - Articlesinnewslettertointroduceevent
- **Crime**
 - Displayposterforcommunities
 - CrimePreventionTips
 - Residentinformationgathering/reportingworkshop
 - Hostworkshop
 - Providereportingform
 - InformationalFlyer
 - Articlesinnewsle ttertointroduceevent
 - PromoteCrimeWatch
 - HostCommunityWatchMeeting
 - HPDPresentation
 - Articlesinnewslettertointroduceevent
- **Materials**
 - InformationalFlyers/Brochures/YouthActivities
 - Fire/Crime/Safety
 - Gadgets
 - Magnets,keychainsetc.

❖ **HEALTHYHOMES\$1000**

- **Flyers**
 - HealthyHomesFlyers
 - ConsumerProductSafetyCommission
 - HomeSafetyCheckList
 - FireSafetyCheckList
 - Home/FireSeniors
 - Youth

❖ **WORKSHOP\$2000**

- **CASA:**MartyDako -Puttman(301)739 -4990
 - AggressiveChild
 - PhysicalAbuse
 - SexualAbuse

❖ **NEWSLETTER**

- Informationgathering:Whattolookfor;vehicles,personaldescriptions,etc.

- Reasonstocontactsecurity:strangepeople,vehicles,CDSodors,etc.
- Securitycontactnumbers
- MonthlySafetyTips
- Comparedcrimestats
- HotlineNumbers
- Articlesinnewslettertointroduceprograms/events

Attachments

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

1. **ACOP&Section8AdministrativePlan –Changes(md006a02)**
2. **FY2003CapitalFundProgram5AnnualStatement(md006b02,md006c 02, md006d02)**
3. **StatementofProgressinMeetingFive -yearPlanMissionandGoals(md006e02)**
4. **ResidentAdvisoryList(md006f02)**
5. **ResidentMembershipofBoard(md006g02)**
6. **FY2003CapitalFundProgram5YearActionPlan(md006h02)**
7. **PublicHousingDrugEliminationProgram(PHDEP)Plan(md006i02)**

ChangesmadetotheACOP&Section8AdministrativePlan

**Attachedareonlypageswithchangesmadeafterlastyear'ssubmission
(changesarehighlighted)**

ACOP

Page9 -Section7.2- Subsection2

Page31 -Section12.5

Section8Administrativ ePlan

Page18

Page21

Page22

Page69

7.0 ELIGIBILITY FOR ADMISSION

7.1 INTRODUCTION

There are five (5) eligibility requirements for admission to public housing: 1) applicant qualifies as a family; 2) applicant has an income within the income limits; 3) applicant meets citizenship/eligible immigrant criteria, 4) applicant provides documentation of Social Security numbers, and signs consent authorization documents; and 5) applicant meets the Housing Authority screening criteria including criminal background check, landlord reference check and credit check.

7.2 ELIGIBILITY CRITERIA

7.2.1. Family status.

1. A **family with or without children** . Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together at the time of the enrollment interview and whose head of household is at least 18 years of age or older.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An **elderly family** ,(Sec.5.403) which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together;
or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides
 - d. **May be a person with a disability who is less than 62 years of age**

12.4 THE FORMULA MET HOD (24 CFR SEC. 5.6 28)

The total resident payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent, if applicable.

In the case of a family who has qualified for the income exclusion, upon the expiration of the 12-month period, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

12.5 MINIMUM RENT (24 CFR SEC. 5.630)

The Housing Authority has selected not to charge a minimum rent, however, this is subject to change at any time, following Board approval and postings in accordance with HUD regulations. **Minimum Rent: Zero**

12.6 RENT FOR FAMILY ESUNDER THE NONCITI ZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority will grant each family a period of six (6) months to find suitable

The following resolution was introduced by Commissioner Brooks, read in full and considered:

RESOLUTION 03 -11

RESOLVED: The Board of Commissioners approve the revised Section 8 Administrative Plan.

Commissioner Clark moved that the foregoing resolution be approved as introduced and read, which resolution was seconded by Commissioner McCleary and upon roll call the "Ayes" and "Nays" were as follows:

AYES: All
NAYES: None

The Chair thereupon declared said motion carried and said resolution adopted.

**PROPOSED UPDATES AND CHANGES TO THE
SECTION 8 ADM IN SITRATIVE PLAN**

TOPICS	PREVIOUS ADMIN PLAN	REQUESTED CHANGE
Denial for Distribution of Drugs Page 18	N/A Note: This denial was included in the Admin Plan approved in 1998, but was omitted from the Admin Plan approved in 2000.	Applicants who have possession charges on their criminal history records are denied for one year, however dealers are denied for a period of five years. Denials are given the opportunity to request a hearing and given the opportunity to provide proof of substance counseling.
Local Preferences – Page 21	N/A	We have added a 10 Point Preference for ‘Displaced by Government Action’ which covers families being displaced by an action of Federal, State or Local Government or persons displaced from their residence due to extensive damage resulting from a Federally declared natural disaster.
Bedroom Sizes – Page 22	Children of the same sex were required to share a bedroom unless they were in different generations.	This section has been amended to state that children of the same sex will share a bedroom unless the ages are more than 5 years apart. This change brings the Section 8 occupancy standards in line with the Public Housing standards and will eliminate confusion when tenants move from one program to the other.
Housing Quality Standards (HQS) – Page 69	Same	The Administrative Plan did not outline the consequences for Voucher holders whose units did not pass inspection within the allotted time although it does state the 30 -day limit. The new wording was entered as a clarification.

Illegal Use or Possession (24CFR982.553)

If the Housing Authority seeks to deny or terminate assistance because of illegal use or possession for personal use, of a controlled substance, such use or possession must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. The Housing Authority may not deny or terminate assistance for such use or possession by a family member, if the family member can demonstrate that he or she: 1) has an addiction to a controlled substance, has a record of such an impairment; and 2) is recovering or has recovered from such addiction and does not currently use or possess controlled substances. The Housing Authority may require a family member who has engaged in the illegal use of drugs to submit evidence of participation in or successful completion of a treatment program as a condition of participation.

Manufacture/Sale/Distribution of Controlled Substance

If the housing authority seeks to deny or terminate assistance due to the manufacture, sale or distribution or the possession with the intent to manufacture, sell or distribute a controlled dangerous substance, such activity must have occurred within five years before the date the HA provides notice to the family of the HA's determination to deny or terminate assistance. More than one instance constitutes a pattern of activity and the applicant will be declared ineligible regardless of timeframe.

- F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.
- G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;
- H. Have a family member who was evicted from federally assisted housing because of drug-related criminal activity.
- I. Have been evicted from Public Housing during the previous 12-month period commencing on the vacate date or are currently on a notice of Lease Termination for violation of the Public Housing Dwelling Lease.
- J. Have a family member who is illegally using a controlled substance or has a pattern of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority may waive this requirement if:
 - 1. The person demonstrates to the Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. The person has otherwise been rehabilitated successfully; or
 - 4. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any Housing staff;
- L. **Denied for Life:** Have a family member who has been convicted of manufacturing or producing methamphetamine (speed).
- M. **Denied for Life:** Have a family member with a lifetime registration under a State sex offender registration program.

10POINTS: DISPLACED BY GOVERNMENT ACTION: A Displaced family means a family in which each member, or whose sole member, is a person displaced by government action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

5POINTS: ELDERLY/DISABLED HEAD OR COHEAD OR SINGLE DISPLACED: Any head or co-head who is elderly, age 62 or older, or a person with disabilities as defined in HUD regulations and Housing Authority definitions; and/or any single person displaced by disaster or government action as defined in HUD regulations and Housing Authority definitions.

5POINTS: JOB TRAINING: Any head, co-head or adult family member who is actively enrolled in a qualified training program, or in a full time (12 credit hours) accredited college program.

Qualified Training Program A local self-sufficiency, job training, job search, or work experience program, designed to prepare the applicant for the job market and has one or more of the following components: provides employment training and supportive services; is authorized by a Federal, State or local law; funded by Federal, State, or local government; operated or administered by a public agency; and has as its objective to assist participants in acquiring employment skills.

5.3 SELECTION FROM THE WAITING LIST

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before others single persons.

To meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the Housing Authority retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Housing Authority will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family's level of assistance. The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons.

In determining bedroom size, the Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school or temporarily in foster care.

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex will share a bedroom unless there is more than 5 years difference in age.
- B. Adults and children will not be required to share a bedroom.
- C. Foster children will be included in determining the unit size.
- D. Single-person families shall be allocated one bedroom.
- E. Pregnant women with no other children are allocated two bedrooms.
- F. Persons of different generations and persons of the opposite sex, other than spouses and consenting adults in a spousal relationship, will be allocated a separate bedroom.
- F. Live-in aides will get a separate bedroom. No additional bedrooms are provided for the attendant's family.

The Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by the Housing Authority in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

12.5 TIMEFRAMES AND CORRECTIONS OF HQS FAIL ITEMS

A. Correcting Initial HQS Fail Items

The Housing Authority will schedule an inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible within 15 business days upon receipt of a Request for Lease Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS, the owner and the participant will be advised to notify the Housing Authority to reschedule a re-inspection when the repairs have been properly completed. If the unit fails to meet the HQS standards within the time frame above or any approved extension as outlined under item 12.5, C. of this section, the Request for Tenancy Approval will be withdrawn by the housing authority.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item list below), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the Housing Authority will abate payment and/or terminate the contract in accordance with Sections 12.7 and 18.0(B)(3).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the Housing Authority will terminate assistance for the family in accordance with Sections 12.2(B) and 18.0(B)(3).

C. Extensions

At the discretion of the Housing Authority, extensions beyond 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within the extension period granted, the Housing Authority will abate the rent and/or cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

CAPITALFUNDSPROGRAM

ANNUALSTATEMENT



FiscalYear2003

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Hagerstown, Maryland		Grant Type and Number Capital Fund Program Grant No: MD06P00650103 Replacement Housing Factor Grant No.: N/A		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no.:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	168,600			
3	1408 Management Improvements	582,100			
4	1410 Administration	181,300			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvements	231,000			
10	1460 Dwelling Structures	659,000			
11	1465.1 Dwelling Equipment-Nonexpendable	63,000			
12	1470 Nondwelling Structures	59,000			
13	1475 Nondwelling Equipment	24,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	31,962			
21	Amount of Annual Grant: (sum of lines 2-20)	2,014,962			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	5,000			
24	Amount of line 21 Related to Security-Soft Costs	300,000			
25	Amount of line 21 Related to Security-Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	82,000			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Housing Authority of the City of Hagerstown, Maryland				Grant Type and Number Capital Fund Program Grant No.: MD06P00650103 Replacement Housing Factor Grant No.: N/A			Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no.:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final performance and Evaluation Report								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations							
	Operations-Misc.Soft Costs	1406		163,600				
	Operations-Misc.Hard Costs	1406		5,000				
	SUBTOTAL			168,600				
	Management Improvements							
	Boys and Girls Club	1408		100,000				
	Character Counts	1408		3,000				
	Homework Club	1408		10,000				
	Staff Salaries (Dir. Prog. Coord, Acct)	1408		55,100				
	Resident Youth Camp	1408		12,000				
	Welfare to Work Initiative	1408		20,000				
	Computer Upgrade	1408		46,000				
	Management Training	1408		34,000				
	Security	1408		300,000				
	Misc. Consulting Fees	1408		1,000				
	PHAS Improvements	1408		1,000				
	SUBTOTAL			582,100				
	Administration							
	MOD Administration Salaries (5)	1410		175,300				
	A&E Travel	1410		6,000				
	SUBTOTAL			181,300				
	Fees and Costs							
	Engineering Fees	1430		10,000				
	A&E Sundry	1430		5,000				
	SUBTOTAL			15,000				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAN Name: Housing Authority of the City of Hagerstown, Maryland				Grant Type and Number Capital Fund Program Grant No.: MD06P00650103 Replacement Housing Factor Grant No.: N/A			Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no. :) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final performance and Evaluation Report								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Parkside Homes	Site Improvements	1450	LS	8,000				
6-01	Asphalt Paving	1450	LS	1,000				
	PHASExt. Labor (Force Account)	1450	LS	11,000				
	PHASExt. Materials (Force Account)	1450	LS	2,000				
	PHASInt. Labor (Force Account)	1460	LS	26,000				
	PHASInt. Materials (Force Account)	1460	LS	4,000				
	Misc. Int. Improvements	1460	LS	2,000				
	Telephone/TV Cable-2nd floor	1460	39	8,000				
	Exterior Painting-Materials (Force Account)	1460	LS	2,000				
	Misc. Appliance & Equipment Replacement	1465	39 +/-	7,000				
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000				
	SUBTOTAL			72,000				
Frederick Manor	Site Improvements	1450	LS	8,000				
6-04	Asphalt Paving	1450	LS	1,000				
	PHASExt. Labor (Force Account)	1450	LS	11,000				
	PHASExt. Materials (Force Account)	1450	LS	2,000				
	PHASInt. Labor (Force Account)	1460	LS	26,000				
	PHASInt. Materials (Force Account)	1460	LS	4,000				
	Misc. Int. Improvements	1460	LS	2,000				
	Telephone/TV Cable-2nd floor	1460	125	25,000				
	Attic Insulation	1460	125	23,000				
	Bathroom Upgrade-Materials (Force Account)	1460	LS	44,000				
	Exterior Painting-Materials (Force Account)	1460	LS	2,000				
	Kitchen Piping/Valves-Materials (Force Account)	1460	LS	9,000				
	Misc. Appliance & Equipment Replacement	1465	125 +/-	7,000				
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000				
	Gym Floor Replacement	1470	4,000sf	25,000				
	SUBTOTAL			190,000				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Housing Authority of the City of Hagerstown, Maryland				Grant Type and Number Capital Fund Program Grant No: MD06P00650103 Replacement Housing Factor Grant No.: N/A			Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no.:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final performance and Evaluation Report								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Noland Village	Site Improvements (Landscaping/Reseeding, etc.)	1450	LS	40,000				
6-07	Asphalt Paving	1450	LS	1,000				
	PHASExt. Labor (Force Account)	1450	LS	11,000				
	PHASExt. Materials (Force Account)	1450	LS	2,000				
	PHASInt. Labor (Force Account)	1460	LS	26,000				
	PHASInt. Materials (Force Account)	1460	LS	4,000				
	Misc. Interior Improvements	1460	LS	1,000				
	Telephone/TV cable	1460	LS	50,000				
	Attic Insulation	1460	250	47,500				
	Exterior Painting - Materials (Force Account)	1460	LS	2,000				
	Unit Doors - Materials (Force Account)	1460	180	60,000				
	Valve Replacement - Materials (Force Account)	1460	LS	6,000				
	Kitchen Piping - Materials (Force Account)	1460	LS	13,000				
	Tubs - Materials (Force Account)	1460	5	2,000				
	Misc. Appliance & Equipment Replacement	1465	150 +/-	7,000				
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000				
	SUBTOTAL			273,500				
Potomac Towers	Site Improvements	1450	LS	8,000				
North 6-08	Asphalt Paving	1450	LS	1,000				
	PHASExt. Labor (Force Account)	1450	LS	11,000				
	PHASExt. Materials (Force Account)	1450	LS	2,000				
	PHASInt. Labor (Force Account)	1460	LS	26,000				
	PHASInt. Materials (Force Account)	1460	LS	4,000				
	Misc. Interior Improvements	1460	LS	1,000				
	Vinyl Tile Replacement	1460	8	8,000				
	Unit Doors - Materials (Force Account)	1460	100	30,000				
	Exterior Painting - Materials (Force Account)	1460	LS	2,000				
	Misc. Appliance & Equipment Replacement	1465	200 +/-	7,000				
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000				
	Carpet Replacement - Bldg. 300	1470	LS	10,000				
	SUBTOTAL			111,000				

Annual Performance & Evaluation Report

For the Period Ending: March 31, 2003

Capital Funds Program

FY2001–CFPN_o.MD06P006501-01



The Housing Authority of the
City of Hagerstown, Maryland

Ted Shankle, Executive Director

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

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-01 Replacement Housing Factor Grant No.:	Federal FY of Grant: 2001
---	--	------------------------------

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number ____ Performance and Evaluation Report for Program Year Ending 3/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Maximum 10% of line 19)	74,700	104,369	69,132	66,296
3	1408 Management Improvements Soft Costs (708) Management Improvements Hard Costs (718)	481,300	529,904	399,443	397,545
4	1410 Administration (Max. 10% - Excludes In-House A&E)	205,000	192,708	192,708	0
5	1411 Audit		0	0	185,319
6	1415 Liquidated Damages		0	0	0
7	1430 Fees and Costs	25,000	51,631	51,893	15,749
8	1440 Site Acquisition		0	0	0
9	1450 Site Improvement	148,200	256,401	216,685	72,960
10	1460 Dwelling Structures	940,000	612,567	557,874	482,815
11	1465 Dwelling Equipment - Non-expendable	88,000	105,188	114,683	93,329
12	1470 Non-dwelling Structures	29,000	100,383	37,620	14,471
13	1475 Non-dwelling Equipment	44,000	73,892	54,975	52,668
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	1498 Development Activities	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 19)	23,546	31,703	0	0
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 2,058,746	\$ 2,058,746	1,695,013	1,381,152
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 - Soft Costs		325,000	300,000	
24	Amount of line 20 Related to Security - Hard Costs		0		
25	Amount of line 20 Related to Energy Conservation Measures		0		
26	Collateralization Expense or Debt Service				

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
--	---

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

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

PHAN Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-01		Federal FY of Grant: 2001			
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
MD6-01 Parkside Homes	PHASE Exterior Labor (force account)	1450	LS	2,000	9,500	9,500	3,526	In Progress	
	PHASE Exterior Materials	1450	LS	3,000	3,000	3,000	560	In Progress	
	Site Improvements	1450	LS	4,800	4,812	4,812	990	In Progress	
	PHAS Interior Labor (force account)	1460	LS	4,000	19,172	19,172	19,172	Completed	
	PHAS Interior Materials	1460	LS	2,000	4,605	4,605	4,605	Completed	
	Misc. Interiors	1460	LS	0	15,015	15,015	15,015	Completed	
	Appliances/Water Heaters/Equipment	1465	LS	15,000	10,065	10,988	9,143	In Progress	
	Water Heater Replacement	1465	LS	0	1,188	1,188	1,188	Completed	
	CB Floor Tile/Improvements	1470	LS	3,000	3,000	4,880	0	In Progress	
	Subtotal				33,800	70,357	73,160	54,199	
MD6-02 Westview Homes	PHASE Exterior Labor (force account)	1450	LS	2,000	25	25	25	Completed	
	PHASE Exterior Materials	1450	LS	5,000	0	0	0	Cancelled/HOPEVI	
	Site Improvements	1450	LS	4,800	0	0	0	Cancelled/HOPEVI	
	PHAS Interior Labor (force account)	1460	LS	4,000	718	718	718	Completed	
	PHAS Interior Materials	1460	LS	5,000	47	47	47	Completed	
	Misc. Interior	1460	LS	2,000	0	0	0	Cancelled/HOPEVI	
	Furnaces	1460	LS	25,000	0	0	0	Cancelled/HOPEVI	
	Piping Replacement	1460	LS	10,000	0	0	0	Cancelled/HOPEVI	
	Appliance/Equipment Replacement	1465	LS	16,000	155	155	155	Completed	
	Community Space Improvements	1470	LS	3,000	0	0	0	Cancelled/HOPEVI	
Subtotal				76,800	945	945	945		
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____					

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 the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-01	Federal FY of Grant: 2001
Replacement Housing Factor Grant No.:		

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended (2)	
MD6-04 Frederick Manor Homes	PHASE Exterior Labor (force account)	1450	LS	8,000	18,000	18,000	8,834	In Progress
	PHASE Exterior Materials	1450	LS	10,000	9,000	9,000	6,476	In Progress
	Site Improvements	1450	LS	5,000	6,866	10,096	0	In Progress
	PHAS Interior Labor (force account)	1460	LS	30,000	18,915	18,915	19,264	Completed (Rounded)
	PHAS Interior Materials	1460	LS	50,000	56,423	56,423	24,606	In Progress
	Misc. Interior	1460	LS	5,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	32,000	0	0	0	Funged 2003
	Appliance/Equipment Replacement	1465	LS	10,000	9,780	9,861	9,699	In Progress
	Comm. Space Improvements	1470	LS	5,000	5,000	0	0	Pending
Subtotal				155,000	123,984	122,295	68,879	
MD6-05 Douglass Court	PHASE Exterior Labor (force account)	1450	LS	2,000	2,000	2,000	1,610	In Progress
	PHASE Exterior Materials	1450	LS	3,000	3,000	3,000	101	In Progress
	Site Improvements	1450	LS	4,800	3,822	3,822	0	In Progress
	PHAS Interior Labor (force account)	1460	LS	2,000	2,841	2,841	2,841	Completed
	PHAS Interior Materials	1460	LS	2,000	1,046	1,046	1,046	Completed
	Misc. Interior (dry vents)	1460	LS	2,000	14,000	11,550	11,550	In Progress
	Appliance/Equipment Replacement	1465	LS	3,000	3,000	3,209	2,792	In Progress
Subtotal				18,800	29,709	27,468	19,940	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
--	---

[\\HHA1\AHOUSEHOLDER\CFP01502\PERFORMANCEANDEVALUATIONREPORTCFP502APRIL2002.xls](#)

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

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

PHAN Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-01		Federal FY of Grant: 2001		
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MD6-06	PHASE Exterior Labor (force account)	1450	LS	4,000	4,000	4,000	1,140	In Progress
Walnut Towers	PHASE Exterior Materials	1450	LS	5,000	6,000	6,000	272	In Progress
	Site Improvements	1450	LS	4,800	30,902	12,208	8,136	In Progress
	PHAS Interior Labor (force account)	1460	LS	22,000	23,667	23,667	23,667	Completed
	PHAS Interior Materials	1460	LS	25,000	14,418	14,418	14,418	Completed
	Misc. Interior	1460	LS	3,000	32,000	18,337	1,139	In Progress
	Solar System Upgrade	1460	LS	15,000	15,000	0	0	Pending
	Elevator Upgrade	1460	LS	150,000	0	0	0	Funded 2000
	EPDM Roofing	1460	LS	150,000	0	0	0	Funded 2000
	Switchgear	1460	LS	0	66,625	66,625	66,625	Completed
	Appliance/Equipment Replacement	1465	LS	12,000	27,405	27,405	25,651	In Progress
	Comm. Space Improvements	1470	LS	5,000	8,000	809	809	In Progress
	Subtotal			395,800	228,017	173,469	141,857	
MD6-07	PHASE Exterior Labor (force account)	1450	LS	12,000	21,000	21,000	14,382	In Progress
Noland Village	PHASE Exterior Materials	1450	LS	7,000	13,311	13,311	11,245	In Progress
	Site Improvements	1450	LS	4,800	4,247	8,686	752	In Progress
	PHAS Interior Labor (force account)	1460	LS	60,000	27,875	27,875	27,875	Completed
	PHAS Interior Materials	1460	LS	20,000	14,590	14,590	14,590	Completed
	Misc. Interior	1460	LS	5,000	20,485	0	0	Pending
	Attic Insulation	1460	LS	40,000	0	0	0	Funded 2003
	Appliance/Equipment Replacement	1465	LS	19,000	16,595	18,220	14,970	In Progress
	Comm. Space Improvements	1470	LS	3,000	3,000	0	0	Pending
	Subtotal			170,800	121,103	103,682	83,814	
Signature of Executive Director and Date X Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X				

[\\HHA1\AHOUSEHOLDER\CFP01502\PERFORMANCEANDEVALUATIONREPORTCFP502APRIL2002.xls](#)

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

2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-01	Federal FY of Grant:
	Replacement Housing Factor Grant No.:	2001

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)	
MD6-08 Potomac Towers North	PHASE Exterior Labor (force account)	1450	LS	4,000	2,347	2,347	2,347	Completed
	PHASE Exterior Materials	1450	LS	10,000	9,653	9,653	2,972	
	Exterior Caulking	1450	LS	2,000	0	0	0	Cancelled
	Site Improvements	1450	LS	4,800	7,663	8,202	4,380	In Progress
	PHAS Interior Labor (force account)	1460	LS	8,000	25,910	25,910	25,910	Completed
	PHAS Interior Materials	1460	LS	30,000	20,337	20,337	20,337	Completed
	Misc. Interior	1460	LS	3,000	19,029	15,334	15,334	Completed
	Floor Tile	1460	LS	10,000	8,500	8,500	7,820	In Progress
	Elevator Upgrade	1460	LS	150,000	123,842	123,842	123,842	Completed
	Appliance/Equipment Replacement	1460	LS	15,000	19,527	19,527	19,527	Completed
	Comm. Space Improvements	1470	LS	5,000	77,883	31,931	13,662	In Progress
	Subtotal				241,800	314,691	265,583	236,131
MD6-09 Scattered Sites Sites	PHASE Exterior Labor (force account)	1450	LS	2,000	2,000	2,000	864	In Progress
	PHASE Exterior Materials	1450	LS	3,000	3,000	3,000	203	In Progress
	Site Improvements	1450	LS	4,800	44,753	38,822	0	In Progress
	PHAS Interior Labor (force account)	1460	LS	1,000	2,331	2,331	2,331	Completed
	PHAS Interior Materials	1460	LS	2,000	746	746	746	Completed
	Misc. Interior	1460	LS	1,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	5,000	0	0	0	Funged 2003
	Appliance/Equipment Replacement	1465	LS	3,000	5,000	7,092	2,908	In Progress
	Subtotal				21,800	57,830	53,991	7,052

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
--	---

\\HHA\1\HOUSEHOLDER\CFP01502\PERFORMANCE AND EVALUATION REPORT\CFP502\APRIL2002.xls

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

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-01		Replacement Housing Factor Grant No.		Federal FY of Grant:
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended (2)	
MD6-10	PHASE Exterior Labor (force account)	1450	LS	1,000	1,000	1,000	718	In Progress
Scattered Sites	PHASE Exterior Materials	1450	LS	3,000	3,000	3,000	6	In Progress
	Site Improvements	1450	LS	4,800	31,178	9,253	0	In Progress
	PHAS Interior Labor (force account)	1460	LS	1,000	827	827	827	Completed
	PHAS Interior Materials	1460	LS	2,000	342	342	342	Completed
	Vinyl Tile (2nd floor)	1460	LS	15,000	25,000	25,714	0	In Progress
	Misc. Interior	1460	LS	1,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	5,000	0	0	0	Funged 2003
	Appliance/Equipment Replacement	1465	LS	1,000	5,000	7,101	2,899	In Progress
	Subtotal			33,800	66,347	47,237	4,792	
MD6-11	PHASE Exterior Labor (force account)	1450	LS	2,000	3,500	2,126	2,126	In Progress
Potomac Towers South	PHASE Exterior Materials	1450	LS	5,000	5,000	5,000	1,295	In Progress
	Exterior Caulking	1450	LS	5,000	0	0	0	Cancelled
	Site Improvements	1450	LS	4,800	3,822	3,822	0	In Progress
	PHAS Interior Labor (force account)	1460	LS	8,000	19,405	19,405	19,405	Completed
	PHAS Interior Materials	1460	LS	15,000	17,856	17,856	17,856	Completed
	Misc. Interior	1460	LS	3,000	1,000	886	886	In Progress
	Appliance/Equipment Replacement	1465	LS	9,000	7,473	9,937	4,399	In Progress
	Comm. Space Improvements	1470	LS	5,000	3,500	0	0	Pending
	Subtotal			56,800	61,556	59,032	45,967	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

[\\wha1\AHouseholder\CFP01502\502PERFORMANCEANDEVALUATIONREPORTAPRIL2003adh.xls](#)

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

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-01 Replacement Housing Factor Grant No.				Federal FY of Grant: 2001
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA-Wide	Operations (Prorated Staff Salaries [MOD/PHAS/QHAWRA] and unexpected work items)	1406	1	74,700	104,369	69,132	66,296	In Progress
	Subtotal			74,700	104,369	69,132	66,296	
PHA-Wide	Security Services	1408	1	300,000	300,000	300,000	300,000	Completed
Management	Community Policing	1408	1	25,000	25,000	0	0	Pending
Improvement	D.A.R.E. Officer	1408	1	25,000	25,000	25,000	25,000	Completed
	Easter Seals	1408	1	12,000	111	111	111	Completed
	PHAS Improvements	1408	1	1,000	1,000	0	0	Pending
	Computer Systems Upgrade	1408	1	30,000	85,292	15,138	15,138	In Progress
	Computer Systems Hardware	1408	1	0	30,000	13,568	12,420	Pending
	Computer Software	1408	1	0	10,000	8,558	7,808	Pending
	Misc. Consulting Fees	1408	1	50,000	8,000	0	0	Pending
	Training							
	Executive Dept.	1408	1	6,000	13,000	13,000	13,000	Completed
	Housing Dept.	1408	1	7,000	7,000	7,000	7,000	Completed
	Accounting Dept.	1408	1	3,000	3,000	2,926	2,926	In Progress
	Properties Dept.	1408	1	3,000	3,201	3,201	3,201	In Progress
	Resident Services Dept.	1408	1	5,000	5,000	2,941	2,941	Pending
	Information Systems Dept.	1408	1	8,000	8,000	8,000	8,000	In Progress
	Resident (Westview, etc.)	1408	1	6,300	6,300	0	0	Pending
	Subtotal			481,300	529,904	399,443	397,545	
Signature of Executive Director and Date X Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X				

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

PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-01 Replacement Housing Factor Grant No.:				Federal FY of Grant: 2001
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MOD Administration	Staff Architect (75%)	1410	1	54,000	46,004	46,004	46,004	In Progress
	Grants Secretary (50%)	1410	1	33,000	53,761	53,761	53,761	In Progress
	Grants Coordinator (100%)	1410	1	85,000	52,443	52,443	52,443	In Progress
	MOD Clerk/Expditor (90%)	1410	1	26,000	33,500	33,500	26,611	In Progress
	A&E Travel	1410	1	7,000	7,000	7,000	6,500	In Progress
	Subtotal				205,000	192,708	192,708	185,319
A&E	Outside Engineering Misc.	1430	1	20,000	45,815	45,815	9,920	In Progress
	A&E Sundry	1430	1	5,000	5,816	6,078	5,829	In Progress
	Subtotal			25,000	51,631	51,893	15,749	
	Vehicle Replacement	1475	1	19,000	17,900	17,900	17,900	Pending
	Truck '90 GMC							
	Appliance/Equipment Replacement (Loader Replacement w/Bobcat, etc.)	1475	1	25,000	35,992	35,992	34,242	In Progress
	Admin. Furniture	1475	LS	0	20,000	1,083	526	
Subtotal				44,000	73,892	53,892	52,142	
Contingency	Unknown cost increases	1502	1	23,546	31,703	0	0	Pending
	Subtotal			23,546	31,703	0	0	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

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 the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-01 Replacement Housing Factor Grant 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 (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA-Wide	9/30/2003			9/30/2004			

Signature of Executive Director and Date X _____ Ted Shackle, Executive Director	Signature of Public Housing Director / Office of Native American Programs Administrator and Date X _____
--	---

[\\HHA\AHOUSEHOLDER\CGP00501\PERFORMANCEANDEVALUATIONREPORTCFP501APRIL2002.xls](#)

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

Annual Performance & Evaluation Report

For the Period Ending: March 31, 2003

Capital Funds Program

FY2002-CFP No. MD06P006501-02



The Housing Authority of the
City of Hagerstown, Maryland

Ted Shankle, Executive Director

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

PHAN Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-02 Replacement Housing Factor Grant No.:	Federal FY of Grant: 2002
--	--	------------------------------

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Program Year Ending 3/31/03
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Maximum 10% of line 19)	75,000	75,000	14,453	14,453
3	1408 Management Improvements Soft Costs (708) Management Improvements Hard Costs (718)	532,000	520,000	121,926	100,729
4	1410 Administration (Max. 10% - Excludes In-House A&E)	200,000	200,000	42,312	42,312
5	1411 Audit		0	0	0
6	1415 Liquidated Damages		0	0	0
7	1430 Fees and Costs	25,000	30,000	26,286	8,182
8	1440 Site Acquisition		0	0	0
9	1450 Site Improvement	137,500	137,500	27,437	0
10	1460 Dwelling Structures	926,500	926,500	402,158	111,775
11	1465 Dwelling Equipment - Non-expendable	40,000	40,000	15,460	6,427
12	1470 Non-dwelling Structures	44,000	44,000	11,570	0
13	1475 Non-dwelling Equipment	28,000	28,000	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	1498 Development Activities	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 19)	6,962	13,692	0	0
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 2,014,962	\$ 2,014,692	661,602	283,878
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance	21,500	21,500	0	0
23	Amount of line 20 Related to Security - Soft Costs	325,000	325,000	74,633	74,633
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	64,000	30,595	24,947	0
26	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
--	---

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

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 the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-02	Federal FY of Grant: 2002
Replacement Housing Factor Grant No.:		

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MD6-01 Parkside Homes	PHASE Exterior Labor	1450	LS	1,000	1,000	1,000	0	In Process
	PHASE Exterior Materials	1450	LS	1,000	1,000	1,000	0	In Process
	Site Improvements	1450	LS	8,000	8,000	0	0	Pending
	Meter Screening	1450	LS	3,000	3,000	0	0	Pending
	Exterior Painting	1450	LS	3,500	3,500	0	0	Pending
	PHAS Interior Labor	1460	LS	3,000	9,500	9,500	3,862	In Process
	PHAS Interior Materials	1460	LS	2,000	2,000	2,000	1,294	In Process
	Electrical Upgrade ©	1460	LS	1,000	1,000	0	0	Pending
	Basement Drains	1460	LS	6,000	1,000	154	154	In Process
	Flexline/Valves	1460	LS	2,500	1,000	0	0	Pending
	Window Rehab (Energy Item)	1460	LS	7,000	7,000	0	0	Pending
	Appliance/Water Heater/Equip.	1465	LS	1,000	1,000	1,000	36	In Process
	Comm. Bldg. Kitchen Upgrade	1470	LS	6,000	6,000	0	0	Pending
	Subtotal				45,000	45,000	14,654	5,346
MD6-04 Frederick Manor (Energy Item)	PHASE Exterior Labor	1450	LS	2,000	2,000	2,000	0	In Process
	PHASE Exterior Materials	1450	LS	2,000	2,000	2,000	0	In Process
	Site Improvements	1450	LS	10,000	10,000	0	0	Pending
	Exterior Painting	1450	LS	5,000	5,000	0	0	Pending
	Gas Regulators	1450	LS	9,000	9,000	0	0	Pending
	PHAS Interior Labor	1460	LS	13,000	69,405	69,405	4,834	In Process
	PHAS Interior Materials	1460	LS	9,000	3,000	220	220	In Process
	Entry deadbolts/weatherstripping	1460	LS	15,000	0	0	0	Cancelled
	Shutters	1460	LS	22,000	22,000	0	0	Pending
	Casement Window Rplcmnt (partial)	1460	LS	53,000	17,595	17,595	0	In Process
	Dryer Vents	1460	LS	38,000	38,000	0	0	Pending
	Appliance/Water Heaters/Equip.	1465	LS	5,500	5,500	5,500	197	In Process
Gym Kitchen Renovations	1470	LS	4,500	4,500	0	0	Pending	
Subtotal				188,000	188,000	96,720	5,251	

Signature of Executive Director and Date X _____ Ted Shanks, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____ Page 2 of 10	form HUD-52837(10./96) ref Handbook 7485.30
---	---	--

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

PHAName: Housing Authority of the City of Hagerstown, Md
 Grant Type and Number Capital Fund Program Grant No. MD06P006501-02
 Replacement Housing Factor Grant No.:
 Federal FY of Grant: 2002

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MD6-07 Noland Village	PHASE Exterior Labor	1450	LS	5,000	7,000	7,000	0	In Process
	PHASE Exterior Materials	1450	LS	4,000	2,000	2,000	0	In Process
	Site Improvements	1450	LS	24,000	24,000	437	0	In Process
	Exterior Painting	1450	LS	5,500	5,500	0	0	Pending
	PHAS Interior Labor	1460	LS	20,000	81,500	81,500	24,337	In Process
	PHAS Interior Materials	1460	LS	19,000	16,000	16,192	13,288	In Process
	CO's & Access Panels	1460	LS	20,500	0	55	55	In Process
	Flexline/Valves	1460	LS	9,000	1,000	38	38	In Process
	Shutters (partial)	1460	40	7,500	7,500	0	0	Pending
	Ext. Door Replacement (partial)	1460	80	38,500	8,500	8,320	46	In Process
	Appliance/Water Heaters/Equip.	1465	LS	10,000	10,000	358	358	In Process
	Subtotal				163,000	163,000	115,900	38,122
MD6-08 PTN	PHASE Exterior Labor	1450	LS	1,000	1,000	1,000	0	In Process
	PHASE Exterior Materials	1450	LS	1,000	1,000	1,000	0	In Process
	Site Improvements	1450	LS	5,000	5,000	0	0	Pending
	PHAS Interior Labor	1460	LS	9,000	53,680	53,680	12,608	In Process
	PHAS Interior Materials	1460	LS	8,000	3,000	673	673	In Process
	Floor Tile at Units	1460	LS	17,000	14,320	14,320	0	In Process
	HVAC/Electrical Upgrades	1460	LS	20,000	20,000	0	0	Pending
	504 Improvements	1460	LS	6,000	6,000	0	0	Pending
	Unit Door Replacement (partial)	1460	100	60,000	23,000	22,284	22,284	In Process
	Pipe Replacement at Baths	1460	LS	61,500	61,500	0	0	Pending
	Appliance/Water Heater/Equip.	1465	LS	8,000	8,000	286	286	In Process
	Mills Bldg. Roof Repairs	1470	LS	1,000	1,000	0	0	Pending
	Mills Bldg. Interior Repairs	1470	LS	3,000	3,000	0	0	Pending
	HVAC Computer Room Bldg. 300	1470	LS	8,000	8,000	4,218	0	In Process
	HVAC Controls Building 300 (Energy Item)	1470	LS	3,000	3,000	7,352	0	In Process
Bldg. 300 Carpet-Funged to 2003	1470	LS	0	0	0	0		
Paint Building 300	1470	LS	3,500	3,500	0	0	Pending	
Subtotal				215,000	215,000	104,813	35,851	

Signature of Executive Director and Date: 1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 2) To be completed for the Performance and Evaluation Report.
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date: _____

form HUD-52837(10/96)
 ref Handbook 7485.30

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P006501-02	Federal FY of Grant: 2002
	Replacement Housing Factor Grant No.:	

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work(2)	
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)		
MD6-05 Douglass Court	PHASE Exterior Labor	1450	LS	1,000	1,000	1,000	0	In Process	
	PHASE Exterior Materials	1450	LS	1,000	1,000	1,000	0	In Process	
	Site Improvements	1450	LS	7,000	7,000	0	0	Pending	
	Exterior Painting	1450	LS	2,000	2,000	0	0	Pending	
	Meter Bank Screening	1450	LS	2,500	2,500	0	0	Pending	
	PHAS Interior labor	1460	LS	2,000	3,000	3,000	1,858	In Process	
	PHAS Interior Materials	1460	LS	2,000	2,000	2,000	636	In Process	
	Window Rehab (Energy Item)	1460	LS	3,000	3,000	0	0	Pending	
	Flexline/Valves	1460	LS	2,000	1,000	0	0	Pending	
	Electrical Upgrades	1460	LS	1,000	1,000	0	0	Pending	
	Appliance/Water Heaters/Equip.	1465	LS	1,500	1,500	1,500	54	In Process	
	Subtotal				25,000	25,000	8,500	2,548	
	MD6-06 Walnut Towers	PHASE Exterior Labor	1450	LS	1,000	1,000	1,000	0	In Process
PHASE Exterior Materials		1450	LS	1,000	1,000	1,000	0	In Process	
Site Improvements		1450	LS	5,000	5,000	0	0	Pending	
Underground Pipe Investigation		1450	LS	5,000	5,000	0	0	Pending	
PHAS Interior Labor		1460	LS	6,000	16,000	16,000	6,494	In Process	
PHAS Interior Materials		1460	LS	5,000	2,000	2,000	65	In Process	
Bathroom piping Upgrade		1460	LS	37,000	37,000	0	0	Pending	
504 Upgrades		1460	LS	10,500	3,500	0	0	Pending	
Trash Chute Room Lighting		1460	LS	2,500	2,500	0	0	Pending	
HVAC/Electrical Upgrades		1460	LS	1,000	1,000	71	71	In Process	
Boiler Replacements		1460	2	154,000	154,000	63,651	16,186	In Process	
Appliance/Water Heaters/Equip.		1465	LS	6,500	6,500	6,028	5,228	In Process	
A/CLaundries		1470	LS	10,000	10,000	0	0	Pending	
Subtotal				244,500	244,500	89,750	28,044		

Signature of Executive Director and Date <input checked="" type="checkbox"/> To be completed for the Performance and Evaluation Report or a Revised Annual Statement. <input type="checkbox"/> To be completed for the Performance and Evaluation Report. Ted Shankle, Executive Director	form HUD-52837(10/96) ref Handbook 7485.30 Page 3 of 10 Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
--	--

**Lansing
Housing
Commissi
on-
Annual
Plan2003**

**Public
Housing-
Lansing
Housing
Commissio
n**

#of Members	1	2	3	4	5	6	7	8	
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
30%	\$6,315	\$7,215	\$8,115	\$9,015	\$9,735	\$10,455	\$11,175	\$11,895	
Count	62	69	56	39	21	8	2	3	260
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
>30%<50%	6315-10525	7215-12025	8115-13525	9015-15025	9735-16225	10455-17425	11175-18625	11895-19825	
Count	164	38	39	36	18	14	11	2	322
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
>50%<80%	10525-16840	12025-19240	13525-21640	15025-24040	16225-25960	17425-27880	18625-29800	19825-31720	
Count	32	27	46	32	12	11	4	1	165

747

**Waiting
List-
Lansing
Housing
Commissio
n**

#of Members	1	2	3	4	5	6	7	8	
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
30%	\$6,315	\$7,215	\$8,115	\$9,015	\$9,735	\$10,455	\$11,175	\$11,895	
Count	414	254	192	133	50	33	8	5	1089
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
>30%<50%	6315-10525	7215-12025	8115-13525	9015-15025	7935-16225	10455-17425	11175-18625	11895-19825	
Count	97	70	47	49	18	8	2	3	294
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
>50%<80%	10525-16840	12025-19240	13525-21640	15025-24040	16225-25960	17425-27880	18625-29800	19825-31720	
Count	44	52	43	28	12	5	1	0	185

1568

**Section8 -
Lansing
Housing
Commissio
n**

#of Members	1	2	3	4	5	6	7	8	
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
30%	\$6,315	\$7,215	\$8,115	\$9,015	\$9,735	\$10,455	\$11,175	\$11,895	
Count	72	100	89	61	27	7	6	3	365
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
>30%<50%	6315-10525	7215-12025	8115-13525	9015-15025	7935-16225	10455-17425	11175-18625	11895-19825	
Count	257	94	72	67	37	12	3	2	544
FMI	21,050.00	24,050.00	27,050.00	30,050.00	32,450.00	34,850.00	37,250.00	39,650.00	
>50%<80%	10525-16840	12025-19240	13525-21640	15025-24040	16225-25960	17425-27880	18625-29800	19825-31720	
Count	105	78	79	47	34	11	4	2	360

1269

Ethnicity
Public

Housing Race	Hispanic	Non-Hispanic	Total
1-White	75	226	301
2-Black/African American	7	443	450
3-Indian/Alaskan Native	5	0	5
4-Asian	2	53	55
5-Hawaiian/Pacific Islander	0	0	0
6-MultiRacial	0	1	1
	<u>89</u>	<u>723</u>	<u>812</u>

Ethnicity Waiting List- Combined Section8& Public Housing Race	Hispanic	Non-Hispanic	Total
1-White	94	739	833
2-Black/African American	7	762	769
3-Indian/Alaskan Native	2	19	21
4-Asian	1	29	30

5- Hawaiian/Pacific Islander	0	0	0
6- MultiRacial	0	0	0
	<u>104</u>	<u>1549</u>	<u>1653</u>

Ethnicity Section8 Race	Hispanic	Non-Hispanic	Total
1-White	64	501	565
2- Black/African American	6	806	812
3- Indian/Alaskan Native	0	12	12
4-Asian	1	27	28
5- Hawaiian/Pacific Islander	0	0	0
6- MultiRacial	0	2	2
	<u>71</u>	<u>1348</u>	<u>1419</u>

**Housing
Needsof
Families**



**the
Waiting
Listby
Family
Type(Ju
risdiction
al)**

FamilyType	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <=30%of AMI	1714						
Income>30 %but<= 50%ofAMI	1160						
Income>50 %but<= 80%ofAMI	710						
Elderly	0						
Families with Disabilities	0						
African- American	2031						
Hispanic	264						

**Housing
Needsof
Families
onthe**



Waiting List by Family Type

	Income <=30% of AMI	Income >30% but <= 50% of AMI	Income >50% but <= 80% of AMI	Elderly	Families with Disabilities	African-American	Hispanic	Total families by Program
	Overall	Affordability	Supply	Quality	Accessibility	Size	Location	
Section 8	365	544	360			812	71	2152
Public Housing	260	322	165			450	89	1286
Combined Section 8 and Public Housing Waiting List	1089	294	185			769	104	2441
Total Families	1714	1160	710	0	0	2031	264	5879

% of Total Families	Income <=30% of AMI	Income >30% but <= 50% of AMI	Income >50% but <= 80% of AMI	Elderly	Families with Disabilities	African-American	Hispanic	Total families by Program
Section 8	21%	47%	51%	0%	0%	40%	27%	37%
Public Housing	15%	28%	23%	0%	0%	22%	34%	22%

Combine d Section Sand Public Housing Waiting List	64%	25%	26%	0%	0%	38%	39%	42%
---	-----	-----	-----	----	----	-----	-----	-----

**Lansing
Housing
Commiss
ion-
Annual
Plan
2002**

Step1

	#	factor	
1bedroom	260	0.85	221
2bedrooms	200	1	200
3bedrooms	243	1.25	303.75
4bedrooms	97	1.4	135.8
5bedrooms	32	1.61	51.52
	832		912.07

**Average
incomeall
LHC
residents
Bedroom
adjustment
factor**

\$10,928.18

1.096237981

**PHA-wide
adjusted
average
income**

\$9,968.80

Step2

**MI058P00
2**

	#	factor	
1 bedroom	49	0.85	41.65
2 bedrooms	24	1	24
3 bedrooms	24	1.25	30
4 bedrooms	28	1.4	39.2
5 bedrooms	9	1.61	14.49
	<u>134</u>		<u>149.34</u>

**Average
income all
Project
MI058P00
2**

\$9,745.42

**Bedroom
adjustment
factor**

1.114477612

**MI058P
003**

	#	factor	
1 bedroom	8	0.85	6.8
2 bedrooms	29	1	29
3 bedrooms	35	1.25	43.75
4 bedrooms	11	1.4	15.4
5 bedrooms	5	1.61	8.05
	<u>88</u>		<u>103</u>

**Average
income
all
Project
MI058P
003**

\$11,312.64

**Bedroom
adjustment
factor**

1.170454545

**MI058P00
2adjusted
average
income**

\$8,744.38

**MI058P
003
adjusted
average
income**

\$9,665.17

**MI058P00
4**

	#	factor	
1bedroom	0	0.85	0
2bedrooms	0	1	0
3bedrooms	2	1.25	2.5
4bedrooms	3	1.4	4.2
5bedrooms	8	1.61	12.88
	<hr/> 13		<hr/> 19.58

**MI058P
005**

	#	factor	
1 bedroom	0	0.85	0
2 bedroom s	0	1	0
3 bedroom s	31	1.25	38.75
4 bedroom s	22	1.4	30.8
5 bedroom s	0	1.61	0
	<hr/> 53		<hr/> 69.55

**Average
incomeall
Project
MI058P00
4**

\$16,885.62

**Average
income
all
Project
MI058P
005**

\$13,495.38

**Bedroom
adjustment
factor**

1.506153846

**Bedroo
m
adjustm
ent**

1.312264151

**MI058P00
4adjusted
average
income**

\$11,211.09

**factor
MI058P
005
adjusted
average
income**

\$10,284.04

**MI058P00
7**

	#	factor	
1bedroom	20	0.85	17
2bedrooms	20	1	20
3bedrooms	32	1.25	40
4bedrooms	22	1.4	30.8
5bedrooms	13	1.61	20.93
	<u>107</u>		<u>128.73</u>

**Average
incomeall
Project
MI058P00
7**

\$9,470.00

**Bedroom
adjustment
factor**

1.203084112

**MI058P
008**

	#	factor	
1 bedroom	0	0.85	0
2 bedroom s	0	1	0
3 bedroom s	42	1.25	52.5
4 bedroom s	15	1.4	21
5 bedroom s	0	1.61	0
	<u>57</u>		<u>73.5</u>

**Average
income
all
Project
MI058P
008**

\$14,360.78

**Bedroo
m
adjustm
ent**

1.289473684

**MI058P00
7adjusted
average
income**

\$7,871.44

**factor
MI058P
008
adjusted
average
income**

\$11,136.93

**MI058P01
0**

	#	factor	
1bedro om	175	0.85	148.75
2bedrooms	5	1	5
3bedrooms	0	1.25	0
4bedrooms	0	1.4	0
5bedrooms	0	1.61	0
	<u>180</u>		<u>153.75</u>

**Average
incomeall
Project
MI058P01
0**

\$7,540.11

**MI058P
011**

	#	factor	
1 bedroom	0	0.85	0
2 bedroom s	0	1	0
3 bedroom s	45	1.25	56.25
4 bedroom s	0	1.4	0
5 bedroom s	0	1.61	0
	<u>45</u>		<u>56.25</u>

**Average
income
all
Project
MI058P
011
Bedroo
m**

\$16,576.25

**Bedroom
adjustment**

0.854166667

1.25

factor
MI058P01
0adjusted
average
income

\$8,827.45

adjustm
ent
factor
MI058P
011
adjusted
average
income

\$13,261.00

MI058P01
2

	#	factor	
1bedroom	0	0.85	0
2bedrooms	50	1	50
3bedrooms	0	1.25	0
4bedrooms	0	1.4	0
5bedrooms	0	1.61	0
	<u>50</u>		<u>50</u>

Average
incomeall
Project
MI058P01
2

\$13,813.46

Bedroom
adjustment

1

MI058P
015

	#	factor	
1 bedroom	0	0.85	0
2 bedroom	60	1	60
3 bedroom	18	1.25	22.5
4 bedroom	0	1.4	0
5 bedroom	0	1.61	0
	<u>78</u>		<u>82.5</u>

Average
income
all
Project
MI058P
015

\$11,996.40

Bedroo
m

1.057692308

factor

MI058P01
2adjusted
average
income

\$13,813.46

adjustm
ent
factor
MI058P
015
adjusted
average
income

\$11,342.05

Step3

ProjectNo.	Pro.Incom e	PHAIncome	Range	Within Range
MI058P002	\$9,745.42	\$10,928.18	89%	Y
MI058P003	\$11,312.64	\$10,928.18	104%	Y
MI058P004	\$16,885.62	\$10,928.18	155%	N
MI058P005	\$13,495.38	\$10,928.18	123%	N
MI058P007	\$9,913.00	\$10,928.18	91%	_
MI058P008	\$13,741.00	\$10,928.18	126%	N
MI058P010	\$7,540.11	\$10,928.18	69%	N
MI058P011	\$16,576.25	\$10,928.18	152%	N
MI058P012	\$13,813.46	\$10,928.18	126%	N
MI058P015	\$11,996.40	\$10,928.18	110%	Y

21,050.0 | 24,050.0 | 27,050.0 | 30,050.0 | 32,450.00 | 34,850.00 | 37,250.00 | 39,650.00 |

	0	0	0	0				
30%	6315	7215	8115	9015	9735	10455	11175	11895
50%	10525	12025	13525	15025	16225	17425	18625	19825
80%	16840	19240	21640	24040	25960	27880	29800	31720

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-02		Federal FY of Grant: 2002			
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
MD6-09 Scattered Sites	PHASExterior Labor	1450	LS	1,000	1,000	1,000	0	In Process	
	PHASExterior Materials	1450	LS	1,000	1,000	1,000	0	In Process	
	Site Improvements	1450	LS	6,000	6,000	0	0	Pending	
	PHASinterior Labor	1460	LS	2,000	3,500	3,500	15	In Process	
	PHASinterior Materials	1460	LS	2,000	2,000	2,000	19	In Process	
	Hosebib Retrofit	1460	LS	2,500	2,500	0	0	Pending	
	Flexlines/Valves	1460	LS	2,500	1,000	0	0	Pending	
	New Rangehoods	1460	30	3,500	3,500	0	0	Pending	
	Appliance/Equipment Replacement	1465	LS	1,500	1,500	575	54	In Process	
	A/C-Funged to 2006	1465	LS	0	0	0	0	Funged to 2006	
	Subtotal				22,000	22,000	8,075	88	
MD6-10 Scattered Sites	PHASExterior Labor	1450	LS	1,000	1,000	1,000	0	In Process	
	PHASExterior Materials	1450	LS	1,000	1,000	1,000	0	In Process	
	Site Improvements	1450	LS	5,000	5,000	0	0	Pending	
	PHASinterior Labor	1460	LS	1,500	1,500	1,500	283	In Process	
	PHASinterior Materials	1460	LS	1,500	1,500	1,500	51	In Process	
	Hosebib Retrofit	1460	LS	1,000	1,000	0	0	Pending	
	Flexlines/Valves	1460	LS	1,000	1,000	0	0	Pending	
	Shutters	1460	LS	3,500	3,500	0	0	Pending	
	Appliance/Equipment Replacement	1465	LS	1,000	1,000	36	36	In Process	
	A/C-Funged to 2006	1465	LS	0	0	0	0		
	Subtotal				16,500	16,500	5,036	370	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____					

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

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAN Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number: Capital Fund Program Grant No. MD06P006501-02				Federal FY of Grant: 2002	
				Replacement Housing Factor Grant No.:					
Development Number/Name/HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
MD6-11	PHASE Exterior Labor	1450	LS	1,000	1,000	1,000	0	In Process	
Potomac	PHASE Exterior Materials	1450	LS	1,000	1,000	1,000	0	In Process	
Towers	Site Improvements	1450	LS	5,000	5,000	0	0	Pending	
South	PHAS Interior Labor	1460	LS	6,000	6,000	6,000	1,034	In Process	
	PHAS Interior Materials	1460	LS	5,000	5,000	5,000	1,370	In Process	
	504 Upgrades	1460	LS	5,000	5,000	0	0	Pending	
	HVAC Upgrades	1460	LS	7,000	7,000	0	0	Pending	
	New Roof	1460	LS	99,000	99,000	0	0	Pending	
	Vinyl wall Covering	1460	LS	60,000	60,000	0	0	Pending	
	Canopy	1460	LS	30,000	30,000	0	0	Pending	
	Appliance/Water Heater/Equip.	1465	LS	5,000	5,000	179	179	In Process	
	HVAC Stockroom	1470	LS	5,000	5,000	0	0	Pending	
	Subtotal			229,000	229,000	13,179	2,583		

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____	form HUD-52837(10./96) ref Handbook 7485.30
--	---	--

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Supporting Pages									
PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number: Capital Fund Program Grant No. MD06P006501-02				Federal FY of Grant: 2002	
Replacement Housing Factor Grant No.:				Total Estimated Cost				Total Actual Costs	Status of Proposed Work(2)
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)		
PHA-Wide	Operations (Prorated Staff Salaries [MOD/PHAS/QHAWRA] and unexpected work items)	1406	1	75,000	75,000	14,453	14,453	In Process	
Subtotal				75,000	75,000	14,453	14,453		
PHA-Wide	Security Services	1408	1	300,000	300,000	74,633	74,633	In Process	
Management	Community Policing	1408	1	25,000	25,000	0	0	Pending	
Improvement	D.A.R.E. Officer	1408	1	25,000	25,000	25,000	12,191	In Process	
	Easter Seals	1408	1	12,000	0	0	0	Cancelled	
	PHAS Improvements	1408	1	1,000	1,000	0	0	Pending	
	Computer Systems Upgrade	1408	1	30,000	30,000	0	0	Pending	
	Misc. Consulting Fees	1408	1	10,000	10,000	0	0	Pending	
	Training								
	Executive Dept.	1408	1	6,000	6,000	6,000	6,000	Completed	
	Housing Dept.	1408	1	7,000	7,000	642	642	In Process	
	Accounting Dept.	1408	1	5,000	5,000	0	0	Pending	
	Properties Dept.	1408	1	3,000	3,000	1,868	1,868	In Process	
	Resident Services Dept.	1408	1	5,000	5,000	0	0	Pending	
	Information Systems Dept.	1408	1	8,000	8,000	5,395	5,395	In Process	
Subtotal				437,000	425,000	113,538	100,729		
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____					

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-02				Federal FY of Grant:	
				Replacement Housing Factor Grant No.:				2002	

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work(2)
				Original	Revised(1)	Funds Obligated(2)	Funds Expended(2)	
PHA-Wide	Resident Programs							
Management	Boys/Girls Club	1408	1	32,500	32,500	0	0	Pending
Improvement	Character Counts	1408	1	2,500	2,500	0	0	Pending
	Resident Youth Camp	1408	1	10,000	10,000	0	0	Pending
	Welfare to Work Initiative	1408	1	20,000	20,000	0	0	Pending
	Homework Club	1408	1	10,000	10,000	0	0	Pending
	Programs Coordinator (50%)	1408	1	20,000	20,000	8,388	8,388	In Process
	Subtotal			95,000	95,000	8,388	8,388	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
--	---

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

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P006501-02				Federal FY of Grant:
				Replacement Housing Factor Grant No.:				2002
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MOD Administration	Staff Architect (75%)	1410	1	54,000	54,000	15,235	15,235	In Process
	Grants Secretary (50%)	1410	1	33,000	33,000	14,913	14,913	In Process
	Grants Coordinator (100%)	1410	1	45,000	45,000	12,164	12,164	In Process
	MOD Clerk/Expditor (90%)	1410	1	34,000	34,000	0	0	Pending
	Architect Sec. (75%)	1410	1	27,000	27,000	0	0	Pending
	A&E Travel	1410	1	7,000	7,000	0	0	Pending
	Subtotal				200,000	200,000	42,312	42,312
A&E	Outside Engineering Misc.	1430	1	20,000	25,000	25,000	6,896	In Process
	A&E Sundry	1430	1	5,000	5,000	1,286	1,286	In Process
	Subtotal			25,000	30,000	26,286	8,182	
Vehicle Replacement	Truck '92 Chev PU (Replace w/van)	1475	1	23,000	23,000	0	0	Pending
	Appliance/Equipment Replacement	1475		5,000	5,000	0	0	Pending
	Subtotal			28,000	28,000	0	0	
Contingency	Unknown cost increases	1502	1	6,962	13,692	0	0	Pending
	Subtotal			6,962	13,692	0	0	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____ form HUD-52837(10/96)				

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 the City of Hagerstown, Md
 Grant Type and Number: Capital Fund Program Grant No. MD06P006503000
 Replacement Housing Factor Grant No: Federal FY of Grant: 2002

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA-Wide	9/30/2004			9/30/2005			

Signature of Executive Director and Date
 X _____
 Ted Shankle, Executive Director

Signature of Public Housing Director / Office of Native American Programs Administrator and Date
 X _____

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

HOUSING AUTHORITY OF THE CITY OF HAGERSTOWN 2003 STATEMENT OF PROGRESS IN MEETING FIVE -YEAR PLAN MISSION AND GOALS

The Board of Commissioners and staff of the Hagerstown Housing Authority are pleased to provide this progress report. We have made substantial progress regarding our mission and goals.

Our mission statement is being met as evidenced by our most recent, Physical Assessment score (27.6), increased enrollment of four FSS participants, and the unprecedented growth of participation and number of programs being delivered to each of our communities. We are particularly proud of the physical results due to some of our communities approaching the age of fifty. Efficient utilization of PHDEP and the FSS and Service Coordinator grants, along with a portion of our Capital Fund for our in-house security effort has reaped benefits to our residents and the City of Hagerstown as a whole. We have made substantial progress with our partners in providing and assisting our residents with the services and programs designed to help them help themselves. Our five-year plan consists of thirteen goals and twenty-five specific objectives. Twenty-two objectives have been met and we are making good progress on the remaining objectives.

We are particularly excited by the fact that we have made significant progress with our HOPE VI Grant this year. The grant will not only assist in our effort to provide a great community for our folk to reside, but will dramatically improve the West End of Hagerstown. Although initially an objective to assess the possibility of, our effort to revitalize our oldest community continues to be the primary focus of the Authority. We believe the project that we have designed epitomizes and embodies all the concepts of HOPE VI. Such a project demands all the talents and relationships the Authority possesses. Therefore our focus in the following two years, in addition to maintaining a high performing operation and pursuing the final three objectives, is to make our vision of the revitalization of West End of Hagerstown a reality.

RESIDENT ADVISORY BOARD MEMBERS

HAGERSTOWN HOUSING AUTHORITY

NAME:

COMMUNITY REPRESENTED:

Monique Evans

Resident Commissioner

Yvonne Parsons

Scattered Sites/Parkside/Douglas Court

Paula Cope

Westview Homes/Noland Village

Linda Luther, Chair

Section 8

Charles Miller

Walnut Towers

Betty Perrin

Potomac Towers

Denise Smith

Frederick Manor

Eugene Smith

Section 8

**RESIDENT MEMBER OF THE PHA GOVERNING BOARD (NAME,
SELECTION, AND TERM OF APPOINTMENT)**

Ms. Monique Evans is the resident member of the Hagerstown Housing Authority Board of Commissioners. Ms. Evans joined the Board on October 15, 2001 as a replacement for our former resident member Ms. Christine Howew whose term expired August 18, 2001.

Ms. Evans was selected via the following process:

1. Recommendations were sought from the Resident Advisory Board who were elected from each of the communities and the Section 8/Voucher portfolio. The Resident Advisory Board voted to recommend Ms. Monique Evans for recommendation to the Board of Commissioners.
2. The Authority Board of Commissioners approved the RAB recommendation and submitted her name along with a recommendation to the City of Hagerstown Mayor. The Mayor appointed Ms. Evans.

The Authority intend to utilize the process that allows the Resident Advisory Board to select candidates for the Resident Commissioner. The Resident Advisory Board members are elected as representatives from each of four communities and two representatives from the voucher community. We believe that this process allows the residents to select their representative. The existing Mayor has honored this method and we are optimistic that future Mayors will do the same.

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

5YearPlanforFiscalYears2000 -2004

AnnualPlanforFiscalYear2000

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDINACCORDANCE
WITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: Housing Authority of the City of Asheville

PHANumber: NC007

PHAFiscalYearBeginning: 10/2003

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 2000 -2004
[24CFRPart903.5]

A.Mission

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

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

The Housing Authority of the City of Asheville, in conjunction with the resident associations/council and other collaborative sources, will provide affordable, decent, safe and sanitary housing where the need exists within the authorized jurisdiction to low, moderate and middle income persons. Through funds and services, the Housing Authority will promote suitable social, health, educational, economic and home ownership opportunities.

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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR 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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the equality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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:
- Provide or attract support services to improve assistancerecipients' employability:
- Provide or attract support 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

- PHAGoal:Ensureequalopportunityandaffirmativelyfurtherfairhousing
Objectives:
- Undertakeaffirmativemeasurestoensureaccesstoassistedhousing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertakeaffirmativemeasurestoprovideasuitablelivingenvironmentfor families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertakeaffirmativemeasurestoensureaccessiblehousingtopersonswith all varieties of disabilities regardless of units size required:
 - Other:(listbelow)

OtherPHAGoalsandObjectives:(listbelow)

GoalI: TheHousingAuthoritywillworktoimproveparticipationoftheResident Associations/Councilintheplanning,organizationandimplementationofHousing Authoritybusiness,whenappropriate.TheattendanceatBoardandResidentCouncil meetingswillbeusedtomeasureinvolvement.Recordsconcerningattendancewillbe onfileintheHousingAuthority’sadministrativeoffices.

Objectives:

- **ProvidetransportationwhenpossibletoBoardmeetingsandResidentCouncil meetings.**
- **ChildcareduringResidentAssociations/CouncilandBoardmeetings.**
- **Yearlyretreat(HousingAuthorityBoardandstaff)toincluderesidentsfor participationandinput.**
- **Quarterlymeetingswithresidentcouncilofficersandofficestaffforupdates, orientationandproblem.**
- **AgendastoResidentAssociation/CouncilorBoardmeetings.**
- **Provideresidentscompensationfordutieswherewarranted.**

PursueotheropportunitiesfortheResidentsCounciltoprovideservicestotheHousing Authorityforcompensation.

GoalII:Toexpandandmaintainaffordable,decent,sanitaryandsafe(physicaland personalsafety)housingforlow,moderate,middleincomeandspecialneedspeople.A collaborativeeffortwillbeestablishedbetweenothergovernmentagenciesandthe privatesectortobuildandimplementmeasurestopromoteincomemixingandequal opportunityhousingforallpeople.Documentationforthesuccessoftheprojectcanbe identifiedbythenumberofpeoplewhoareprovidedservicesandthenumberof fundingsources that provide assistance

Objectives:

- Review physical needs assessments to determine capital improvements.
- Leverage private, nonprofit agencies, or other public funds to meet housing expansion needs.
- Reduce public housing vacancies by reconfiguration, incentives and improved curb appeal.
- Complete all major renovation or modernization of public housing units.
- Improve public housing management through quarterly meetings with Residents Council officers and office staff and customer service training.
- Improve quality of daily maintenance by providing housekeeping training for residents through social agencies. Continue to enhance the inspection process as related to housekeeping.
- Implement measures to deconcentrate poverty by mixing low and moderate income families in public housing.
- Implement public housing security improvements.
- Continue and enhance our (Housing Authority and residents) work with ARGUS and law enforcement to decrease crime.
- Continue to review and enhance guidelines for screening applicants in order to eliminate child abusers, drug dealers and other potentially dangerous applicants.
- Continue to provide programs in areas of drug elimination, etc. to provide safety for the residents.

Goal III: To promote, train and encourage self-improvement strategies to create opportunities for homeownership. Collaborative efforts will be established with nonprofit agencies and private real estate associations to provide the necessary training in the methodology required for families of residents to break the cycle of living in public housing. Meeting agendas will be placed on file in the administrative office of the Housing Authority for review of collaborative efforts with outside agencies.

- Provide education and training through social agencies for residents to pursue avenues required to generate funds needed for homeownership.
- Develop a partnership between residents and agencies that encourages self-help for ownership.
- Encourage residents to take advantage of training opportunities.
- Continue to pursue grants that would provide homeownership opportunities.

Goal IV: To provide or expand facilities for recreational, educational, economic and health activities for public housing residents.

Objectives:

- Develop space where human service activities can function, such as medical, social, welfare and chat groups, etc.
- Provide a space for elderly, handicapped and children to mingle, attend classes, play games and socialize.
- Construct multipurpose facilities (locations based on survey), contingent upon funding availability.
- Renovate or develop within existing buildings multipurpose facilities, contingent upon funding availability.
- Pursue additional vans for transportation of residents to group activities.

Goal V: To evaluate and reorganize staff and staff responsibilities to improve the operation of the Housing Authority. The reorganization should be completed within the first six months of year 2000, measured by job efficient and innovative programs planned, organized or implemented for housing residents. The evaluation process should be used in the years 2001 and 2003 for staff improvements and organization adjustment.

Objectives:

- Assist the residents in organizing and implementing program activities for all residents (youth, adults, special populations, etc.)
- Ongoing training should be added to upgrade skills of staff in areas that require improvement. Skills must be noted through increased job performance and innovative programs implemented for housing residents.
- Use a sensitive approach toward all persons.
- Provide salary scales and raises in conjunction with job assignments based on job efficiency.
- Evaluate programs to improve staff performance yearly.

AnnualPHA Plan
PHAFiscalYear2000
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

Theplans,statements,policies,etc.setforthintheAnnualPlanallleadtowardsthe accomplishmentofourgoalsandobjectives.Takenasawhole,theyoutlinea comprehensiveapproachthatisconsistentwiththeconsolidatedplan.Afew highlightsofourAnnualPlanare:

- 1) Wehaveadoptedlocalpreferencesthatincludeworkingfamilies,those enrolledineducationaltraining,orupwardmobilityprograms,involuntary displacement,victimsofdomesticviolence,substandardhousing,highrent burden,etc.**
- 2) Wehaveadoptedanaggressivescreeningpolicytoensurethatnew admissionswillbegoodneighbors.**
- 3) Wehaveimplementedadeconcentrationpolicy.**
- 4) Wehaveimplementedapetpolicy.**
- 5) Wehaveestablishedaminimumrentof\$50.**
- 6) Wehaveestablishedflatrentsforallofourdevelopments.**

Insummary,weareoncourssetoimproveaffordablehousinginAsheville.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	20
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	29
10. Conversions of Public Housing	30
11. Homeownership	31
12. Community Service Programs	33
13. Crime and Safety	35
14. Pets (Inactive for January 1 PHAs)	37
15. Civil Rights Certifications (included with PHA Plan Certifications)	41
16. Audit	41
17. Asset Management	41
18. Other Information	42

Attachments:

Membership of Resident Advisory Board (Attachment A)

Resident Membership of the PHA Governing Board (Attachment B)

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (Attachment C)

Implementation of Public Housing Resident Community Service Requirement (Attachment D)

Project-Based Vouchers (Attachment E)

Deconcentration and Income Mixing (Attachment F)

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 (Attachment F)
- FY2000 Capital Fund Program Annual Statement (NC007a01)
- 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
- FY2000 Capital Fund Program 5 -Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) There were no formal written comments received by the Resident Advisory Boards because we went through the Annual Plan with them in preparing the final form.
- Other (List below, providing each attachment name)

Voluntary Conversion Initial Assessment (Attachment G)
 Section 8 Home Ownership Capacity Statement (Attachment H)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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
	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	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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	
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
	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 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
X	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) RASS Follow - up	RASS Follow - up

1. Statement of Housing Needs

[24 CFR 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							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,335	5	5	4	3	4	3
Income > 30% but <= 50% of AMI	1,199	4	5	3	3	4	3
Income > 50% but < 80% of AMI	2,050	3	4	2	2	2	2
Elderly	954	4	4	4	4	2	3
Families with Disabilities	694	5	5	4	5	3	3
Caucasian	89.1%	NA	NA	NA	NA	NA	NA
African American	7.5%	NA	NA	NA	NA	NA	NA
Hispanic	2.8%	NA	NA	NA	NA	NA	NA
Other	.6%	NA	NA	NA	NA	NA	NA

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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	447		263
Extremely low income <= 30% AMI	274	61.30	
Very low income (> 30% but <= 50% AMI)	7	1.57	
Low income (> 50% but < 80% AMI)	11	2.46	

HousingNeedsofFamiliesontheWaitingList			
Familieswith children	150	33.56	
Elderlyfamilies	18	4.03	
Familieswith Disabilities	59	13.20	
Race/ethnicity – White(nonHispanic)	199	44.52	
Race/ethnicity-Black	8	1.79	
Race/ethnicity- NativeAmerican	2	0.45	
Race/ethnicity-Asian	0	0	
Characteristicsby BedroomSize (PublicHousing Only)			
1BR	275	61.52	92
2BR	108	24.16	113
3BR	10	2.24	9
4BR	50	11.19	48
5BR	4	0.89	1
5+BR	0		
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes: Howlonghasitbeenclosed(#ofmonths)? DoesthePHAexpecttoreopeninthelistinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	2023		187
Extremelylow income<=30%AMI	1595	79%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	428	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1393	69%	
Elderly families	46	2%	
Families with Disabilities	90	4%	
Caucasian	1201	59%	
African American	779	39%	
Native American	9	.4%	
Hispanic	34	1.6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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.

To increase the availability of affordable housing, the Housing Authority has enlisted the services of a nonprofit company, Social Serve.com. The landlords will list their units online by location, size and contract rent. The tenants will be able to go online to find housing. For those participants who do not own computers, a computer will be located in the Section 8 lobby for their use. There are also informational brochures and flyers that encourage landlords to participate in the Section 8 program. We have chosen this strategy

because only 33% of families receiving Housing Choice Vouchers are successful in finding housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed 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
intenant -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)
Designated housing plan for Aston Park Tower

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	3,676,444	Operations
b) Public Housing Capital Fund	2,301,053	Renovations/Other
c) HOPEVI Revitalization	-0-	-0-
d) HOPEVI Demolition	-0-	-0-
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,852,889	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0 -	
g) Resident Opportunity and Self - Sufficiency Grants	43,500	Resident Programs
h) Community Development Block Grant	35,000	Enrichment Program
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)		Public Housing Capital Improvements
2002 CFP	1,601,053	
3. Public Housing Dwelling Rental Income		
	2,026,753	Operations
4. Other income (list below)		
4. Non -federal sources (list below)		
Total resources	17,709,963	

3. 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)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
At time of application

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

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

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

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

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

We obtain criminal records through an internet service.

(2) Waiting List Organization

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

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

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

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

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

1. How many site -based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site -based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD- approved site based waiting list plan)? If yes, how many lists?
3. Yes No: May families be on more than one lists simultaneously? If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site -based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types ?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfer take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification

- Administrativereasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence

- 3 Substandard housing
- 3 Homelessness
- 4 High rent burden

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 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)

Applicants with more than one preference will be selected ahead of families with only one preference, provided at least one of their preferences has a ranking at least as high as the other families on the waiting list.

4.R Relationship of preference to income targeting requirements:

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

(5) Occupancy

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

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

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

(select all that apply)

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- a. Income disregarded for travel expenses and \$2000 of earned income
b. Working family preference c. Incentive transfers d. Flat rents
e. Developments: Pisgah View Apts., Hillcrest Apts., Erskine/Walton Apts., Livingston Heights, Deaerview Apts., and Klondyke Homes
- d. Yes No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 Actions to improve the marketability of certain developments
 Adoption or adjustment of ceiling rents for certain developments
 Adoption of rent incentive to encourage deconcentration of poverty and income mixing
 Other (list below)
Flat rents
- f. Based on the results of the required analysis, in which developments will the PHA make special effort to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:
Pisgah View Apartments and Deaerview Apartments

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:
Hillcrest Apartments, Erskine - Walton Street Apartments, Livingston Heights and Klondyke Homes

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug -related activity
- Other (describe below)
Upon request, landlords may be given the rental history of participants who previously received Section 8 rental assistance.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation

- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) 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:

- 1) When voucher holders are unable to find housing and can provide documented proof of their housing search.
- 2) Disabled persons are given extension to find suitable housing.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Elderly and disabled, #3

4. Among applicants on the waiting list with the 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 plansto employ preferences for “residents who live and/or work in the jurisdiction”(select one)

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families 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)

Brochures

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies:(select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of

adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

The HACA must notify all families of their right to request a minimum rent hardship exemption under the law, and that determinations are subject to the grievance procedure.

If the family requests a hardship exemption, the minimum rent requirement is immediately suspended;

Suspension may be handled as follows: the minimum rent is suspended until a determination is made whether:

There is a hardship covered by the statute; and

The hardship is temporary or long-term.

If the HACA determines that there is no hardship covered by the statute, minimum rent is imposed (including back payment for minimum rent from time of suspension).

If the HACA determines that the hardship is temporary, the minimum rent also is imposed (including back payment for minimum rent from the time of suspension), but the family cannot be evicted for nonpayment during the 90-day period commencing on the date of the family's request for exemption of minimum rent in excess of the tenant rent otherwise payable. A reasonable repayment agreement must be offered for any such rent not paid during that period. If the family thereafter demonstrates that the financial hardship is of long-term duration, the HACA shall retroactively

exempt the family from the minimum rent requirement.

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:

Flat rents

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Flat rents

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

Most changes in family income between re-examinations will not result in a rent change. HACA will process interim changes in rent in accordance with the chart below:

INCOME CHANGE

Decrease in income for any reason, Except for decrease that lasts less than 30 days.

Increase in income because a person with income (from any source) joins the household.

HACA ACTION

HACA will process an interim reduction in rent. An interim reduction will not be processed if the decrease will last less than 30 days.

The rent will increase two months after the date the person joins the household.

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

(2) Flat Rents

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

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

Market study prepared by a state -certified appraiser.

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burden of assisted families
- Other (list below)

Market Rents

(2) Minimum Rent

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

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

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

The Housing Authority has not formally adopted the minimum rent hardship exemption policy. However, our policy is to offer the minimum rent hardship exemption. We will request authorization from our Board of Commissioners to have the formal policy posted for comment.

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
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)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(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)

-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 there)

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 HOPEVI Revitalization grant in the Plan year?

If yes, list development name/s below:

The Housing Authority is currently exploring with the City the possibility of applying for a HOPEVI grant.

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:

The Housing Authority is currently exploring with the City the possibility of applying for a HOPEVI grant.

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:

The Housing Authority is currently exploring with the City the possibility of applying for a HOPEVI grant.

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission:	<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:	

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

[24CFR Part 903.79(i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submission 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:	Aston Park Tower
1b. Development (project) number:	NC7 -6
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	11/08/01
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 HUD Appropriations Act

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved:)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

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

11. Homeownership Programs Administered by the PHA
 [24CFR Part 903.79(k)]

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved

HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any home ownership 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 Note: The PHA had a n approved HOPE I program, which has been enclosed.

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.)

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy

and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA - established eligibility criteria

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

All families must be active participants in the Family Self -sufficiency program.

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 90.3.79(l)]

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

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? DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S.

Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

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

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

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

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

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

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

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

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)

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

HOUSING AUTHORITY OF THE CITY OF ASHEVILLE
REGULATIONS ON PET OWNERSHIP IN HOUSING

THESE RULES AND REGULATIONS ARE A PART OF YOUR LEASE AGREEMENT:

Definition

For the purpose of these pet rules, "pet" is defined as domesticated small animals traditionally kept in the home for pleasure rather than for utility or commercial purposes. Pet is understood to be limited to four-legged, warm-blooded animals (such as dogs and cats) ("Class I Pets"); birds (specifically, canaries, parakeets and finches); rodents; fish; and turtles. "Pet" does not include specially trained animals to assist handicapped persons.

Pet Restrictions

There shall be no more than one (1) Class I pet per apartment unit and no more than two pets per apartment unit. (No limit is placed on the number of fish. However, only one fish tank is permitted and the size of the fish tank may not exceed 20 gallons.) Guests are not permitted to bring any type of pet onto the premises except those trained to assist the handicapped.

Location of Pets in the Building

Except in connection with ingress and egress to and from a pet owner's apartment, pets shall not be brought into public lobbies, elevators, or other public gathering spaces. When pets are moved through the building, they must be carried from the resident's apartment to the nearest outside exit via stairwells or elevators, avoiding all public areas as much as possible. Pets shall be on a leash outside the building and shall not be left unattended at any time. Pets other than fish and turtles may not be left unattended in a dwelling unit for more than eight (8) hours at any one time.

Sizes

Pets shall weigh no more than 20 pounds at time of maturity and stand no more than 18 inches at the shoulder. Pets which are not full grown when admitted to the Facility shall be understood to mature at the height and weight not to exceed those height and weight restrictions. American Kennel Club's standards shall determine the height and weight after maturity of dogs. A non-documented pet will be assumed to mature to that size which has been determined by a veterinarian, evidenced by a letter from a veterinarian to the Landlord or its Agent ("Landlord").

Licensure and Tags

Every pet must wear all animal licenses and inoculation tags (if the pet is of a type which is required to be inoculated and/or licensed under applicable state and local laws), and a tag bearing the owner's name, address, and phone number. All licenses and tags must be current.

Registration

Prior to admission to the Development, every pet must be registered with the Development and thereafter annually on the anniversary date of admission. Registration of pets requires proof of current licensure, including up-to-date proof of inoculations. Such tests, vaccines or shots shall be maintained on an annual basis, unless otherwise specified by a veterinarian. A verification letter that a cat or dog has been spayed or neutered or declared (as discussed below) is required prior to admission. Evidence of a flea control program for fur bearing pets and verification of an alternate caretaker is also required as discussed below.

Prior to the admittance of a pet into the facility, residents will be required to complete a Pet Ownership Application Form.

Rejection of Admission of Pets

Prior to admission of a pet to the Premises, Landlord will complete the determination form. This form will be used to determine whether the pet should be admitted to the Premises.

The Landlord can refuse to register a pet if:

1. The pet is not a common household pet; or
 2. Keeping the pet will violate any applicable pet rule; or
 3. The pet owner fails or refuses to provide complete pet registration information or to annually update the information; or
2. In the event that the Landlord rejects admission of a pet he shall serve written notice on the pet owner stating the basis for the rejection. Such notice shall be given in accordance with subparagraph (i) or (ii) of the Service of Notice Provisions of these rules.

Altering

Female dogs and cats over six months must be spayed, and males over eight months must be neutered, unless a letter is received from a licensed veterinarian giving medical reason why such action is detrimental to the pet's health.

Liability

Residents owning pets shall be liable for the entire amount of all damages to the Development caused by their pet.

Consideration of liability insurance is recommended and may be obtained through most insurance agents and companies.

Pet Deposit

Each dog and cat owner must provide a pet security deposit in the amount of \$150 in addition to the standard rental security deposit. This deposit shall be maintained in a separate account as provided for by state law and HUD regulations for the maintenance of security deposits. The amount of the pet deposit is established to reflect the potential costs of fumigation, emergency boarding, and replacing carpeting and other furnishings as a result of pet odors, stains and damage. Upon termination of residence by the pet owner, or removal of any pet from the owner's apartment, all or part of the pet deposit will be refunded, dependent upon needed repairs and maintenance.

There is also a non-refundable pet fee of \$50 to cover costs to the development relating to the presence of pets for a class I pet. This will also cover the cost of flea control upon a resident vacating that has had a class I pet.

Therefore, the total pet deposit is \$200. This amount may be paid as follows: \$50 at the time the pet is registered with the Development Office and the remainder in not less than three equal installments per month until paid.

Sanitation

Dogs and cats are required to be "house-broken." Cats must be litter box-trained and dogs must be able to exercise outside the building. Cat litter boxes must be cleaned at least twice per week. Management may designate a space or spaces to be used exclusively for the purpose of exercising pets. Pet owners shall be responsible for the immediate clean up of feces after the exercise of their pet. Residents must bag and securely tie feces and other waste (indoors and outdoors) and deposit it in designated trash receptacles. The pet owner will be charged a fee of \$25 for each failure to clean up and/or deposit waste in designated receptacles. The right to charge this fee is in addition to and not in lieu of any other rights and remedies granted to Development Owner under these rules, Pet Owner's lease, or at law or equity.

Residents are expected to keep feeding bowls clean so as not to attract roaches and/or other pests.

Flea Control

Upon admission of a dog or cat or other Class I Pet, the pet owner shall file with management proof that a flea control program acceptable to management will be maintained for the pet and pet owner's premises. Pet owner shall file at intervals determined by management proof that the pet owner is complying with the flea control program.

Noise

No pet may make noise, cause offensive odors or otherwise create a nuisance to other residents.

Pet Behavior

No pet that bites, attacks or demonstrates other aggressive, mischievous or destructive behavior may be kept in the Development.

Alternate Caretaker

The pet owner must supply Landlord with the names of at least two persons who will be willing to assume immediate responsibility for the pet in case of an emergency (i.e., when the pet owner is absent or unable to adequately maintain the pet). Written verification of the willingness of these persons to assume alternate caretaker responsibility is required. It is the responsibility of the pet owner to inform the management of any change in the names, addresses or telephone numbers of persons designated as alternate caretakers. Any expenses relating to alternate caretakers are the responsibility of the pet owner.

Sick or Injured Animals

No sick or injured pet will be accepted for occupancy without consultation and written acknowledgment of a veterinarian as to the condition of the pet's ability to live in an apartment situation. Acceptance regardless of documentation and consultation is the prerogative of Landlord, subject to the notice provisions contained in these rules. Admitted pets which suffer illnesses or injury must be immediately taken for veterinary care at the resident pet owner's expense.

Rule Enforcement/Pet Rule Violation Procedure

A. If the Landlord determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets, Landlord may serve a written notice of pet rule violation on the pet owner in accordance with the notice provision of these rules. The notice of pet rule violation shall: (i) contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated; (ii) state that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation; (iii) state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and (iv) state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

B. If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Landlord shall establish a mutually agreeable time and place for the meeting, but no later than fifteen (15) days from the effective date of the service of the notice of pet rule violation (unless the Landlord agrees to a later date). At the pet rule violation meeting, the pet owner and Landlord shall discuss any alleged pet rule violation and attempt to correct it. The Landlord may, as a result of the meeting, give the pet owner additional time to correct the violation.

If the pet owner and Landlord are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Landlord determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under this paragraph B, the Landlord may serve a written notice on the pet owner in accordance with the notice provisions of these rules (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice shall:

(i) contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated; (ii) state that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal (or the meeting) if notice is served at the meeting; and (iii) state that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

Any Resident who receives three letters of violation of these pet rules within any consecutive twelve (12) month period may be required to remove the pet from the Development, and provide Landlord with a signed affidavit stating that the pet is no longer on the premises and will not return in the future. Misrepresentation of this affidavit will be grounds for eviction of the resident. If Resident fails to remove the pet within five (5) days of the date of notice from Landlord directing removal of the pet under this Section, Resident's lease may be terminated.

Anything contained in these rules to the contrary, notwithstanding, Landlord reserves the right to act immediately in insisting an offending pet be removed immediately in situations deemed to be of an emergency nature. In such instances if pet owner cannot be contacted, fails or refuses to comply with the immediate removal of a pet, Landlord will act as specified in the section on "Alternate Caretaker" in removing a sick, diseased, injured and/or aggressive animal.

Service of Notice

Any notices required to be given under these rules shall be deemed effective if: (i) mailed by first class mail, postage prepaid addressed to the pet owner at his address in the Development, with a proper return address indicated thereon; or (ii) by serving a copy of the notice on any adult answering the door at the pet

owner's apartment unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door.

For the purposes of computing time periods following service of notice, service shall be deemed effective on the day that all notices are delivered or mailed, or in the case of service by posting, on the day that all notices are initially posted.

Courtesy

Landlord recognizes that pets can be therapeutic for those who enjoy, own and care for them. However, pets can be threatening to others who, for whatever reason, are fearful of or allergic to animals. Please exercise common courtesy to residents and staff in dealing with your pet.

Pets are expected to be confined or removed from the dwelling when Maintenance or Administrative personnel are expected to enter to do repairs, inspections, etc.

No Visiting Animals Allowed

These rules pertain only to residents and resident pet owners. No visiting animals or other pets are allowed except those which are used to assist a handicapped person.

I HAVE READ AND UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY EACH AND EVERY ONE OF THEM AND ANY SUBSEQUENT AMENDMENTS OR ADDITIONS WHICH MAY BE ENACTED AFTER THE DATE HEREOF.

Resident

Date

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

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

17.PHA Asset Management

[24CFRPart903.79(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?

18. Other Information

[24CFRPart903.79(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?

The Housing Authority did not receive any formal comments from the Residents Council on our Plan because we had met with the Residents Council in formulating the Plan itself.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment (Filename)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other:(list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Asheville, NC

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 need 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)

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

We provided the City with a copy of our draft Annual Plan for their comments. We did not receive any written comments from them, other than information related to information concerning the Statement of Housing Needs, which is included under Component 1 .A.

D. Other Information Required by HUD

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

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

Attachments

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

PHA Plan Table Library

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

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

Annual Statement Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Attachment A

Membership of Resident Advisory Board

Altamont Apartments

Vincent Dayton, President
Grace Waldrop, Vice President
Tatanisha Davis, Secretary

Aston Park Tower

Mary Robertson, President
Janet Foster, Vice President
James Thompson, 1st Vice President
Dora Bitting, Secretary
Louise Pickens, Treasurer
Charles Jackson, Sgt -at-Arms

Bartlett Arms

Beverly Jeter, President
Sandra Wachacha, Secretary
Richard Hutchinson, Treasurer

Deaerview Apartments

Derrick Smith, President
Bernice Mathis, Vice President
Carrie Green, Secretary
Bobbie Goodrum, Treasurer

Erskine-Walton Apartments

Anna F. Galloway, President
Betty McCracken, Vice President
Leola Hurst, Secretary

Hillcrest Apartments

Dawn Rowe, President
Robena Mejicas, Secretary
Lisa Rutherford, Treasurer

Klondyke Homes

Mary Kincaid, President
Thomas Bristol, Vice President
Stephanie Stepp, Secretary
Sandra Jenkins, Treasurer

Lee Walker Heights

Minnie Ferguson, President
Delores Fleming, Secretary
Angela Timbers, Asst. Secretary
Veronica Sams, Treasurer

Livingston Heights

David Wright, President

Pisgah View Apartments

Minnie Jones, President
Michael Osborne, Vice President
Birdie E. Jones, Asst. Secretary

ATTACHMENT B

Resident Membership of the Governing Board

Minnie Jones
Pisgah View Apts.

Selection by appointment for a term of five years. She was appointed by the Mayor of the City of Asheville June 22, 1999.

ATTACHMENT C

Brief Statement of Progress in Meeting the 5 -Year Plan Mission and Goals

The plans, statements, policies, etc. set forth in the Annual Plan all lead toward the accomplishment of four goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the consolidated plan. A few highlights of four Annual Plans are:

1. We have adopted local preferences that include working families, those enrolled in educational training, or upward mobility programs, involuntary displacement, victims of domestic violence, substandard housing, high rent burden, etc.
2. We have adopted an aggressive screening policy to ensure that new admissions will be good neighbors.
3. We have implemented a deconcentration policy.
4. We have implemented a pet policy.
5. We have established a minimum rent of \$50.
6. We have established flat and ceiling rents for all of our developments.

In summary, we are improving affordable housing in Asheville.

ATTACHMENTD

CommunityServicePolicyandProcedures

In order for certain residents to be eligible for continued occupancy, each adult family member must either (1) enter into an Agreement with the Asheville Housing Authority to comply with mandatory community service requirements by contributing a minimum of eight hours per month, of volunteer service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency (FSS) program, unless they are exempt from this requirement.

EXEMPTIONS

The following adult tenants= family members are exempt:

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care-giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under Part A, Title IV of the Social Security Act, or under any other State welfare program, including any welfare-to-work program.
- F. Family members receiving assistance under a State program funded under Part A, Title IV of the Social Security Act, or under any other State welfare program, including welfare-to-work, and who are in compliance with that program.

NOTIFICATION OF THE REQUIREMENT

The Asheville Housing Authority will identify all adult family members who do not appear to be exempt from the community service requirement.

The Asheville Housing Authority will notify all such family members of the community service requirement, and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. All such claims are subject to verification by the Housing Authority.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 1999, or as soon thereafter, as HUD will issue final rules related to the requirement. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective, had an annual reexamination taken place. It will also advise them that failure to comply with the requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-sufficiency of the resident within the community.

An economic self-sufficiency (FSS) program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, welfare-to-work, financial or household management, apprenticeship, and any other program necessary to prepare a participant for work (This also includes substance abuse and/or mental health treatment).

The Asheville Housing Authority will coordinate with social service agencies, local schools, and appropriate internal departments in identifying a list of volunteer service positions.

Together with the Residents Council, the Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and the Council may also be involved in supervising and keeping record of volunteer activities.

THE PROCESS

Upon admission, and each annual reexamination thereafter, the Housing Authority will:

- A. Provide information for enrollment in a self-sufficiency (FSS) program
- B. Provide a list of volunteer opportunities to the family members
- C. Provide information about obtaining suitable volunteer positions
- D. Provide a volunteer time sheet to the family member. Instructions for the time sheet will require the participant to complete it and to have the Supervisor to date and sign it for each period of work.

- E. Assign family members to the Public Housing Family Self-Sufficiency (FSS) Program Coordinator, who is also designated as the Community Service Coordinator. The Coordinator will assist the family members in identifying appropriate positions and in meeting their obligation. The Coordinator will track the participants' progress on a monthly basis, and will meet with participants, as needed, to best encourage compliance.
- F. Thirty (30) days before the family's next lease anniversary date, the Coordinator will advise the appropriate staff whether each applicable adult family member is in compliance.

NOTIFICATION OF NONCOMPLIANCE

The Asheville Housing Authority will notify any family found to be in a noncompliance, of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the HACA grievance procedure; and
- C. That, unless the family member(s) enters into an agreement to comply, the lease will not be renewed or will be terminated.

OPPORTUNITY FOR CURE

The Asheville Housing Authority will offer family members required to complete community service, an opportunity to enter into an Agreement prior to the anniversary date of its lease. The Agreement will state that the family member(s) agrees to enter into the HACA Family Self-Sufficiency (FSS) program, or to contribute to community service for as many hours as needed to comply with the requirement for the past 12-month period. The cure will occur over the 12-month period beginning with the date of the Agreement. The resident will at the same time stay current with the current year's community service requirement, if applicable. The first hours a resident earns will be applied toward the previous year's requirement until satisfied, and then to the current year.

The Community Service Coordinator will assist participating family members in identifying volunteer opportunities and will track compliance on a monthly basis.

If an applicable family member (1) does not accept the terms of the Agreement; (2) does not fulfill the obligation to participate in an economic self-sufficiency program; or, (3) or falls behind

in their obligation under the Agreement, the Housing Authority will take action to terminate the lease.

ATTACHMENT E

Project Based Vouchers

There are currently one hundred four (104) project-based units in the Section 8 program. Eighty-four (84) (Mountain Springs and Compton Place Apartments) are designated elderly and handicapped and twenty (20) (LIFE House) were recently built to accommodate persons with spinal cord injuries.

ATTACHMENT F

Deconcentration Plan

General:

The United States Congress enacted the Quality Housing and Work Responsibility Act (QHWRA) on October 21, 1998. In accordance with this act, the Asheville Housing Authority (AHA) proposes an admissions policy designed to provide for the deconcentration of poverty and income mixing. This will be accomplished by bringing higher income residents into lower income family developments. Lower income applicants are eligible to move into any development they choose. The Admissions and Continued Occupancy Policy (ACOP) of the AHA will be modified to achieve this goal and will incorporate this plan by reference.

Selection of Very Low Income Families :

The new act also requires AHA to ensure that at least 40 percent of all families admitted into public housing have incomes that do not exceed 30 percent of the area median. At the present time, nearly all of the public housing applicants have incomes at 30 percent or less of the median. Since the number of very low income applicants is so high, file AHA does not feel it is necessary to have a special plan. However, the 40 percent requirement for all new public housing admissions will be monitored on a quarterly basis to ensure compliance.

Existing Conditions :

As per Exhibit F -1, higher income families that are defined by HUD as more than 115% of the total average income live at Hillcrest, Erskine -Walton, Livingston Heights and Klondyke Homes. Lower income families that are defined by HUD as less than 85% of the total average income live in Deaverview Apartments and Pisgah View Apartments.

Deconcentration Plan :

The existing conditions shown above present a considerable challenge to change housing patterns that have built up over many years. The AHA will consider the introduction of the following incentives to help reverse these trends:

1. Once the current modernization for Erskine and Klondyke are completed, the first priority of AHA's modernization funds will be spent on Altamont, Deaverview, Hillcrest, Pisgah View, and Lee Walker Heights. The AHA will take measures to improve the interiors, make additional site improvements, and improve the exterior lighting to enhance the perception of safety.
2. The AHA is proposing extra income disregard or permissive exclusions as permitted by the QHWRA. These will be in the following forms:
 - a. Exclude travel expenses in the amount of \$25 per week for household members employed fulltime.
 - b. Exclude \$2,000 of all income earned by the family.

3. Incentives for new applicants will be provided through a working family preference to be proposed in the new ACOP.
4. The AHA will also increase its affirmative marketing for higher income applicants.
5. Incentive transfers will be offered to working families to move into Deaverview and Pisgah View. No incentive transfers will be allowed into Livingston and Klondyke.
6. Finally, the most powerful incentive will be the utilization of the new rent structures required by the QHWRA. This will be an incentive to both new applicants and existing residents. The definitions of these rents are as follows:
 - a. Flat Rents: The law requires the AHA to establish a flat rent for each public housing unit. The flat rent must be based on the market value of the unit and designed so that it does not discourage families working toward economic self-sufficiency. A flat rent will be established for each site and unit type.
 - b. Family Choice of Rent Amount: Each year, each public housing family may choose to have their rent based on the formula method or a flat amount as established by the AHA. For families selecting the flat rent, the AHA will be required to reexamine the family's income at least once every three years. The above definitions of rent were used to derive the proposed rent structure as shown in Exhibit A, 2 of 2.

B. The new flat rents will be used to entice working families to move to the lower income family developments. Lower income applicants are eligible to move into any development they choose.

Conclusion:

Overtime, and for many reasons, lower income families have become concentrated in Deaverview and Pisgah View. The AHA needs to provide mixed income developments. This deconcentration plan and its incentives will begin to provide more socially and income balanced developments.

ATTACHMENT F1

**Development Average Incomes
5/12/03**

<u>DEV.#</u>	<u>DEVELOPMENT</u>	<u>DEV.AVG.INCOME COMPARED TO TOTAL</u>
NC7 -1	BARTLETTARMS	
	Annual Income	729,540.00
	Average Annual Income	6,882.45
	Rent	18,013.00
	Average Rent	170.00
NC7 -2	LEEWALKER	
	Annual Income	587,162.00
	Average Annual Income	6,382.19
	Rent	14,302.00
	Average Rent	155.00
NC7 -3	PISGAHVIEW	
	Annual Income	1,198,476.80
	Average Annual Income	5,188.21
	Rent	13,957.00
	Average Rent	60.00

<u>DEV.#</u>	<u>DEVELOPMENT</u>	<u>DEV.AVG.INCOME</u>	<u>COMPARED TOTOTAL</u>
NC7 -4	HILLCREST		
	AnnualIncome	1,859,921.18	1.17
	AverageAnnualIncome	8,378.02	
	Rent	37,067.00	
	AverageRent	167.00	
NC7 -5	ERSKINE-WALTON		
	AnnualIncome	975,357.60	1.16
	AverageAnnualIncome	8,336.38	
	Rent	23,03 6.00	
	AverageRent	197.00	
NC7 -6	ASTONPARKTOWER		
	AnnualIncome	1,142,293.00	1.10
	AverageAnnualIncome	7,877.88	
	Rent	26,975.00	
	AverageRent	186.00	
NC7 -8	LIVINGSTONHEIGHTS		
	AnnualIncome	1,282,116.00	1.24
	AverageAnnualIncome	8,903.58	
	Rent	6,248.00	
	AverageRent	43.00	
NC7 -9	DEAVERVIEW		
	AnnualIncome	868,528.40	.83
	AverageAnnualIncome	5,948.82	
	Rent	17,289.00	
	AverageRent	118.00	
NC7 -10	ALTAMONT		
	AnnualIncome	404,413.60	1.02
	AverageAnnualIncome	7,352.97	
	Rent	9,711.00	
	AverageRent	177.00	
NC7 -12	KLONDYKE		
	AnnualIncome	228,692.56	1.31
	AverageAnnualIncome	9,379.33	
	Rent	15,969.00	
	AverageRent	122.00	

ATTACHMENTG

INDIVIDUALDEVELOPMENTANALYSIS
VoluntaryConversionofPublicHousingDevelopmentAnalysis
RequiredInitialAssessment

DEVELOPMENTNUMBER NC7

CompleatethequestionsbelowasnecessarytodetermineifConversionofPublicHousing
toTenant -BasedAssistancemaybeappropriate:

Necessary conditions for voluntary conversion from public housing to Section 8 Tenant-based assistance:
Conversion... 1. Will not be more expensive than continuing to operate the development (or portion of it) as conventional public housing; 2. Will principally benefit the residents of the public housing development to be converted and the community; and will not adversely affect the availability of affordable housing in the community. 3. Will not adversely affect the availability of affordable housing in the community.

1. Is the cost of conversion to tenant-based assistance more expensive than continuing to operate the development as public housing community? Use the most recent financial (year-end) statements for public housing and Section 8.

a. Public Housing Line 520, HUD 52599 \$311.59PH

b. Section 8 HUD 52681, line 23 5,520,780 divided by Line 6 14,110 = avg .unit cost \$391.27

(If you do not administer a Section 8 program, you may contact another Housing Authority in your area with the same Fair Market Rents and use its information or contact your Public Housing Revitalization Specialist.)

Is Line 1b higher than Line 1a? YES X NO

If the answer to Line 1c is **yes** it is more expensive to convert to tenant-based assistance and the development is not appropriate for conversion. You do not have to complete Lines 2 or 3. If the answer to Line 1c is **no**, continue to Line 2 below.

ATTACHMENT H

HACA Section 8 Home Ownership Program
Capacity Statement

The Housing Authority of the City of Asheville (HACA) will provide current Housing Choice Voucher participants with the option of participating in the Home Ownership Program as outlined in the Section 8 Administrative Plan. The Section 8 Home Ownership Program has adopted the following provisions as eligibility criteria for participation in the Program:

1. Financing for the purchase of the home must comply with secondary mortgage market underwriting requirements or comply with generally accepted private-sector underwriting standards.
2. Continue to maintain the eligibility criteria according to Section 8 tenant-based assistance program.

3. In order to increase income to qualify for a loan, a tenant may be required to enroll and participate in the Family Self-Sufficiency Program.

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

Activitiesfor Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2007			ActivitiesforYear:5 FFYGrant:2007 PHAFY:2008		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See	PHAWide	Operations	193,000	PHAWide	Operations	196,000
Annual		ModAdministration	251,000		ModAdministration	259,000
Statement		A&ESundry	5,000		A&ESundry	5,000
		A&ETravel	6,000		A&ETravel	6,000
		EngineeringFees	10,000		EngineeringFees	10,000
		VehicleReplacement	28,000		VehicleReplacement	24,000
		Boysn'GirlsClub	100,000		Boysn'GirlsClub	100,000
		CharacterCounts	3,000		CharacterCounts	3,000
		HomeworkClub	10,000		HomeworkClub	10,000
		ProgramCoordinator	21,000		ProgramCoordinator	21,000
		ResidentYouthCamp	12,000		ResidentYouthCamp	12,000
		WelfaretoWork	20,000		WelfaretoWork	20,000
		ComputerUpgrade	89,000		ComputerUpgrade	92,000
		ManagementTraining	34,000		ManagementTraining	34,000
		Security	300,000		Security	300,000
		Misc.ConsultingFees	1,000		Misc.ConsultingFees	1,000
		PHASImprovements	1,000		PHASImprovements	1,000
		Contingency	10,000		Contingency	10,000
		SUBTOTAL	1,094,000		SUBTOTAL	1,104,000
	ParksideHomes6-01	Misc.Appliance/Equip.Rplcmnt.	3,000	ParksideHomes6-01	Misc.Appliance/Equip.Rplcmnt.	3,000
		SiteImprovements	8,000		SiteImprovements	8,000
		PHASInt.Labor(forceaccount)	7,000		PHASInt.Labor(forceaccount)	7,000
		PHASExt.Labor(forceaccount)	1,400		PHASExt.Labor(forceaccount)	1,400
		PHASInt.Materials	6,000		PHASInt.Materials	6,000
		PHASExt.Materials	1,000		PHASExt.Materials	3,000
		Misc.InteriorImprovements	5,000		Misc.InteriorImprovements	5,000
		Comm.SpaceImprovements	1,000		GasValve&RiserReplacement(MS)	8,000
		LandscapeRenovation	32,000		Roofing	48,000
					Comm.SpaceImprovements	1,000
		SUBTOTAL	64,400		SUBTOTAL	90,400
	TotalCFPEstimatedCost		\$1,158,400	XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	\$1,194,400

CapitalFundProgramFive-YearActionPlan
PartII:SupportingPages-WorkActivities

Activitiesfor Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2007			ActivitiesforYear:5 FFYGrant:2007 PHAFY:2008			
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost	
See	FrederickManor6-04	PHASInt.Labor(forceaccount)	7,500	FrederickManor6-04	PHASInt.Labor(forceaccount)	7,500	
Annual		PHASExt.Labor(forceaccount)	53,700		PHASExt.Labor(forceaccount)	22,200	
Statement		PHASInt.Materials	1,600		PHASInt.Materials	1,600	
		PHASExt.Materials	65,000		PHASExt.Materials	34,000	
		Misc.InteriorImprovements	5,000		Misc.InteriorImprovements	5,000	
		SiteImprovements	8,000		SiteImprovements	18,000	
		Misc.Appliance/Equip.Rplcmnt	8,000		Misc.Appliance/Equip.Rplcmnt	8,000	
		Ext.DoorsatGym	3,000		Roofing	150,000	
		ExhaustFanatGym	5,000		Comm.BuildingA/C	4,500	
		Comm.SpaceImprovements	1,000		Comm.SpaceImprovements	1,000	
			SUBTOTAL	157,800		SUBTOTAL	251,800
	DouglassCourt6-05	PHASInt.Labor(forceaccount)	2,100	DouglassCourt6-05	PHASInt.Labor(forceaccount)	2,100	
		PHASExt.Labor(forceaccount)	2,000		PHASExt.Labor(forceaccount)	2,200	
		PHASInt.Materials	400		PHASInt.Materials	400	
		PHASExt.Materials	600		PHASExt.Materials	600	
		Misc.InteriorImprovements	2,000		Misc.InteriorImprovements	2,000	
		SiteImprovements	8,000		SiteImprovements	8,000	
		Misc.Appliance/Equip.Rplcmnt	2,000		Misc.Appliance/Equip.Rplcmnt	2,000	
		Comm.SpaceImprovements	1,000		Comm.SpaceImprovements	1,000	
					UnitNumbers(MS)	2,000	
		SUBTOTAL	18,100		SUBTOTAL	20,300	
		TotalCFPEstimatedCost	\$175,900	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	\$272,100	

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

Activitiesfor Year1	ActivitiesforYear:2 FFYGrant:2004 PHAFY:2005			ActivitiesforYear:3 FFYGrant:2005 PHAFY:2006		
See	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
Annual Statement	WalnutTowers6-06	PHASInt.Labor(forceaccount)	18,000	WalnutTowers6-06	PHASInt.Labor(forceaccount)	18,000
		PHASExt.Labor(forceaccount)	4,900		PHASExt.Labor(forceaccount)	11,500
		PHASInt.Materials	13,700		PHASInt.Materials	13,700
		PHASExt.Materials	1,500		PHASExt.Materials	3,500
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	8,000		Misc.Appliance/Equip.Rplcmnt	40,000
		HVAC/PlumbingRenovations	5,000		HVAC/PlumbingRenovations	37,862
		TrashCompactorBBldg.	20,000			
		TreeTrimming/Topping	3,000		VinylFloor	12,000
		Misc.InteriorImprovements	7,000		FurnitureReplacement	7,000
		Comm.SpaceImprovements	1,000		Comm.SpaceImprovements	1,000
		VinylFloor	12,000		Misc.InteriorImprovements	7,000
		SUBTOTAL	102,100		SUBTOTAL	159,562
	NolandVillage6-07	PHASInt.Labor(forceaccount)	24,300	NolandVillage6-07	PHASInt.Labor(forceaccount)	23,600
		PHASExt.Labor(forceaccount)	46,600		PHASExt.Labor(forceaccount)	46,600
		PHASInt.Materials	8,500		PHASInt.Materials	4,000
		PHASExt.Materials	62,500		PHASExt.Materials	62,500
		Misc.InteriorImprovements	8,000		Misc.InteriorImprovements	8,000
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	17,000		Misc.Appliance/Equip.Rplcmnt	17,000
		CommunityRoomMiscellaneous	2,000		CommunityRoomMiscellaneous	2,000
		TreeTrimming/Topping	3,000		LandscapeUpgrades/Fenceremoval	75,000
		Comm.SpaceImprovements	1,000		Comm.SpaceImprovements	1,000
		SUBTOTAL	180,900		SUBTOTAL	247,700
		TotalCFPEstimatedCost	\$283,000	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	\$407,262

CapitalFundProgramFive-YearActionPlan
PartII:SupportingPages-WorkActivities

Activitiesfor Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2007			ActivitiesforYear:5 FFYGrant:2007 PHAFY:2008		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See						
Annual						
Statement	WalnutTowers6-06	PHASInt.Labor(forceaccount)	18,000	WalnutTowers6-06	PHASInt.Labor(forceaccount)	18,000
		PHASExt.Labor(forceaccount)	4,900		PHASExt.Labor(forceaccount)	14,700
		PHASInt.Materials	13,700		PHASInt.Materials	13,700
		PHASExt.Materials	1,500		PHASExt.Materials	3,700
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	2,000		Misc.Appliance/Equip.Rplcmnt	2,000
		HVAC/PlumbingRenovations(MS)	18,000		HVAC/PlumbingRenovations(MS)	5,000
		WaterTank	22,000		Misc.InteriorImprovements	7,000
		Caulking	12,000		Comm.SpaceImprovements	1,000
		VinylFloorTile	12,000		Ranges	45,000
		Misc.InteriorImprovements	7,000		Compactor-'B'Buildng	20,000
		Comm.SpaceImprovements	1,000		VinylFloorTile	12,000
		SlidingEntryDoor	20,000			
		Furniture	5,000			
		SUBTOTAL	145,100		SUBTOTAL	150,100
	NolandVillage6-07	PHASInt.Labor(forceaccount)	23,600	NolandVillage6-07	PHASInt.Labor(forceaccount)	23,600
		PHASExt.Labor(forceaccount)	38,600		PHASExt.Labor(forceaccount)	7,600
		PHASInt.Materials	4,000		PHASInt.Materials	4,000
		PHASExt.Materials	44,500		PHASExt.Materials	2,500
		Misc.InteriorImprovements	8,000		Misc.InteriorImprovements	8,000
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	17,000		Misc.Appliance/Equip.Rplcmnt	17,000
		CommunityRoomMiscellaneous	2,000		CommunityRoomMiscellaneous	2,000
		Mailboxes	40,000		CommunityBuildingFireAlarm	10,000
		Comm.SpaceImprovements	1,000		Comm.SpaceImprovements	1,000
		SUBTOTAL	186,700		SUBTOTAL	83,700
	TotalCFPEstimatedCost		s	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	\$233,800

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

Activitiesfor Year1	ActivitiesforYear:2 FFYGrant:2004 PHAFY:2005			ActivitiesforYear:3 FFYGrant:2005 PHAFY:2006		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See						
Annual						
Statement	PotomacTowersNorth	PHASInt.Labor(forceaccount)	12,700	PotomacTowersNorth	PHASInt.Labor(forceaccount)	12,700
	6-08	PHASExt.Labor(forceaccount)	2,000	6-08	PHASExt.Labor(forceaccount)	2,000
		PHASInt.Materials	2,300		PHASInt.Materials	2,300
		PHASExt.Materials	1,000		PHASExt.Materials	1,000
		Misc.InteriorImprovements	8,000		Misc.InteriorImprovements	8,000
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	13,000		Misc.Appliance/Equip.Rplcmnt	13,000
		FloorTile	8,000		FloorTile	8,000
		HVAC/Plmbg/ElecRenovation	20,000		HVAC/Plmbg/ElecRenov.(MS)	20,000
		TreeTrimming/Topping	2,000		Comm.SpaceImprovements	1,000
		TrashCompactor	18,962			
		Comm.SpaceImprovements	1,000			
		SUBTOTAL	96,962		SUBTOTAL	76,000
	PTN-Bldg.300	PHASInt.Labor(forceaccount)	2,700	PTN-Bldg.300	PHASInt.Labor(forceaccount)	2,700
		PHASExt.Labor(forceaccount)	1,000		PHASExt.Labor(forceaccount)	1,000
		PHASInt.Materials	1,000		PHASInt.Materials	1,000
		PHASExt.Materials	1,000		PHASExt.Materials	1,000
		Misc.InteriorImprovements	2,000		Misc.InteriorImprovements	2,000
		SiteImprovements	1,000		SiteImprovements	1,000
		HVAC	1,000		HVAC	1,000
					CarpetatOffices	25,000
		SUBTOTAL	9,700		SUBTOTAL	34,700
		TotalCFPEstimatedCost	\$106,662	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	\$110,700

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

Activitiesfor Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2007			ActivitiesforYear:5 FFYGrant:2007 PHAFY:2008		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See	PotomacTowersNorth	PHASInt.Labor(forceaccount)	12,700	PotomacTowersNorth	PHASInt.Labor(forceaccount)	12,700
Annual		6-08	PHASExt.Labor(forceaccount)		2,000	6-08
Statement		PHASInt.Materials	2,300		PHASInt.Materials	15,300
		PHASExt.Materials	1,000		PHASExt.Materials	4,000
		Misc.InteriorImprovements	6,000		Misc.InteriorImprovements	8,000
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	13,000		Misc.Appliance/Equip.Rplcmnt	13,000
		FloorTile	8,000		FloorTile	0
		HVAC/Plmbg/ElecRenov.(MS)	20,000		HVAC/Plmbg/ElecRenov.(MS)	20,000
		Caulking	9,862		ElectricSwitchgear	80,000
		Comm.SpaceImprovements	1,000		Comm.SpaceImprovements	1,000
		SUBTOTAL	83,862		SUBTOTAL	164,000
	PTN-Bldg.300	PHASInt.Labor(forceaccount)	2,700	PTN-Bldg.300	PHASInt.Labor(forceaccount)	2,700
		PHASExt.Labor(forceaccount)	1,000		PHASExt.Labor(forceaccount)	1,000
		PHASInt.Materials	1,000		PHASInt.Materials	1,000
		PHASExt.Materials	1,000		PHASExt.Materials	1,000
		Misc.InteriorImprovements	2,000		Misc.InteriorImprovements	2,000
		SiteImprovements	1,000		SiteImprovements	1,000
		HVAC	7,000		HVAC	1,000
		Humidifier	2,000			
		SUBTOTAL	17,700		SUBTOTAL	9,700
		TotalCFPEstimatedCost	\$101,562	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	\$173,700

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

Activitiesfor Year1	ActivitiesforYear:2 FFYGrant:2004 PHAFY:2005			ActivitiesforYear:3 FFYGrant:2005 PHAFY:2006		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See						
Annual						
Statement	ScatteredSites6-10	PHASInt.Labor(forceaccount)	1,700	ScatteredSites6-10	PHASInt.Labor(forceaccount)	1,700
		PHASExt.Labor(forceaccount)	700		PHASExt.Labor(forceaccount)	700
		PHASInt.Materials	300		PHASInt.Materials	300
		PHASExt.Materials	300		PHASExt.Materials	300
		Misc.InteriorImprovements	2,000		Misc.InteriorImprovements	2,000
		SiteImprovements	3,000		SiteImprovements	3,000
		Misc.Appliance/Equip.Rplcmnt	1,300		Misc.Appliance/Equip.Rplcmnt	1,300
		TreeTrimming/Topping	2,000			
		WindowReplacement	70,000			
		SUBTOTAL	81,300		SUBTOTAL	9,300
	PotomacTowersSouth	PHASInt.Labor(forceaccount)	40,100	PotomacTowersSouth	PHASInt.Labor(forceaccount)	8,100
	6-11	PHASExt.Labor(forceaccount)	8,300	6-11	PHASExt.Labor(forceaccount)	11,000
		PHASInt.Materials	39,500		PHASInt.Materials	1,800
		PHASExt.Materials	2,000		PHASExt.Materials	1,000
		Misc.InteriorImprovements	4,000		Misc.InteriorImprovements	4,000
		SiteImprovements	8,000		SiteImprovements	8,000
		Misc.Appliance/Equip.Rplcmnt	8,000		Misc.Appliance/Equip.Rplcmnt	8,000
		TreeTrimming/Topping	2,000		VinylFloorTile	10,000
		VinylFloorTile	10,000			
		Compactor	20,000			
		SUBTOTAL	141,900		SUBTOTAL	51,900
		TotalCFPEstimatedCost	\$223,200	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	\$61,200

CapitalFundProgramFive-YearActionPlan
PartII:SupportingPages-WorkActivities

Activitiesfor Year1	ActivitiesforYear:4 FFYGrant:2006 PHAFY:2007			ActivitiesforYear:5 FFYGrant:2007 PHAFY:2008				
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost		
See	ScatteredSites6-10	PHASInt.Labor(forceaccount)	4,700	ScatteredSites6-10	PHASInt.Labor(forceaccount)	1,700		
Annual		PHASExt.Labor(forceaccount)	700		PHASExt.Labor(forceaccount)	700		
Statement		PHASInt.Materials	7,300		PHASInt.Materials	300		
		PHASExt.Materials	300		PHASExt.Materials	300		
		Misc.InteriorImprovements	2,000		Misc.InteriorImprovements	2,000		
		SiteImprovements	3,000		SiteImprovements	3,000		
		Misc.Appliance/Equip.Rplcmnt	1,300		Misc.Appliance/Equip.Rplcmnt	1,300		
					Siding/Trim	32,362		
		SUBTOTAL	19,300		SUBTOTAL	41,662		
		PotomacTowersSouth 6-11	PHASInt.Labor(forceaccount)		8,100	PotomacTowersSouth 6-11	PHASInt.Labor(forceaccount)	8,100
			PHASExt.Labor(forceaccount)		2,800		PHASExt.Labor(forceaccount)	2,800
			PHASInt.Materials		1,500		PHASInt.Materials	1,500
			PHASExt.Materials		1,000		PHASExt.Materials	1,000
	Misc.InteriorImprovements		4,000	Misc.InteriorImprovements	4,000			
	SiteImprovements		8,000	SiteImprovements	8,000			
	Misc.Appliance/Equip.Rplcmnt		8,000	Misc.Appliance/Equip.Rplcmnt	8,000			
	VinylFloorTile		10,000	VinylFloorTile(units)	10,000			
	Caulking		10,000	HVAC/Plmbng/ElecUpgrades	5,000			
	FireAlarmUpgrade		20,000	VinylFloorTileCorridor	35,000			
	HVAC	7,000						
	SUBTOTAL	80,400	SUBTOTAL	83,400				
	TotalCFPEstimatedCost		\$99,700	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	\$125,062		

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075 - PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 289,916.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R x

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Parkside Homes	39	100
Frederick Manor	125	341
Douglass Court	30	86
Walnut Towers	150	160
Noland Village	250	835
Potomac Towers North	200	212
Scatter Sites	30	86
Scatter Sites	20	55
Potomac Towers South	126	142

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** _____ **X Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs havenot been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY1995					
FY1996 "x"	174,318	MD06DEP0060196	-0-		
FY1997					
FY1998 "x"	354,000	MD06DEP0060198	-0-		
FY1999 "x"	259,530	MD06DEP0060199	-0-		
FY2000 "x"	270,483	MD06DEP0060100	-0-		
FY2001 "x"	258,930	MD06DEP0060101	289,916		10/10/03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

In partnership with the Community College and the Business School the adults of the communities will be provided continued assistance for preparation in job readiness and placement opportunities in the work world. Through continued support of the Boys & Girls Club, we will promote activities and educational enhancement programs with drug prevention programs that will provide basic needs for the youth of the communities and assist them in establishing goals and objectives they can reach as adults. The Homework Club operates within the Boys & Girls Club activities and assists the youth with their school work and grade improvement. Incentive programs, like the youth camp, will reward them for their achievements. A Security Officer who patrols the communities and investigate lease violations and criminal activities will work with over-time Hagerstown Police Officers to provide a safer environment. These activities in a combined effort will not only improve the lives of the people served, but through their achievements and a safer community will upgrade the neighborhood and the surrounding area within the City of Hagerstown. Activities will be monitored through reporting systems, tracking participation and accomplishments.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY_ 2001_ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 -Reimbursement of Law Enforcement	20,000
9120 -Security Personnel	37,000
9130 -Employment of Investigators	
9140 -Voluntary Tenant Patrol	
9150 -Physical Improvements	
9160 -Drug Prevention	227,916

9170 -DrugIntervention	
9180 -DrugTreatment	
9190 -OtherProgramCosts	5,000
TOTALPHDEPFUNDING	289,916

C. PHDEPPlanGoalsandActivities

Inthetablesbelow,provideinformationonthePHDEPstrategysummarizedabovebybudgetlineitem.Eachgoalandobjective shouldbenumberedsequentiallyforeachbudgetlineitem(whereapplicable).Useasmanyrowsasnecessarytolistproposed activities(additionalrowsmaybeinsertedinthetables).PHAsarenotrequiredtoprovideinformationinshadedboxes.Information providedmustbeconcise—nottoexceedtwosentencesinanycolumn.TablesforlineitemsinwhichthePHAhasnoplannedgoals oractivitiesmaybedeleted.

9110 -ReimbursementofLawEnforcement					TotalPHDEPFunding:\$20,000		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	PerformanceIndicators
1.Reimbursementofover - timepoliceofficers			1/2002	12/2002	\$20,000	0	Reportssubmittedby officersidentifying activitiesandproblem areaswillbetracked. Meetingswillbeheld withpolicedepartment tocommendmeans ofcorrectingprob lem areas.
2.							
3.							

9120 -SecurityPersonnel					TotalPHDEPFunding:\$37,000		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.SecurityOfficer			1/2002	12/2002	\$37,000	0	Reportsloggedonthese violatorsandreportedto DirectorofSecurity. Logswillbekepton cases,whatmeasures havebeentakento resolveproblemsandthe finalresults.
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Boys & Girls Club outreach programs at Noland Village and	130/mo	6-16 years old	1/2002	12/2002	\$180,000	0	Testing of the youth at the beginning of each program and evaluate

WestviewHomes							theirtestscoresatthe endoftheprogram. Numberofyouthserved willbedocumented throughsign -insheets andtrackingofrepeated participants.
2.CHARACTER COUNTS!Whichisa countywideprogramthat providesaunifiedapproach forthecomunityleads tomodelethicalbehavior foryouth,adults, businessesand governmentssthroughsix - pillarprogram.	130/mo	5+yearsold	1/2002	12/2003	\$4,930	0	Trackthenumberofthe youthparticipatinginthe programthroughsign -in sheets.HHAstaffto reportonsub -committee participation.
3.YouthCampsthatwill beanincentivebuilderand providetheyouthofour communitiesthe opportunitytoattendcamps thatbuildself -esteemand character.	50	6-16yearsold	1/2003	12/2003	\$10,000	0	Theyouthwillperform a self-evaluationofwhat wasgainedthroughtheir experience.Peergroups willbeestablished workingwiththeBoys& GirlsClubwhowill establishamethodof measurementtoevaluate thecampwillshare experiencesasmentors.
4.WelfaretoWork Initiatives	200	18+yearsold	1/2003	12/2003	\$20,986	0	Programswillbe measuredthroughpre andposttestingby means ofcomputersoftware. Successfulparticipants willbeconsideredas employed.
5.HomeworkCoordinator	110/mo	5-18yearsold	1/2003	12/2003	\$12,000	0	Monthlyprogressreports includingnumberof youthserved,andgrade improvementthrough reportcardtracking.

9170 -DrugIntervention						TotalPHDEPFunding:\$	
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9180 -DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9190 -OtherProgramCosts					TotalPHDEPFunds:\$5,000		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.PHDEPSurvey			8/1/03	10/1/03	\$5,000	0	ResultsfromSurvey
2.							
3.							

Section3:Expenditure/Obligati onMilestones

IndicatebyBudgetLineItemandtheProposedActivity(basedontheinformationcontainedinSection2PHDEPPlanBudgetand Goals),the%offundsthatwillbeexpended(atleast25%ofthetotalgrantaward)andobligated(atleast50%ofthetotalgrant award)within12monthsofgrantexecution.

BudgetLine Item#	25%Expenditure ofTotalGrantFunds ByActivity#	TotalPHDEP Funding Expended(sum oftheactivities)	50%Obligationof TotalGrantFunds byActivity#	TotalPHDEP FundingObligated (sumoftheactivities)
<i>e.gBudgetLine Item#9120</i>	<i>Activities1,3</i>		<i>Activity2</i>	
9110	Activity1	20,000	Activity1	20,000
9120	Activity1	37,000	Activity1	37,000
9130				
9140				
9150				
9160	Activities1,2,3,4,5	184,000	Activities1,2,3,4,5	227,916
9170				
9180				
9190	Activity1	5,000	Activity1	5,000
TOTAL		\$246,000		\$289,916

Section4:Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the PHA Certifications of Compliance with the PHA Plan and Related Regulations.” e