

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

Small PHA Plan Update
Annual Plan for Fiscal Year: FFY 2003
Queen Anne's County Housing Authority

For HA Fiscal year beginning July 1, 2003

Version 01

**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: Queen Anne's County Housing Authority

PHANumber: MD034

PHAFiscalYearBeginning:(07/03)

PHA Plan Contact Information:

Name: Peter J. Scanlon

Phone: 410 - 758-3977

TDD: 410 - 758-2126

Email (if available): pscanlon@qac.org

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

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
- Main administrative office of the local, county or 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)

PHA Programs Administered :

Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2003**
[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title. **SEPARATE**

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- Other (List below, providing each attachment name)

ii. Executive Summary

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

- Public Housing
- Continue effort to provide Security at Fisher Manor
 - Continue 5 year plant to renovate units using Comprehensive Improvement Program funding to install new flooring and provide site security
 - Increase tenant involvement by encouraging tenants to revitalize Tenant Council
 - Continue to make Management improvements including provision of computers to Resident Managers
- Section 8 Program
 - Apply for new Vouchers
 - Achieve 95% Lease up
 - Complete Software update
- HOPWA Program
 - Continue to provide assistance to eligible clients
- Scattered Site Housing
 - Continue to create 3 to 5 new Scattered Site units per year

- Partnership Rental Housing:
 - Continue to operate the Riverside Estates Development and Grasonville Terrace Development in an efficient and effective way
 - Complete construction and lease up on the Terrapin Grove Senior Housing Development

- New Developments:
 - Complete loan closing on the Terrapin Grove Senior housing project with the MD Partnership Program
 - Apply for funding for a new housing project under the MD Partnership Program for Riverside Estates Phase II
 - Apply for funding for a new housing project under the Partnership Program for Foxxtown Apartments

- Rental Allowance Program:
 - Continue to administer the MD Rental Allowance Program
 - Apply for additional funding in state wide pooling of unused funds each year

- Family Self Sufficiency Program
 - Continue to operate the FSS Program and encourage increased participation

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

No major policy or program changes anticipated for upcoming year

2. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 45,502 estimated

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5 - Year Action Plan

The Capital Fund Program 5 - Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3.D Emolition and Disposition

[24 CFR Part 903.79(h)]

Applicability: 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 next component; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
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. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

4. Voucher Homeownership Program

[24CFR Part 903.79(k)]

A. 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 24CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

The Queen Anne's County Housing Authority has operated a grant funded homeownership program for four years. The staff has extensive experience in the real estate market, new home construction, housing inspection, housing finance and other homeownership related matters.

5. Safety and Crime Prevention: PHDEP Plan

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.79(r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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 attached at Attachment (Filename) E

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

The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included

Yes No: below

Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment _ E_.

Other: (list below)

B. 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: (State of Maryland)

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of the PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

- Partnership Rental housing funding for the Terrapin Grove Senior Housing Project
- Funding for the Rental Allowance Program
- Homeless Assistance grants
- MDA Affordable Housing Trust Grant for four additional Handicapped accessible apartments

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

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

For the purpose of this plan the Housing Authority will consider the following as substantial deviations from the Plan:

- Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five -year Plan that cause changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans.
- An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations by HUD.

The definition states that any PHA changes to the policies or activities described in the Plan will be subject to a full public hearing and HUD review before implementation; and

The definition states that an exception to this definition will be made for any amendments or modification that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

See attachment "G"

B. Significant Amendment or Modification to the Annual Plan:

For the purpose of this plan the Housing Authority will consider the following as substantial deviations from the Plan:

- Changes to rent or admissions policies or organization of the waiting list:
- Addition of non -emergency work items (items not included in the current Annual Statement or Five -year Plan) or change in use of replacement reserve funds under the Capital Fund
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.
- Any PHA changes to the policies or activities described in the Plan will be subject to a full public hearing and HUD review before implementation
- An exception to this definition will be made for any amendments or modification that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

Attachment A
Supporting Documents Available for Review

PHAs are to 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	Related 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 (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	AnypolicygoverningoccupancyofPoliceOfficersinPublic Housing <input type="checkbox"/> checkhereifincludedinthepublichousing A&OPolicy	AnnualPlan: Eligibility, Selection, and Admissions Policies
X	Section8AdministrativePlan	AnnualPlan: Eligibility, Selection, and Admissions Policies
	Publichousingrentdeterminationpolicies,includingthethod forsettingpublichousingflatrents <input checked="" type="checkbox"/> checkhereifincluded inthepublichousing A&OPolicy	AnnualPlan: Rent Determination
	Scheduleofflatrentsofferedateachpublichousingdevelopment <input checked="" type="checkbox"/> checkhereifincludedinthepublichousing A&OPolicy	AnnualPlan: Rent Determination
	Section8rentdetermination(paymentstandard)policies <input checked="" type="checkbox"/> checkhereifincludedinSection8Administrative Plan	AnnualPlan: Rent Determination
X	Publichousingmanagementandmaintenancepolicydocuments, includingpoliciesforthe preventionoreradicationofpest infestation(includingcockroachinfestation)	AnnualPlan: Operationsand Maintenance
X	ResultsoflatestbindingPublicHousingAssessmentSystem (PHAS)Assessment	AnnualPlan: Managementand Operations
X	Follow-upPlantoResultsofthePHASResidentSatisfaction Survey(ifnecessary)	AnnualPlan: Operationsand Maintenanceand CommunityService& Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	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
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulation implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52(HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	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
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	<p>PHDEP-related documentation:</p> <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	<p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)</p> <p><input checked="" type="checkbox"/> check here if included in the public housing A&O Policy</p>	Pet Policy
X	<p>The result of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings</p>	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHAName: Queen Anne's County Housing Authority		Grant Type and Number Capital Fund Program: MD06P03450102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)		
<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	12,699			12,699	
3	1408 Management Improvements	27,301			27,301	
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	96,508			91,109.04	
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)	136,508			131,109.04	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance					

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHAName: Queen Anne's County Housing Authority		Grant Type and Number Capital Fund Program: MD06P03450102 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
23	Amount of line 20 Related to Security	40,000		38,318
24	Amount of line 20 Related to Energy Conservation Measures			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName: Queen Anne's County Housing Authority		Grant Type and Number Capital Fund Program: MD06P03450103 Capital Fund Program Replacement Housing Factor Grant No:			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	12,699			0
3	1408 Management Improvements	27,301			0
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	96,508			0
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)	136,508			0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				

Annual Statement/Performance and Evaluation Report				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHAName: Queen Anne's County Housing Authority		Grant Type and Number Capital Fund Program: MD06P03450103 Capital Fund Program Replacement Housing Factor Grant No:		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
23	Amount of line 20 Related to Security	40,000		0
24	Amount of line 20 Related to Energy Conservation Measures			

Attachment -A

Admissions Policy for Deconcentration

The Queen Anne's County Housing Authority has only one Public Housing Site with a total of 25 units of Public Housing. Our waiting list for public housing is typically less than ten families. We admit all applicants who pass the leasing criteria and background checks. With only one site we are not able to offer families alternate sites.

Required Attachment D: Resident Member on the PHA Governing Board

1. X Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:
Tonya Brown

B. How was the resident board member selected: (select one)?
 Elected
X Appointed

C. The term of appointment is (include the date term expires): 5 Years (6/30/05)

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment E: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

All Residents of Public Housing in Queen Anne's County.

ATTACHMENT F

Comments of Resident Advisory Board or Boards & Explanation of PHA Response

The HA conducted a meeting to review the Housing Authority's Five Year Plan. The meeting was held in the Fisher Manor Community Room at 7:00 PM on March 26, 2003.

The following persons attended the meeting:

Attendance:

1. Brenda Taylor
2. Pete Scanlon
3. Jack Dadds
4. Joyce Adkins
5. Louis Dorsey
6. Patrina Brandford
7. Karen Tolliver
8. Rhonda Kerse
9. Dominica Bowser
10. James Holley
11. Karen DeGraft
12. Shahida Perveen
13. Tassadaq Hussain
14. Scott Delude
15. Mike Marx

- Pete Scanlon introduced himself and welcomed everyone to the meeting.
- Pete Scanlon explained that the purpose of the meeting was to provide the residents an opportunity to view the Housing Authority's Annual Plan and 5 year plan and to offer their input into the planning process. He explained the sources of funding available to the housing Authority and reviewed some of the budget issues facing the Authority this year including expected reductions in funding by HUD for the Capital Fund Program and the Operating fund.
- Mr. Scanlon explained that in past years the Capital Fund money was used for replacing furnaces with Heat pumps and air conditioning as well as for replacing VCT flooring tiles in units. He also stated that a large share of the Capital funding each year was used to pay for Security.
- Mr. Scanlon said that because the funding would be reduced this year that the Authority could not do as much as in past years and that this meant that they intended to continue to use the fund to pay for security but would have to reduce the floor replacement activity to only one or two units per year using maintenance money from the operating budget to pay for the work.
- Ms. Taylor indicated that the residents greatly appreciated the new

playground that was installed during the past year.

- Patrina Brandford stated that she had a problem with floor tiles in her unit and what could be done about it. After some discussion Mr. Scanlon suggested that the maintenance staff might be able to replace the first floor flooring in her unit.
- Ms. Bowser asked about extermination procedures and after some discussion it was determined that she was concerned about mice and ants. Mr. Delude from the maintenance staff indicated that they regularly put out bait traps for roaches and would follow up on the mice and ant issue.
- Patrina Brandford asked about the HA's policy relating to persons barred from the property. This generated much discussion and it was determined that those interested in the issue already had copies of the policy.
- A comment was made to the effect that the Security Guard was being too aggressive in enforcing rules on the property. This also generated a great deal of discussion related to public drinking, crowd control and foul language.
- Mr. Dorsey asked what changes the Housing Authority had made to its admission policy. Mr. Scanlon replied that there had been no substantive changes, however, if Mr. Dorsey wanted to suggest some they would be given serious consideration. He asked that they be sent to him in writing so that they could be discussed at the next board meeting.
- Mr. Holley asked for an explanation of the grievance procedure. Mr. Dadds and Mr. Scanlon reviewed the process.
- Mr. Holley asked if a Housing Authority Board Member could be a hearing officer and was told yes and that Board members and others have performed this function in the past.
- Mr. Dorsey asked about the anticipated Management improvements mentioned in the plan. Mr. Scanlon mentioned the computer software upgrades and Mr. Holley mentioned improvements to the Section 8 waiting list procedures.
- Mr. Dorsey asked about the Authority's assertion in the Plan that they encouraged the tenants to revitalize the Tenant Association. Mr. Scanlon said that they encouraged the residents to be active in the Tenant Association but there had been setbacks on the part of the Tenant Council with interest waning.
- Mr. Dorsey mentioned that his organization had worked with the residents of a similar development in Kent County to form a Residents Association and that this had been very successful.
- When asked Mr. Dorsey agreed to help the Fisher Manor residents with a similar effort there.
- Ms. Kearse indicated she had been offended by a comment that Ms. Brandford claimed she heard Mr. Dadds make sometime ago in the development. As Ms. Brandford had already left the meeting Mr. Scanlon said that he would react to a complaint from Ms. Brandford if she put it in writing.

The meeting ended at approximately 9:00 PM.