

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

Wicomico County Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005

**The Wicomico County Housing Authority
911 Booth Street
Salisbury, MD 21801**

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

Final MD014v03

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**PHA Plan
Agency Identification**

PHA Name: *Wicomico County Housing Authority*

PHA Number: *MD014*

PHA Fiscal Year Beginning: *01/2005*

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
*911 Booth Street
Salisbury, MD 21801*
- 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
911 Booth Street, Salisbury, MD 21801
- PHA development management offices
519 Alabama Street, Salisbury, MD 21801
- PHA local offices
- Main administrative office of the local government
*City of Fruitland Office, 401 East Main Street, Fruitland, MD 21826
Town of Hebron, Town Office, 100 North Main Street, Hebron, MD 21830*
- Main administrative office of the County government
Wicomico County Council, Government Office Building, Salisbury, MD 21801
- Main administrative office of the State government
- Public library
Wicomico County Free Library, 122 South Division Street, Salisbury, MD 21801
- PHA website
- Other (list below)

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

Main business office of the PHA

911 Booth Street

Salisbury, MD 21801

(410) 749-1383

Please call for an appointment to review the documents

PHA development management offices

Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: The WCHA anticipates full utilization of "enhanced" vouchers received, provided funding is available.
 - Reduce public housing vacancies: The WCHA's target is to reduce overall vacancies by 10-15% per year until occupancy rate of 95-97% is achieved.
 - 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) 49 -2004 Want to improve score by 30% in 2005.
 - Improve voucher management: (SEMAP score) 04 - 2004 Want to improve score by 50% in 2005.
 - Increase customer satisfaction: Want to increase RASS score by 50% in 2005.
 - Concentrate on efforts to improve specific management functions:
 - *To reorganize staff to improve overall accountability*
 - *To develop an on-going staff training program for program compliance*
 - Renovate or modernize public housing units: Want to use CFP to renovate 40 units that have been vacant for a long period of time e.g. nine months or more.
 - 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: Will hold meeting with landlords to increase outreach.
 - Increase voucher payment standards
 - Implement voucher homeownership program: Once SEMAP score is acceptable WCHA would like to begin the process for possible home ownership.
 - Implement public housing or other homeownership programs: WCHA has an agreement with HUD to pay back outstanding debt and part of the agreement calls for the sale of some units. This program is necessary to initiate this process.
 - 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: The ACOP needs to be modified to accomplish this objective.
 - 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:
 - ***Increase exterior lighting at both Booth St. and Riverside by installing vandal-proof lenses.***
 - ***Develop good working relationship with local police.***
 - 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:
 - ***Establish contact with local agencies to assist with possible job training actions.***
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - ***Work with other parties to provide supportive services to residents to assist in resolving community conflicts; development of leadership skills and to assist in helping the family unit resolve problems, particularly child-rearing issues.***

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: Available units are offered on the basis of position on wait list 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: Standards are established to ensure all units meet specific criteria.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities: This will be done as 504/ADA work is completed.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

- ***Revised Admissions & Continued Occupancy Policy (ACOP) for Public Housing scheduled for approval in June, 2006.***
- ***Section 8 Administrative Plan revised and Board approved the Plan in June 2005.***
- ***Raise SEMAP & PHAS scores through program compliance.***
- ***Implement independent auditor recommendations***
- ***Provide necessary training for staff***

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Wicomico County Housing Authority has been designated a “troubled” agency by the US Housing & Urban Development Department (HUD) and must comply with the completion of a Memorandum of Agreement (MOA); a Corrective Action Plan (CAP) and a Voluntary Compliance Agreement (VCA) .

The WCHA goals for the coming year include the total review and revision of the Admissions & Continued Occupancy Policy, the implementation of the revised Housing Choice Voucher Program Administrative Plan, and a complete audit of all procedures to ensure compliance with all HUD rules and regulations and fiscal integrity.

Additional efforts will be made to ensure staff receives adequate training to improve their skill levels.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- A Admissions Policy for Deconcentration
- B FY 2005 Capital Fund Program Annual Statement
- Final 2005-OPNS_Budget Most recent board-approved operating budget

The Board approved 2005 operating budget

Optional Attachments:

- PHA Management Organizational Chart
- D FY 2005 Capital Fund Program 5 Year Action Plan (***2005 through 2009***)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board and Comments From Public Meeting

- Other (List below, providing each attachment name)
- E- FFY 2004 Capital Fund Grant Annual Statement**
 - F- FFY 2003 Capital Fund Grant Annual Statement**
 - G – FFY 2003 II Capital Fund Grant Annual Statement**
 - H - FFY 2002 Capital Fund Grant Annual Statement**
 - I - FFY 2001 Capital Fund Grant Annual Statement**
 - J - WCHA Criteria for Determining Substantial Deviation and Significant Amendment or Modification**
 - K - Pet Policy**
 - L - RASS Update**
 - M - Community Service Requirements**
 - N - Drug Free Workplace**
 - O - Statement on Progress and Goals**

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 jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
1. X 2. X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	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 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
N/A	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
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	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
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) 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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Othersupporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	1165	5	5	2	2	2	2
Income >30% but <=50% of AMI	859	5	5	2	2	2	2
Income >50% but <80% of AMI	1146	5	5	2	2	2	2
Elderly	658	5	5	2	4	2	2
Families with Disabilities	473*	5	5	2	5	2	2
Race/Ethnicity : Black	1384**						
Race/Ethnicity White	1793**	No Information Available					
Race/Ethnicity Hispanic	128**						

* *This information comes from the current 5-Year Consolidated Plan for the City of Salisbury, MD. Disabilities as noted in the Plan are: mental illness 160, developmentally disabled 148, physically disabled 165.*

** *The only information available by race/ethnicity is in the Consolidated Plan. These statistics are for ALL households (renter and owner) spending more than 30% of gross income on housing: 52% of 2661 black households; 31% of 5785 white households; 79% of 162 Hispanic households.*

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: **2004-2008**
- 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(1). Housing Needs of Families on the Public Housing Waiting List

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

Housing Needs of Families on the Waiting List			
<i>Public Housing</i>			
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 (# of families leaving the wait list annually)
Waiting list total	312	100%	29
Extremely low income <=30% AMI	200	64%	
Very low income (>30% but <=50% AMI)	90	29%	
Low income (>50% but <80% AMI)	22	7%	
Families with children	193	62%	
Elderly families	76	24%	
Families with Disabilities	69	22%	
Race/ethnicity: White	60	19%	
Race/ethnicity: Black	230	73%	
Race/ethnicity Amer.Indian	11	4%	
Race/ethnicity Hispanic	3	1%	
Race/ethnicity: Other	8	3%	

Housing Needs of Families on the Waiting List			
<i>Public Housing</i>			
Characteristics by Bedroom Size (Public Housing Only)		%	
0 BR (Efficiency)	56	18	
1 BR	63	20	
2 BR	94	30	
3 BR	69	22	
4 BR	28	9	
5 BR	2	1	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs – Public Housing Program

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

(1) Strategies

NEED: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

NEED: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

NEED: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

B(2). Housing Needs of Families on the Section 8 Tenant-Based Assistance Waiting List

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

Housing Needs of Families on the Waiting List			
<i>Section 8:</i>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input 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 (# of families leaving the wait list annually)
Waiting list total:	244	100%	24
Extremely low income <=30% AMI	58	24%	
Very low income (>30% but <=50% AMI)	174	71%	
Low income (>50% but <80% AMI)	12	5%	
Families with children	159	65%	
Elderly families	84	34%	
Families with Disabilities	34	14%	
Race/ethnicity White	34	14%	
Race/ethnicity Black	207	85%	
Race/ethnicity Amer.Indian	0	0	

Housing Needs of Families on the Waiting List

Section 8:

Race/ethnicity <i>Hispanic</i>	3	1%	
Race/ethnicity <i>Asian/Pacific</i>	0		
Race/ethnicity <i>Other</i>	0		

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

If yes:

How long has it been closed (# of months)? 12

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

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

C. Strategy for Addressing Needs – Section 8

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

**NEED: Specific Family Types: Families at or below 30% of median
Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

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

**NEED: Specific Family Types: Families at or below 50% of median
Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

**NEED: Specific Family Types: The Elderly
Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**NEED: Specific Family Types: Families with Disabilities
Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

NEED: Specific Family Types: Races or ethnicities with disproportionate housing needs
Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	<i>546,540</i>	
b) Public Housing Capital Fund	<i>465,424</i>	<i>CFP</i>
c) HOPE VI Revitalization	<i>0</i>	
d) HOPE VI Demolition	<i>0</i>	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<i>1,336,320</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<i>0</i>	
g) Resident Opportunity and Self-Sufficiency Grants	<i>0</i>	
h) Community Development Block Grant	<i>0</i>	
i) HOME	<i>0</i>	
Other Federal Grants (list below)		
<i>subtotal</i>	<i>2,348,284</i>	
2. Prior Year Federal Grants (unobligated funds only)		
2004	<i>0</i>	<i>CFP Funds</i>
2003	<i>474863</i>	<i>CFP Funds</i>
2002	<i>76355</i>	<i>CFP Funds</i>
Other Income	<i>60000</i>	<i>Operating</i>
<i>Excess Utilities</i>	<i>3390</i>	<i>“ “</i>
<i>Interest Income</i>	<i>60</i>	<i>“ “</i>
<i>Mgmt. Fee Gateway</i>	<i>30000</i>	<i>“ “</i>
Total resources	<i>2,992,952</i>	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (within 10)
- When families are within a certain time of being offered a unit
- Other: (describe)

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

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

Under certain circumstances, the PHA may require a Certificate of Health from a physician (ACOP dated 7/1988)

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)

WCHA uses the services of Background America, Inc. (KROOL) to provide background checks. Also, WCHA staff reviews the Salisbury Police Department website for possible incidents and review of local newspaper.

(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 – *Booth Street and Scattered Sites*
- Sub-jurisdictional lists
- Site-based waiting lists – *Riverside only*
- Other (describe)

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

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

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

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

- **Riverside, site-based**

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

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? **2 public housing lists and one HCV list.**

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 (Riverside Homes)
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 5 Veterans and veterans’ families
- 2 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)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: 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 on to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115 % of the average incomes of all such developments? If no, this section is complete. If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

Development Name	Number of Units	Explanation(if any) see step 4 at 903.2©(1)(iv)
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B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

WCHA uses the services of Background America, Inc. (KROOL) to provide background checks. Also, WCHA staff reviews the Salisbury Police Department website for possible incidents and local newspaper.

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

- Criminal or drug-related activity
 Other (describe below)
Prior landlord

(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:

An extension on the standard 60-day period is granted, provided the family can submit evidence that a unit cannot be found, or that other extenuating circumstances have prevented the family from locating a unit. An additional 60 days may be granted.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

I 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)

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

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

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

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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 re-determinations:

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

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)
When HUD changes the FMR

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
The Executive Director reports to the Board of Commissioners.

The following employees report to the Executive Director:

Deputy Director

Occupancy Specialist Riverside

Senior Section 8 Coordinator & P/T Coordinator

Administration Specialist/Accountant

General Service Secretary

Tenant Services Coordinator

Interns

Tax Credit Program/Occupancy Specialist

Maintenance Supervisor, Mechanics and Aides

(1) 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	233	50
Section 8 Vouchers	245	24
Section 8 Certificates	0	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	66	
Public Housing Drug Elimination Program (PHDEP)	N/A	

Other Federal Programs(list individually)	<i>NONE</i>	
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C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

Admissions & Continued Occupancy Policy

Lease

Pest Infestation Policy

WCHA Maintenance Plan

- (2) Section 8 Management: (list below)

Housing Choice Voucher Program Administrative Plan

Landlord Contract (HAP)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 PHA development management offices (Riverside Homes). The grievance is forwarded to the administrative office at Booth St. for processing.
 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 office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (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) *See Attachment B(1)*

-or-

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

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *See Attachment B(2)*

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

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

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

Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites 1b. Development (project) number: MD014-05
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>06/30/2006</u>
5. Number of units affected: 29
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/30/2006 b. Projected end date of activity: 06/30/2008

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application	

(date submitted or approved:)

Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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"/> HOPE I <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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 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 programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

The WCHA will pursue a formal agreement with the local TANF agency.

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)
Working with local organizations to promote job opportunities

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>Super Pantry</i>	<i>55</i>	<i>All residents</i>	<i>Riverside Homes</i>	<i>Both</i>
<i>Summer Youth Program</i>	<i>20</i>	<i>All children</i>	<i>Community Room</i>	<i>Both</i>

(2) Family Self Sufficiency program/s – None offered at this time

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

Community Service Requirement is described in Attachment G

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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 anticrime/anti drug programs
- Other (describe below)
Regularly scheduled meetings with residents and other community organizations

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

MD1401 Booth Street Townhouses
MD1402 Riverside Homes

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

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

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

Meet regularly with various law enforcement officials to discuss concerns

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

MD1401 Booth Street Townhouses

C. Coordination between PHA and the police

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

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

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

MD1401 Booth Street Townhouses

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See most recent amended Pet Policy in Attachment F

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)

2. Yes No: Was the most recent fiscal audit submitted to HUD?
WCHA submitted FY2003 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? **4**

5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
Please See HUD report dated 3/26/04 regarding audit findings from FY 2002.

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

HUD engaged consultants to assist with program management and to conduct physical needs assessments; utility allowance schedules and energy audits. The final reports have and are expected to assist in better management of the assets.

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 HUD engaged a consultant to conduct a PNA and utility audit for all four developments.
 Other: (list below)
HUD engaged a consultant to perform the required energy audit for each of the four developments.

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

Resident safety and security were two major concerns.

Residents are requesting more attention to completing work requests and preventive maintenance issues.

Residents are requesting greater effort towards beautification of properties (Booth St. And Riverside Homes).

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.). There is a resident commissioner currently serving on the WCHA Board of Commissioners. He is a volunteer member.

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: The WCHA solicited resident volunteers to serve. There is a resident leader for Booth St. and scattered sites, who is assisted by other residents. There is a separate resident council for Riverside Homes and these members are elected by the residents directly.

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)
- Volunteer

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 Salisbury – Salisbury, MD is the county seat for Wicomico County which does not publish a consolidated plan. The City of Salisbury Consolidated Plan provides information for the majority of the population in the county.

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

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) NONE

D. Other Information Required by HUD

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

Annual Plan 2005 Attachment A

Admissions Policy for Deconcentration

The WCHA is revising its Deconcentration Policy as part of its revised ACOP. Given that the majority of wait list applicants are very low to low income, the policy of deconcentration has not been successful. The WCHA intends to develop a home ownership plan along with encouraging the use of flat rents to develop possible home ownership opportunities while seeking to house some families with higher incomes where possible. The only development affected by the deconcentration policy is Booth Street with 100 units.

PHA Plan Table Library

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

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

Capital Fund Grant Number MD06P01450105 FFY of Grant Approval: 2005

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	93,085.00
4	1410 Administration	46,542.40
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 Non-dwelling Structures	

13	1475 Non-dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	0110 Initial Budget	325,797.00
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	465,424.00
21	Amount of line 20 Related to LBP Activities	20,000.00
22	Amount of line 20 Related to Section 504 Compliance	189,622.00
23	Amount of line 20 Related to Security	35,000.00
24	Amount of line 20 Related to Energy Conservation Measures	20,000.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
14-2	Replace 50 Storm Doors 504 compatible(energy conservation and security)	1460	16500
14-1	Lead-based paint testing	1460	8000
14-2	Lead-based paint testing	1460	4000
14-5	Lead-based paint testing	1460	8000

14-1	Replace 20 units gutters and downspouts	1460	6000
14-5	Replace gutters and downspouts 10 units	1460	2500
14-1	Replace lavatory equipment (sink, tub and toilet 15 units) and plumbing fixtures (water conservation)	1460	7875
14-2	Replace damaged storage sheds for 15 units	1460	9000
14-2	Begin 504 unit renovations for Riverside Apts.	1460	98122
14-1	Begin 504 construction work for Booth St. designated units	1460	75000
14-1	Landscape Contract(grass cutting, trim bushes, mulch and weed control) Safety and Security issue	1460	10800
14-1;14-5	Vacant Unit Contracts	1460	100000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

D 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 years. 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
14-1	Booth Street	25	25%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Consultant Fees for 504 Inspection Services	30,000	FY 2005
Vacant Unit Turn-around 15 @ 8,000	350,000	FY2005
Replace downspouts and gutters 80 units	30,000	FY2006
504 Unit Conversion – fully accessible units	120,000	FY2006
Replace Sidewalk area by Community Room to reduce flooding	18,000	FY2006
Repaint community room/retile	18,500	FY2006
Modify Booth St. Office/bathrooms for 504 accessibility	75,000	FY2006
Landscaping contract 3 years @12,000/yr FY 2006-8	36,000	FY 2007
Upgrade electric circuits, install GFI 100 units (@\$600/unit FY 2006-7)	60,000	FY 2007
Replace deteriorating wooden floors and retile 40 units @ \$450/unit	18,000	FY2007
Replace kitchen cabinets/countertops 35 units per year FY 2007-2009 @ \$850/unit	85,000	FY2007
Complete lavatory upgrades 85 units @ \$ 700/unit	59,500	FY2007
Replace patio fencing 100 units @ \$300/fence	30,000	FY2007
Replace Convection System Covers 35 units/year for FY 2007-9 @ \$300/each	30,000	FY2007
Replace ranges/refrigerators 22 units FY 2007-9 @350/each (22x\$700)	46,200	FY2007
Replace HWH to energy efficient model 100 units @ \$400/each FY 2007-9	40,000	FY2008
Replace screen doors 100 units(@\$ 500x 2 FY 2008-9	100,000	FY 2008
Siding Replacement 30 units	36,000	FY 2008
Cycle Paint of Units 100 units @\$1900/unit FY 2008-10	190,000	FY 2009
Concrete Repairs Sidewalks FY 2009	18,000	FY2009
Repave Parking Lots FY 2009-10	70,000	FY2009
Replace boilers to energy efficient system for heat 100 units @ \$3,000	300,000	FY2009

Total estimated cost over next 5 years	1,760,200	
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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
14-2	Riverside Homes	2	2.6%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Kitchen upgrades 75 units @ \$900 each FY 2006-7	67,500	FY2006
Bathroom upgrades – water conservation 75 units @ \$800 each	60,000	FY2006
Upgrade heating controls 75 units @\$300 each	22,500	FY2006
Landscape Contract 3 years @ \$600/month FY 2006-8	6,000	FY 2006
Cathodic Protection Testing Annual Basis \$2,000/year FY 2006-10	10,000	FY 2006
Cycle Painting 75 units @25/year FY 2006-8 at \$ 400/unit	30,000	FY 2006
Replace HWH Boilers/Sector	45,000	FY2007
Paint Community Center	5,500	FY2007
Replace A/C Unit Community Center/Office	15,000	FY 2007
Replace Washer/Dryer in Laundry Room	2,000	FY 2007
Roof Replacement 75 units/ 10 sectors FY 2008-2010	120,000	FY 2008
Replace Chairs/Tables in Community Room 10 tables/80 chairs	18,500	FY 2008
Replace Community TV/DVD Player	5,500	FY 2009
Electrical Upgrades 75 units	30,000	FY2010
Total estimated cost over next 5 years	437,500	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
14-5	Scattered Sites	25	27.8%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Vacant Unit Renovations 35 units x \$10,000/each		350,000	FY 2005
504 Consultant		30,000	FY 2005
504 Unit Construction Contracts (FY 2006 started)		250,000	FY 2006
Cycle Painting 22/year for FY 2006-FY 2008		30,000	FY 2006
Bathroom Upgrades 65 units @ \$1200		132,000	FY 2007
Kitchen Unit upgrades 65 units @ \$ 1600		78,000	FY 2007
Replace Deteriorated Storage Sheds 90 @ \$ 650 each		104,000	FY 2007
Replace Flooring 20 units @ \$800/each		58,500	FY 2007
Termite Treatment 90 units @ \$500/each		16,000	FY 2007
Electric Upgrades 90 units @ \$650 each		45,000	FY 2008
Parking Lot Repairs 20 units		58,500	FY 2008
Replace Roofs 10 units @ \$3000/each		10,000	FY 2009
Replace Ranges/Refrigerators 10 units @ \$600 each		30,000	FY 2009
Replace Furnaces 20 units @ \$2500 each		6,000	FY 2009
Home Ownership Training 35 residents @ \$1200/each FY 2006-8		50,000	FY 2006
Total estimated cost over next 5 years		1,248,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
14-6	Nanticoke Homes	4	33%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Vacant Unit Renovations 3 units x \$10,000/each			30,000	FY 2006
504 Unit Construction Contracts			60,000	FY 2006
504 Consultant			15,000	FY 2006
Cycle Painting 6 per year for FY 2006-FY 2007			10,200	FY 2006
Bathroom Upgrades 10 units @ \$1200			12,000	FY 2007
Kitchen Unit upgrades 10 units @ \$ 1600			16,000	FY 2007
Replace Deteriorated Storage Sheds 12 @ \$ 650 each			7,800	FY 2007
Replace Flooring 4 units @ \$800/each			3,200	FY 2007
Termite Treatment 12 units @ \$500/each			6,000	FY 2008
Electric Upgrades 12 units @ \$650 each			7,800	FY 2008
Parking Lot Repairs 12 units @ \$450 each			5,400	FY 2009
Home Ownership Training 6 residents @ \$1200 each			7,200	FY 2006
Replace Ranges/Refrigerators 3 units			1,800	FY 2009
Replace Roof 2 units			4,500	FY 2010
Total estimated cost over next 5 years			186,900	

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: X MD06P01450103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12/31/2005 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	20,220.00	78,400.00	78,400.00	-0-
3a	1408 Management Improvements Soft Costs	25,000.00	-0-	-0-	-0-
3b	Management Improvements Hard Costs	-			
4	1410 Administration		39,200.00	39,200.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	45,000.00	45,000.00	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	320,337.00	229,457.00	229,457.00	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	6,500.00	-0-	-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (Sum of lines 1-19)	392,057.00	392,057.00	392,057.00	-0-
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part 1: Summary

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: X MD06P01450103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003
Original Annual Statement		Reserve for Disasters/ Emergencies		Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12/31/2005				Final Performance and Evaluation Report
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
	Amount of line 20 Related to Energy Conservation			
	Collateralization Expenses or Debt Service			

Signature of Executive Director

Date

Signature of Authorizing HUD Official

Date

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: X MD06P01450203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003 (2)
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Original Annual Statement Reserve for Disasters/ Emergencies
 X Revised Annual Statement (revision no: 1)
 X Performance and Evaluation Report for Period Ending:12/31/05 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				
3a	1408 Management Improvements Soft Costs/Computers				
3b	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs – CMA Architect Inc.				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	82,806.00			
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	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (Sum of lines 1-19)				
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: X MD06P01450203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003 (2)
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Original Annual Statement Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending:12/31/05 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Line 20 related to Security - Hard Costs				
	Amount of line 20 Related to Energy Conservation				
	Collateralization Expenses or Debt Service				

 Signature of Executive Director Date

 Signature of Authorizing HUD Official Date

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: X MD06P01450102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
Original Annual Statement Reserve for Disasters/ Emergencies X Performance and Evaluation Report for Period Ending: 12/31/05		X Revised Annual Statement (revision no: 1) 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	20,220.00	100,996.00	100,996.00	-0-
3a	1408 Management Improvements Soft Costs/Computers	28,800.00	41,049.00	3 7,815.10	-0-
3b	Management Improvements Hard Costs				
4	1410 Administration	51,713.00	46,498.00	34,745.65	-0-
5	1411 Audit	0	4,000.00	4,000.00	
6	1415 Liquidated Damages				
7	1430 Fees and Costs – CMA Architect Inc.	17,221.00	65,200.00	52,201.50	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	387,030.00	245,946.00	243,104.57	-0-
11	1465.1 Dwelling Equipment—Nonexpendable	0	1,295.00	1,295.00	
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	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (Sum of lines 1-19)	504,984.00	468,862.82	468,862.82	-0-
	Amount of line 20 Related to LBP Activities				
	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 II: Supporting Pages

PHA Name: X WICOMICO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: X MDO6P01450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
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	Obligated	Expended	
PHA WIDE	Administration Salaries		1410	-0-	50,498.00	46,498.00	34,745.65		
	Operations		1406		100,996.00	100,996.00	100,996.00		
	Management Improvement Soft Costs/		1408		36,049.00	41,049.00	36,049.00		
	Computers Fees A & E/ CMA Inc.		1430		32,000.00	65,200.00	37,815.10		
	Audit Costs		1411		0	4,000.00	0		
PHA Wide	Dwelling Structures		1460		285,441.00	245,946.00	243,104.57		
	Dwelling Equipment		1465		0	1,295.00			
					504,984.00	504,984.00	468,862.82		

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: X MD06P01450101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
X Performance and Evaluation Report for Period Ending:09/30/05 **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				
3a	1408 Management Improvements Soft Costs				
3b	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	24,500.00		9,964.35	9,964.35
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	492,633.00		195,240.00	195,240.00
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	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (Sum of lines 1-19)	517,133.00		205,204.35	205,204.35
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft				

Definition of “Substantial Deviation” and “Significant Amendments or Modification” 03.7r.)”

The Wicomico County Housing Authority has defined “Substantial Deviation” and “Significant Amendment or Modification” as they relate to the Agency Plan as follows:

“Substantial Deviation(s)” from the 5-year Action Plan shall be explained in the Annual Plan for the period in which they occur and shall include:

- **Any change to rent or admissions policies or organization of the waiting list;**
- **Additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund Budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund Budget.**
- **And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

“Significant Amendment or Modification” of the Annual Plan means

- **Any change to rent or admissions policies or organization of the waiting list;**
- **Additions of non-emergency work items when dollar amount exceed 10% of Capital Fund Budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund Budget;**
- **And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

A. Substantial Deviation from the 5-year Plan: None

B. Significant Amendment or Modification to the Annual Plan: None

Wicomico County Housing Authority

Resolution #517

Amendment to

Pet Policy

For all Public housing and federally subsidized housing participants, and pursuant to the Federal Register dated 7/10/00, specifically 24CFR Part 860, Pet ownership in Public Housing Final Rule, the following changes to the existing policy are hereby incorporated;

Rules for Pet Owners

1. Pets will be limited to dogs and cats, with dogs weighing less than 30 pounds* and cats less than 15 pounds (over-weight pets whose breed generally weighs under these limits will be considered on an individual basis). *Those tenants who participated in the previous pet registration will be allowed to keep their pet, even if it weighs more than these allowances.
2. All pets must be registered with the County and have all their vaccinations (rabies, distemper, and whatever else may be required by the Wicomico County Health Department) current. This information must be provided to the Housing Authority and must be updated each year. Failure to do so may result in the tenant losing privilege of keeping a pet in their unit.
3. There will only be one pet allowed per unit.
4. In addition to a dog or a cat a household may have an aquarium; but, its size must be 20 gallons or less and located on the first floor of the unit. A household may have parakeets or canaries; but they must be limited to two (2) in number and be housed in the same cage.
5. Refuse from pets must be cleaned from yards on a daily basis. All refuse must be placed in a sturdy plastic trash bag, closed tightly, and deposited in a trash facility.
6. Pet owners will be responsible for any damage to lawns, shrubs, and trees. If an inspection shows that there has been some damage to lawns, shrubs, and trees, the head of household will be given thirty days to bring lawns, shrubs, and trees back to their original state. If in 30 days they have failed to do so, the Housing Authority will complete the work and charge the tenant. Failure by the head of

(Continued)

Wicomico County Housing Authority

Resolution #517

Amendment to Pet Policy

household to pay this charge when it is due will mean that the tenant will forfeit Pet Policy. Their privilege of having a pet, in addition to their having to pay the charge. Damage to units will be repaired by the Housing Authority Failure to pay this charge when it is due will mean that the tenant will forfeit their privilege of having a pet, in addition to the having to pay the charge. Repeated damages to the unit by the tenant's pet will mean revoking of their privilege to have a pet.

7. All heads of households will be responsible for the behavior of their pet. Failure to make their pet behave in a docile fashion, will cause the tenant to forfeit their privilege of having a pet.

8. An additional deposit of \$200.00 will be required. The deposit will be due in full at time of initial occupancy, and will be non-refundable.

9. In the event of an emergency and the owner is unable to take care of his pet, there must be on record the name of a responsible part who has been designated to take care of the pet. Failure of this person to do so will mean that the pet will be turned over to the humane Society and the owner will be notified of this action.

I have received a copy of the above pet policy.

(Signature)

(Date)

(Witness)

Note: Resolution #511 Amendment to Pet Policy (Section 504) dated 10/17/2000 was approved by the Board to exempt all service animals needed to comply with a reasonable accommodation need under Section 504.

MD014- WICOMICO COUNTY HOUSING AUTHORITY for 2005

Enter the date that you completed each of the following required items.
 The date must be within **10/18/2005** and **11/28/2005**, and on or before today's date.

NOTE: Media Packet Information can be found on the PHA Main Page.	
Activity	Date of Event (mm/dd/yyyy)
Display Poster(s)	11/01/20
Distribute Flyers to Residents	11/15/20
Resident Meeting or Newsletter	11/15/20

Fiscal Year End: December 31, 2005

UNIT ADDRESS/LANGUAGE	Starting Date	Due Date	Certifier	Date Certified
Certified	09/06/2005	10/06/2005	CLARIE FORTT	Oct 6 2005 12:43PM
IMPLEMENTATION PLAN	Starting Date	Due Date	Certifier	Date Certified
Certified	10/18/2005	11/28/2005	REGINA JENKINS	Nov 21 2005 8:13AM
FOLLOW-UP PLAN	Starting Date	Due Date	Certifier	Date Certified
This information has not been certified	03/16/2006	03/30/2006	Not Available	

COMMUNITY SERVICE POLICY

Definition

Community service is defined as “The Performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.

Community service is not employment and may not include political activities.”

The following families will be exempted from participating in Community Service Requirements:

1. An Adult who:

- a. is 62 years of age or older, or
- b. is a blind or disabled individual and who certifies that because of this disability she or he is unable to comply with the service provisions of this requirement, or is the primary caretaker of such an individual; or
- c. is engaged in work activities, or
- d. meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State including a State-administered welfare-to-work program; or
- e. is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et. seq.) or under any other welfare program of the State-administered welfare-to-work-program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Service Requirements:

Except for any family member who is an exempt individual, each adult resident of public housing must:

1. Contribute 8 hours per month of community service (not including political activities); or
2. Participate in an economic self-sufficiency program for 8 hours per month; or
3. Perform 8 hours per month of combined activities specified in numbers 1 and 2 above.

Verification:

The Housing Authority will accept the following for verification purposes:

1. Any individual wishing to claim exempt status from the Community Service Requirements and who does not receive Social Security Disability or SSI will be required to have a completed Disabled/Handicapped Status Verification form from their physician (this form will be provided by the Housing Authority). The completed form must be returned along with a letter stating that due to verified disability, they are unable to complete Community Service Requirements.
2. If an individual wishes to claim a temporary disability to receive the exempt status, they would have to supply verification from a physician specifying that, due to a temporary disability (such as surgery or pregnancy), the individual is unable to complete the required 8 hours of service for that particular month. If the temporary disability extends beyond one month, a letter from the physician would be due for each consecutive month the individual is requesting the exempt status.

Compliance:

- 1. At the signing of the lease (contract for tenant based program) and at each annual re-examination, the Housing Authority will furnish the family with written notification of the service requirement and the process for claiming status as an exempt person. The family will be given notice as to what members of the household are subject to the service requirement and what members are exempt.**
- 2. The Housing Authority will review family compliance at least thirty days before the end of the lease term. If the Housing Authority determine that a family member is not in compliance, the Housing Authority will furnish the resident a written notice of noncompliance. This notice will:**
 - a. Describe the noncompliance including the amount of hours owed;**
 - b. Inform the family that the Housing Authority will not renew the lease at the end of the lease term unless the family, and any other noncompliant resident enter into a written agreement to correct each noncompliance and**
 - c. Inform the resident that they may request a grievance hearing on the determination in accordance with the Housing Authority's Grievance policy.**
- 3. If the family has received a notice of noncompliance relating to the Community Service requirements, the resident, and any other noncompliant household member, may enter into a written agreement with the Housing Authority to cure such noncompliance. The purpose of this agreement would be for each adult to correct such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease/contract.**
- 4. The Housing Authority will provide the forms necessary for the resident to verify compliance with the Community Service Requirements.**

Eligible Community Service Providers:

The following list is an example of where Community Service is accepted. The family may contact:

- 1. Department of Human Resources.**
- 2. Area Churches.**
- 3. Schools**
- 4. Head Start Centers**
- 5. Non-profit agencies**

Any questions in reference to this Policy, please contact the Wicomico County Housing Authority @ 410-749-1383.

Wicomico County Housing Authority

Memorandum

To: ALL EMPLOYEES

CC: C. MILLS

From: Executive Director

Date: 11/03/05

Re: DRUG-FREE WORKPLACE ANNUAL STATEMENT

This memorandum is to remind all employees that the Wicomico County Housing Authority (WCHA) policy does not tolerate any illegal drugs in the workplace. Please be reminded that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the WCHA workplace. Employees (e.g. permanent, part-time, contractual, temporary or unpaid assistants) are to abide by this policy or face disciplinary action including possible termination of position. The use of prescribed medication by your physician for medical treatment is exempt from the policy as long as the use of such medication may be verified. Those who must take such medication must inform their immediate supervisor to ensure they are able to perform their duties safely and correctly.

In accordance with the WCHA request for and use of federal funding, all employees identified above must abide by these conditions. Additionally, any identified employee must notify the WCHA, in writing, of any "conviction for a violation of a criminal drug statute" **occurring in the workplace**, no later than five calendar days after such conviction.

Should any identified employee experience difficulty in seeking treatment for the use of illegal substances, please notify the Executive Director, in confidence, so that the WCHA may seek to refer you to the proper agencies for treatment.

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

B. Goals

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:

Progress: The WCHA anticipates full utilization of “enhanced” vouchers received, provided funding is available.

Reduce public housing vacancies:

Progress: The WCHA’s target is to reduce overall vacancies by 10-15% per year until occupancy rate of 95-97% is achieved. This goal continues to be difficult to reach due to Staff shortages; Lack of funding to provide for services to contract out vacant units for prompt renovation in order to return to market in a reasonable timeframe. Some units have been vacant for an extended period of time; some units have been damaged due to broken pipes due to cold weather and some units have been subjected to vandalism. The solution is to contract these units out.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) 49 -2004. The WCHA wants to improve score by 30% in 2005. **Progress:** This goal is impacted by the lack of vacant unit turnarounds, which is affected by a lack of funding. Additionally, the WCHA debt to HUD severely impacts on the FASS scoring needed to pass the PHAS.

Improve voucher management: (SEMAP score) 44 – 2004. The WCHA wants to improve score by 50% in 2005. **Progress:** Staff has taken a number of steps towards score improvement by: consolidating programs and through staff training programs.

Increase customer satisfaction: Want to increase RASS score by 50% in 2005.

Progress: Staff has continued to work towards improving resident relationship through resident meetings and by providing selected services such as a food program; referral to job training programs and by providing on-site summer food programs for the children.

Concentrate on efforts to improve specific management functions:

- *To reorganize staff to improve overall accountability*
- *To develop an on-going staff training program for program compliance*

Progress: The WCHA staff has been reorganized to comply with Project-based accounting requirements which has enabled staff to be assigned to specific areas of responsibility for accountability purposes. Additionally, a number of training initiatives have been put into action.

Renovate or modernize public housing units: **Progress:** Want to use CFP to renovate 40 units that have been vacant for a long period of time e.g. nine months or more. The WCHA recognizes the need to turn the units over quickly in order to increase rent revenue. Funding is needed to contract out the units. A number of vacancies have occurred due to stricter lease enforcement.

PHA Goal: Increase assisted housing choices

Objectives:

Conduct outreach efforts to potential voucher landlords: Will hold meeting with landlords to increase outreach. **Progress:** The WCHA has done so and will continue to do so at least once per year.

Implement voucher homeownership program: **Progress:** Once SEMAP score is acceptable WCHA would like to begin the process for possible home ownership.

Implement public housing or other homeownership programs: **Progress:** WCHA has an agreement with HUD to pay back outstanding debt and part of the agreement calls for the sale of some units. The proposed homeownership program will assist the WCHA in meeting its payback obligation, if the program is successful.

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: The ACOP needs to be modified to accomplish this objective. **Progress:** The WCHA proposes to add a preference for employed applicants.

Implement public housing security improvements:

- ***Increase exterior lighting at both Booth St. and Riverside by installing vandal-proof lenses.*** **Progress:** Increased lighting has been provided. The WCHA will likely need to install vandal proof lighting, despite its cost, in order to maintain better lighting at Booth St.
- ***Develop good working relationship with local police.*** **Progress:** The WCHA has established a working relationship with the Salisbury Police Dept; the Wicomico County Sheriff's Office and the MD. State Police. Additionally, representatives are invited and do attend resident meetings.

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:

Provide or attract supportive services to improve assistance recipients' employability:

- ***Establish contact with local agencies to assist with possible job training actions.*** **Progress:** The WCHA has a working relationship with the State Unemployment Agency, including a MOA. The One Stop program provides an information bus at Booth St. monthly. This service is designed to assist residents with job training opportunities.

Other: (list below)

- ***Work with other parties to provide supportive services to residents to assist in resolving community conflicts; development of leadership skills and to assist in helping the family unit resolve problems, particularly child-rearing issues.***

Progress: The WCHA has briefly worked with a local mediator service, however, this is costly. The WCHA proposes to solicit assistance from local universities to see if there are volunteer students who might assist with this program. We have established a relationship with UMES in providing selected services in other areas and hope this will lead to more activity with regard to domestic matters.

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: Available units are offered on the basis of position on wait list 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: Standards are established to ensure all units meet specific criteria.

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities:

Progress: The WCHA fully supports this goal and we work with many community partners in this area.

Other PHA Goals and Objectives: (list below)

- ***Revised Admissions & Continued Occupancy Policy for Public Housing scheduled for approval by June /2006.***
- ***Section 8 Administrative Plan revised and Board approved in 2005.***
- ***Raise SEMAP & PHAS scores through program compliance, as stated earlier.***
- ***Implement independent auditor recommendation.*** Staff has been provided with the 2004 findings.
- ***Provide necessary training for staff.*** This is an on-going objective.

Wicomico County Housing Authority

Memorandum

To: ALL EMPLOYEES

CC: C. MILLS

From: Executive Director

Date: 11/03/05

Re: DRUG-FREE WORKPLACE ANNUAL STATEMENT

This memorandum is to remind all employees that the Wicomico County Housing Authority (WCHA) policy does not tolerate any illegal drugs in the workplace. Please be reminded that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the WCHA workplace. Employees (e.g. permanent, part-time, contractual, temporary or unpaid assistants) are to abide by this policy or face disciplinary action including possible termination of position. The use of prescribed medication by your physician for medical treatment is exempt from the policy as long as the use of such medication may be verified. Those who must take such medication must inform their immediate supervisor to ensure they are able to perform their duties safely and correctly.

In accordance with the WCHA request for and use of federal funding, all employees identified above must abide by these conditions. Additionally, any identified employee must notify the WCHA, in writing, of any "conviction for a violation of a criminal drug statute" **occurring in the workplace**, no later than five calendar days after such conviction.

Should any identified employee experience difficulty in seeking treatment for the use of illegal substances, please notify the Executive Director, in confidence, so that the WCHA may seek to refer you to the proper agencies for treatment.