

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

Housing Commission of Anne Arundel County

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

PHA Plan Agency Identification

PHA Name: Housing Commission of Anne Arundel County

PHA Number: MD018

PHA Fiscal Year Beginning: 07/01/2005

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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 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)

Housing Choices and Affordable Communities.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

Maintain PHAS and SEMAP scores.

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

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

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

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

- Use existing equity in current public housing properties to develop new affordable housing opportunities for low income residents of Anne Arundel County.
- As feasible opportunities arise, attempt to convert portion of tenant-based vouchers into project-based vouchers.
- Refine all maintenance and management programs and systems to meet project-based management requirement from HUD.
- Leverage Capital Fund Program to complete modernization of public housing developments in a more timely fashion.
- Redevelop existing properties to better meet the needs of the current population.

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 Agency Plan is a comprehensive guide to the Housing Commission of Anne Arundel County's policies, programs, operations and strategies for meeting local housing needs and goals. There are two parts to the Plan: the Five-Year Plan, which the Commission submits to the Department of Housing and Urban Development (HUD) once every fifth fiscal year, and the Annual Plan, which is submitted to HUD every year. This document represents the Commission's FY2005-2009 Five-Year Agency Plan and FY2005 Annual Update.

Since the Agency Plan serves as the annual application for the Capital Fund Program (CFP), the Authority has submitted an Annual Statement and Five-Year Plan for the FY2005 CFP based on FY2004 funding amount. The Annual Statement and Five-Year Plan can be found in this binder under Tab 2 (md018a01). The Commission is also completing capital improvements using funds from a bond issue. Information concerning these projects is included with the Plan.

Other highlights:

- The Housing Commission continues to remain a High Performing PHA.
- The Flat Rents have been updated and are included with the Plan.
- Changes have been made to the Public Housing Admissions and Continued Occupancy Policy and Housing Choice Voucher Program Administrative Plan.

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:

- Attachment A** Deconcentration Analysis
- FY 2005 Capital Fund Program Annual Statement (**md018a01**)
- Attachment B.** Progress in Meeting Five-Year Plan Goals and Objectives
- Attachment C.** Resident Membership of the PHA Governing Board
- Attachment D.** Membership of the Resident Advisory Board
- Attachment E.** Criteria for Substantial Deviations or Modifications and Significant Amendments to the Agency Plan
- Attachment F.** Resident Assessment and Satisfaction Survey Follow-Up Plan
- Attachment G.** Dwelling Lease, Admissions and Continued Occupancy Policy (ACOP) and Housing Choice Voucher Program Administrative Plan
- Attachment H.** Public Hearing and Resident Advisory Board Comments
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan (**md018a01**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

FY2004 CFP P&E Report (**md018b01**)

FY2003 CFP P&E Report (**md018c01**)

FY2003 Supplemental CFP P&E Report (**md018d01**)

State of Maryland Capital Securitization Revenue Bond Work (**md018e01**)

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
X	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
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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	See Page 45
X	Community Service Policy	See Page 41

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	4,247	5	5	5	4	4	3
Income >30% but <=50% of AMI	3,737	4	4	4	3	3	3
Income >50% but <80% of AMI	4,244	3	3	3	3	3	3
Elderly	2,159	3	2	4	5	2	4
Families with Disabilities	2,417	4	3	4	5	3	4
African-American	3,787	4	3	3	3	3	3
Caucasian	8,792	4	3	3	3	3	3
Hispanic	655	4	3	3	3	3	3

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: 2005 - 2009
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
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
Waiting list total	7,898		n/a
Extremely low income (<=30% AMI)	6,742	85.4%	
Very low income (>30% but <=50% AMI)	1,017	12.9%	
Low income (>50% but <80% AMI)	139	1.7%	
Families with children	4,235	53.6%	
Elderly families	727	9.2%	
Families with Disabilities	1,555	19.7%	
White	2,509	31.8%	
Black	5,286	66.9%	
Native American	24	0.3%	
Asian	79	1.0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	n/a	n/a	n/a
2 BR	n/a	n/a	n/a
3 BR	n/a	n/a	n/a
4 BR	n/a	n/a	n/a
5 BR	n/a	n/a	n/a
5+ BR	n/a	n/a	n/a
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			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	4,673		196
Extremely low income <=30% AMI	4,059	86.9%	
Very low income (>30% but <=50% AMI)	529	11.3%	
Low income (>50% but <80% AMI)	85	1.8%	
Families with children	2,431	52.0%	
Elderly families	346	7.4%	
Families with Disabilities	862	18.4%	
White	1,505	32.2%	
Black	3,117	66.7%	
Native American	14	0.3%	
Asian	37	0.8%	

Characteristics by Bedroom Size (Public Housing Only)			
1 BR	2,242	48.0%	113
2 BR	1,527	32.7%	33
3 BR	784	16.8%	38
4 BR	108	2.3%	10
5 BR	10	0.2%	2
6 BR	2	0.1%	0

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Develop and construct housing units for the elderly population.

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)

2. 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	\$1,789,318	
b) Public Housing Capital Fund	\$1,380,543	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$13,329,723	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
MD06P01850104 CFP (as of 12/31/2004)	\$608,541	Capital Improvements
3. Public Housing Dwelling Rental Income	\$2,358,681	PH Operations
4. Other income (list below)	\$157,565	PH Operations
Excess Utilities and Non-Dwelling Rental	\$20,200	PH Operations
5. Non-federal sources (list below)		
Total Resources	\$19,644,571	

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: (state number)
- When families are within a certain time of being offered a unit: (Approximately 3 months)
- 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)

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)

(2) Waiting List Organization

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

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

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

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

Phone, website, admissions office, mail

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

- Broad Range of Incomes – Update annually

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.

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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
- 2 Other preference(s) (list below)

- Broad Range of Incomes

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: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(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)

Phone, website, admissions office and mail

(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:

The Commission will allow two (2) additional thirty (30) day extensions upon family's request provided a valid reason is given for justification of an extension.

(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)

- Broad Range of Incomes – Updated Annually

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.

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 2 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
- 2 Other preference(s) (list below)
 - Broad Range of Incomes

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?

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

Federal Regulations require that Flat Rents be developed for all public housing developments. The Commission has developed the Flat Rents and update them on an annual basis. By definition, the Flat Rents are a fixed amount and in most cases will be below 30% of adjusted income.

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)

All changes in income and family composition must be reported to the Commission. Whether an adjustment in rent will result depends on the type of change.

- 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)

Due to the high market rent in Anne Arundel County, the Payment Standard must be above 110% in order for voucher holders to find appropriate housing.

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

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)

The Housing Commission of Anne Arundel County is a High Performing PHA and is exempt from completing this section of the Agency Plan.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 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.

The Housing Commission of Anne Arundel County is a High Performing PHA and is exempt from completing this section of the Agency Plan.

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
 - 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 md018a01.

-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 md018a01.

-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:

8. 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:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- 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: Five units are targeted to families with disabilities.

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 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)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>On-site Case Management</i>	<i>354</i>	<i>Available to all</i>	<i>All HCAAC offices</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 11/30/04)
Public Housing	0	0
Section 8	75	104

- 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 Procedures

In accordance with the Quality Housing and Work Responsibility Act of 1998, the Housing Commission of Anne Arundel County has implemented the following Community Service Provision for those families who meet the eligibility requirements mandated in the Dwelling Lease and final rule published by Housing and Urban Development:

Effective 10/1/2000

- Eligible family members must complete 8 hours of community service monthly in accordance with the final rule and dwelling lease.
- Only family members at Meade Village and Freetown Village are required to complete the community service requirements.
- Staff members will review monthly those who are required to complete community service and place them on a tracking chart.
- Required family members must secure and self-certify 8 hours of acceptable training, work, community service or volunteer program in effort to meet the requirements of the rule.
- Required family members may contact on-site staff members for assistance with locating possible areas of community service.
- Required family members must complete the self-certification “community service ticket” and have it signed by a representative of the agency in which the service was performed.
- Service tickets are to be placed in the client file for certification at annual review.
- Staff members may send “warning” letters to clients who are in jeopardy of losing their continued assistance.
- Required family members who fail to complete community service during a specific month may “catch-up” during the proceeding month, however a consistent pattern of this type of activity may warrant lease non-renewal. **The Federal “Cure” period applies to all situations.**
- Families may only receive notice for lease non-renewal at the time of annual review and re-certification. The rule clearly mandates that continued occupancy might only be terminated at the time of annual re-certification.
- Required family members who gain earned income, meet requirements of local welfare agencies, secure Social Security benefits or meet other requirements that would exempt them from community service; will be notified in writing of the change in status.

If at any time the Community Service rule is changed or terminated by legislation or final rule, this policy will be amended or discontinued.

**Sample Tracking Sheet
Community Service
Freetown Village**

Status	Last	First	Income	ADDRESS	UNIT #	HOH	April	May	June	Owed Hours
Non-Exempt	Allen	Darlene	other	7939 Willing Ct	717	self	X	0		8
Non-Exempt	Bailey	LeAndre	none	7856 Levy Ct	639	Frances Bailey	24	0		8
Non-Exempt	Beggarly	Mary	Other	7847 Coutros Ct		self	0	0		24
Non-Exempt	Bowen	Belinda	Other	7851 Willing Ct	700	self	4	0		12
Non-Exempt	Bridges	LaTonya	Other	7826 Willing Ct	711	self	Med	Med		0
Non-Exempt	Brooks	Janie	other	7830 Levy Ct	601	self	8	8		0
Non-Exempt	Brown	Victoria	other	7820 Willing Ct	708	self	TCA	TCA		
Non-Exempt	Butler	Carl	Other	7880 Shirley Murphy	753	self	0	0		96
Non-Exempt	Butler	Nicki	None	7818 Huff Court	656	self	8	8		0

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.

The Housing Commission of Anne Arundel County is a High Performing PHA and is exempt from completing this section of the Agency Plan.

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY PET POLICY

SEPTEMBER 2000

I. **Purpose**

In compliance with Section 227 of Title II of the Housing and Urban-Rural Recovery Act of 1983, and with 24 CFR Parts 5, 243, 842, and 942, Final Rule, the Housing Authority will permit residents of housing projects built exclusively for occupancy by the elderly and persons with disabilities, to own and keep common household pets in their apartment. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

Common Household Pets are Defined as Follows:

Birds: Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed 10 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

Dogs: Not to exceed fifteen (15) pounds at time of maturity. Furthermore, the resident must be able to carry his or her pet. All dogs must be neutered or spayed. Vicious breeds of dogs are prohibited. Vicious breeds will be classified according to Simon & Schuster's Guide to Dogs. Residents must verify breed with management prior to obtaining a dog.

Cats: All cats must be neutered or spayed and declawed.

Exotic pets such as snakes, monkeys, rodents, etc are not allowed.

II. **Registration**

Every pet must be registered with the Housing Commission's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

A. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).

- B. Proof of current license, if applicable (dogs, cats).
- C. Identification tag bearing the owner's name, address, and phone number (dogs, cats.)
- D. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats.)
- E. Photograph (no smaller than 3x5) of pet or aquarium.
- F. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- G. Fish - size of tank or aquarium must be registered.

III. **Licenses and Tags**

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

IV. **Density of Pets**

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. The HCAAC will give final approval on type and density of pets.

V. **Visitors and Guests**

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

VI. **Pet Restraints**

- A. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- B. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- C. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

VII. **Liability**

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Housing Authority caused by their pet, and shall indemnify the Housing Authority for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

VIII. **Sanitary Standards and Waste Disposal**

- A. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- B. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- C. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- D. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

IX. **General Rules**

The resident agrees to comply with the following rules imposed by the Housing Authority:

- A. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- B. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- C. No outside cages, fences, or houses are permitted.

X. **Pet Rule Violation and Pet Removal**

- A. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Housing Authority shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- B. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspections.
- C. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the Housing Authority can officially remove the pet. The Authority accepts no responsibility for pets so removed.

XI. **Rule Enforcement**

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the Authority's Grievance Procedure will be followed.

XII. **Grievance**

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

XIII. **Damage Fee**

There is a mandatory non-refundable pet fee in the amount of \$100.00 for a dog or cat, one-half of which must be paid at the time of the execution of the Addendum of the Dwelling Lease allowing the pet to be present. The balance of the pet fee must be paid in monthly amounts of no less than \$25.00 per month, exclusive of the rent or other charges, until the full \$100.00 pet fee is paid.

The pet fee may be used by the Commission in its discretion to pay for reasonable expenses directly attributed to the presence of the dog or cat on the property, including, but not limited to, the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit, as well as damage to any public or common areas caused by the pet. In the event that the pet fee or any part of it is used by the HCAAC to pay for such reasonable expenses, the HCAAC will notify the resident and the resident will be required to replenish the initial fee by monthly payments in accordance with the preceding paragraph.

XIV. **Monthly Fee**

A monthly fee of \$15.00 will be assessed to each family approved for pet ownership in the family developments. This monthly fee **will not** apply to residents of elderly and disabled communities.

XV. **Exceptions**

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.

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?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[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.

The Housing Commission of Anne Arundel County is a High Performing PHA and is exempt from completing this section of the Agency Plan.

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

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

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

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

18. Other Information

[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 H.
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (Anne Arundel 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)

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

One of the Goals stated in the Consolidated Plan for Anne Arundel County is to provide rental assistance and support services to low income households by utilizing available programs as effectively and extensively as possible, and continue efforts to maintain the long-term physical and social viability of the County's existing public and assisted housing inventory.

D. Other Information Required by HUD

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

Attachment A

De-concentration Analysis

The Housing Commission of Anne Arundel County will strive to create mixed-income communities and lessen the concentration of very-low income families within the Housing Commission's public housing developments through admissions policies designed to bring in higher income tenants into lower income developments and lower income tenants into higher income developments. This policy shall not be construed to impose or require any specific income or racial quotas for any public housing development owned by the HCAAC.

The Housing Commission of Anne Arundel County performed a review of all covered developments to determine if there are any that would be covered by the De-concentration Rule. All developments except the two listed below are elderly only sites and therefore are exempt from the de-concentration analysis. The results are as follows:

Development	Average Income	Authority Average Income	Percentage
MD018-002	\$12,610	\$12,161	103.7%
MD018-004	\$11,578	\$12,161	95.2%

The De-concentration Rule states that all covered developments average income should fall between 85% and 115% of the Authority-wide average income. The table above shows that the Housing Commission of Anne Arundel County is compliant with the De-concentration Rule.

Component 3, (6) De-concentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the de-concentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

Attachment B

Progress in Meeting Five-Year Plan Mission and 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:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments

Progress: The Housing Commission has received approximately \$5,900,000 in funds from a bond issue to expedite capital improvement projects. Work is in process at several different sites.

The Housing Commission continues to use the approximately 120 housing choice vouchers from the Housing Authority of the City of Annapolis to help families in Anne Arundel County find affordable housing.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

Progress: The Housing Commission continues to be considered a High Performing PHA under both the PHAS and SEMAP scoring systems.

The Commission's Resident Assessment Survey scores continue to improve.

Improvements to public housing units continue to be made using the Capital Fund Program and bond issue.

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:

Progress: The Commission continues to offer Housing Choice Voucher Program participants homeownership opportunities.

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement public housing security improvements:

Progress: The Commission has upgraded the entrances to the building at Pinewood Village. Funds were used from the bond issue.

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

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

Progress: The Commission continues to follow HUD prescribed rules and regulations concerning housing of potential applicants.

Attachment C

Resident Membership on the PHA Governing Board

Name	Darlene McKiver-Blue
Term Expiration	6/30/2008
Appointed by	Anne Arundel County Executive

Attachment D

Membership of the Resident Advisory Board

Community	Member
Burwood Gardens	Elmer Phoebus
Meade Village	Xavier Hawkins
Pinewood Village	Virginia Blakely
Freetown Village	Darlene Blue
Pinewood East	Nancy Taylor
Glen Square	Dee Ford
Stoney Hill	Angelique Harper

Attachment E

Criteria for Substantial Deviations or Modifications and Significant Amendments from the Agency Plan

The Code of Federal Regulations (CFR) at 24 CFR Part 903 Section 7, Public Housing Agency Plans; Final Rule issued on October 21, 1999 is very specific with respect to the information a PHA must provide in its Agency Plan. Part 903 Section 7 (r) (2) states that a PHA must identify the basic criteria the PHA will use for determining:

- a substantial deviation from its Five-Year Plan; and
- a significant amendment or modification to its Five-Year Plan and Annual Plan.

Notice PIH 99-51 states that PHAs must define the terms “Substantial Deviation and “Significant Amendment or Modification” by stating the basic criteria for such definitions in an annual plan that has met full public process and Resident Advisory Board review.

HUD considers the following actions to be Significant Amendments or Modifications:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Additions of new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

Attachment F

Resident Assessment and Satisfaction Survey Follow-Up Plan

Overview

The Housing Commission of Anne Arundel County received the following scores on the Resident Assessment Survey for FY2004.

SURVEY SECTION	SCORE
Maintenance and Repair	83.1%
Communication	73.6%
Safety	77.5%
Services	89.2%
Neighborhood Appearance	77.4%

As a result of this survey, the Housing Commission is required to develop a Follow-Up Plan to address each section score that fell below 75%. The following measures will insure that resident needs and concerns are met.

Communication

The Housing Commission of Anne Arundel County proposes to release copies of the official Resident Assessment and Satisfaction Subsystem (RASS) Survey to the Resident Advisory Board that details the responses for each respective community. Each member of the Resident Advisory Board will be responsible for bringing back to the Housing Commission valid suggestions, made by the respective Resident Councils. These suggestions will be reviewed, evaluated and implemented where possible and necessary.

The results of the FY2003 RASS Survey yielded similar scores, and the Housing Commission of Anne Arundel County started using the resident newsletter more effectively to communicate important information to residents. This practice will be continued and enhanced to better provide up to date information to each and every resident.

The on-site Management Staff at each community will be required to visit Resident Council meetings monthly to communicate information directly to the resident body. Resident Council presidents will be encouraged to place Housing Commission staff member comments on their monthly meeting agendas.

The agency also plans to issue the RASS survey to every resident in effort to obtain a more viable and valid sampling. The number of surveys returned from certain communities (Burwood Gardens, Meade Village and Freetown Village) does not give a fair and accurate representation of the concerns of the entire community. The Housing Commission of Anne Arundel County proposes to obtain a more statistically valid sample during the first six months of the 2005 calendar year and will review the results in July. Once the statistical sample is completed, a comparison will be made with the REAC data and further follow-up issued.

Attachment F

Changes to the Dwelling Lease, Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan

Lease Revisions – To Be Effective July 1, 2005

It is anticipated that in the Residential Lease Agreement additional verbiage will be added to Section VIII TENANT'S OBLIGATIONS – SUBSECTION J, informing residents “To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, community buildings, facilities, or common areas caused by Tenant, household member, or guests; **the permeation of tobacco smoke odors shall not be considered ordinary wear and tear and the removal or envelopment of such odors by a paint sealant on the walls or chemical mechanical means shall be a cost for which the Tenant shall be charged, and it being understood and agreed that lingering tobacco smoke odors caused by the Tenant, household members or guests, tend to render the dwelling unit rentable.**”

It is anticipated that in the Residential Lease Agreement additional verbiage will be added to Section XIII TERMINATION OF LEASE – SUBSECTION D, informing residents that “Tenant may terminate this Lease at any time by giving thirty (30) days written notice as described in Section XIII, above; **upon death of the Tenant, this notice provision shall be binding on the heirs and/or personal representatives of the Tenant's estate.**”

ACOP Revisions – To Be Effective July 1, 2005

"SECTION V - RESIDENT SELECTION AND ASSIGNMENT

**A. FACTORS IN THE SELECTION PROCESS FOR ADMISSIONS TO
PUBLIC HOUSING**

5. Income Requirements

Families will be assigned in accordance with the income targeting requirements established based upon waitlist demographics.

Targeting requirements will be evaluated semi-annually in January and July of each year and modifications will be made as an internal communication as amendment to this policy.

The policy will reflect waitlist demographics as indication of the demand required upon the program. The Housing Commission will continue to adhere to the Federal Requirements as they are updated.

The targeting requirements will also be set with emphasis on insuring that each community can meet it's financial requirement and a minimum rent roll threshold will be established for each respective community.

HCV Administrative Plan Revisions – To Be Effective July 1, 2005

**II. COMPLETION OF APPLICATIONS, DETERMINATION OF ELIGIBILITY
AND SELECTION OF FAMILIES**

C. PREFERENCE IN SELECTION OF TENANTS

6. Income Requirements

Families will be assigned in accordance with the income targeting requirements established based upon waitlist demographics.

Targeting requirements will be evaluated annually in January of each year and modifications will be made as an internal communication as amendment to this policy.

The policy will reflect waitlist demographics as indication of the demand required upon the program. The Housing Commission will continue to adhere to the Federal Requirements as they are updated.

The targeting requirements will also be set with emphasis on insuring that the program can be well utilized by the recipients and that families of all income ranges can benefit from the program.

Attachment G

Public Hearing and Resident Advisory Board Comments

Comments from the Public Hearing

Date: March 16, 2005
Time: 10 AM
Attendees: Staff and Board of Commissioners
No Residents
No Advocates
No Interested Parties

No Comments (Written or Verbal)

Comments from the Resident Advisory Board

Date: March 22, 2005
Time: 2 PM
Attendees: Elmer Phoebus, Burwood Gardens
Xavier Hawkins, Meade Village
Ginny Blakely, Pinewood Village
Darlene Blue, Freetown Village
Cindy Hall, Freetown Village
Nancy Taylor, Pinewood East
Dee Ford, Glen Square
Gerald Blalock, Glen Square
Angelique Harper, Stoney Hill

Comment 1: Dee Ford, Glen Square

“I think it is a great idea to mix some higher incomes in with the current incomes. It will make the communities healthier.”

Comment 2: Gerald Blalock, Glen Square

“What does the Housing Commission truly consider to be wear and tear? I have had some carpet issues, and would not want them to be considered excessive. They have been that way since I moved in, and other residents should not experience being billed for things like this.”

Comment 3: Xavier Hawkins, Meade Village

“Residents who transfer to different units should be encouraged to schedule inspections with staff prior to transferring. Residents who repaint units should be told immediately that they might be billed to cover their ‘paintjob’!”

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

PHA Name: Housing Commission of Anne Arundel County	Grant Type and Number Capital Fund Program Grant No: MD06P01850105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **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	\$276,100.00			
3	1408 Management Improvements				
4	1410 Administration	\$100,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$50,000.00			
10	1460 Dwelling Structures	\$450,976.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$30,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	\$473,467.00			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,380,543.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Operations</u>							
PHA-Wide	Operating Fund	1406	LS	\$276,100.00				
	Subtotal of 1406			\$276,100.00				
	<u>Administration</u>							
PHA-Wide	Modernization Coordinator	1410	LS	\$100,000.00				
	Subtotal 1410			\$100,000.00				
	<u>Site Improvements</u>							
PHA-Wide	Site Improvements	1450	LS	\$50,000.00				
	Subtotal 1450			\$50,000.00				
	<u>Dwelling Structures</u>							
PHA Wide	Miscellaneous Dwelling Repairs	1460		\$80,976.00				
MD 18-4 Freetown Village	Carpet Dwelling Units	1460		\$150,000.00				
MD 18-6 Glen Square	Replace Windows	1460		\$175,000.00				
MD 18-7 Stoney Hill	Carpet Dwelling Units	1460		\$45,000.00				
	Subtotal 1460			\$450,976.00				

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

PHA Name: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Computer and Office Equipment	1475	LS	\$30,000.00				
	Subtotal 1475			\$30,000.00				
	<u>Debt Service</u>							
PHA-Wide	Repayment of Bond	1501	LS	\$473,467.00				
	Subtotal 1501			\$473,467.00				
	Capital Fund Program Grant Total			\$1,380,543.00				

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

PHA Name: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/06			6/30/08			
MD18-4 Freetown Village	6/30/06			6/30/08			
MD 18-6 Glen Square	6/30/06			6/30/08			
MD 18-7 Stoney Hill	6/30/06			6/30/08			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Commission of Anne Arundel County		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
PHA-Wide	Annual Statement	\$920,104.00	\$937,943.00	\$969,819.00	\$999,160.00
MD18-1 Burwood Gardens		\$0.00	\$0.00	\$0.00	\$0.00
MD18-2 Meade Village		\$149,777.00	\$442,600.00	\$410,724.00	\$0.00
MD18-3 Pinewood Village		\$95,000.00	\$0.00	\$0.00	\$0.00
MD18-4 Freetown Village		\$0.00	\$0.00	\$0.00	\$0.00
MD18-5 Pinewood East		\$62,000.00	\$0.00	\$0.00	\$0.00
MD18-6 Glen Square		\$153,662.00	\$0.00	\$0.00	\$381,383.00
MD18-7 Stoney Hill		\$0.00	\$0.00	\$0.00	\$0.00
CFP Funds Listed for 5-year planning		\$1,380,543.00	\$1,380,543.00	\$1,380,543.00	\$1,380,543.00
Replacement Housing Factor Funds					

Note: All line items may vary depending on the actual funding awarded for each fiscal year.

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY: 2007			Activities for Year: 3 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See		<u>Operations - 1406</u>			<u>Operations - 1406</u>	
Annual	PHA-Wide	Operating Fund	\$276,109.00	PHA-Wide	Operating Fund	\$276,109.00
Statement		Subtotal 1406	\$276,109.00		Subtotal 1406	\$276,109.00
		<u>Administration - 1410</u>			<u>Administration - 1410</u>	
	PHA-Wide	Modernization Coordinator	\$91,000.00	PHA-Wide	Modernization Coordinator	\$109,430.00
		Subtotal 1410	\$91,000.00		Subtotal 1410	\$109,430.00
		<u>Site Improvements – 1450</u>			<u>Site Improvements – 1450</u>	
	PHA Wide	Miscellaneous concrete, exterior	\$55,000.00	PHA Wide	Concrete, paving, lots	\$20,000.00
		Subtotal 1450	\$55,000.00		Subtotal 1450	\$20,000.00
		<u>Dwelling Structures - 1460</u>			<u>Dwelling Structures - 1460</u>	
	MD 18-2, 18-3, 18-5, 18-6	Dwelling Unit Carpet	\$385,439.00	MD 18-2 Meade Village	Repairs Kitchens/Baths – Phase 2	\$442,600.00
	MD 18-2 Meade Village	Repairs Kitchen/Bath –Phase 1	\$75,000.00	PHA Wide	Unit Painting - Cycle	\$40,000.00
		Subtotal 1460	\$460,439.00		Subtotal 1460	\$482,600.00
		<u>Non-Dwelling Equipment – 1475</u>			<u>Non-Dwelling Equipment – 1475</u>	
	PHA-Wide	Computer Equipment	\$25,000.00	PHA-Wide	Computer Equipment	\$20,000.00
		Subtotal 1475	\$25,000.00		Subtotal 1475	\$20,000.00
		<u>Debt Service – 1510</u>			<u>Debt Service – 1510</u>	
	PHA-Wide	Repayment of Bond	\$472,995.00	PHA-Wide	Repayment of Bond	\$472,404.00
		Subtotal 1510	\$472,995.00		Subtotal 1510	\$472,404.00
		Total CFP Estimated Cost	\$1,380,543.00			\$1,380,543.00

Note: All line items may vary depending on the actual funding awarded for each fiscal year.

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

Activities for Year : 4 FFY Grant: 2008 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<u>Operations - 1406</u>			<u>Operations - 1406</u>	
PHA-Wide	Operating Fund	\$276,100.00	PHA-Wide	Operating Fund	\$276,100.00
	Subtotal 1406	\$276,100.00		Subtotal 1406	\$276,100.00
	<u>Administration - 1410</u>			<u>Administration - 1410</u>	
PHA-Wide	Modernization Coordinator	\$95,000.00	PHA-Wide	Modernization Coordinator	\$100,000.00
	Subtotal 1410	\$95,000.00		Subtotal 1410	\$100,000.00
	<u>Dwelling Structures – 1460</u>			<u>Dwelling Structures – 1460</u>	
MD 18-2 Meade Village	Replace Baths – Phase 3	\$410,724.00	MD 18-6 Glen Square	Repair Kitchen/Baths	\$381,383.00
PHA Wide	Unit Painting - Cycle	\$40,000.00			
	Subtotal 1460	\$450,724.00		Subtotal 1460	\$381,383.00
	<u>Dwelling Equipment – 1465.1</u>			<u>Dwelling Equipment – 1465.1</u>	
PHA Wide	Appliance Replacement	\$67,983.00	PHA Wide	Appliance Replacement	\$125,000.00
	Subtotal 1465.1	\$67,983.00		Subtotal 1465.1	\$125,000.00
	<u>Non-Dwelling Equipment – 1475</u>			<u>Non-Dwelling Equipment – 1475</u>	
PHA-Wide	Computer Equipment	\$20,000.00	PHA-Wide	Computer Equipment	\$25,000.00
	Subtotal 1475	\$20,000.00		Subtotal 1475	\$25,000.00
	<u>Debt Service – 1510</u>			<u>Debt Service – 1510</u>	
PHA-Wide	Repayment of Bond	\$470,736.00	PHA-Wide	Repayment of Bond	\$473,060.00
	Subtotal 1510	\$470,736.00		Subtotal 1510	\$473,060.00
	Total CFP Estimated Cost	\$1,380,543.00			\$1,380,543.00

Note: All line items may vary depending on the actual funding awarded for each fiscal year.

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

Development Name Development Number PHA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide	6/30/2006			6/30/2008		
Pinewood Village MD18-03	6/30/2006			6/30/2008		

FFY of Grant:

2004

Grant No: **MD06P01850104**

Reasons For Revised
Target Dates

Annual Statement / Performance and Evaluation Report Capital Fund Program (CFP) and Capital Fund Program Replacement Housing Factor (CFPRHF) Part II: Supporting Pages								FFY of Grant: 2004
								Grant No: MD06P01850104
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Non-Dwelling Structures</u>							
Meade village MD18-02 Pinewood Village MD18-02 Village MD18-02	Office Repairs	1470	LS	0.00	4,200.00	2,575.00	2,575.00	
	Repairs to Common Offices	1470	LS	0.00	2,600.00	2,600.00	2,600.00	
	Interior Hallway Repairs and Upgrades	1470	LS	0.00	143,697.00	0.00	0.00	
	Interior Hallway Repairs and Upgrades (phase 1)	1470	LS	0.00	110,000.00	0.00	0.00	
Pinewood East MD18-05	Overhead Doors & Exit Doors	1470	LS	0.00	4,759.00	4,759.00	4,759.00	
	Subtotal of 1470			0.00	265,256.00	9,934.00	9,934.00	
	<u>Non-Dwelling Equipment</u>							
PHA Wide	Computer and Office Equipment	1475	LS	45,000.00	35,000.00	0.00	0.00	
	Subtotal of 1475			45,000.00	35,000.00	0.00	0.00	
	<u>Debt Service</u>							
PHA Wide	Repayment of Bond	1501	LS	473,468.00	473,468.00	473,468.00	0.00	
	Subtotal of 1501			473,468.00	473,468.00	473,468.00	0.00	
	Grand Total			1,380,543.00	1,380,573.00	769,426.96	107,786.43	

Annual Statement / Performance and Evaluation Report Capital Fund Program (CFP) and Capital Fund Program Replacement Housing Factor (CFPRHF) Part II: Supporting Pages								FFY of Grant: 2004
								Grant No: MD06P01850104
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406	LS	276,109.00	276,109.00	276,109.00	87,936.47	
	Operating Fund			276,109.00	276,109.00	276,109.00	87,936.47	
	Subtotal of 1406							
	Management Improvements							
PHA Wide	Non-Technical Salaries	1408	LS	0.00	0.00	0.00	0.00	
PHA Wide	Sundry Administrative Costs	1408	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1408			0.00	0.00	0.00	0.00	
	Administration							
PHA Wide	Modernization Coordinator	1410	LS	75,000.00	90,740.00	0.00	0.00	
	Subtotal of 1410			75,000.00	90,740.00	0.00	0.00	
	Fees & Costs							
PHA Wide	Architectural and Engineering Fees	1430	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1430			0.00	0.00	0.00	0.00	
	Site Improvements							
PHA Wide	Sidewalk Trip Hazard Repairs	1450	LS	40,000.00	30,000.00	0.00	0.00	
PHA Wide	Landscaping	1450	LS	33,000.00	10,000.00	0.00	0.00	
Meade Village MD18-02	Replace Site Lighting	1450	LS	12,000.00	10,000.00	9,915.96	9,915.96	
	Subtotal of 1450			85,000.00	50,000.00	9,915.96	9,915.96	
	Dwelling Structures							
Pinewood Village MD18-03	Kitchen Modernization	1460	LS	425,966.00	190,000.00	0.00	0.00	
	Subtotal of 1460			425,966.00	190,000.00	0.00	0.00	

Annual Statement / Performance and Evaluation Report

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

Part I: Summary

PHA Name Housing Commission of Anne Arundel County	CFP Grant Number: MD06P01850104	FFY of Grant Approval: 2004
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement/Revision Number 1
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/04	<input type="checkbox"/>	<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	276,109.00	276,109.00	276,109.00	87,936.47
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	75,000.00	90,740.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	85,000.00	50,000.00	9,915.96	9,915.96
10	1460 Dwelling Structures	425,966.00	190,000.00	0.00	0.00
11	1465.1 Dwelling Equipment Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	265,226.00	9,934.00	9,934.00
13	1475 Non-dwelling Equipment	45,000.00	35,000.00	2,575.00	2,575.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495 Moving to Work Demonstration	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	473,468.00	473,468.00	473,468.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of lines 2-20)	1,380,543.00	1,380,543.00	772,001.96	110,361.43
22	Amount of line 19 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 19 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 19 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 19 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

Development Name Development Number PHA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
Meade Village MD18-02		2/12/2006			2/12/2008	

FFY of Grant:

2003

Grant No: **MD06P01850203**

Reasons For Revised
Target Dates

Bonus Funds allocated 02/14/04

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

FFY of Grant: **2003**

Grant No:
MD06P01850203

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Operations</u>							
PHA Wide		1406		0.00	0.00	0.00	0.00	
	Subtotal of 1406			0.00	0.00	0.00	0.00	
	<u>Management Improvements</u>							
PHA Wide		1408		0.00	0.00	0.00	0.00	
	Subtotal of 1408			0.00	0.00	0.00	0.00	
	<u>Administration</u>							
PHA Wide		1410		0.00	0.00	0.00	0.00	
	Subtotal of 1410			0.00	0.00	0.00	0.00	
	<u>Fees and Costs</u>							
PHA Wide		1430		166,327.00	183,899.00	183,899.00	183,899.00	
	Subtotal of 1430			166,327.00	183,899.00	183,899.00	183,899.00	
	<u>Site Improvements</u>							
PHA Wide		1450		62,326.00	4,312.71	4,312.71	2,326.00	
	Subtotal of 1450			62,326.00	4,312.71	4,312.71	2,326.00	
	<u>Dwelling Structures</u>							
Meade Village MD18-02	Replace Closet Doors	1460	80	8,923.00	49,364.00	49,364.00	49,364.00	
	Subtotal of 1460			8,923.00	49,364.00	49,364.00	49,364.00	
	<u>Non-Dwelling Equipment</u>							
PHA Wide		1475		0.00	0.00	0.00	0.00	
	Subtotal of 1475			0.00	0.00	0.00	0.00	
	<u>Debt Service</u>							
PHA Wide		1501		0.00	0.00	0.00	0.00	
	Subtotal of 1501			0.00	0.00	0.00	0.00	
Grant Total				237,576.00	237,575.71	237,575.71	235,589.00	

Capital Fund Program Table Page 3 of 3

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

Part I: Summary

PHA Name Housing Commission of Anne Arundel County		CFP Grant Number: MD06P01850203	FFY of Grant Approval: 2003
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies		Revised Annual Statement/Revision Number 2
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/2004			Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	0.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	166,327.00	185,886.00	185,886.00	183,899.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	62,326.00	2,326.00	2,326.00	2,326.00
10	1460 Dwelling Structures	8,923.00	49,364.00	49,364.00	49,364.00
11	1465.1 Dwelling Equipment Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495 Moving to Work Demonstration	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of lines 2-20)	237,576.00	237,576.00	237,576.00	235,589.00
22	Amount of line 19 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 19 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 19 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 19 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

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

Development Name Development Number PHA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		
	Original	Revised	Actual	Original	Revised	Actual
PHA Wide	6/30/2006			6/30/2008		
Pinewood Village MD18-03	6/30/2006			6/30/2008		

FFY of Grant:

2003

Grant No: **MD06P01850103**

Reasons For Revised
Target Dates

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

FFY of Grant:
2003
 Grant No:
MD06P01850103

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Freetown Village MD18-04	PAC unit kitchen	1460	LS	2,350.00	2,350.00	2,350.00	2,350.00	
	Sample Door Installation	1460	LS	1,027.00	1,027.00	1,027.00	1,027.00	
Pinewood East MD18-05	Furnaces & Duct Work	1460	LS	24,500.00	24,500.00	24,500.00	24,500.00	
	Kitchen Modernization	1460	90	20,168.00	20,168.00	20,168.00	20,168.00	
Glen Square MD18-06	Ceiling Fan Installation	1460	200	10,250.00	10,250.00	10,250.00	10,250.00	
	Roof Ventalation Fans	1460	LS	26,303.00	26,303.00	26,303.00	26,303.00	
	Subtotal of 1460			309,208.00	309,208.00	309,208.00	309,208.00	
	<u>Non-Dwelling Structures</u>							
		1470	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1470			0.00	0.00	0.00	0.00	
	<u>Non-Dwelling Equipment</u>							
PHA Wide	Computer and Office Equipment	1475	LS	45,000.00	24,831.00	24,831.00	24,831.00	
	Subtotal of 1475			45,000.00	24,831.00	24,831.00	24,831.00	
	<u>Debt Service</u>							
PHA Wide	Repayment of Bond	1501	LS	575,000.00	366,573.00	366,573.00	366,573.00	
	Subtotal of 1501			575,000.00	366,573.00	366,573.00	366,573.00	

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

FFY of Grant: **2003**
 Grant No:
MD06P01850103

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Operations</u>							
PHA Wide	Operating Fund	1406	LS	289,765.00	289,765.00	289,765.00	289,765.00	
	Subtotal of 1406			289,765.00	289,765.00	289,765.00	289,765.00	
	<u>Management Improvements</u>							
PHA Wide	Non-Technical Salaries	1408	LS	0.00	0.00	0.00	0.00	
PHA Wide	Sundry Administrative Costs	1408	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1408			0.00	0.00	0.00	0.00	
	<u>Administration</u>							
PHA Wide	Modernization Coordinator	1410	LS	122,065.00	122,065.00	122,065.00	81,938.58	
	Subtotal of 1410			122,065.00	122,065.00	122,065.00	81,938.58	
	<u>Fees & Costs</u>							
PHA Wide	Architectural and Engineering Fees	1430	LS	18,725.00	18,725.00	18,725.00	18,725.00	
	Subtotal of 1430			18,725.00	18,725.00	18,725.00	18,725.00	
	<u>Site Improvements</u>							
PHA Wide		1450	LS	20,000.00	10,247.00	10,247.00	10,247.00	
	Subtotal of 1450			20,000.00	10,247.00	10,247.00	10,247.00	
	<u>Dwelling Structures</u>							
Burwood Gardens MD18-01	Repairs to Entry systems	1460	LS	11,915.00	11,915.00	11,915.00	11,915.00	
	PAC Office Repairs	1460	LS	6,558.00	6,558.00	6,558.00	6,558.00	
	Ceiling Repairs	1460	200	59,273.00	59,273.00	59,273.00	59,273.00	
Meade Village Md18-02	Apartment Stairwell Modernization	1460	14	58,160.00	58,160.00	58,160.00	58,160.00	
	Apartment Hallway Modernization	1460	14	11,890.00	11,890.00	11,890.00	11,890.00	
	Apartment Canopies	1460	14	62,378.00	62,378.00	62,378.00	62,378.00	
Pinewood East MD18-03	Domestic Hot Water Pressure	1460	2	12,561.00	12,561.00	12,561.00	12,561.00	
	Repairs to Manager's Office	1460	LS	1,875.00	1,875.00	1,875.00	1,875.00	

Annual Statement / Performance and Evaluation Report

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

Part I: Summary

PHA Name Housing Commission of Anne Arundel County	CFP Grant Number: MD06P01850103	FFY of Grant Approval: 2003
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement/Revision Number 2
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/04	<input type="checkbox"/>	<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations	289,765.00	289,765.00	289,765.00	289,765.00
3	1408 Management Improvements	0.00	0.00	0.00	0.00
4	1410 Administration	107,461.00	122,065.00	122,065.00	81,938.58
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,000.00	18,725.00	18,725.00	18,725.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	20,000.00	10,247.00	10,247.00	10,247.00
10	1460 Dwelling Structures	114,845.00	359,865.00	359,865.00	309,208.00
11	1465.1 Dwelling Equipment Non-expendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	45,000.00	24,831.00	24,831.00	24,831.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495 Moving to Work Demonstration	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	575,000.00	366,573.00	366,573.00	366,573.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of lines 2-20)	1,192,071.00	1,192,071.00	1,192,071.00	1,101,287.58
22	Amount of line 19 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 19 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 19 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 19 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Annual Statement / Performance and Evaluation Report State Capital Securitization Revenue Bond

Part: III Implementation Schedule

PHA Name Housing Commission of Anne Arundel County					State Capital Bond Loan No. 29.02.0025
Development Number/Name HA-Wide Activities	Year 1	Work Statement for Year 2 PHA FY: 2005	Work Statement for Year 3 PHA FY: 2006	Work Statement for Year 4 PHA FY: 2007	Work Statement for Year 5 PHA FY: 2008
Burwood Gardens MD18-01	See Annual Statement	0.00	0.00	0.00	0.00
Meade Village MD18-02		0.00	0.00	0.00	0.00
Pinewood Village MD18-03		Remodel Bathrooms 850,000.00	0.00	0.00	0.00
		Remodel Kitchens 790,000.00			
Freetown Village MD18-04		0.00	0.00	0.00	0.00
Pinewood East MD18-05		Remodel Bathrooms 241,366.00	0.00	0.00	0.00
Glen Square MD18-06		0.00	0.00	0.00	0.00
Stoney Hill MD18-07		0.00	0.00	0.00	0.00
Total Estimated Costs		1,881,366.00	0.00	0.00	0.00

Annual Statement / Performance and Evaluation Report State Capital Securitization Revenue Bond							Part:	Loan No. 29.02.0025
II Supporting Pages								2004
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Committed	Funds Expended	
	<u>Dwelling Structures Continued</u>							
Pinewood East Md18-05	Overhead Roll-up Door	1460	LS	3,397.00	3,397.00	3,397.00	3,397.00	Completed 04
	Emergency Back-up System	1460	LS	13,250.00	13,250.00	13,250.00	13,250.00	Completed 04
	Emergency Back-up System	1460	LS	13,250.00	13,250.00	13,250.00	13,250.00	Completed 04
	Remodel Bathrooms	1460	90	241,366.00	241,366.00	241,366.00	0.00	
	MD18-05 Subtotal			287,910.00	287,910.00	287,910.00	46,544.00	
Glen Square MD18-06	Emergency Back-up System	1460	LS	13,250.00	13,250.00	13,250.00	13,250.00	Completed 04
	HCP Shower Unit	1460	1	6,206.00	6,902.00	6,902.00	6,902.00	Completed 04
	Interior Painting	1460	LS	4,935.00	5,515.00	5,515.00	5,515.00	Completed 04
	MD18-06 Subtotal			24,391.00	25,667.00	25,667.00	25,667.00	
Stoney Hill MD18-07	Interior Painting	1460	LS	4,465.00	2,465.00	2,465.00	2,465.00	Completed 04
	MD18-07 Subtotal			4,465.00	2,465.00	2,465.00	2,465.00	
	Subtotal of 1460			5,025,282.00	5,025,192.00	5,025,192.00	2,387,883.00	
	<u>Nondwelling Structures</u>							
Meade Village	LaundryRoom Plumbing	1470	LS	6,000.00	6,000.00	6,000.00	6,000.00	Completed 04
	New Garage Roof	1470	LS	5,263.00	5,263.00	5,263.00	0.00	Completed 04
	MD18-02 Subtotal			11,263.00	11,263.00	11,263.00	6,000.00	
Freetown Village MD18-04	Overhead Roll-up Door	1470	LS	1,718.00	1,718.00	1,718.00	1,718.00	Completed 04
	MD18-04 Subtotal			1,718.00	1,718.00	1,718.00	1,718.00	
Pinewood East MD18-05	Storage Shed	1470	LS	58,322.00	58,322.00	58,322.00	58,322.00	Completed 04
	Perimeter Fence	1470	LS	6,200.00	6,200.00	6,200.00	6,200.00	Completed 04
	MD18-05 Subtotal			64,522.00	64,522.00	64,522.00	64,522.00	
	Subtotal of 1470			77,503.00	77,503.00	77,503.00	72,240.00	

Annual Statement / Performance and Evaluation Report State Capital Securitization Revenue Bond

Loan No. 29.02.0025

Part: II Supporting Pages

2003-2005

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Committed	Funds Expended	
				Dwelling Structures Continued				
Pinewood Village MD18-03	Emergency Back-up System	1460	LS	13,250.00	13,250.00	13,250.00	13,250.00	Completed 04
	Temporary Lighting	1460	LS	250.00	250.00	250.00	250.00	Completed 04
	Electrical Upgrades	1460	LS	91,564.00	100,108.00	100,108.00	100,108.00	Completed 04
	Entrance Lights Canopy (Faywood)	1460	LS	1,953.00	1,953.00	1,953.00	1,953.00	Completed 04
	Waterproof Basement Areas	1460	LS	18,943.00	18,943.00	18,943.00	18,943.00	Completed 04
	Boiler Repairs (Crilley Rd)	1460	LS	17,360.00	17,360.00	17,360.00	17,360.00	Completed 04
	Miscleanous Interior Painting	1460	LS	3,975.00	3,975.00	3,975.00	3,975.00	Completed 04
	HVAC Repairs	1460	LS	8,480.00	8,480.00	8,480.00	8,480.00	Completed 04
	Exhaust Fans	1460	LS	7,994.00	7,994.00	7,994.00	7,994.00	Completed 04
	Entrance Lights Canopy (Gordon Ct)	1460	LS	3,590.00	3,590.00	3,590.00	3,590.00	Completed 04
	Entrance Canopies	1460	2	204,000.00	204,000.00	204,000.00	175,370.00	Completed 04
	E.I.F.S.	1460	LS	578,842.00	581,887.00	581,887.00	581,887.00	Completed 04
	Window Sealant	1460	LS	5,497.00	5,497.00	5,497.00	5,497.00	Completed 04
	Repairs to Condensation Lines	1460	LS	325.00	325.00	325.00	325.00	Completed 04
	Repair/Paint M.P Rm & Mgr's Office	1460	LS	4,113.00	4,113.00	4,113.00	4,113.00	Completed 04
	Electrical Receptacles Mgr's Office	1460	LS	461.00	461.00	461.00	461.00	Completed 04
	Replace Roof	1460	LS	339,100.00	339,100.00	339,100.00	272,780.00	Completed 04
	M.P Room and Entry Automatic Doc	1460	LS	39,865.00	39,865.00	39,865.00	39,865.00	Completed 04
	Overhead Roll-up Door	1460	LS	3,397.00	3,397.00	3,397.00	3,397.00	Completed 04
	Demo & Replace Entry Slab	1460	LS	1,395.00	1,395.00	1,395.00	1,395.00	Completed 04
	Senior Lounge Exit Sign	1460	LS	821.00	821.00	821.00	821.00	Completed 04
	2 light fxturs/ etry key pad	1460	LS	765.00	765.00	765.00	765.00	Completed 04
	Entry Doors	1460	LS	950.00	950.00	950.00	950.00	Completed 04
Remodel Bathrooms	1460	200	819,000.00	801,279.00	801,279.00	0.00	In Design	
Remodel Kitchens	1460	200	750,000.00	721,155.00	721,155.00	0.00	In Design	
MD18-03 Subtotal				2,963,315.00	2,930,338.00	2,930,338.00	1,264,954.00	
Freetown Village MD18-04	Interior & Exterior Door Replacement	1460	157 DU	444,145.00	478,000.00	478,000.00	478,000.00	Under Construction
	Occupied Painting	1460	157 DU	80,000.00	80,000.00	80,000.00	0.00	Under Construction
	Window Replacement	1460	157 DU	189,908.00	179,328.00	179,328.00	179,328.00	Completed
MD18-04 Subtotal				714,053.00	737,328.00	737,328.00	657,328.00	
Pinewood East MD18-05	Overhead Roll-up Door	1460	LS	3,397.00	3,397.00	3,397.00	3,397.00	Completed 04
	Emergency Back-up System	1460	LS	13,250.00	13,250.00	13,250.00	13,250.00	Completed 04

Annual Statement / Performance and Evaluation Report State Capital Securitization Revenue Bond **Part:** **Loan No. 29.02.0025**
II Supporting Pages **2003 - 2005**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Committed	Funds Expended	
Pinewood East MD18-05	Sidewalk & Trip Hazards	1450	LS	10,000.00	10,000.00	10,000.00	950.00	Completed 04
	Relocate Trees	1450	LS	3,400.00	3,400.00	3,400.00	3,400.00	
	MD18-05 Subtotal			13,400.00	13,400.00	13,400.00	4,350.00	
Glen Square MD18-06	Sidewalk & Trip Hazards	1450	LS	1,250.00	1,250.00	1,250.00	1,250.00	Completed 04
	MD18-06 Subtotal			1,250.00	1,250.00	1,250.00	1,250.00	
Stony Hill MD18-06	Sidewalk & Trip Hazards	1450	LS	10,942.00	10,942.00	10,942.00	10,942.00	Completed 04
	MD18-07 Subtotal			10,942.00	10,942.00	10,942.00	10,942.00	
Subtotal of 1450				434,315.00	434,405.00	434,405.00	412,624.00	
<u>Dwelling Structures</u>								
Burwood Gardens MD18-01	Miscleanous Interior Painting	1460	LS	2,000.00	1,755.00	1,755.00	1,755.00	Completed 04
	MD18-01Subtotal			2,000.00	1,755.00	1,755.00	1,755.00	
Meade Village MD18-02	Interior & Exterior Door Replacement	1460	200 DU	620,300.00	620,300.00	620,300.00	55,741.00	Under Construction
	Occupied Painting	1460	200 DU	80,000.00	80,000.00	80,000.00	0.00	Under Construction
	Ceiling Repairs	1460	LS	20,097.00	20,097.00	20,097.00	20,097.00	Completed 04
	Apartment Canopies	1460	14	15,679.00	15,679.00	15,679.00	9,679.00	Completed 04
	Apartment Canopies Electrical	1460	14	6,760.00	6,760.00	6,760.00	6,760.00	Completed 04
	Window Replacement	1460	200 DU	286,312.00	296,893.00	296,893.00	296,893.00	Completed 04
MD18-02Subtotal				1,029,148.00	1,039,729.00	1,039,729.00	389,170.00	
Pinewood Village MD18-03	Handicaped Showers	1460	10	46,000.00	48,000.00	48,000.00	0.00	Under Construction
	Management Office Door	1460	LS	1,425.00	1,425.00	1,425.00	1,425.00	Completed 04

Annual Statement / Performance and Evaluation Report State Capital Securitization Revenue Bond								Loan No. 29.02.0025
Part: II Supporting Pages								Year 2003 - 2005
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Committed	Funds Expended	
PHA Wide	Operations							
	Operating Fund	1406	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1406			0.00	0.00	0.00	0.00	
PHA Wide	Administration							
	Modernization Coordinator	1410	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1410			0.00	0.00	0.00	0.00	
PHA Wide	Fees and Costs							
	Architectural and Engineering Fees	1430	LS	0.00	0.00	0.00	0.00	
	Subtotal of 1430			0.00	0.00	0.00	0.00	
Burwood Village MD18-01	Site Improvements							
	Sidewalk & Trip Hazards	1450	LS	11,145.00	11,235.00	11,235.00	11,235.00	Completed 04
	Fence Painting	1450	LS	7,605.00	7,605.00	7,605.00	7,605.00	Completed 04
	MD18-01 Subtotal			18,750.00	18,840.00	18,840.00	18,840.00	
Meade Village MD18-02	Repairs to Street Lights	1450	LS	29,986.00	29,986.00	29,986.00	29,986.00	Completed 04
	Shop area/ fire door install	1450	LS	1,875.00	1,875.00	1,875.00	1,875.00	Completed 04
	Sidewalk & Trip Hazards	1450	LS	11,670.00	11,670.00	11,670.00	11,670.00	
	MD18-02 Subtotal			43,531.00	43,531.00	43,531.00	43,531.00	
Pinewood Village MD18-03	Sidewalk & Trip Hazards	1450	LS	3,000.00	3,000.00	3,000.00	1,376.00	
	Site/Parking Lot Gordon Court	1450	LS	222,134.00	222,134.00	222,134.00	211,027.00	Completed 04
	Landscaping & Planting (Gordon Ct)	1450	LS	57,049.00	57,049.00	57,049.00	57,049.00	Completed 04
	Site Work Eastern Plate	1450	LS	12,729.00	12,729.00	12,729.00	12,729.00	Completed 04
	Landscaping & Planting (Crilly Rd)	1450	LD	14,350.00	14,350.00	14,350.00	14,350.00	Completed 04
	MD18-03 Subtotal			309,262.00	309,262.00	309,262.00	296,531.00	
Freetown Village MD18-04	Sidewalk & Trip Hazards	1450	LS	18,530.00	18,530.00	18,530.00	18,530.00	Completed 04
	Fence Painting	1450	LS	18,650.00	18,650.00	18,650.00	18,650.00	Completed 04
	MD18-04 Subtotal			37,180.00	37,180.00	37,180.00	37,180.00	

Annual Statement / Performance and Evaluation Report State Capital Securitization Revenue Bond

Part I: Summary

PHA Name Housing Commission of Anne Arundel County				State Capital Bond Loan No. 29.02.0025		2003 -2005	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision Number		<input type="checkbox"/>	
<input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____		<input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/>		<input type="checkbox"/>	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost			
		Original	Revised	Committed	Expended		
1	Total Non-CGP Funds (Revenue Bond)	5,537,100.00	5,537,100.00	5,537,100	2,872,747		
2	1406 Operations	0.00	0.00	0.00	0.00		
3	1408 Management Improvements	0.00	0.00	0.00	0.00		
4	1410 Administration	0.00	0.00	0.00	0.00		
5	1411 Audit	0.00	0.00	0.00	0.00		
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00		
7	1430 Fees and Costs	0.00	0.00	0.00	0.00		
8	1440 Site Acquisition	0.00	0.00	0.00	0.00		
9	1450 Site Improvement	434,315.00	434,405.00	434,405.00	412,624.00		
10	1460 Dwelling Structures	5,025,282.00	5,025,192.00	5,025,192.00	2,387,883.00		
11	1465 Dwelling Equipment - Non-expendable	0.00	0.00	0.00	0.00		
12	1470 Non-dwelling Structures	77,503.00	77,503.00	77,503.00	72,240.00		
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00		
14	1485 Demolition	0.00	0.00	0.00	0.00		
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00		
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00		
17	1495 Relocation Costs	0.00	0.00	0.00	0.00		
18	1499 Development Activities	0.00	0.00	0.00	0.00		
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00		
20	Amount of Annual Grant (Sum of lines 2-19)	5,537,100.00	5,537,100.00	5,537,100.00	2,872,747.00		
	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00		
	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00		
	Amount of line 20 Related to Security	0.00	0.00	0.00	0.00		
	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00		