

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Housing Authority of Allegany County      **PHA Number:** MD030

**PHA Fiscal Year Beginning:** (mm/yyyy) 10/2005

**PHA Programs Administered:**

- Public Housing and Section 8**     
  **Section 8 Only**     
  **Public Housing Only**  
 Number of public housing units:     
 Number of S8 units:     
 Number of public housing units: 86  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**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 and attachments (if any) 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)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

#### A. Mission

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

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

The PHA's mission is: (state mission here)

#### B. Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies: to 3% or less

Leverage private or other public funds to create additional housing opportunities:

Work with the developer we have selected to create new affordable housing

Acquire or build units or developments: Develop at least 30 new construction rental townhouses or homes

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) Maintain a score of 95% or greater

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: Our goal is to replace 17 aging

scattered sites with new more modern homes that require less use of Capital Funds. We plan to sell current units to fund future development

- Provide replacement public housing: Explained above
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: Implement Home Ownership programs through the use of Tax Credits
- 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: proposed replacement housing would be built in a mixed income development
- 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. We will continue to provide Congregate Housing Services (meals, housekeeping, personal service) through the State Office on

- Aging to 36 residents at Willow Valley and 18 residents of Grande View.
- 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: conduct staff training and awareness in fair housing procedures, what constitutes discrimination and advertise through media that will reach all classes of individuals.
  - 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: by conducting staff training in fair housing management and take appropriate action against staff or other residents that interfere with a persons living environment.
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: all new housing constructed will visitable on the first floor, include several fully assessable units and have features to assist the hearing impaired.
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**



## Streamlined Annual PHA Plan

### PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

#### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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<input checked="" type="checkbox"/> 14. Other (List below, providing name for each item)	
FY 2003 Capital Fund Program Annual Statement/Performance and Evaluation Report	Attachment C

#### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

*Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.*

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070**, *Certification for a Drug-Free Workplace*;

**Form HUD-50071**, *Certification of Payments to Influence Federal Transactions*;

**Form SF-LLL & SF-LLLa**, *Disclosure of Lobbying Activities*.

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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 PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	11		23
Extremely low income <=30% AMI	9	82%	
Very low income (>30% but <=50% AMI)	2	18%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	7	64%	
Elderly families	4	36%	
Families with Disabilities	0	0%	
Race/ethnicity	11	100%	
Race/ethnicity	0	0%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	36%	16
2 BR	0	0%	2
3 BR	6	55%	2
4 BR	1	9%	3
5 BR			

Housing Needs of Families on the PHA's Waiting Lists			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

### B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The waiting list for our Housing Authority is very short and we will therefore continue to select from the waiting list in the selection order established through our policies and will continue to operate the State Congregate Housing Service Program in order to help meet the needs of the elderly individuals on our list.

#### (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 – we will strive to maintain the short turnover time currently experienced
- Reduce time to renovate public housing units – we will continue to perform renovations during the period between residents unless it can be done safely and conveniently while the resident is residing in the unit.
- 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 – Currently working with a developer to accomplish this
- Pursue housing resources other than public housing or Section 8 tenant-based assistance. We will be submitting applications to the various programs of the Maryland Department of Housing and Community Development in order to finance the construction of new affordable housing.
- 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 – this is consistent with past and current ACOP practices
- 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) Provide the services of the Congregate Housing Service Program through the State Office on Aging to all residents of Willow Valley and 18 residents of Grande View

**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. A 504 needs assessment has been completed and most items will be addressed in the 2005 Capital Fund Program.
- 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) Continue to operate scattered sites and ensure that the quality and appearance of the property is equivalent to those offered on the open market

**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: a desperate need for affordable homes
- 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: Allegany County Commissioners and the Allegany County Department of Community Services have stressed the need for new housing
  - 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 903.12 (b), 903.7 (c)]

List on the following table 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$ 91,742	
b) Public Housing Capital Fund	\$124,320	
c) HOPE VI Revitalization	\$ 0	
d) HOPE VI Demolition	\$ 0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	N/A	
f) Resident Opportunity and Self-Sufficiency Grants	\$ 0	
g) Community Development Block Grant	N/A	
h) HOME	N/A	
Other Federal Grants (list below)	\$ 0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
None		
<b>3. Public Housing Dwelling Rental Income</b>		
	\$227,770	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest on Accounts	\$2,840	Public Housing Operations
Vending, Laundry, etc.	\$12,860	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
<b>Allegany County Government</b>	\$8,000	Public Housing Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	\$467,532	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **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: (state time)
- Other: (describe) Due to the short waiting list, we verify within several days of receiving the application

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

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

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

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

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

##### **(2)Waiting List Organization**

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

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

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

- PHA main administrative office

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_\_
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_\_
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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? Due to the economic condition of our area, we find that historically the percentage is about 60%.

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

- 5 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

**B. Section 8**

Exemptions: 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):
- 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)

### **(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:

### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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:

- A. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State or local assistance program;
- B. When the family would be evicted as a result of the imposition of the minimum rent requirement;
- C. When the income of the family has decreased because of changed circumstances, including loss of employment;
- D. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education or similar items;
- E. When a death has occurred in the family which affects the family financial circumstances.

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

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

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

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

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

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> 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)

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**

a. 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) Fair Market Rents for the area.

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

all that apply)

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

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

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

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

- Annually
- Other (list below)

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. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

### **A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

### (1) Capital Fund Program

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

#### (1) Hope VI Revitalization

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d.  Yes  No: 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: We plan to replace 17 units of Public Housing over the next several years with tax exempt bonds, Rural Housing funds or other sources.

- e.  Yes  No: 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: We plan to replace 17 units of Public Housing with new modern homes which require less use of Capital Funds for modernization.

**6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Scattered Sites 03 & 04
1b. Development (project) number: MD06P030003 & MD06P030004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>01/01/06</u>
5. Number of units affected: 17
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: June 2006 b. Projected end date of activity: June 2008

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

**(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, what is the maximum number of participants this fiscal year? \_\_\_

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:

c. What actions will the PHA undertake to implement the program this year (list)?

**(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

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

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

**8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

**9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

**A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)*

The Housing Authority has worked to decrease the vacancy rate from nearly 50% to less than 7%. The

Authority has maintained an average PHAS score of 95.6% over the past five years with the last three years at or above 97%. The security has been improved at each site with the addition of new locks and programmable building access systems. All administration and maintenance staff have completed training on Uniform Physical Inspection Standards and standardized inspection forms have been implemented. Modernization has occurred at all sites providing carpet, cabinets, fixtures, etc. to insure that the housing is compatible with that of unassisted. The Housing Authority currently supplies Congregate Housing Services to 18 units at Grande View and also 34 units at Willow Valley therefore providing the elderly the services that they need to continue to live independent.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

#### a. Substantial Deviation from the 5-Year Plan

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. Exceptions to this which will not be considered significant amendments by HUD are the changes in HUD regulatory requirements. Examples of substantial deviation would be: Changes to rent or admission policies or organization of the waiting list; addition of non-emergency work items greater than 15% (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; and any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.

#### b. Significant Amendment or Modification to the Annual Plan

Will include the addition of any new service program started by the Housing Authority or the loss of any current program.

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below:

b. 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)

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

- Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Hazel V. Shank

Method of Selection:

- Appointment  
**The term of appointment is (include the date term expires): Appointed by the County Commissioners for a 5 year term which expires 6/30/08**

- Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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)

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)

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)

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

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

Date of next term expiration of a governing board member: 6/30/07

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Allegany County Commissioners

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: (State of Maryland)**

a. 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 on its waiting list 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. The Housing Authority of Allegany County will be performing initiatives that are consistent with the Consolidated Plan in relation to providing low income rental housing for the residents of Allegany County
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

Activities of the Housing Authority will be in compliance with the Consolidated Plan and will not conflict with them in any way. There are no financial commitments at this time from the State of Maryland.

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

**11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans**

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
Yes	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
Yes	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
Yes	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
Yes	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	Public housing rent determination policies, including the method 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
Yes	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
Yes	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
Yes	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
Yes	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
Yes	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
Yes	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
Yes	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
Yes	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
Yes	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
Yes	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
Yes	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of Allegany County		<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P03050104 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2004</b>
SEE ATTACHMENT A					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
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				





### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Housing Authority of Allegany County		SEE ATTACHMENT A		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

**13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>	<i>SEE</i>					
	ATTACHMENT A					
<b>Total CFP Estimated Cost</b>			\$			\$



NAHRO  
Capital Fund Manager ©

I n s t r u c t i o n s

ENTER DATA IN THE BLUE CELLS

DO NOT CHANGE THE RED CELLS

NAHRO  
Capital Fund Manager ©

I n s t r u c t i o n s ( c o n t ' d . )

ENTER DATA IN THE BLUE CELLS

DO NOT CHANGE THE RED CELLS

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

PHA Name:  <b>Housing Authority of Allegany County</b>	Grant Type and Number Capital Fund Program Grant No. <b>MD06P03050105</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2005</b>
--	--	---

- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1 )  
 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	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$30,360.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$13,070.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$67,000.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$14,810.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling 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	1495.1 Relocation Cost	\$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	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$125,240.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Allegany County		Capital Fund Program Grant No. <b>MD06P03050105</b> Replacement Housing Factor Grant No:			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 Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	1) Maintenance Wages & Benefits	1408	<b>Total 1408</b>	\$30,360.00	\$0.00	\$0.00	\$0.00	
	2)	"		\$0.00	\$0.00	\$0.00	\$0.00	
	3)	"		\$0.00	\$0.00	\$0.00	\$0.00	
				\$30,360.00	\$0.00	\$0.00	\$0.00	
HA-Wide Admin	Funding for PHA Staff @ 10% of the annual grant amount in accordance with approved salary allocation plan	1410		\$13,070.00	\$0.00	\$0.00	\$0.00	
HA-Wide Fees and Costs	A & E services @ 7% of the annual grant amount, based on actual scope of design work	1430		\$0.00	\$0.00	\$0.00	\$0.00	
HA-Wide	Nonroutine vacancy prep.	1460		\$5,000.00	\$0.00	\$0.00	\$0.00	
"	Nonroutine PM repairs	1460		\$0.00	\$0.00	\$0.00	\$0.00	
"	Appliances	1465		\$0.00	\$0.00	\$0.00	\$0.00	
"	Vehicle replacement	1475		\$0.00	\$0.00	\$0.00	\$0.00	
"	Demolition (specify location[s])	1485		\$0.00	\$0.00	\$0.00	\$0.00	
"	Relocation expenses	1495.1		\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No. <b>MD06P03050105</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-001 Willow Valley</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b>	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Painting & Caulking	1460		\$30,000.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$30,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> A/C Instalation	1460		\$6,000.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$6,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b>	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> Section 504 Upgrades	1470		\$2,000.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$2,000.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Willow Valley</b>			<b>Project Total:</b>	<b>\$38,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No. <b>MD06P03050105</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-002 Grande View</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b>	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Replace A/C units	1460		\$6,000.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$6,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> Congregate Dining Facility Loan <b>Section 504 Upgrades</b>	1470		\$12,810.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$12,810.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Grande View</b>			<b>Project Total:</b>	<b>\$18,810.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No. <b>MD06P03050105</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-003 Scattered Sites 03</b>	<b>Site:</b>	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b>	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Scattered</b>			<b>Project Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No. <b>MD06P03050105</b> Replacement Housing Factor Grant No:			<b>2005</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-004 Scattered Sites 04</b>	<b>Site:</b>	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Roof, siding, insulation, retain. Wall	1460		\$20,000.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$20,000.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Scattered</b>			<b>Project Total:</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

		Grant Type and Number			Federal FY of Grant:			
		Capital Fund Program Grant No.: <b>MD06P03050105</b>			2005			
		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
		Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	Nonroutine vacancy prep.	06/30/07			09/30/08			
"	Nonroutine PM repairs							
"	Appliances							
"	Vehicle replacement							
"	Demolition (specify location[s])							
MD030001	Willow Valley	06/30/07			09/30/08			
MD030002	Grande View	06/30/07			09/30/08			
MD030003	Scattered Sites	06/30/07			09/30/08			
MD030004	Scattered Sites	06/30/07			09/30/08			



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: <b>Housing Authority of Allegany County</b>					<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: ___
Development Number/Name/HA-Wide	Year 1 <b>2005</b>	Work Statement for Year 2 FFY Grant: <b>2006</b>	Work Statement for Year 3 FFY Grant: <b>2007</b>	Work Statement for Year 4 FFY Grant: <b>2008</b>	Work Statement for Year 5 FFY Grant: <b>2009</b>
MD030-001 Willow Valley	<b>Annual  Statement</b>	\$52,500	\$49,500	\$38,500	\$33,500
MD030-002 Grande View		\$52,310	\$69,710	\$81,110	\$88,510
MD030-003 Scattered Sites		\$23,000	\$30,500	\$15,500	\$15,500
MD030-004 Scattered Sites		\$5,000	\$0	\$0	\$0
HA-Wide Physical Activities		\$30,000	\$5,000	\$5,000	\$15,000
HA-Wide Non-Physical Activities		\$42,100	\$55,500	\$55,900	\$56,300
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0
CFP Funds Listed for 5-year planning		\$204,910	\$210,210	\$196,010	\$208,810
Replacement Housing Factor Funds		\$0	\$0	\$0	\$0

					<input type="checkbox"/> <input type="checkbox"/>	—
					1	

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

Activities for Year 1  2005	Activities for Year 2 FFY Grant: 2006 PHA FY:			Activities for Year 3 FFY Grant: 2007 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See  Annual  Statement	MD030-003 Scattered Sites	<b>Site:</b> Driveway Repair & Landscaping	\$0	MD030-003 Scattered Sites	<b>Site:</b> Driveway Repair & Landscaping	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> Furnace Replacement	\$3,000
		Total M&E:	\$0		Total M&E:	\$3,000
		<b>Building Exterior:</b> Siding, Caulking & Painting	\$15,000		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$18,000
		Total B.E.:	\$15,000		Total B.E.:	\$18,000
		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$8,000		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$9,500
		Total DUs:	\$8,000		Total DUs:	\$9,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
		Total NDE:	\$0		Total NDE:	\$0
	<b>Total CFP Estimated Cost</b>	\$23,000		<b>Total CFP Estimated Cost</b>	\$30,500	

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2005</b>	Activities for Year 4 FFY Grant: <b>2008</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2009</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-003 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Landscaping	\$7,000	<b>MD030-003 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Landscaping	\$7,000
		Total Site:	\$7,000		Total Site:	\$7,000
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> Siding, Caulking & Painting	\$0		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$8,500		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$8,500
		Total DUs:	\$8,500		Total DUs:	\$8,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$15,500		<b>Total CFP Estimated Cost</b>	\$15,500	

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

Activities for Year 1  <b>2005</b>	Activities for Year 2 FFY Grant: <b>2006</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2007</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Retaining Wall	\$0	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Landscaping & Retaining Wall	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>Mechanical and Electrical:</b> Heating System	\$0		<b>Mechanical and Electrical:</b> Heating System	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> None	\$0		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$5,000		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$0
		Total DUs:	\$5,000		Total DUs:	\$0
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
<b>Nondwelling Equipment:</b> None	\$0	<b>Nondwelling Equipment:</b> None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$5,000		<b>Total CFP Estimated Cost</b>	\$0	

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2005</b>	Activities for Year 4 FFY Grant: <b>2008</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2009</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Driveway Repair, Landscaping & Retaining Wall	\$0	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Driveway Repair, Landscaping & Retaining Wall	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>Mechanical and Electrical:</b> Heating System	\$0		<b>Mechanical and Electrical:</b> Heating System	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> Siding, Caulking & Painting	\$0		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$0		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$0
		Total DUs:	\$0		Total DUs:	\$0
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$0		<b>Total CFP Estimated Cost</b>	\$0	

**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)

OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

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This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Anytown Housing Authority</b>	Modernization Project Number: <b>US001P0019XX</b>
--	--

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$0.00</b>
B. Funds Disbursed	<b>\$0.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$0.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-mens' liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accu

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

**For HUD Use Only**

**The Cost Certificate is approved for audit:**

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

**X**

**The audited costs agree with the costs shown above:**

Verified: (Designated HUD Official)

Date:

**X**

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

**X**



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**Capital Fund Manager ©**

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# Annual Statement /Performance and Evaluation Report

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

## Part I: Summary

PHA Name:  <b>Housing Authority of Allegany County</b>	Grant Type and Number Capital Fund Program Grant No. <b>MD06P03050104</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2004</b>
--	--	---

- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: May 31, 2005     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$31,640.00	\$31,620.00	\$31,620.00	\$24,162.00
4	1410 Administration	\$12,900.00	\$12,900.00	\$12,900.00	\$9,630.00
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	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$51,970.00	\$60,105.05	\$18,848.00	\$18,848.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$20,000.00	\$11,884.95	\$11,884.95	\$2,634.95
12	1470 Nondwelling Structures	\$7,810.00	\$7,810.00	\$7,810.00	\$5,855.98
13	1475 Nondwelling 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	1495.1 Relocation Cost	\$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	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$124,320.00</b>	<b>\$124,320.00</b>	<b>\$83,062.95</b>	<b>\$61,130.93</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No. <b>MD06P03050104</b> Replacement Housing Factor Grant No:			<b>2004</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-001 Willow Valley</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Replacement of Fire Alarm Panel	1460		\$4,000.00	\$9,880.00	\$9,880.00	\$9,880.00	
			Total M&E:	\$4,000.00	\$9,880.00	\$9,880.00	\$9,880.00	
	<b>Building Exterior:</b> Painting & Caulking	1460		\$7,650.00	\$25,257.05	\$0.00	\$0.00	
			Total B.E.:	\$7,650.00	\$25,257.05	\$0.00	\$0.00	
	<b>Dwelling Units:</b> A/C Instalation	1460		\$6,000.00	\$6,000.00	\$0.00	\$0.00	
			Total DUs:	\$6,000.00	\$6,000.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> Replace Domestic Hot Water Heater and Emergency Boiler Repair <b>\$2,634.95</b>	1465.1		\$20,000.00	\$11,884.95	\$11,884.95	\$2,634.95	
			Total D.E.:	\$20,000.00	\$11,884.95	\$11,884.95	\$2,634.95	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
		Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Willow Valley</b>			<b>Project Total:</b>	<b>\$37,650.00</b>	<b>\$53,022.00</b>	<b>\$21,764.95</b>	<b>\$12,514.95</b>	

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No. <b>MD06P03050104</b> Replacement Housing Factor Grant No:			<b>2004</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-002 Grande View</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> Replace Fire Alarm Panel	1460		\$4,000.00	\$8,968.00	\$8,968.00	\$8,968.00	
			Total M&E:	\$4,000.00	\$8,968.00	\$8,968.00	\$8,968.00	
	<b>Building Exterior:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total B.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Units:</b> Replace A/C units	1460		\$5,000.00	\$5,000.00	\$0.00	\$0.00	
			Total DUs:	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> Congregate Dining Facility Loan Payment	1470		\$7,810.00	\$7,810.00	\$7,810.00	\$5,855.98	
			Total SWFs:	\$7,810.00	\$7,810.00	\$7,810.00	\$5,855.98	
<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00		
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Grande View</b>			<b>Project Total:</b>	<b>\$16,810.00</b>	<b>\$21,778.00</b>	<b>\$16,778.00</b>	<b>\$14,823.98</b>	

		Grant Type and Number			Federal FY of Grant:		
		Capital Fund Program Grant No.: <b>MD06P03050104</b>			2004		
		All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target D:
		Original	Revised	Actual	Original	Revised	
HA-Wide	Nonroutine vacancy prep.	06/30/06			09/30/07		
"	Nonroutine PM repairs						
"	Appliances						
"	Vehicle replacement						
"	Demolition (specify location[s])						
MD030001	Willow Valley	06/30/06			09/30/07		
MD030002	Grande View	06/30/06			09/30/07		
MD030003	Scattered Sites	06/30/06			09/30/07		
MD030004	Scattered Sites	06/30/06			09/30/07		



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: <b>Housing Authority of Allegany County</b>					<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: ___	
Development Number/Name/HA-Wide	Year 1 <b>2004</b>	Work Statement for Year 2 FFY Grant: <b>2005</b>	Work Statement for Year 3 FFY Grant: <b>2006</b>	Work Statement for Year 4 FFY Grant: <b>2007</b>	Work Statement for Year 5 FFY Grant: <b>2008</b>	
MD030-001 Willow Valley	<b>Annual  Statement</b>	\$57,500	\$59,500	\$50,500	\$38,500	
MD030-002 Grande View		\$52,310	\$79,710	\$101,110	\$88,510	
MD030-003 Scattered Sites		\$35,000	\$47,500	\$25,500	\$40,500	
MD030-004 Scattered Sites		\$24,500	\$55,000	\$62,500	\$70,500	
HA-Wide Physical Activities		\$40,000	\$30,000	\$110,000	\$135,000	
HA-Wide Non-Physical Activities		\$42,100	\$55,500	\$55,900	\$56,300	
HA-Wide Contingency @ X%		\$0	\$0	\$0	\$0	
CFP Funds Listed for 5-year planning			\$251,410	\$327,210	\$405,510	\$429,310
Replacement Housing Factor Funds			\$0	\$0	\$0	\$0

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2004</b>	Activities for Year 2 FFY Grant: <b>2005</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2006</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>ON-DEMAND Building Exterior:</b> None	\$0		<b>ON-DEMAND Building Exterior:</b> None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>ON-DEMAND Dwelling Units:</b> Nonroutine Vacancy Prep	\$5,000		<b>ON-DEMAND Dwelling Units:</b> Nonroutine Vacancy Prep	\$5,000
		Total DUs:	\$5,000		Total DUs:	\$5,000
		<b>HA-WIDE Dwelling Equipment:</b> None	\$0		<b>HA-WIDE Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>HA-WIDE Interior Common Areas:</b> None	\$0		<b>HA-WIDE Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>HA-WIDE Site-Wide Facilities:</b> None	\$0		<b>HA-WIDE Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>HA-WIDE Nondwelling Equipment:</b> Vehicle Replacement	\$35,000		<b>HA-WIDE Nondwelling Equipment:</b> Vehicle Replacement	\$25,000
		Total NDE:	\$35,000		Total NDE:	\$25,000
	<b>Total CFP Estimated Cost</b>	\$40,000		<b>Total CFP Estimated Cost</b>	\$30,000	

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2004</b>	Activities for Year 4 FFY Grant: <b>2007</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2008</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0	<b>HA-Wide Physical Improvements</b>	<b>HA-WIDE Site:</b> None	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0		<b>ON-DEMAND Mech. and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>ON-DEMAND Building Exterior:</b> None	\$0		<b>ON-DEMAND Building Exterior:</b> None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>ON-DEMAND Dwelling Units:</b> Nonroutine Vacancy Prep	\$5,000		<b>ON-DEMAND Dwelling Units:</b> Nonroutine Vacancy Prep	\$5,000
		Total DUs:	\$5,000		Total DUs:	\$5,000
		<b>HA-WIDE Dwelling Equipment:</b> None	\$0		<b>HA-WIDE Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>HA-WIDE Interior Common Areas:</b> None	\$0		<b>HA-WIDE Interior Common Areas:</b> Replace Office Carpet	\$10,000
		Total ICAs:	\$0		Total ICAs:	\$10,000
		<b>HA-WIDE Site-Wide Facilities:</b> Construct Maintenance Garage	\$70,000		<b>HA-WIDE Site-Wide Facilities:</b> Construct Maintenance Garage	\$70,000
		Total SWFs:	\$70,000		Total SWFs:	\$70,000
		<b>HA-WIDE Nondwelling Equipment:</b> Vehicle Replacement	\$35,000		<b>HA-WIDE Nondwelling Equipment:</b> Vehicle Replacement	\$50,000
Total NDE:	\$35,000	Total NDE:	\$50,000			
	<b>Total CFP Estimated Cost</b>	\$110,000		<b>Total CFP Estimated Cost</b>	\$135,000	

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages---Work Activities**

Activities for Year 1  <b>2004</b>	Activities for Year 2 FFY Grant: <b>2005</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2006</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-001 Willow Valley</b>	<b>Site:</b> Parking Area Repair	\$20,000	<b>MD030-001 Willow Valley</b>	<b>Site:</b> Landscaping	\$3,000
		Total Site:	\$20,000		Total Site:	\$3,000
		<b>Mechanical and Electrical:</b> Replace A/C units	\$9,000		<b>Mechanical and Electrical:</b> Heat & A/C upgrade & Emergcy <b>Generator Replacement</b>	\$52,000
		Total M&E:	\$9,000		Total M&E:	\$52,000
		<b>Building Exterior:</b> Ext. Improvements	\$10,000		<b>Building Exterior:</b> None	\$0
		Total B.E.:	\$10,000		Total B.E.:	\$0
		<b>Dwelling Units:</b> Carpet & Cabinet Replacement	\$8,500		<b>Dwelling Units:</b> Carpet Replacement	\$4,500
		Total DUs:	\$8,500		Total DUs:	\$4,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> Carpet Replacement	\$5,000		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$5,000		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> Congregate Kitchen	\$5,000		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$5,000		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
		Total NDE:	\$0		Total NDE:	\$0
			<b>Total CFP Estimated Cost</b>		\$57,500	

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

Activities for Year 1	Activities for Year 4 FFY Grant: <b>2007</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2008</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>2004</b>						
<b>See Annual Statement</b>	<b>MD030-001 Willow Valley</b>	<b>Site:</b> None	\$0	<b>MD030-001 Willow Valley</b>	<b>Site:</b> None	\$0
		Total Site:	\$0		Total Site:	\$0
		<b>Mechanical and Electrical:</b> Install A/C units & Replace Building Sy	\$37,000		<b>Mechanical and Electrical:</b> Install A/C units & Replace Building Sy	\$20,000
		Total M&E:	\$37,000		Total M&E:	\$20,000
		<b>Building Exterior:</b> None	\$0		<b>Building Exterior:</b> None	\$0
		Total B.E.:	\$0		Total B.E.:	\$0
		<b>Dwelling Units:</b> Carpet and Cabinet Replacement	\$8,500		<b>Dwelling Units:</b> Carpet and Cabinet Replacement	\$8,500
		Total DUs:	\$8,500		Total DUs:	\$8,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> Carpet Replacement	\$5,000		<b>Interior Common Areas:</b> Carpet Replacement	\$5,000
		Total ICAs:	\$5,000		Total ICAs:	\$5,000
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> CHS Kitchen	\$5,000
		Total SWFs:	\$0		Total SWFs:	\$5,000
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
		Total NDE:	\$0		Total NDE:	\$0
			<b>Total CFP Estimated Cost</b>		\$50,500	<b>Total CFP Estimated Cost</b>



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

Activities for Year 1  <b>2004</b>	Activities for Year 2 FFY Grant: <b>2005</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2006</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-002 Grande View</b>	<b>Site:</b> Driveway Repair	\$5,000	<b>MD030-002 Grande View</b>	<b>Site:</b> Driveway Repair	\$10,000
		Total Site:	\$5,000		Total Site:	\$10,000
		<b>Mechanical and Electrical:</b> Replace A/C units & Building Systems	\$30,000		<b>Mechanical and Electrical:</b> Replace A/C units and boilers Replace Nurse Call System	\$37,000
		Total M&E:	\$30,000		Total M&E:	\$37,000
		<b>Building Exterior:</b> None	\$0		<b>Building Exterior:</b> Replace windows and Caulking	\$10,000
		Total B.E.:	\$0		Total B.E.:	\$10,000
		<b>Dwelling Units:</b> Carpet & Cabinet Replacement	\$9,500		<b>Dwelling Units:</b> Carpet & Cabinet Replacement	\$9,900
		Total DUs:	\$9,500		Total DUs:	\$9,900
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> Carpet Replacement	\$5,000
		Total ICAs:	\$0		Total ICAs:	\$5,000
		<b>Site-Wide Facilities:</b> CHS Kitchen Loan Payment	\$7,810		<b>Site-Wide Facilities:</b> CHS Kitchen Loan Payment	\$7,810
		Total SWFs:	\$7,810		Total SWFs:	\$7,810
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
		Total NDE:	\$0		Total NDE:	\$0
	<b>Total CFP Estimated Cost</b>	\$52,310	<b>Total CFP Estimated Cost</b>	\$79,710		

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

Activities for Year 1  <b>2004</b>	Activities for Year 4 FFY Grant: <b>2007</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2008</b> PHA FY:				
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost		
<b>See Annual Statement</b>	<b>MD030-002 Grande View</b>	<b>Site:</b> Driveway Repair/Landscaping	\$3,000	<b>MD030-002 Grande View</b>	<b>Site:</b> Driveway Repair	\$20,000		
		Total Site:	\$3,000		Total Site:	\$20,000		
		<b>Mechanical and Electrical:</b> Replace A/C units and Air Handling Replace Emergency Generator Total M&E:	\$65,000 \$65,000		<b>Mechanical and Electrical:</b> Replace A/C units & Circulating system Total M&E:	\$35,000 \$35,000		
		<b>Building Exterior:</b> Replace windows and caulking Total B.E.:	\$10,000 \$10,000		<b>Building Exterior:</b> Replace Windows and caulking Total B.E.:	\$10,000 \$10,000		
		<b>Dwelling Units:</b> Carpet & Cabinet Replacement Total DUs:	\$10,300 \$10,300		<b>Dwelling Units:</b> Carpet & Cabinet Replacement Total DUs:	\$10,700 \$10,700		
		<b>Dwelling Equipment:</b> None Total D.E.:	\$0 \$0		<b>Dwelling Equipment:</b> None Total D.E.:	\$0 \$0		
		<b>Interior Common Areas:</b> Carpet Replacement Total ICAs:	\$5,000 \$5,000		<b>Interior Common Areas:</b> Carpet Replacement Total ICAs:	\$5,000 \$5,000		
		<b>Site-Wide Facilities:</b> CHS Kitchen Loan Payment Total SWFs:	\$7,810 \$7,810		<b>Site-Wide Facilities:</b> CHS Kitchen Loan Payment Total SWFs:	\$7,810 \$7,810		
		<b>Nondwelling Equipment:</b> None Total NDE:	\$0 \$0		<b>Nondwelling Equipment:</b> None Total NDE:	\$0 \$0		
			<b>Total CFP Estimated Cost</b>		\$101,110		<b>Total CFP Estimated Cost</b>	\$88,510

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

Activities for Year 1  <b>2004</b>	Activities for Year 2 FFY Grant: <b>2005</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2006</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-003 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Landscaping	\$12,000	<b>MD030-003 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Landscaping	\$17,000
		Total Site:	\$12,000		Total Site:	\$17,000
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> Furnace Replacement	\$3,000
		Total M&E:	\$0		Total M&E:	\$3,000
		<b>Building Exterior:</b> Siding, Caulking & Painting	\$15,000		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$18,000
		Total B.E.:	\$15,000		Total B.E.:	\$18,000
		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$8,000		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$9,500
		Total DUs:	\$8,000		Total DUs:	\$9,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
<b>Nondwelling Equipment:</b> None	\$0	<b>Nondwelling Equipment:</b> None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$35,000		<b>Total CFP Estimated Cost</b>	\$47,500	

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

Activities for Year 1  <b>2004</b>	Activities for Year 4 FFY Grant: <b>2007</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2008</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-003 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Landscaping	\$7,000	<b>MD030-003 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Landscaping	\$7,000
		Total Site:	\$7,000		Total Site:	\$7,000
		<b>Mechanical and Electrical:</b> None	\$0		<b>Mechanical and Electrical:</b> None	\$0
		Total M&E:	\$0		Total M&E:	\$0
		<b>Building Exterior:</b> Siding, Caulking & Painting	\$10,000		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$25,000
		Total B.E.:	\$10,000		Total B.E.:	\$25,000
		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$8,500		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$8,500
		Total DUs:	\$8,500		Total DUs:	\$8,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
		<b>Nondwelling Equipment:</b> None	\$0		<b>Nondwelling Equipment:</b> None	\$0
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$25,500		<b>Total CFP Estimated Cost</b>	\$40,500	

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

Activities for Year 1  <b>2004</b>	Activities for Year 2 FFY Grant: <b>2005</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2006</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Driveway Repair & Retaining Wall	\$13,000	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Landscaping & Retaining Wall	\$17,000
		Total Site:	\$13,000		Total Site:	\$17,000
		<b>Mechanical and Electrical:</b> Heating System	\$4,000		<b>Mechanical and Electrical:</b> Heating System	\$4,000
		Total M&E:	\$4,000		Total M&E:	\$4,000
		<b>Building Exterior:</b> None	\$0		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$26,500
		Total B.E.:	\$0		Total B.E.:	\$26,500
		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$7,500		<b>Dwelling Units:</b> Replace Carpet & Cabinets	\$7,500
		Total DUs:	\$7,500		Total DUs:	\$7,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
<b>Nondwelling Equipment:</b> None	\$0	<b>Nondwelling Equipment:</b> None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$24,500		<b>Total CFP Estimated Cost</b>	\$55,000	

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

Activities for Year 1  <b>2004</b>	Activities for Year 4 FFY Grant: <b>2007</b> PHA FY:			Activities for Year 5 FFY Grant: <b>2008</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Driveway Repair, Landscaping & Retaining Wall	\$19,000	<b>MD030-004 Scattered Sites</b>	<b>Site:</b> Driveway Repair, Landscaping & Retaining Wall	\$25,000
		Total Site:	\$19,000		Total Site:	\$25,000
		<b>Mechanical and Electrical:</b> Heating System	\$10,000		<b>Mechanical and Electrical:</b> Heating System	\$5,000
		Total M&E:	\$10,000		Total M&E:	\$5,000
		<b>Building Exterior:</b> Siding, Caulking & Painting	\$25,000		<b>Building Exterior:</b> Siding, Caulking & Painting & Roof	\$32,000
		Total B.E.:	\$25,000		Total B.E.:	\$32,000
		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$8,500		<b>Dwelling Units:</b> Replace Carpet and Cabinets	\$8,500
		Total DUs:	\$8,500		Total DUs:	\$8,500
		<b>Dwelling Equipment:</b> None	\$0		<b>Dwelling Equipment:</b> None	\$0
		Total D.E.:	\$0		Total D.E.:	\$0
		<b>Interior Common Areas:</b> None	\$0		<b>Interior Common Areas:</b> None	\$0
		Total ICAs:	\$0		Total ICAs:	\$0
		<b>Site-Wide Facilities:</b> None	\$0		<b>Site-Wide Facilities:</b> None	\$0
		Total SWFs:	\$0		Total SWFs:	\$0
<b>Nondwelling Equipment:</b> None	\$0	<b>Nondwelling Equipment:</b> None	\$0			
Total NDE:	\$0	Total NDE:	\$0			
	<b>Total CFP Estimated Cost</b>	\$62,500		<b>Total CFP Estimated Cost</b>	\$70,500	

**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)  
OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Anytown Housing Authority</b>	Modernization Project Number: <b>US001P0019XX</b>
--	--

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$0.00</b>
B. Funds Disbursed	<b>\$0.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$0.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-mens' liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X**

<b>For HUD Use Only</b>	
<b>The Cost Certificate is approved for audit:</b> Approved for Audit (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	
<b>The audited costs agree with the costs shown above:</b> Verified: (Designated HUD Official)	Date:
<b>X</b>	
Approved: (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	

# NAHRO

## Capital Fund Manager ©

### I n s t r u c t i o n s

ENTER DATA IN THE BLUE CELLS

DO NOT CHANGE THE RED CELLS

## Introduction

NAHRO, together with Mobley & Associates, is pleased to provide its *CFP MANAGER© Capital Fund Management Software*. This product is designed to be used with Excel© Version 5.0 or higher or Lotus 1-2-3© for Windows, Version 3 or higher.

*CFP MANAGER©* helps you plan for the future and saves you hours of valuable staff time, by facilitating the preparation of the CFP portion of the Annual Plan, the CFP Performance and Evaluation ("P&E") report, which also goes along with the Annual Plan, and all the forms required under the program. It is a powerful planning tool, which helps you answer "WHAT IF" questions: to simulate various Capital Fund grant levels and capital and management improvement "investment" strategies. It can help you develop contingency plans to cope with the uncertainties we now face. In just a few keystrokes, you can "try on" various versions of your capital budget. It also facilitates Revised Annual Statements and Replacement Housing Factor (RHF) submittals.

The product has been sold with a full year's technical support included. For help in using this product or other technical support, contact Dennis Mobley at:

Cell: (678) 612-3286  
Page: (800) 317-8579  
Voice: (404) 584-7985  
Fax: (404) 584-7786  
E-mail: Dmobley671@aol.com

*After your first year, technical support AND product enhancement (new forms and/or changes in forms or instructions) will be provided by Mobley & Associates for a nominal fee which will include unlimited telephone support.*

## Step 1: Install

- 1) DOWNLOAD *NAHRO CFP MANAGER© USING YOUR E-MAIL SOFTWARE, AND BE AWARE* INTO WHICH "FOLDER" YOUR E-MAIL PROGRAM PUTS DOWNLOADED FILES
- 2) GET YOUR EXCEL© OR LOTUS© PROGRAM UP AND RUNNING.
- 3) CLICK ON "FILE", "OPEN", SELECT THE FOLDER INTO WHICH THE CFP MANAGER© FILE WAS DOWNLOADED, AND OPEN THE FILE WITH EXCEL© OR LOTUS© (THE FILE IS NAMED NCFP101.XLS FOR EXCEL© USERS, NCFP101.WK4 FOR LOTUS© USERS).
- 4) CLICK ON "FILE", "SAVE AS", AND CREATE YOUR FIRST WORKING COPY OF THE FILE. GIVE IT A NEW FILE NAME SUCH AS FY2002A, ETC. YOU MAY WANT TO SAVE THIS FILE INTO A TOTALLY DIFFERENT FOLDER FROM THE ORIGINAL DOWNLOADED VERSION. (MANY PEOPLE USE "MY DOCUMENTS" OR SIMILAR FOLDERS FOR THIS PURPOSE).

This product has been designed as one (1) spreadsheet file with multiple worksheets, including "Annual Statement" and "Five-Year Action Plan" forms, including enough Part II forms for thirty (30) developments! The product can be used for the Annual Performance and Evaluation (P & E) report as well as for budgeting.

# NAHRO

## Capital Fund Manager ©

### I n s t r u c t i o n s ( c o n t ' d . )

**ENTER DATA IN THE BLUE CELLS**

**DO NOT CHANGE THE RED CELLS**

*To move from one worksheet to another, simply click on the labeled "file folders" on the computer screen (labelled "Annual\_Part I", etc.)*

**We have used BLUE to indicate cells where users should enter information. We have used RED for cells which generally shouldn't be disturbed because they have formulae embedded in them.**

**However**, users may override information in any cell (at their own peril). This is in the spirit of making NAHRO's spreadsheet-based planning tools as flexible as possible, to suit your particular needs. We are always open to your suggestions on additional product ideas, or on improving existing products. (Feel free to call Technical Support in this regard).

For best printing results, use a LASER printer, and print each worksheet separately by **highlighting each one in turn**. First, "Set Print Area" from the "File" menu. On "Page Setup", use "Fit to 1 Page Tall by 1 Wide", and use *landscape* orientation. Use the following ranges where appropriate.

#### **NAHRO CFP MANAGER© Software Print Settings**

Worksheet	Print Range	Orientation
Annual Statement Part_ I	A1..N44	Landscape
Annual Statement Part_ II	[Various]	"
Annual Statement Part_ III	A1..L40	"
Five-Year Action Plan Part_I	A1..M26	"
Five-Year Action Plan Part_II	[Various]	"
Actual Modernization Cost Certificate	A1..O74	Portrait

## **Step 2: Start Planning and Reporting!**

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

PHA Name: <b>Housing Authority of Allegany County</b>	Grant Type and Number Capital Fund Program Grant No. <b>MD06P03050203</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
--	--	-------------------------------------

- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: June 30, 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-CFP Funds				
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	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$21,394.00	\$0.00	\$21,394.00	\$21,394.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling 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	1495.1 Relocation Cost	\$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	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$21,394.00</b>	<b>\$0.00</b>	<b>\$21,394.00</b>	<b>\$21,394.00</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Housing Authority of Allegany County</b>		Capital Fund Program Grant No <b>MD06P03050203</b> Replacement Housing Factor Grant No:			<b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
<b>MD030-2</b> <b>Grande View</b>	<b>Site:</b> None	1450		\$0.00	\$0.00	\$0.00	\$0.00	
			Total Site:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Mechanical and Electrical:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total M&E:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Building Exterior:</b> Replace Roof	1460		\$21,394.00	\$0.00	\$21,394.00	\$21,394.00	
			Total B.E.:	\$21,394.00	\$0.00	\$21,394.00	\$21,394.00	
	<b>Dwelling Units:</b> None	1460		\$0.00	\$0.00	\$0.00	\$0.00	
			Total DUs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Dwelling Equipment:</b> None	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
			Total D.E.:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Interior Common Areas:</b> None	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total ICAs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Site-Wide Facilities:</b> CHSP Kitchen Loan Payment	1470		\$0.00	\$0.00	\$0.00	\$0.00	
			Total SWFs:	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Nondwelling Equipment:</b> None	1475		\$0.00	\$0.00	\$0.00	\$0.00	
		Total NDE:	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total, Grande View</b>			<b>Project Total:</b>	<b>\$21,394.00</b>	<b>\$0.00</b>	<b>\$21,394.00</b>	<b>\$21,394.00</b>	

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

PHA Name: <b>Housing Authority of Allegany County</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MD06P03050203</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>		
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Operations							
HA-Wide Administration							
HA-Wide Nonroutine vacancy prep.							
" Nonroutine PM repairs							
" Appliances							
" Vehicle replacement							
" Demolition (specify location[s])							
MD030-01 Willow Valley							
MD030-2 Grande View	07/01/05		06/01/04	09/30/06		07/01/04	
MD030-3 Scattered Site							
MD030-4 Scattered Site							

**Capital Fund Program Five-Year Action Plan  
Part I: Summary**

PHA Name: <b>Housing Authority of Allegany County</b>					<input checked="" type="checkbox"/>
					<input type="checkbox"/>
Development Number/Name/HA-Wide	Year 1 <b>2003</b>	Work Statement for Year 2 FFY Grant: <b>2004</b> PHA FY:	Work Statement for Year 3 FFY Grant: <b>2005</b> PHA FY:	Work Statement for Year 4 FFY Grant: <b>2006</b> PHA FY:	Woi
XX Y-01, Anywhere Homes	Annual Statement	\$0	\$0	\$0	
XX Y-02, Anywhere Homes		\$0	\$0	\$0	
XX Y-03, Anywhere Homes		\$0	\$0	\$0	
XX Y-04, Anywhere Homes		\$0	\$0	\$0	
XX Y-05, Anywhere Homes		\$0	\$0	\$0	
XX Y-06, Anywhere Homes		\$0	\$0	\$0	
XX Y-07, Anywhere Homes		\$0	\$0	\$0	
XX Y-08, Anywhere Homes		\$0	\$0	\$0	
HA-Wide Physical Activities		\$0	\$0	\$0	
HA-Wide Non-Physical Activities		\$0	\$0	\$0	
HA-Wide Contingency @ X%		\$0	\$0	\$0	
CFP Funds Listed for					
5-year planning		\$0	\$0	\$0	
Replacement Housing					
Factor Funds		\$0	\$0	\$0	

**Capital Fund Program Five-Year Action Plan  
Part I: Summary (Continuation)**

HA Name: <b>Housing Authority of Allegany County</b>					<input checked="" type="checkbox"/>
					<input type="checkbox"/>
Development Number/Name/HA-Wide	Year 1 <b>2003</b>	Work Statement for Year 2 FFY Grant: <b>2004</b> PHA FY:	Work Statement for Year 3 FFY Grant: <b>2005</b> PHA FY:	Work Statement for Year 4 FFY Grant: <b>2006</b> PHA FY:	Woi
XX Y-09, Anywhere Homes		\$0	\$0	\$0	
XX Y-10, Anywhere Homes		\$0	\$0	\$0	
XX Y-11, Anywhere Homes		\$0	\$0	\$0	
XX Y-12, Anywhere Homes		\$0	\$0	\$0	
XX Y-13, Anywhere Homes		\$0	\$0	\$0	
XX Y-14, Anywhere Homes		\$0	\$0	\$0	
XX Y-15, Anywhere Homes		\$0	\$0	\$0	
XX Y-16, Anywhere Homes		\$0	\$0	\$0	
XX Y-17, Anywhere Homes		\$0	\$0	\$0	
XX Y-18, Anywhere Homes		\$0	\$0	\$0	
XX Y-19, Anywhere Homes		\$0	\$0	\$0	
XX Y-20, Anywhere Homes		\$0	\$0	\$0	
XX Y-21, Anywhere Homes		\$0	\$0	\$0	
XX Y-22, Anywhere Homes		\$0	\$0	\$0	
XX Y-23, Anywhere Homes		\$0	\$0	\$0	
XX Y-24, Anywhere Homes		\$0	\$0	\$0	
XX Y-25, Anywhere Homes		\$0	\$0	\$0	
XX Y-26, Anywhere Homes		\$0	\$0	\$0	
XX Y-27, Anywhere Homes		\$0	\$0	\$0	
XX Y-28, Anywhere Homes		\$0	\$0	\$0	

XX Y-29, Anywhere Homes		\$0	\$0	\$0
XX Y-30, Anywhere Homes		\$0	\$0	\$0

\$0

\$0

\$0

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Original 5-Year Plan

Revision No: \_\_\_\_

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Work Statement for Year 5

FFY Grant: **2007**  
PHA FY:

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\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

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\$0

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\$0

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Original 5-Year Plan

Revision No: \_\_\_\_

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Work Statement for Year 5

FFY Grant: **2007**  
PHA FY:

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\$0

\$0

\$0

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

Activities for Year 1  <b>2003</b>	Activities for Year 2 FFY Grant: <b>2004</b> PHA FY:			Activities for Year 3 FFY Grant: <b>2005</b> PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<b>XX Y-01, Anywhere Homes</b>	<b>Site:</b>		<b>XX Y-01, Anywhere Homes</b>	<b>Site:</b>	
		None	\$0	None	None	\$0
		<b>Total Site:</b>	\$0	<b>Total Site:</b>	<b>Total Site:</b>	\$0
		<b>Mechanical and Electrical:</b>		<b>Mechanical and Electrical:</b>	<b>Mechanical and Electrical:</b>	
		None	\$0	None	None	\$0
		<b>Total M&amp;E:</b>	\$0	<b>Total M&amp;E:</b>	<b>Total M&amp;E:</b>	\$0
		<b>Building Exterior:</b>		<b>Building Exterior:</b>	<b>Building Exterior:</b>	
		None	\$0	None	None	\$0
		<b>Total B.E.:</b>	\$0	<b>Total B.E.:</b>	<b>Total B.E.:</b>	\$0
		<b>Dwelling Units:</b>		<b>Dwelling Units:</b>	<b>Dwelling Units:</b>	
		None	\$0	None	None	\$0
		<b>Total DUs:</b>	\$0	<b>Total DUs:</b>	<b>Total DUs:</b>	\$0
		<b>Dwelling Equipment:</b>		<b>Dwelling Equipment:</b>	<b>Dwelling Equipment:</b>	
		None	\$0	None	None	\$0
		<b>Total D.E.:</b>	\$0	<b>Total D.E.:</b>	<b>Total D.E.:</b>	\$0
		<b>Interior Common Areas:</b>		<b>Interior Common Areas:</b>	<b>Interior Common Areas:</b>	
		None	\$0	None	None	\$0
		<b>Total ICAs:</b>	\$0	<b>Total ICAs:</b>	<b>Total ICAs:</b>	\$0
		<b>Site-Wide Facilities:</b>		<b>Site-Wide Facilities:</b>	<b>Site-Wide Facilities:</b>	
		None	\$0	None	None	\$0
<b>Total SWFs:</b>	\$0	<b>Total SWFs:</b>	<b>Total SWFs:</b>	\$0		
<b>Nondwelling Equipment:</b>		<b>Nondwelling Equipment:</b>	<b>Nondwelling Equipment:</b>			
None	\$0	None	None	\$0		
<b>Total NDE:</b>	\$0	<b>Total NDE:</b>	<b>Total NDE:</b>	\$0		
<b>Subtotal of Estimated Cost</b>		<b>\$0</b>	<b>Subtotal of Estimated Cost</b>		<b>\$0</b>	

**Actual Modernization  
Cost Certificate**

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

OMB No. 2577-0044 (exp. 4/30/2004)

OMB No. 2577-0157 (exp. 12/31/99)

Comprehensive Improvement Assistance Program (CIAP)  
Comprehensive Grant Program (CGP)

Public Reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Housing Authority of Allegany County</b>	Modernization Project Number: <b>MD06P03050203</b>
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The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	<b>\$21,394.00</b>
B. Funds Disbursed	<b>\$21,394.00</b>
C. Funds Expended (Actual Modernization Cost)	<b>\$21,394.00</b>
D. Amount to be Recaptured (A-C)	<b>\$0.00</b>
E. Excess of Funds Disbursed (B-C)	<b>\$0.00</b>

2. That all modernization work in connection with the Modernization Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

**X** Executive Director 25-Jun-04

**For HUD Use Only**

<b>The Cost Certificate is approved for audit:</b> Approved for Audit (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	
<b>The audited costs agree with the costs shown above:</b> Verified: (Designated HUD Official)	Date:
<b>X</b>	
Approved: (Director, Office of Public Housing / ONAP Administrator)	Date:
<b>X</b>	