

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

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# PHA Plans

# Housing Authority of the

# City of Frederick

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Frederick

**PHA Number:** MD003

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 322   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 677

**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 (including attachments) are available for public inspection at: (select all that apply)

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

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

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

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

**A. Mission**

- 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**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:

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

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

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

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

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
  - Objectives:

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

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

**Strategic Goal: Implementation of Violence Against Women Act**

- PHA Goal: Implement the Violence Against Women Act  
Objectives:
  - Develop and implement a Violence Against Women Act Policy:
  - Network with agencies that provide direct services to victims of domestic violence, dating violence, and/or stalking:
  - Ensure that participants know their rights under the Violence Against Women Act.

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

**Standard Plan**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The Housing Authority of the City of Frederick has developed this Annual Plan which summarizes its policies and outlines how the organization will work toward the goals set forth in the 5-year plan. The Housing Authority currently operates 322 units of public housing in three (3) family communities, one (1) community for the elderly, and twelve (12) scattered site units. Two (2) public housing communities were recently demolished under the HOPE VI Revitalization Program, with all units being replaced in mixed-income communities on-site and elsewhere in the City. In addition, the Housing Authority provides rent subsidies for over 600 families through its Section 8 Program.

The mission of the Housing Authority of the City of Frederick is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. Goals and objectives for the next five years have been identified in furtherance of this mission. In order to work toward the goal of increasing the availability of decent, safe, and affordable housing, over the next year the Housing Authority will endeavor to expand the supply of assisted housing by applying for any available additional rental vouchers and will explore opportunities with regard to leveraging funding sources to create additional affordable housing. The Housing Authority will also continue to work toward the goal of improving the quality of its assisted housing by improving management thereof and increasing the satisfaction of those that we serve.

The Housing Authority will continue to work toward the goal of promoting self-sufficiency among both public housing and Section 8 families. We will continue to implement the Family Self-Sufficiency Program for public housing and Section 8 families. The Housing Authority will also continue to implement Project ALIVE!, an economic development and self-sufficiency program originally funded through the Economic Development and Supportive Services (EDSS) program, and to be continued under the Resident Opportunities and Self-Sufficiency (ROSS) Program.

The Housing Authority will also continue to work diligently toward the goal of ensuring equal housing opportunity.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Attachments**

##### Required Attachments:

- A Admissions Policy for Deconcentration
- B FY 2008 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C List of Resident Advisory Board Members
- D List of Resident Board Member
- E Community Service Description of Implementation
- F Information on Pet Policy
- G Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

##### Optional Attachments:

- H PHA Management Organizational Chart

- I FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- J Performance and Evaluation Reports
- K Statement of Intent to Use the Project-Based Voucher Program
- L Violence Against Women Act Policy
- M Housing Needs Charts for Site-Based Waiting Lists

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1854	5	4	4	1	3	3
Income >30% but <=50% of AMI	1945	5	4	3	1	2	1
Income >50% but <80% of AMI	1092	3	4	1	1	1	1
Elderly	686	4	2	1	2	1	1
Families with Disabilities	247	5	4	1	4	1	1
African-American	1118	5	5	3	1	3	1
White	4459	4	5	3	1	2	1
Hispanic	268	5	5	3	1	3	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005-2010
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	846		65
Extremely low income <=30% AMI	715	84.5	
Very low income (>30% but <=50% AMI)	118	13.9	
Low income (>50% but <80% AMI)	13	1.5	
Families with children	658	77.8	
Elderly families	53	6.3	
Families with Disabilities	84	9.9	
White	383	47.4	
African-American	411	50.9	
Asian	11	1.4	
Hispanic	37	4.4	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

	# of families	% of total families	Annual Turnover
Waiting list total	312		80
Extremely low income <=30% AMI	280	89.7	
Very low income (>30% but <=50% AMI)	29	9.3	
Low income (>50% but <80% AMI)	3	1	
Families with children	189	60.6	
Elderly families	16	7.1	
Families with Disabilities	57	18.3	
White	134	44.1	
African-American	164	53.9	
Asian	5	1.6	
Hispanic	8	2.6	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	139	44.6	
2 BR	90	28.8	
3 BR	75	24.0	
4 BR	4	1.3	
5 BR	4	1.3	
5+ BR			

## Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

#### (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:**

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

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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

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

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

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

- 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:**

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)  
Participate in State or local programs targeted to persons with disabilities.

**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:**

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	1,502,121	
b) Public Housing Capital Fund	479,494	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,114,800	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	100,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI Revitalization	\$6,000,000	
<b>3. Public Housing Dwelling Rental Income</b>	\$662,019	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>CSAFE Grants</b>	\$37,000	
<b>Total resources</b>	<b>\$14,895,434</b>	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

##### **(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) Based on the number of actual and anticipated vacancies for a particular bedroom size, letters are sent to the first 5 – 10 persons on the waiting list to verify information. Housing Authority also begins the screening process at that time.

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) Credit reports, alcohol abuse, history of irresponsibility

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)

**A. 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 B.

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
Lincoln Apartments MD003002 Phebus Avenue	12/1/04	Black – 68% White – 32% Hispanic – 2%	Black – 73% White – 25% Hispanic – 2%	+5% -7%
Carver Apartments MD003003 Madison Street	12/1.04	Black – 68% White – 28% Hispanic – 2% Asian – 2%	Black – 67% White – 33% Hispanic – 0% Asian – 0%	-1% +5% -2% -2%
Sagner Housing Dev. MD003005 Pa. Ave., Sagner Ct. & Sagner Dr.	12/1/04	Black – 76% White – 22% Hispanic – 1% Asian – 1%	Black – 67% White – 32% Hispanic – 1% Asian – 1%	-9% +9%

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

1. How many site-based waiting lists will the PHA operate in the coming year? 4

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? 3

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)  
Overhoused and underhoused at no more than 1 per 4 admissions.

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, Inaccessibility)
- 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)  
Disabled veterans

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

#### 1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing
- 1 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
- 2 Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 3  Other preference(s) (list below)  
Disabled Veterans

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 yes, list these developments as follows:

## Deconcentration Policy for Covered Developments

Development Name	Number Of Units	Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]	Deconcentration policy (if no explanation)
n/a			

### **B. Section 8**

#### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)  
Name, address and phone number of last two (2) landlords, if known.

#### **(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:

Diligent effort was exerted to find housing; family emergency; illness that affects ability to search; tolling of Request for Tenancy Approval.

**(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)  
Resident Honors Program participants

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

1 Date and Time

Former Federal preferences

- 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
- 3 Veterans and veterans' families
- 2 Residents who live and/or work in your 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
- 4 Other preference(s) (list below)  
Resident Honors Program participants

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:

**(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)  
Section 8 Procedures Manual

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

- Through published notices  
 Other (list below)  
Outreach to relevant community organizations, if applicable.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

**(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)  
Any time there is a change in family composition.
- g.  Yes - No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

**(1) Payment Standards**

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
  - 100% of FMR
  - Above 100% but at or below 110% of FMR
  - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

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

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

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

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

- Annually
- Other (list below)

When voucher holders are increasingly determined ineligible for a unit because their portion of the rent exceeds 40% of monthly adjusted income.

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

### **A. PHA Management Structure**

(select one)

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

**B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	322	70
Section 8 Vouchers	625	60
Section 8 Certificates	0	
Section 8 Mod Rehab	15	2
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	n/a	
Other Federal Programs(list individually)		
ROSS	75	

**C. Management and Maintenance Policies**

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions and Occupancy Policy
  - Preventive Maintenance Plan
  - Statement of Procurement Policy
  - Personnel Manual
- (2) Section 8 Management: (list below)
  - Section 8 Administrative Plan
  - Section 8 Procedures Manual

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

**A. Capital Fund Activities**

**(1) Capital Fund Program Annual Statement**

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B.

-or-

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

**(2) Optional 5-Year Action Plan**

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment I.
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

1. Development name: John Hanson/Taney Apartments
2. Development (project) number: MD003004/MD003001
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Catoctin Ridge Townhomes

Hillcrest Commons Apartments

Catoctin Manor

Frederick Revitalization I

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

### 2. Activity Description

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

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

7. Timeline for activity:
- a. Actual or projected start date of activity:
  - b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Catocin View/Catocin Manor
1b. Development (project) number: MD003006/MD003011
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (06/30/2005)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan

<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 123
7. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development

<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Sagner Housing Development	
1b. Development (project) number: MD003005	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (07/26/2006)	
5. Number of units affected: 8	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

No record of disturbance to neighbors, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety or right to peaceful enjoyment of neighbors.

Owes no money to the Housing Authority of the City of Frederick.

No member of the family has violated Section 8 Family Obligations or committed fraud in any federal assistance program in the five (5) years previous to their application to the Section 8 Homeownership Program.

No member of the family has engaged in drug-related criminal activity or violent criminal activity in the five (5) years previous to their application to the Section 8 Homeownership Program.

No member of the family abuses alcohol in a way that threatens the health, safety or right to peaceful enjoyment of others. Will only be considered for the Section 8 Homeownership Program if the family member can prove successful completion of an alcohol rehabilitation program.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS (Project ALIVE)	75	Waiting list	Family Services Center	Public housing
Family Self-Sufficiency	49	Waiting list	Main Office	Both

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: 09/30/2007)
Public Housing	7	7
Section 8	26	23

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Sagner Apartments  
Carver Apartments

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

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

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

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

All

**C. Coordination between PHA and the police**

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

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

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

All

**D. Additional information as required by PHDEP/PHDEP Plan**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment

Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

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

Attached at Attachment (File name)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: (provide name here)

The City of Frederick

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

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

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

The Consolidated Plan supports the Housing Authority's programs and grant applications, including HOPE VI, ROSS, and Capital Fund programs. CDBG funds have been allocated to provide closing cost assistance to HOPE VI homebuyers, to make certain repairs and improvements to scattered site units, and to purchase houses adjacent to the HOPE VI site which were donated to the HOPE VI project.

### **D. Other Information Required by HUD**

**19. Definition of “Substantial Deviation” and Significant Amendment or Modification**

Substantial Deviation and significant amendment or modification are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners. Any PHA changes to the policies or activities described in the Plan will be subject to a full public hearing and HUD review before implementation. An exception to this definition will be made for any amendments or modifications that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

**20. Resident Assessment Sub-System Follow-up Plan**

The Housing Authority of the City of Frederick’s follow-up plan for improving Resident Service and Satisfaction for FY 2006 is included under Tab 9.

**21. Violence Against Women Act**

The Housing Authority of the City of Frederick has adopted a policy to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). The Housing Authority’s statement regarding the Violence Against Women Act (VAWA) can be found as Attachment L.

In addition:

- A. The following activities, services, or programs are provided by the Housing Authority, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, or stalking

Victims are referred to appropriate organizations in the Frederick community.

- B. The following activities, services, or programs are provided to help child and adults victims of domestic violence, dating violence, or stalking maintain housing.

Victims of the above crimes are given assistance in exercising their rights under VAWA.

- C. The following activities, services, or programs are provided to prevent domestic violence, dating violence, or stalking, or to enhance victim safety in assisted families.

The Housing Authority offers several support groups and training series to encourage and enable residents to take control of their lives. A Trespass Policy is in place, which allows persons who may cause harm to residents to be barred from the property.

**Attachments**

**ATTACHMENT A**

**HOUSING AUTHORITY OF THE CITY OF FREDERICK**

**RESOLUTION #455**

**DECONCENTRATION OF POVERTY**

**WHEREAS,** *The Board of Commissioners of the Housing Authority of the City of Frederick, in compliance with the Quality Housing and Work Responsibility Act of 1998, has examined and compared the incomes of households in its public housing communities; and*

**WHEREAS,** *The Board of Commissioners of the Housing Authority of the City of Frederick, on the basis of this examination, has determined that there is no substantial difference in income levels in said public housing communities; and*

**WHEREAS,** *The Board of Commissioners of the Housing Authority of the City of Frederick has determined that the Housing Authority's admissions policies are not in need of modification with regard to deconcentration at this time; and*

**WHEREAS,** *Income levels in the public housing communities will be reviewed annually and appropriate action taken if necessary to achieve deconcentration of poverty.*

**NOW THEREFORE BE IT RESOLVED:**

*By the Board of Commissioners let this resolution be adopted.*

**DONE THIS 28TH DAY OF SEPTEMBER, 1999  
HOUSING AUTHORITY OF THE CITY OF FREDERICK**

**BY:** \_\_\_\_\_  
**TERESA E. HAM  
SECRETARY/TREASURER**

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350108 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b>  2008
----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------	-----------------------------------------

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no.: \_\_\_)  
 Performance and Evaluation Report for Period Ending: \_\_\_\_\_     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	47,949			
4	1410 Administration	47,949			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	26,500			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	357,096			
11	1465.1 Dwelling Equipment - Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			

17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			

Capital Fund Program Tables Page 1

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350108 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b>  2008
----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------	-----------------------------------------

Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no.: \_\_)  
 Performance and Evaluation Report for Period Ending: \_\_\_\_\_     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines. . . .)	479,494			
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security - Soft Costs	0			
	Amount of line XX Related to Security - Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

N/R - No Revision

Capital Fund Program Tables Page 2

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

PHA Name: Housing Authority of the City of Frederick		Grant Type and Number Capital Fund Program Grant No.: MD06P00350108 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work	
				Original	Revised	Obligated	Expended		
HA-Wide Mgmt. Impr.	Community Initiatives Coordinator	1408	1	32,000					
HA-Wide Mgmt. Impr.	Drug Elimination Activities	1408	-	6,449					
HA-Wide Mgmt. Impr.	Administrative & Maintenance Training	1408	-	2,000					
HA-Wide Mgmt. Impr.	Investigative Services	1408	1	7,500					
HA-Wide Admin.	Director of Physical Services	1410	1	27,811					
HA-Wide Admin.	Modernization Coordinator	1410	1	13,905					
HA-Wide Admin.	Assistant Modernization Coordinator	1410	1	6,233					
Fees & Costs	Advertisement for A/E Services/Siding replacement at Sagner	1430	-	2,000					
Fees & Costs	A/E Services/Siding replacement at Sagner	1430	80 Units	20,000					
Fees & Costs	Printing of specs. & dwgs./siding replacement at Sagner	1430	-	1,500					
Fees & Costs	Building Permit/siding replacement at Sagner	1430	-	1,000					
Fees & Costs	Advertisement/siding replacement at Sagner	1430	-	2,000					
MD06003003/Phy.Imp.	Central air conditioning installation	1460	43 Units	171,868					
MD06003005/Phy Imp.	Replace siding on all buildings	1460	80 Units	185,228					



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

Authority of the City of Frederick	Grant Type and Number Capital Fund Program Grant No.: MD06P00350108 Replacement Housing Factor Grant No.:						Federal FY
Activity Name/HA- de Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Ta
	Original	Revised	Actual	Original	Revised	Actual	
nt. Improvements	09/30/10			09/30/12			
Administration	09/30/10			09/30/12			
	09/30/10			09/30/12			

Attachment "C"

## SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT

The Section 8 Homeownership Program of the Housing Authority of the City of Frederick has established a minimum homeowner downpayment requirement of at least 3 percent of the purchase price of the home, at least 1 percent of which must come from the family's resources.

## PET POLICY

The Housing Authority of the City of Frederick has established this policy with regard to pet ownership by residents of its public housing communities. Pets are only allowed in full compliance with this policy. Violation of the Housing Authority pet policy will be grounds for termination of lease. However, the provisions of this policy do not apply to animals that are used to assist persons with disabilities.

## REGISTRATION AND APPROVAL OF PET

- A. All pets must be registered with the Housing Authority of the City of Frederick before being brought to reside in the development. The registration must include:
  - 1. A notarized statement naming the person(s) accepting responsibility for the care of the pet in case of owner's illness, hospitalization, or other emergencies when owner is absent.
  - 2. Proof of current license. Every dog and cat must have a City animal license and a valid rabies tag and must wear a tag bearing the owner's name, address, and telephone number.
  - 3. A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable state and local law.
  - 4. A color photograph of each pet is required and shall be retained by the Housing Authority. (No smaller than 3x5).
  - 5. Proof of spaying or neutering.
- B. Residents shall pay a deposit in advance or on the acceptance of said pet in the amount of \$200.00 for each dog and \$150.00 for each cat. This deposit will be deposited in an escrow account and is refundable if no damage is done as verified by the Housing Authority, after the Resident disposes of the pet or moves.
- C. Ownership of pets is subject to the following limitations
  - 1. Limit of one (1) dog or one (1) cat per household.
    - a. Dog not to exceed forty (40) pounds in weight and eighteen (18) inches at shoulder height at full growth. These limitations shall be verified annually or at any time evidence indicates a pet has exceeded these limitations.
    - b. Cats - Domesticated
  - 2. No vicious or intimidating pets will be permitted. Breeds of dogs specifically prohibited under this paragraph are Pit Bulls and Rottweilers.
- D. In order to qualify to obtain a pet under this policy, resident must have a history of responsible tenancy. For this purpose, history of responsible tenancy shall be defined as: good or better ratings on housekeeping inspections in the past year,

with no referrals for a housekeeping inspection; no record in past year of disturbances to neighbors, problems with trash removal, or failure to supervise children; and not more than 3 instances of late payment of rent in past year.

E. The Housing Authority reserves the right to refuse a pet if:

1. The pet is NOT a common household pet.
2. The keeping of the pet will violate any rule set forth in this policy.
3. The presence of the pet will constitute a serious threat to another resident of the development.

F. Additional requirements related to the pet

1. Each dog and cat must be on a leash or in a pet carrier and under full control by their owners anytime they are outside the owner's apartment. Leash must be not longer than four (4) feet. Pets are not allowed on elevators unless no one on the elevator objects to their presence. Non-pet owners shall always have priority use of the elevator.
2. All female dogs and cats shall be spayed and all male dogs and cats neutered. Exceptions may be granted only upon medical certification that permanent harm may result from this procedure.
3. All cats must be declawed or have a scratching post.
4. All fur bearing pets must wear flea collars at all times or provide proof that the pet has had preventive flea treatment on a regular basis as recommended by a veterinarian. This rule must be adhered to for the protection of non-pet residents.
5. Pet owner shall pay a monthly pet fee in the amount of \$10 for a dog and \$5 for a cat. Said pet fees shall be deemed additional rent and collected as such.

## II. OBLIGATIONS OF PET OWNER

A. Every pet must be re-registered annually with the Housing Authority Management Office at the time of the family's reexamination. Registration requires the following:

1. Proof of current license.
2. Recent photograph of pet (no smaller than 3" x 5").
3. Proof of inoculations received in the previous year.

- B. Residents must display a pet sticker, provided by Management, on the entry door of his or her unit, and on the collar of the pet in a readily visible location.
- C. No pets shall be tied up on the outside of the building or left unattended, at any time on Housing Authority property.
- D. No dog houses will be allowed on the premises. Residents shall not alter their unit to create an enclosure for an animal.
- E. At no time will pets be allowed in the lobbies, community rooms, laundry rooms, basements, and day care centers, except when leaving or entering the building.

- F. Residents are responsible for all damages caused by their pets and by signing this policy accept all liability of the pet. The pet owner is responsible for covering both public liability and bodily injury that may be caused by their pet. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Housing Authority reserves the right to exterminate and charge the resident.
- G. Residents are responsible for complying with all local, state and federal laws and regulations governing the possession of their pets.
- H. RESIDENT'S PET SHALL NOT INTERFERE WITH THE AUTHORITY'S RESPONSIBILITIES OR OPERATIONS INCLUDING MAINTENANCE AND EXTERMINATION. Residents accept that if pet becomes vicious to a point which threatens the safety of a Housing Authority employee, it may be sprayed with mace for protection of the employee.

### III. CARE AND MAINTENANCE OF PET

- A. Dogs and cats shall not be permitted to excrete anywhere in the building (other than cats using a litter box in residents apartments). Pet owners shall be responsible for immediately removing feces dropped anywhere in the building or on the grounds.
  - 1. Waste must be placed in a sealed bag, tied securely and deposited in the designated trash receptacle.
  - 2. Residents owning a cat must provide a litter box for their cat, and it shall be cleaned on a daily basis, disposing of feces in a proper manner.
  - 3. AT NO TIME WILL PET WASTE BE PLACED IN TRASH CHUTES OR IN TOILETS.
- B. Residents shall take adequate precautions to ensure that the pet and its living quarters are at all times maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
- C. If pets are left unattended and are creating a nuisance or appear to be uncared for or otherwise unhealthy the Housing Authority may enter to remove the pet and transfer it to the proper Authorities subject to the provisions of Chapter 3 of THE CODE of the City of Frederick, Maryland (1966 Edition as it has been amended and revised). The Housing Authority accepts no responsibilities for pets so removed.
- D. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this paragraph include, but shall not be limited to:
  - 1. Personal injury or property damage caused by the pet.
  - 2. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for 2 hour or more to the disturbance of any person at any time of day or night.
  - 3. Pets outside the unit who are not under the complete control of a responsible human companion, and on a hand-held leash or in a pet carrier.
  - 4. Animals who relieve themselves on walls or floors of common areas.
  - 5. Animals who exhibit aggressive or vicious behavior.

6. Pets who are conspicuously unclean or parasite-infested.

E. If pet poses a nuisance as stated above, which is deemed to interfere with the peaceful enjoyment of the premises by other residents, owner will remove the pet from the premises if Management so requests within ten (10) days.

#### IV. HEALTH THREATS AND EMERGENCY SITUATIONS

##### A. Health threats to other residents

1. The Housing Authority will not permit the presence of a common household pet to constitute a serious threat to the health of a resident or any member of his or her family. A pet will be deemed to constitute a serious threat to the health of an individual only if the individual (or his/her parent or guardian) has filed with the Housing Authority a certificate signed by a licensed physician indicating that exposure to the pet will cause an allergic reaction that will constitute such a threat to the individual. The certificate must describe the type of exposure (such as direct contact or presence in the same room, elevator or common area), duration of exposure, the types or groups of animals (such as long-haired, fur-bearing animals) or any other information relevant to ascertaining the nature and extent of the circumstances that will cause such a reaction.
2. The Housing Authority will take reasonable measures to ensure that the presence of a pet does not constitute such a threat. These measures may include designating buildings, floors of buildings, or sections of buildings as no-pet areas and may include steps such as requiring residents to move to suitable alternative dwelling units within the development restricting the presence of the pet or types of pets in hallways, elevators and common areas.

##### B. Emergencies

If a pet becomes vicious, displays symptoms of severe illness or demonstrates other behavior that constitutes an immediate threat to health or safety of the residents as a whole, the Housing Authority may request the pet owner to immediately remove the pet from the housing development. If the pet owner refuses to remove the pet or if the Housing Authority is unable to contact the pet owner, the Housing Authority may contact the appropriate State or local authority to have the pet immediately removed from the development.

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Housing Authority may contact the responsible party listed in the pet registration. If attempt has been made to contact the responsible party, but the party is either unwilling or unable to care for the pet, the Housing Authority may contact the appropriate State or local authority authorized to remove a pet under these circumstances.

#### V. OTHER RESTRICTIONS

- A. Pets other than those permitted in accordance with this pet policy and the lease shall not be permitted anywhere on the property. No guest will be allowed to bring pets on the premises. Residents will not be allowed to pet sit or house a pet without fully complying with this policy.
- B. Residents shall not feed any stray animals. The feeding or keeping of stray or un-registered animals shall constitute having a pet without permission of the Housing Authority.
- C. Residents may have one (1) aquarium of fish or one (1) cage containing no more than two (2) birds by simply registering same with the Housing Authority office.

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

*Mission: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.*

Goals:

- I. Expand the supply of assisted housing.
  - The number of Section 8 vouchers under lease has been increased by 60% over the 5-year period.
  - Ten (10) 5-bedroom units at Sagner were converted to twenty (20) 2-bedroom units.
  - The HOPE VI project will replace all public housing units and add an additional 79 LIHTC units.
  
- II. Improve the quality of assisted housing.
  - Ongoing efforts are being made to increase PHAS and SEMAP scores. The HACF received high performer ratings under both programs for the fiscal year ending 3/31/2004.
  - A Resident Services office, a Community Outreach office and a HOPE VI office have been developed to provide better services to residents and increase customer satisfaction.
  - Efforts have been concentrated specifically on improving the down time and occupancy aspects of unit turnarounds.
  - 43 units at the Sagner public housing community were comprehensively renovated over the 5-year period.
  - HOPE VI grant application for John Hanson and Taney apartments was approved by HUD. John Hanson and Taney Apartments have been demolished and new replacement housing is being constructed at various sites in the City.
  
- III. Increase assisted housing choices
  - Voucher mobility counseling is provided at all voucher briefing sessions. Voucher holders are counseled individually if they are interested in moving to another unit.
  - The Section 8 Coordinator continues the outreach program to managers of the rental communities and property owners in Frederick and has spoken at meetings regarding the Section 8 program.
  - The HACF will add LIHTC units to its portfolio of assisted housing opportunities.
  
- IV. Provide an improved living environment
  - Security cameras have been installed at three (3) public housing communities in locations where drug activity was prevalent.
  - A full-time Community Initiatives Coordinator is working with residents to implement resident patrols in the public housing communities.
  - The Trespass Policy has been revised to better enable the police and the Authority to control the presence of non-residents in the public housing communities.
  
- V. Promote self-sufficiency and asset development of assisted households.
  - The Housing Authority provides supportive services through the ROSS grant, as well as coordinating with local agencies to provide additional services for public housing residents.
  - HOPE VI Case Managers have been hired to provide intensive case management to relocates. Over \$10 million in supportive services, job training, educational services and employment opportunities was pledged.
  
- VI. Ensure Equal Opportunity in Housing for all Americans
  - The Housing Authority has established relationships with local advocacy groups to assist in locating accessible housing for Section 8 voucher holders in need of accessible units. In all public housing communities at least 5% of units are barrier-free and 2% of units are equipped for the hearing impaired.

## RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD

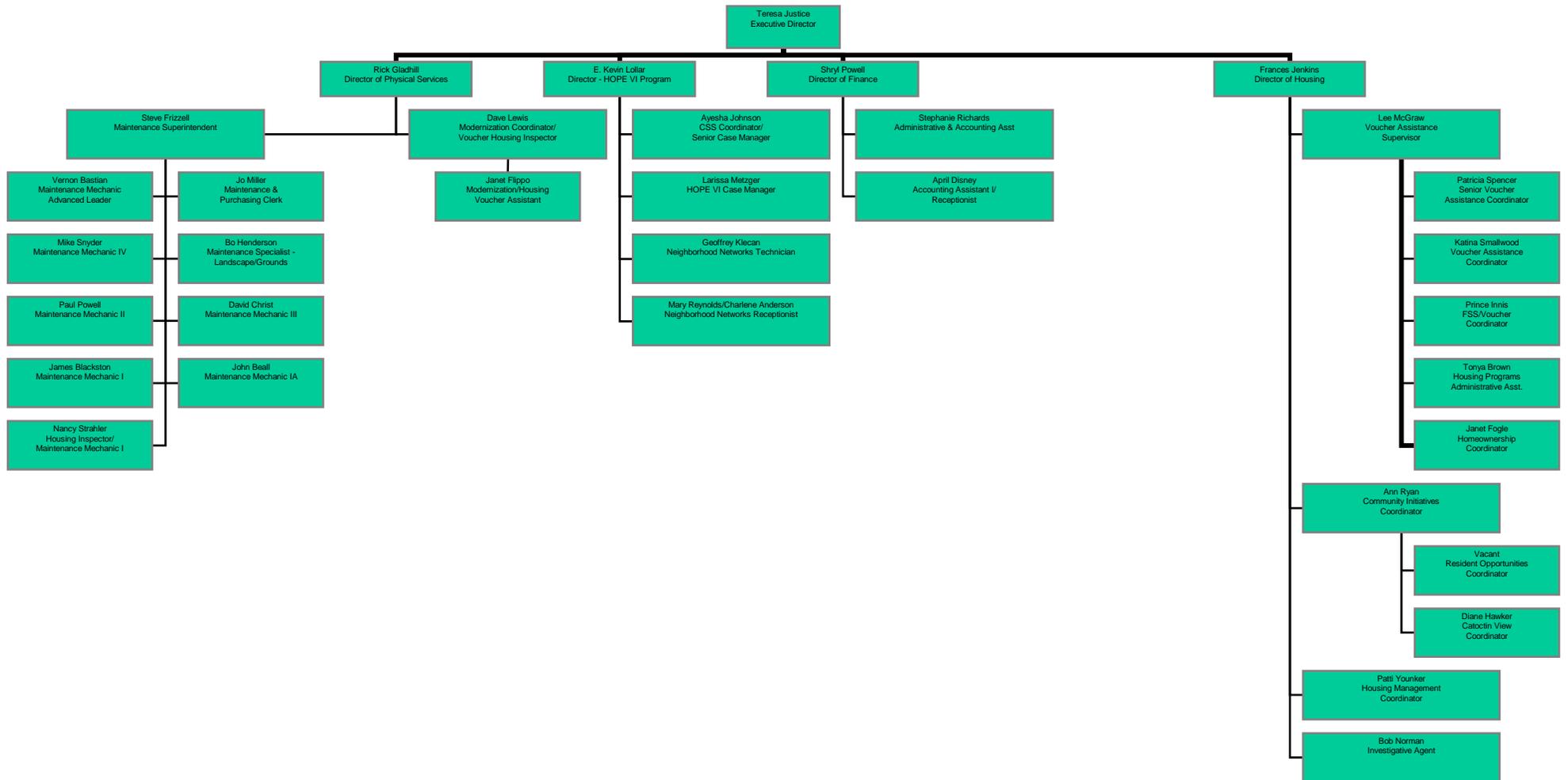
The resident member of the Housing Authority of the City of Frederick's Board of Commissioners is Janice Dorsey. She was selected by appointment of the Mayor. Her initial term of appointment is August 7, 1998 to August 6, 2003. She was reappointed and her current term of appointment is September 4, 2003 to September 4, 2008.

## MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Current members of the Resident Advisory Board are:

Tammy Jackson  
Brenda Tillery  
Judith Lucas  
Dina Naylor  
Emetta Smallwood  
Janice Dorsey  
Jacqueline White  
Janie Neiswender  
Marie Davis  
Amy Franklin  
Tonya Brown  
Debra Woodyard  
Wanda Lynch  
Shelby Harris  
Emily Neissner

Attachment "H"  
Housing Authority of the City of Frederick  
Organizational Chart



ATTACHMENT "I"

Capital Fund Program Five-Year Action Plan  
**Part 1: Summary**

HA Name: Housing Authority of the City of Frederick						<input checked="" type="checkbox"/> Original 5-Year Plan _____ Revision No: _____
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <u>2009</u> PHA FY: <u>2009</u>	Work Statement for Year 3 FFY Grant: <u>2010</u> PHA FY: <u>2010</u>	Work Statement for Year 4 FFY Grant: <u>2011</u> PHA FY: <u>2011</u>	Work Statement for Year 5 FFY Grant: <u>2012</u> PHA FY: <u>2012</u>	
	Annual Statement					
MD06003005/Sagner		\$244,772	0	0	0	
MD06003003/Carver		\$138,824	\$110,000	0	0	
MD06003009/Scattered Sites		0	\$190,000	0	0	
MD06003002/Lincoln		0	\$83,596	0	0	
MD06003006/Catoctin View		0	0	\$383,596	\$383,596	
HA-Wide		\$95,898	\$95,898	\$95,898	\$95,898	
CFP Funds Listed for 5 year planning		\$479,494	\$479,494	\$479,494	\$479,494	
Replacement Housing Factor Funds						

form HUD-50075-SA (04/30/2003)

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

Activities for Year 1	Activities for Year: <u>  2  </u> FFY Grant: <u>2009</u> PHA FY: <u>2009</u>			Activities for Year: <u>  3  </u> FFY Grant: <u>2010</u> PHA FY: <u>2010</u>			
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost	
<b>See Annual Statement</b>	MD06003005/Sagner	Bldg. Improvements- Siding replacement	\$244,727	MD06003003/Carver	Bldg. Improvements/ Replace Roofs	\$100,000	
	Subtotal		\$244,772		Fees & Costs	\$10,000	
				Subtotal		\$110,000	
	MD06003003/Carver	Site Improvements - Sidewalks/fencing, etc.,	\$90,000				
		System Improvements - HVAC, etc.,	\$40,000	MD06003009/Scattered Sites	Bldg. Improvements- Roofs flooring, windows, etc.,	\$170,000	
		Fees & Costs	\$8,824		Fees & Costs	\$20,000	
	Subtotal		\$138,824	Subtotal		\$190,000	
	HA-Wide	Salaries/Mgmt. Impr.	\$39,500	MD06003002/Lincoln	Site Improvements - install railings, etc.,	\$80,000	
		Salaries/Admin.	\$47,949		Fees & Costs	\$3,596	
		Staff Training	\$2,000	Subtotal		\$83,596	
		Drug Elimination	\$6,449				
	Subtotal		\$95,898	HA-Wide	Salaries/Mgmt. Impr.	\$39,500	
					Salaries/Admin.	\$47,949	
					Staff Training	\$2,000	
					Drug Elimination	\$6,449	
				Subtotal		\$95,898	
		<b>Total CFP Estimated Cost</b>		\$479,494			\$479,494

form HUD-50075-SA (04/30/2003)



Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <u>2009</u> PHA FY: <u>2009</u>	Work Statement for Year 3 FFY Grant: <u>2010</u> PHA FY: <u>2010</u>	Work Statement for Year 4 FFY Grant: <u>2011</u> PHA FY: <u>2011</u>	Work Statement for Year 5 FFY Grant: <u>2012</u> PHA FY: <u>2012</u>
	Annual Statement				
MD06003005/Sagner		\$244,772	0	0	0
MD06003003/Carver		\$138,824	\$110,000	0	0
MD06003009/Scattered Sites		0	\$190,000	0	0
MD06003002/Lincoln		0	\$83,596	0	0
MD06003006/Catoctin View		0	0	\$383,596	\$383,596
HA-Wide		\$95,898	\$95,898	\$95,898	\$95,898
CFP Funds Listed for 5 year planning		\$479,494	\$479,494	\$479,494	\$479,494
Replacement Housing Factor Funds					

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350104 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2004
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no.: \_\_\_\_)  
 Performance and Evaluation Report for Period Ending: \_\_\_\_\_  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	73,772	N/R	73,772	73,772
4	1410 Administration	73,772	N/R	73,772	73,772
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	76,147	N/R	76,147	76,147
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	66,231	N/R	66,231	66,231
10	1460 Dwelling Structures	395,650	N/R	395,650	395,650
11	1465.1 Dwelling Equipment - Nonexpendable	5,590	N/R	5,590	5,590
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	46,560	N/R	46,560	46,560
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0

17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0

Capital Fund Program Tables Page 1

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Frederick		<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350104 Replacement Housing Factor Grant No.:		<b>Federal FY of Grant:</b> 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no.: <input type="text"/> ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="text"/> <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 - 20)	737,722	737,722	737,722	737,722
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security - Soft Costs	0	0	0	0
25	Amount of line 21 Related to Security - Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

Capital Fund Program Tables Page 2

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350104 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2004
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work
				Original	Revised	Obligated	Expended	
HA Wide Manage. Imp.	Housing Inspector	1408	1	15,000	N/R	15,000	15,000	
HA Wide Manage. Imp.	Community Initiatives Coordinator	1408	1	40,000	N/R	40,000	40,000	
HA Wide Manage. Imp.	Administrative & Maintenance Training	1408	-	5,000	N/R	5,000	5,000	
HA Wide Manage. Imp.	Drug Elimination Activities	1408	-	9,581	N/R	9,581	9,581	
HA Wide Manage. Imp.	Investigative Services	1408	-	4,191	N/R	4,191	4,191	
HA Wide Administration	Director of Physical Services	1410	1	30,875	N/R	30,875	30,875	
HA Wide Administration	Modernization Coordinator	1410	1	30,688	N/R	30,688	30,688	
HA Wide Administration	Assistant Modernization Coordinator	1410	1	12,029	N/R	12,029	12,029	
HA Wide Administration	Legal Fees - Sagner Phase VII	1410	-	180	N/R	180	180	
Fees & Costs	Advertisement for A/E Services/Lincoln Physical Improvements	1430	-	3,040	N/R	3,040	3,040	
Fees & Costs	Testing for Asbestos for A/E Services/Lincoln Physical Improvements.	1430	3 Roofs	710	N/R	710	710	
Fees & Costs	Printing of specs. & dwgs. (Lincoln Bldg. Impr.)	1430	-	839	N/R	839	839	
Fees & Costs	Building Permit/Lincoln Bldg. Improvements	1430	-	1,091	N/R	1,091	1,091	
Fees & Costs	Advertisement for Lincoln Bldg. Improvements	1430	-	1,047	N/R	1,047	1,047	
Fees & Costs	Historic Preservation Commission Application/Lincoln Bldg. Improvements	1430	-	250	N/R	250	250	
Fees & Costs	Advertisement for A/E Services Sagner Phase IX	1430	-	0	0	0	0	
Fees & Costs	Printing of specs. & dwgs. (Sagner Renovations	1430	-	0	0	0	0	

	Phase IX)								
Fees & Costs	Building Permit/Sagner Renovations (Phase IX)		1430	-	0	0	0	0	
Fees & Costs	Advertisement/Sagner Renovations (Phase IX)		1430	-	0	0	0	0	
Fees & Costs	A/E fees for Sagner Renovations (Phase IX)		1430	-	0	0	0	0	

Capital Fund Program Tables Page 3

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Housing Authority of the City of Frederick		<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350104 Replacement Housing Factor Grant No.:					<b>Federal FY of Grant:</b> 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work
					Original	Revised	Obligated	Expended	
Fees & Costs	Notice of no significant impact & release of funds		1430	-	297	N/R	297	297	
Fees & Costs	Advertisement for A/E Services - Catoclin View Architectural Renovation Study		1430	-	1,735	N/R	1,735	1,735	
Fees & Costs	Printing of Dwgs. - Catoclin View Architectural Renovation Study		1430	-	150	N/R	150	150	
Fees & Costs	A/E Fees for Catoclin View Architectural Renovation Study		1430	-	66,988	N/R	66,988	66,988	
MD06003005/Phy. Imp.	Complete Renovations to site (Phase VIII)		1450	7 units	66,231	N/R	66,231	66,231	
MD06003002/Phy. Imp.	Replace 1 Roof & Partial payment of 2 <sup>nd</sup>		1460	1	150,515	N/R	150,515	150,515	
MD06003005/Phy. Imp.	Complete Renovations within apartments (Phase VIII)		1460	7 units	245,135	N/R	245,135	245,135	
MD06003005/Phy. Imp.	Purchase kitchen appliances/Ref. & Ranges (Phase VIII)		1465.1	7	5,590	N/R	5,590	5,590	
MD06003005/Phy. Imp.	Perform demolition to apartments (Phase VIII)		1485	7 units	46,560	N/R	46,560	46,560	
MD06003005/Phy. Imp.	Resident Relocation		1495.1	7 units	0	N/R	0	0	



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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350104 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2004
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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	
MD06003005/Physical Improvements	09/13/06		12/06/05	09/13/08		03/31/06	
HA-Wide Management Improvements	09/13/06		08/31/06	09/13/08		10/31/07	
HA-Wide Administration	09/13/06		02/07/05	09/13/08		08/30/05	
Fees & Costs	09/13/06		06/30/06	09/13/08		07/31/06	
MD06003002/Physical Improvements	09/13/06		08/10/06	09/13/08		07/31/07	

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350105 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2005
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no.: 4)  
 Performance and Evaluation Report for Period Ending: 09/30/07     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	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	117,671	N/R	117,671	82,276
4	1410 Administration	77,671	N/R	77,671	77,671
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	79,413	78,029	78,029	70,737
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	501,964	503,348	503,348	446,300
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350105 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2005
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no.: 4)  
 Performance and Evaluation Report for Period Ending: 09/30/07     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 - 20)	776,719	776,719	776,719	676,984
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security - Soft Costs	0	0	0	0
25	Amount of line 21 Related to Security - Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

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

## Part II: Supporting Pages

PHA Name: Housing Authority of the City of Frederick			Grant Type and Number Capital Fund Program Grant No.: MD06 P00350105 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work	
					Original	Revised	Obligated	Expended		
HA Wide Manage. Imp.	Housing Inspector		1408	1	15,000	N/R	15,000	15,000		
HA Wide Manage. Imp.	Community Initiatives Coordinator		1408	1	40,000	N/R	40,000	40,000		
HA Wide Manage. Imp.	Administrative & Maintenance Training		1408	-	5,000	N/R	5,000	5,000		
HA Wide Manage. Imp.	Drug Elimination Activities		1408	-	10,000	N/R	10,000	0		
HA Wide Manage. Imp.	Investigative Services		1408	-	7,671	N/R	7,671	7,671		
HA Wide Manage. Imp.	Conversion of files to digital (equipment/manpower)		1408	-	40,000	N/R	40,000	14,605		
HA Wide Administration	Director of Physical Services		1410	1	34,952	N/R	34,952	34,952		
HA Wide Administration	Modernization Coordinator		1410	1	27,185	N/R	27,185	27,185		
HA Wide Administration	Purchase Computer/Asst. Mod. Coordinator		1410	1	297	N/R	297	297		
HA Wide Administration	Purchase Office Supplies (Mod. Dept.)		1410	-	220	N/R	220	220		
HA Wide Administration	Assistant Modernization Coordinator		1410	1	15,017	N/R	15,017	15,017		
Fees & Costs	Printing of specs. & dwgs. (Sagner Renovations)		1430	-	0	0	0	0		
Fees & Costs	Building Permit/Sagner Renovations		1430	1	0	0	0	0		
Fees & Costs	Advertisement for Sagner Renovations		1430	-	0	0	0	0		
Fees & Costs	A/E fees for Sagner Renovations		1430	-	0	0	0	0		
Fees & Costs	A/E fees for Lincoln Physical Improvements		1430	-	46,050	N/R	46,050	38,758		
Fees & Costs	Advertisement for A/E Services - Physical Needs Assessment Surveys		1430	-	1,386	N/R	1,386	1,386		
Fees & Costs	Perform Physical Needs Assessment Survey at Lincoln Apartments		1430	-	5,396	5,155	5,155	5,155		

Fees & Costs	Perform Physical Needs Assessment Survey at Carver Apartments		1430	-	5,571	5,330	5,330	5,330	
Fees & Costs	Perform Physical Needs Assessment Survey at Sagner Apartments		1430	-	7,102	6,835	6,835	6,835	

Capital Fund Program Tables Page 3

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350105 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2005
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work
				Original	Revised	Obligated	Expended	
Fees & Costs	Perform Physical Needs Assessment Survey at Catocin View Apartments	1430	-	6,159	5,902	5,902	5,902	
Fees & Costs	Perform Physical Needs Assessment Survey at Scattered Site Units	1430	-	7,749	7,371	7,371	7,371	
Fees & Costs	Perform Energy Audit at Lincoln, Carver, Sagner, Catocin View and Scattered Sites	1430	-	0	0	0	0	
MD06003005/Phy. Imp.	Complete Renovations to site	1450	7 units	0	0	0	0	
MD06003005/Phy. Imp.	Complete Renovations within apartments	1460	7 units	0	0	0	0	
MD06003002/Phy. Imp	Replace 1 Roof (Partial Payment See FY 2004)	1460	1	41,024	N/R	41,024	41,024	
MD06003002/Phy. Imp	Building Improvements - Replace windows, siding, soffit, fascia, gutters & downspouts	1460	50 units	460,940	462,324	462,324	405,276	
MD06003002/Phy. Imp	Installation of bathroom exhaust fans	1460	50 units	0	N/R	0	0	
MD06003005/Phy. Imp.	Purchase kitchen appliances/Ref. & Ranges	1465.1	7	0	0	0	0	
MD06003005/Phy. Imp.	Perform demolition to apartments	1485	7 units	0	0	0	0	
MD06003005/Phy. Imp.	Resident Relocation	1495.1	7 units	0	0	0	0	

Capital Fund Program Tables Page 4

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

<b>PHA Name:</b> Housing Authority of the City of Frederick		<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06 P00350105 Replacement Housing Factor Grant No.:					<b>Federal FY of Grant:</b> 2005
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	
MD06003005/Physical Improvements	08/17/07	-	-	08/17/09	-	-	Removed - Budget Revision #1
HA-Wide Management Improvements	08/17/07		08/15/07	08/17/09			
HA-Wide Administration	08/17/07		06/30/06	08/17/09		08/31/06	
Fees & Costs	08/17/07		10/11/06	08/17/09			
MD06003002/Physical Improvements	08/17/07		09/30/06	08/17/09			

Capital Fund Program Tables Page 5

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

<b>PHA Name:</b>	<b>Grant Type and Number</b>	<b>Federal FY of Grant:</b>
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Housing Authority of the City of Frederick	Capital Fund Program Grant No.: MD06P00350106 Replacement Housing Factor Grant No.:	2006
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no.: 4)  
 Performance and Evaluation Report for Period Ending: 09/30/07     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	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	83,184	N/R	78,184	78,184
4	1410 Administration	88,055	N/R	88,055	88,055
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	46,449	61,485	20,768	9,665
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	23,850	23,850	23,850	23,850
10	1460 Dwelling Structures	479,292	464,256	167,372	26,772
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0

**Annual Statement/Performance and Evaluation Report**

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350106 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b>  2006
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no.: 4)  
 Performance and Evaluation Report for Period Ending: 09/30/07  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 - 20)	720,830	720,830	378,229	226,526
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	9,400	N/R	9,400	9,400
24	Amount of line 21 Related to Security - Soft Costs	0	0	0	0
25	Amount of line 21 Related to Security - Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation	0	0	0	0

N/R - No Revision

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

PHA Name: Housing Authority of the City of Frederick		Grant Type and Number Capital Fund Program Grant No.: MD06P00350106 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work	
				Original	Revised	Obligated	Expended		
HA-Wide Mgmt. Impr.	Housing Inspector	1408	1	24,210	N/R	24,210	24,210		
HA-Wide Mgmt. Impr.	Community Initiatives Coordinator	1408	1	30,310	N/R	30,310	30,310		
HA-Wide Mgmt. Impr.	Admin. & Maint. Training	1408	-	4,254	N/R	4,254	4,254		
HA-Wide Mgmt. Impr.	Drug Elimination Activities	1408	-	5,000	N/R	0	0		
HA-Wide Mgmt. Impr.	Investigative Services	1408	1	19,410	N/R	19,410	19,410		
HA-Wide Admin.	Director of Physical Services	1410	1	40,775	N/R	40,775	40,775		
HA-Wide Admin.	Modernization Coordinator	1410	1	32,525	N/R	32,525	32,525		
HA-Wide Admin.	Assistant Modernization Coordinator	1410	1	14,755	N/R	14,755	14,755		
Fees & Costs	Advertisement for A/E Services/Lincoln Roof Replacement (Bldg. #1)	1430	-	556	N/R	556	556		
Fees & Costs	A/E Fees/Lincoln roof Replacement (Bldg. #1)	1430	-	18,060	N/R	18,060	7,740		
Fees & Costs	Printing of specs. & dwgs/Lincoln Roof Replacement (Bldg. #1)	1430	-	38	N/R	38	38		
Fees & Costs	Building Permit/Lincoln Roof Repl. (Bldg. #1)	1430	-	32	N/R	32	32		
Fees & Costs	Advertisement/Lincoln Roof Repl. (Bldg. #1)	1430	-	480	N/R	480	480		
Fees & Costs	Legal Fees-Replacement of Lincoln Roofs	1430	2	438	474	474	474		
Fees & Costs	Advertisement for A/E Services/Carver Siding & Exterior Lighting Replacement	1430	-	2,000	N/R	783	0		
Fees & Costs	A/E Fees/Carver Siding & Exterior Lighting Replacement	1430	60 Units	20,000	35,000	0	0		

Fees & Costs	Printing of specs. & dwgs/Carver Siding & Exterior Lighting Replacement		1430	-	1,500	N/R	0	0	
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**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350106 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b> 2006
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work
				Original	Revised	Obligated	Expended	
Fees & Costs	Building Permit/Carver Siding & Exterior Lighting Replacement	1430	-	1,000	N/R	0	0	
Fees & Costs	Advertisement/Carver Siding & Exterior Lighting Replacement	1430	-	2,000	N/R	0	0	
Fees & Costs	Printing of Specs. & Dwgs./Patio, Sidewalks & Trash Pad Projects	1430	-	20	N/R	20	20	
Fees & Costs	Notice of No Significant Impact & Release of funds	1430	-	325	N/R	325	325	
MD06003006/F&C	Printing of specs. & dwgs.	1430	-	0	0	0	0	
MD06003006/F&C	Bldg. Permit/CV Renovations	1430	1	0	0	0	0	
MD06003006/F&C	Advertisement/Renovations	1430	-	0	0	0	0	
MD06003006/F&C	A/E fees/CV Renovations	1430	-	0	0	0	0	
MD06003002/Phy. Imp.	Replace Section of Perimeter Fence	1450	-	5,850	N/R	5,850	5,850	
MD06003003/Phy. Imp.	Install Patio & Sidewalks (HDP & Trash Disposal)	1450	-	12,800	N/R	12,800	12,800	
MD06003005/Phy. Imp.	Install concrete trash pad w/sidewalk	1450	-	5,200	N/R	5,200	5,200	
MD06003006/Phy. Imp.	Complete site renovations	1450	-	0	0	0	0	
MD06003002/Phy. Imp.	Bldg. Impr./Repl. Windows, siding, soffit, fascia, gutters & downspouts	1460	50 Units	88,000	91,153	90,640	0	
MD06003002/Phy. Imp.	Installation of bathroom exhaust fans	1460	50 Units	30,000	N/R	0	0	
MD06003002/Phy. Imp.	Replace 1 roof (Bldg. #1)	1460	1	50,000	58,795	49,960	0	

MD06003003/Phy.Imp	Installation of bathroom exhaust fans		1460	60 Units	24,933	0	0	0	
MD06003003/Phy.Imp	Replace/Repair roof at HACF office		1460	-	17,564	N/R	17,564	17,564	
MD06003003/Phy.Imp	Repl. siding & Exterior Lighting on all buildings		1460	60 Units	259,587	257,536	0	0	

Capital Fund Program Tables Page 4

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Housing Authority of the City of Frederick			<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350106 Replacement Housing Factor Grant No.:				<b>Federal FY of Grant:</b> 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work
					Original	Revised	Obligated	Expended	
MD06003006/Phy.Imp	Complete Apt. Renovations		1460	8 Units	0	0	0	0	
MD06003009/Phy.Imp	Replace flooring in 2 units		1460	2 Units	9,208	N/R	9,208	9,208	
MD06003006/Phy.Imp	Purchase kitchen appliances		1465.1	8	0	0	0	0	
MD06003006/Phy.Imp	Perform demo. In apts		1485	8	0	0	0	0	
MD06003006/Phy.Imp	Resident Relocation		1495.1	8	0	0	0	0	

Capital Fund Program Tables Page 5

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

<b>PHA Name:</b> Housing Authority of the City of Frederick		<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350106 Replacement Housing Factor Grant No.:					<b>Federal FY of Grant:</b> 2006
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	
MD06003006/Phys. Improvements	07/17/08	-	-	07/17/10	-	-	Removed - Budget Revision #1
HA-Wide Mgmt. Improvements	07/17/08			07/17/10			
HA-Wide Administration	07/17/08		07/17/06	07/17/10		09/30/07	
Fees & Costs	07/17/08			07/17/10			
MD06003002/Phys. Improvements	07/17/08			07/17/10			
MD06003003/Phys. Improvements	07/17/08			07/17/10			
MD06003005/Phys. Improvements	07/17/08		03/14/07	07/17/10		08/31/07	
MD06003009/Phys. Improvements	07/17/08		03/19/07	07/17/10		08/31/07	

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350107 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b>  2007
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Original Annual Statement    Reserve for Disasters/Emergencies    Revised Annual Statement (revision no.: 1)  
 Performance and Evaluation Report for Period Ending: 09/30/07    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	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	47,949	N/R	45,000	30
4	1410 Administration	47,949	N/R	47,949	138
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	383,596	27,000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	20,000	0	0
10	1460 Dwelling Structures	0	336,596	0	0
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0

17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0

Capital Fund Program Tables Page 1

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

<b>PHA Name:</b> Housing Authority of the City of Frederick	<b>Grant Type and Number</b> Capital Fund Program Grant No.: MD06P00350107 Replacement Housing Factor Grant No.:	<b>Federal FY of Grant:</b>  2007
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no.: 1)  
 Performance and Evaluation Report for Period Ending: 09/30/07  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines. . . .)	479,494	479,494	92,949	168
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0
	Amount of line XX Related to Security - Soft Costs	0	0	0	0
	Amount of line XX Related to Security - Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

N/R - No Revision

Capital Fund Program Tables Page 2

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

PHA Name: Housing Authority of the City of Frederick		Grant Type and Number Capital Fund Program Grant No.: MD06P00350107 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work	
				Original	Revised	Obligated	Expended		
HA-Wide Mgmt. Impr.	Housing Inspector	1408	1	15,000	N/R	15,000	22		
HA-Wide Mgmt. Impr.	Community Initiatives Coordinator	1408	1	30,000	N/R	30,000	8		
HA-Wide Mgmt. Impr.	Drug Elimination Activities	1408	-	2,949	N/R	0	0		
HA-Wide Admin.	Director of Physical Services	1410	1	27,811	N/R	27,811	43		
HA-Wide Admin.	Modernization Coordinator	1410	1	13,905	N/R	13,905	70		
HA-Wide Admin.	Assistant Modernization Coordinator	1410	1	6,233	N/R	6,233	25		
Fees & Costs	Advertisement for A/E Services Catocin View Comp. Mod.	1430	-	2,000	0	0	0		
Fees & Costs	Printing of Dwgs. - Catocin View A/E Services - Comp. Mod.	1430	-	500	0	0	0		
Fees & Costs	A/E Fees for Catocin View Comp. Mod. Services	1430	-	381,096	0	0	0		
Fees & Costs	Advertisement for A/E Services/Central Air Conditioning Installation	1430	-	N/A	2,000	0	0		
Fees & Costs	A/E Fees/Central Air Conditioning Installation	1430	60 Units	N/A	20,000	0	0		
Fees & Costs	Printing of Specs. & Dwgs/Central Air Conditioning Installation	1430	-	N/A	1,500	0	0		
Fees & Costs	Building Permit/Central Air Conditioning Installation	1430	-	N/A	1,000	0	0		
Fees & Costs	Advertisement/ Central Air Conditioning Installation	1430	-	N/A	2,000	0	0		
Fees & Costs	Printing of Specs. & Dwgs/Concrete pads for Air Conditioning Condensers	1430	-	N/A	500	0	0		

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

PHA Name: Housing Authority of the City of Frederick		Grant Type and Number Capital Fund Program Grant No.: MD06P00350107 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of work
					Original	Revised	Obligated	Expended	
MD06003003/Phy. Imp.	Install concrete pads in preparation of air conditioning condensers		1450	-	N/A	20,000	0	0	
MD06003002/Phy. Imp.	Clean, repair & paint all exterior stucco surfaces at all buildings		1460	4 Bldgs.	N/A	40,000	0	0	
MD06003003/Phy. Imp.	Replace siding & exterior lighting on all buildings		1460	60 Units	N/A	192,464	0	0	
MD06003003/Phy. Imp.	Installation of bathroom exhaust fans		1460	60 Units	N/A	36,000	0	0	
MD06003003/Phy. Imp.	Central air conditioning installation		1460	17 Units	N/A	68,132	0	0	

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

PHA Name: Housing Authority of the City of Frederick		Grant Type and Number Capital Fund Program Grant No.: MD06P00350107 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2007
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 Mgmt. Improvements	09/12/09			09/12/11			
HA-Wide Administration	09/12/09			09/12/11			
MD06003006/Fees & Costs	09/12/09			09/12/11			

## Attachment “K”

### Intent to Use the Project-Based Voucher Program

The Housing Authority of the City of Frederick intends to project-base up to 100 vouchers. These project-based units will be located within the City of Frederick. Project basing is consistent with the Housing Authority of the City of Frederick’s PHA Plan in that it will assist the Authority to increase the utilization rate of vouchers and it increases the number of housing options for persons of low income and as such will affirmatively further fair housing.

# Attachment “L”

## HOUSING AUTHORITY OF THE CITY OF FREDERICK VIOLENCE AGAINST WOMEN ACT POLICY

### I. Purpose And Applicability

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth the policies and procedures of the Housing Authority of the City of Frederick (HACF) regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This policy shall be applicable to the HACF’s administration of all federally subsidized public housing under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

### II. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence or stalking who are assisted by HACF;
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between HACF, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence, and stalking who are assisted by HACF;
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking affecting individuals assisted by HACF.

### III. Other HACF Policies and Procedures

This Policy shall be referenced in and attached to the HACF’s Five-Year and Annual Public Housing Agency Plans and shall be incorporated in and made part of HACF’s Admissions and Continued Occupancy Policy.

To the extent any provision of this Policy shall vary or contradict with any previously adopted policy or procedure of HACF, the provisions of this Policy shall prevail.

### IV. Definitions

As used in this Policy:

- A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- B. *Dating Violence* – Violence committed by a person –
  - (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (i) The length of the relationship.
    - (ii) The type of relationship.
    - (iii) The frequency of interaction between the persons involved in the relationship.
- C. *Stalking* - To follow, pursue, or repeatedly commit acts with intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass or intimidate another person; and in the course of, or as a result of, such following pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of death of, or serious

bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

D. *Immediate Family Member* – a spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – A person who commits an act of domestic violence, dating violence, or stalking against a victim.

## V. Admissions and Screening

*Non-Denial of Assistance* – HACF will not deny admission to its federally subsidized programs to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for admission.

## VI. Termination of Tenancy or Assistance

A. *VAWA Protections*. Under VAWA, recipients of federally subsidized housing have the following specific protections, which will be observed by HACF:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by HACF as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority to evict or terminate for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, HACF may not apply a more demanding standard to the victim of domestic violence than that applied to other tenants.
  - (b) Nothing contained in this paragraph shall be construed to limit the authority of HACF to evict a tenant or lawful applicant if HACF can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator* – Further, notwithstanding anything in paragraph VI.A.2, or Federal, State or local law to the contrary, HACF may bifurcate a lease, or remove a household member from a lease or assisted tenancy, without regard to whether a household member is a signatory to a lease or voucher, in order to evict any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting or terminating or otherwise penalizing the victim of such violence who is also the tenant or lawful occupant. Such eviction shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by HACF.

## VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification*. The law allows, but does not require, HACF to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII.C., HACF shall require verification in all cases where an individual claims protection under VAWA against an action taken or proposed to be taken by HACF.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* – by providing HACF a written certification on form HUD-50066. The incident or incidents in question must be described in reasonable detail as required by this form, and the completed certification must include the name of the perpetrator.
  2. *Other documentation* – by providing HACF documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in the documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional’s belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence, or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
  3. *Police or court record* – by providing HACF a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. *Time allowed to provide verification/failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, or stalking, and who is requested by HACF to provide verification, must provide such verification with 14 business days after HACF requests the verification. Failure to provide verification, in proper form, within such time will result in the loss of protection under VAWA and this policy against a proposed adverse action.
- C. *Waiver of verification requirement.* The Executive Director of the HACF may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim’s statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of any apparent similarity in circumstances.

## VIII. Confidentiality

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence, or stalking) provided to HACF in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in a public housing eviction or termination of assistance as permitted in VAWA; or (iii) otherwise required by applicable law.
- B. *Notification of rights.* All tenants are participants assisted by HACF shall be notified in writing concerning their right to confidentiality and the limits on such rights.

## IX. Relationships with Service Providers

HACF will cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If staff becomes aware that an individual assisted by the Authority is a victim of domestic violence, dating violence, or stalking, HACF will refer the victims to such providers of shelter or services as appropriate. Notwithstanding the foregoing, nothing in this policy creates any legal obligation requiring HACF to make such a referral in any particular case.

## X. Notification

HACF will provide written notification to applicants and tenants concerning the rights and obligations created under VAWA regarding confidentiality, denial of assistance, and termination of tenancy or assistance.

## XI. Relationship with Other Applicable Laws

Neither VAWA nor this Policy shall preempt or supersede any provision of Federal, State, or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence, or stalking.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input checked="" type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction: Carver Apartments			
	# of families	% of total families	Annual Turnover
Waiting list total	179		15
Extremely low income <=30% AMI	161	89.9	
Very low income (>30% but <=50% AMI)	14	7.8	
Low income (>50% but <80% AMI)	4	2.2	
Families with children	139	77.7	
Elderly families	0	0	
Families with Disabilities	33	18.4	
White	68	40	
African-American	100	55.9	
Asian	2	1.1	
Hispanic	9	.5	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	63	35.2	
2 BR	55	30.7	
3 BR	43	24.0	
4 BR	18	10.1	
5 BR			
5+ BR			

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

If yes:

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

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

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

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: Lincoln Apartments

	# of families	% of total families	Annual Turnover
Waiting list total	145		15
Extremely low income <=30% AMI	132	91.0	
Very low income (>30% but <=50% AMI)	11	7.6	
Low income (>50% but <80% AMI)	2	1.4	
Families with children	87	60.0	
Elderly families	1	.7	
Families with Disabilities	29	20.0	
White	46	31.7	
African-American	190	62.1	
Asian	2	1.4	
Hispanic	7	4.8	

Characteristics by Bedroom Size (Public Housing Only)

1BR	54	37.2	
2 BR	60	41.4	
3 BR	31	21.4	

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

If yes:

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

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

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

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: Sagner Housing Development

	# of families	% of total families	Annual Turnover
Waiting list total	124		25
Extremely low income <=30% AMI	112	90.3	
Very low income (>30% but <=50% AMI)	11	8.9	
Low income (>50% but <80% AMI)	1	.8	
Families with children	109	87.9	
Elderly families	1	.8	
Families with Disabilities	4	3.2	
White	47	37.9	
African-American	71	57.3	
Asian	0	0	
Hispanic	6	4.8	

Characteristics by Bedroom Size (Public Housing Only)

1BR	10	8.1	
2 BR	32	25.8	
3 BR	56	45.2	
4 BR	18	14.5	
5 BR	8	6.5	
5+ BR			

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

If yes:

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

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

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

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: Catocin View Apartments

	# of families	% of total families	Annual Turnover
Waiting list total	14		25
Extremely low income <=30% AMI	11	78.6	
Very low income (>30% but <=50% AMI)	3	21.4	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	11	78.6	
Families with Disabilities	3	21.4	
White	11	78.6	
African-American	3	21.4	
Asian	0	0	
Hispanic	0	0	

Characteristics by Bedroom Size (Public Housing Only)

EFF	14	100	
1 BR	0	0	
2 BR	0	0	
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: Catocin Manor Apartments

	# of families	% of total families	Annual Turnover
Waiting list total	28		2
Extremely low income <=30% AMI	22	78.6	
Very low income (>30% but <=50% AMI)	6	21.4	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	26	92.9	
Families with Disabilities	1	3.6	
White	16	57.1	
African-American	9	32.1	
Asian	0	0	
Hispanic	3	10.7	

Characteristics by Bedroom Size (Public Housing Only)

1BR	27	96.4	
2 BR	1	3.6	
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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