

**PHA Plans**  
**Streamlined Annual**  
**Version**

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

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**Streamlined Annual**  
**PHA Plan for Fiscal Year: 2008**

**PHA Name:**

**Housing Authority of the City of  
Cumberland, Maryland**  
**635 E. First Street**  
**Cumberland, Maryland 21502**

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**



**Streamlined Annual PHA Plan**  
**Fiscal Year 2008**  
[24 CFR Part 903.12(c)]

**Table of Contents**

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

<input checked="" type="checkbox"/>	1. Site-Based Waiting List Policies	4
	<b>903.7(b)(2) Policies on Eligibility, Selection, and Admissions</b>	
<input checked="" type="checkbox"/>	2. Capital Improvement Needs	5
	<b>903.7(g) Statement of Capital Improvements Needed</b>	
<input type="checkbox"/>	3. Section 8(y) Homeownership	6
	<b>903.7(k)(1)(i) Statement of Homeownership Programs</b>	
<input type="checkbox"/>	4. Project-Based Voucher Programs	7
<input checked="" type="checkbox"/>	5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.	8
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**ATTACHMENTS:**

Annual Statement/Performance and Evaluation Reports	md005a01
Membership of Resident Advisory Board	md005b01
Resident Comments	md005c01
Violence Against Women Act	md005d01

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

**Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan*** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

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

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

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

### 1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

#### 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
Jane Frazier Village MD005001 Cumberland, MD	September 2000	Non-Minority	83%	Non-Minority	86%	Non-Minority +3%
		Minority	17%	Minority	14%	Minority -3%
		Hispanic	0%	Hispanic	0%	Hispanic 0%
		Non-Hispanic	100%	Non-Hispanic	100%	Non-Hispanic 0%
		Disabled	26%	Disabled	11%	Disabled -15%
Fort Cumberland Homes – MD005003 Cumberland, MD	September 2000	Non-Minority	75%	Non-Minority	100%	Non-Minority +25%
		Minority	25%	Minority	0%	Minority -25%
		Hispanic	0%	Hispanic	0%	Hispanic 0%
		Non-Hispanic	100%	Non-Hispanic	100%	Non-Hispanic 0%
		Disabled	14%	Disabled	25%	Disabled +11%
John F. Kennedy Apartments MD005004 Cumberland, MD	September 2000	Non-Minority	95%	Non-Minority	83%	Non-Minority -12%
		Minority	5%	Minority	17%	Minority +12%
		Hispanic	0%	Hispanic	0%	Hispanic 0%
		Non-Hispanic	100%	Non-Hispanic	100%	Non-Hispanic 0%
		Disabled	42%	Disabled	50%	Disabled +8%
Queen City Tower MD005005 Cumberland, MD	September 2000	Non-Minority	99%	Non-Minority	100%	Non-Minority +1%
		Minority	1%	Minority	0%	Minority -1%
		Hispanic	0%	Hispanic	0%	Hispanic 0%
		Non-Hispanic	100%	Non-Hispanic	100%	Non-Hispanic 0%
		Disabled	66%	Disabled	29%	Disabled -37%

2. What is the number of site based waiting list developments to which families may apply at one time? 2
3. How many unit-offers may an applicant turn down before being removed from the site-based waiting list? Applicant is not removed from waiting list, but rather forfeits their date and time status on the waiting list.
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or

complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

### B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?<sup>4</sup>
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? 2
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)  
HA Website: [www.cumberlandhousingauthority.org](http://www.cumberlandhousingauthority.org)

## **2. Capital Improvement Needs**

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

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

### A. Capital Fund Program

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

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

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

1. Actively seek funding to replace some of the housing from the demolition of Benjamin Banneker.
2. Actively seek other funding at scattered sites within the City of Cumberland.

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA established eligibility criteria

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

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

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

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

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

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
  - low utilization rate for vouchers due to lack of suitable rental units
  - access to neighborhoods outside of high poverty areas
  - other (describe below:)

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

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification-listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: City of Cumberland, Maryland
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families on its waiting lists 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)
    - Provide safe, decent, and sanitary housing to eligible applicants and residents.
    - Increase customer satisfaction.
    - Concentrate on efforts to improve management functions.
    - Modernize public housing units.
  - Other: (list below)

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

A. The City of Cumberland will work with the Housing Authority to carry out its 5-year plan to include the removal of existing deteriorating housing and the replacement with new – either on-site or scattered, or both.

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
N/A	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
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
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Cumberland Housing Authority			Grant Type and Number Capital Fund Program Grant No: MD06P00550108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000			
3	1408 Management Improvements	114,000			
4	1410 Administration	57,150			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	315,375			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	30,000			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	571,525			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	55,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

<b>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: Cumberland Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>MD06P00550108</b> 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	Funds Obligated	Funds Expended	
MD005003	Demolition – Comm. Bldg	1485		30,000				
Ft Cumberland Homes								
MD005004	Elevator Upgrade	1460		315,375				
John F. Kennedy								
Agency-Wide	Operations	1406		20,000				
	Security Personnel	1408		38,000				
	Technical Services Coord	1408		40,000				
	Housekeeping Inspector	1408		16,000				
	Software Upgrade	1408		20,000				
	A/E Services	1430		35,000				

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

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

PHA Name: Cumberland Housing Authority		Grant Type and Number Capital Fund Program No: MD06P00550108 Replacement Housing Factor No:					Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MD005001 Jane Frazier Village	03/31/10			03/31/11			
MD005003 Ft Cumberland Homes	03/31/10			03/31/11			
MD005004 John F. Kennedy	03/31/10			03/31/11			
Agency-Wide	03/31/10			03/31/11			

See Attachment **md005a01** for Performance and Evaluation Reports for prior year Capital Fund Program

## **8. Capital Fund Program Five-Year Action Plan**

### **Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>MD005001</b>	<b>Jane Frazier Village</b>	<b>0</b>	<b>0%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Replace Ranges</b>		<b>56,250</b>	<b>2009</b>
<b>Replace Windows/Screens</b>		<b>370,000</b>	<b>2009</b>
<b>Make 7 Units H/C Accessible</b>		<b>840,000</b>	<b>2009</b>
<b>Replace Sump Pumps</b>		<b>37,800</b>	<b>2010</b>
<b>Repave Parking Lot</b>		<b>95,000</b>	<b>2010</b>
<b>Replace Water Lines</b>		<b>227,196</b>	<b>2012</b>
<b>Total estimated cost over next 5 years</b>		<b>1,626,246</b>	

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MD005003	Fort Cumberland Homes	0	0%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace/Add Windows – Rooms with 1 Window			20,000	2009
Replace Ranges			36,000	2009
Construct New Community Building			480,000	2009
<b>Total estimated cost over next 5 years</b>			<b>536,000</b>	

## **8. Capital Fund Program Five-Year Action Plan**

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>MD005004</b>	<b>John F. Kennedy Apartments</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Hall Grab Rails to Code</b>			<b>35,000</b>	<b>2009</b>
<b>Remodel Bathroom/New Sinks</b>			<b>76,000</b>	<b>2011</b>
<b>Replace Trash Compactor</b>			<b>125,000</b>	<b>2011</b>
<b>Replace Exhaust Fans</b>			<b>22,186</b>	<b>2013</b>
<b>Upgrade Hydraulic Lift</b>			<b>25,000</b>	<b>2013</b>
<b>Total estimated cost over next 5 years</b>			<b>283,186</b>	

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MD005005	Queen City Tower	0	0%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Upgrade Elevator			329,000	2009
Replace Apartment Entrance Doors			95,000	2010
Replace Heat Circulating Pump			26,186	2011
Replace Boilers			180,000	2013
<b>Total estimated cost over next 5 years</b>			<b>423,500</b>	

## **8. Capital Fund Program Five-Year Action Plan**

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MD005006	Central Office Center	N/A	N/A	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Maintenance Vehicle			29,000	2009
<b>Total estimated cost over next 5 years</b>			<b>29,000</b>	

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

<b>PHA Name:</b> Cumberland Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P00550105 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: \_\_)  
" Performance and Evaluation Report for Period Ending:  "Final Performance and Evaluation Report: 08/31/07

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	26,350	14,745	14,745	14,745
3	1408 Management Improvements	126,589	125,242	125,242	125,242
4	1410 Administration	63,294	63,294	63,294	63,294
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000	22,175	22,175	22,175
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000	21,032	21,032	21,032
10	1460 Dwelling Structures	329,000	346,529	346,529	346,529
11	1465.1 Dwelling Equip. Nonexpendable				
12	1470 Non-dwelling Structures	17,713	0	0	0
13	1475 Non-dwelling Equipment	25,000	21,430	21,430	21,430
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs	10,000	18,500	18,500	18,500
18	Amount of Annual Grant:	632,946	632,946	632,946	632,946
19	Amount of line 18 Related to LBP Activities				
21	Amount of line 18 Related to Section 504				
22	Amount of Line 18 Related to Security	70,000	70,000	70,000	70,000
23	Amount of line 18 Related to Energy Conservation				

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

PHA Name: <b>Cumberland Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MD06P00550105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Operations	1406		26,350	14,745	14,745	14,745	Complete
Management	Training	1408		2,027	680	680	680	Complete
Improvements	Technical Services Clerk	1408	1	38,562	38,562	38,562	38,562	Complete
	Security Guards	1408	2 FT	70,000	70,000	70,000	70,000	Complete
	Housekeeping Asst.	1408	1 PT	16,000	16,000	16,000	16,000	Complete
	Maintenance Vehicle	1475		21,430	21,430	21,430	21,430	Complete
	Relocation	1495		10,000	18,500	18,500	18,500	Complete
Administration	Technical Services Director	1410	1	63,294	63,294	63,294	63,294	Complete
A/E	Design Fees	1430	N/A	20,000	22,175	22,175	22,175	Complete
MD005-001	Sidewalk Repairs	1450	N/A	5,000	13,100	13,100	13,100	Complete
Jane Frazier	Roof Replacement	1460	6 Bldgs.	68,000	0	0	0	Deleted
	Gutter/Downspout Replacement	1460	6 Bldgs.	37,000	0	0	0	Deleted
	Handicap Renovations	1460	1 Bldg.	40,000	40,380	40,380	40,380	Complete
MD005-003	Handicap Renovations	1460	1 Bldg.	12,000	0	0	0	Deleted
Fort Cumberland	Comm. Room Roof Repair	1470	1 Bldg.	17,713	0	0	0	Deleted
MD005-004	Seal/Stripe Parking Lot	1450	1	5,000	3,841	3,841	3,841	Complete
John F Kennedy	Roof Replacement	1460	1	110,000	125,441	125,441	125,441	Complete
Apartments	Handicap Renovations	1460	1 Bldg.	50,000	0	0	0	Deleted
	Replace Boilers	1460	1	0	180,707	180,707	180,707	Complete



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

PHA Name: <b>Cumberland Housing Authority</b>		Grant Type and Number Capital Fund Program No: MD06P00550105 Replacement Housing Factor No:					Federal FY of Grant: <b>2005</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-Wide	03/31/06		03/31/06	03/31/09		06/30/07		
MD005-1 Jane Frazier Village	03/31/06		03/31/06	03/31/09		06/30/07		
MD005-3 Fort Cumberland Homes	03/31/06		03/31/06	03/31/09		06/30/07		
MD005-4 John F. Kennedy	03/31/06		06/30/06	03/31/09		06/30/07		
MD005-5 Queen City Tower	03/31/06		03/31/06	03/31/09		06/30/07		

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

<b>PHA Name:</b> Cumberland Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P00550106 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: )  
 "Performance and Evaluation Report for Period Ending: 10/31/07 "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				
2	1406 Operations	20,000	0	0	0
3	1408 Management Improvements	114,000	123,976	123,976	123,976
4	1410 Administration	57,150	61,988	61,988	53,048
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000	35,000	35,000	23,602
8	1440 Site Acquisition				
9	1450 Site Improvement	106,875	0	0	0
10	1460 Dwelling Structures	176,000	312,911	312,911	223,753
11	1465.1 Dwelling Equip. Nonexpendable				
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment				
14	1485 Demolition		86,005	86,005	86,005
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs				
18	Amount of Annual Grant:	571,525	619,880	619,880	510,384
19	Amount of line 18 Related to LBP Activities				
21	Amount of line 18 Related to Section 504				
22	Amount of Line 18 Related to Security	60,000	73,433	73,433	73,433
23	Amount of line 18 Related to Energy Conservation	0	0	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: <b>Cumberland Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>MD06P00550106</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</b>		
Development # Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Operations	1406		20,000	0	0	0	N/A
Management	Technical Services Coordinator	1408	1	40,000	40,000	40,000	40,000	Complete
Improvements	Security Guards	1408	2 FT	60,000	73,433	73,433	73,433	Complete
	Housekeeping Asst.	1408	1 PT	14,000	10,543	10,543	10,543	Complete
Administration	Technical Services Director	1410	1	57,150	61,988	61,988	53,048	In-Process
A/E	Design Fees	1430	N/A	35,000	35,000	35,000	23,602	In-Process
MD005-001	Sidewalk Repairs	1450	N/A	11,875	0	0	0	Deleted
Jane Frazier	Security Lights	1450	N/A	55,000	0	0	0	Deleted
	Refrigerators	1465.1	125	62,500	0	0	0	Deleted
MD005-2	Demolition	1485	N/A		86,005	86,005	86,005	Complete
Benj. Banneker								
MD005-003	Security Lights	1450	N/A	40,000	0	0	0	Deleted
Fort Cumberland								
MD005-004	Replace Boilers	1460	1	0	0	0	0	Deleted
John F Kennedy Apartments	Emergency Window Repairs	1460	1 Building	0	304,926	304,926	223,753	In-Process
MD005	Repair Roof	1460	1	18,500	7,985	7,985	7,985	Complete
Queen City	Repair Primary Switchgear	1460	1	7,500	0	0	0	Deleted

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

PHA Name: <b>Cumberland Housing Authority</b>		Grant Type and Number Capital Fund Program No: MD06P00550106 Replacement Housing Factor No:					Federal FY of Grant: <b>2006</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-Wide	03/31/08			03/31/09				
MD005-1 Jane Frazier Village	03/31/08	N/A		03/31/09	N/A		Proposed Work Deleted from 2006 Budget	
MD005-3 Fort Cumberland Homes	03/31/08	N/A		03/31/09	N/A		Proposed Work Deleted from 2006 Budget	
MD005-4 John F. Kennedy	03/31/08			03/31/09				
MD005-5 Queen City Tower	03/31/08			03/31/09				

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

<b>PHA Name:</b> Cumberland Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P00550107 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: )  
 "Performance and Evaluation Report for Period Ending: 10/31/07 "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				
2	1406 Operations	20,000	20,000	0	0
3	1408 Management Improvements	119,237	119,237	119,237	18,067
4	1410 Administration	59,618	59,618	59,618	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000	35,000	4,309	0
8	1440 Site Acquisition				
9	1450 Site Improvement	43,474	95,810	0	0
10	1460 Dwelling Structures	237,000	184,664	0	0
11	1465.1 Dwelling Equip. Nonexpendable				
12	1470 Non-dwelling Structures				0
13	1475 Non-dwelling Equipment				
14	1485 Demolition	81,860	81,860	81,860	81,860
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs				
18	Amount of Annual Grant:	596,189	596,189	596,189	99,927
19	Amount of line 18 Related to LBP Activities				
21	Amount of line 18 Related to Section 504	62,000	124,664	0	
22	Amount of Line 18 Related to Security	65,000	65,000	65,000	10,284
23	Amount of line 18 Related to Energy Conservation	0	0	0	0





# **MEMBERSHIP OF THE RESIDENT ADVISORY BOARDS**

## **JURISDICTION-WIDE FAMILY HOUSING DEVELOPMENTS**

Lianne Cofield  
Yvonne Kuykendall

Ruth Adams

Joann Spencer  
Garland Kearney

## **ELDERLY/DISABLED DEVELOPMENTS**

### ***JOHN F. KENNEDY APARTMENTS***

Josephine Aldridge  
Ann Jenkins

Sheila Brown  
Peggy Roller

Gladys Barbe  
Sherri Llewellyn

### ***QUEEN CITY TOWER***

Joyce Synder  
Debbie Spiker

Lucy Owens  
Edward Road

Mary Wolf  
Brad Deter

## **PHA Plan for Fiscal Year: 2008**

### **Housing Authority of the City of Cumberland, Maryland 635 E. First Street Cumberland, Maryland 21502**

#### **Resident Advisory Board Recommendations (md005c01)**

Comment 1: Need for Air Conditioning in Rooms with only one window

Response: The housing authority has revised its 5-year capital fund plan to include adding a window in those apartments that only have one window to allow installation of air conditioning without interfering with egress

Comment 2: The housing authority needs to change its policy regarding outside electric Christmas decorations.

Response: There are no exterior electric outlets and therefore tenants can only run extension cords through window or door openings. This creates a potential fire hazard. The housing authority will change its policy to state that extension cords are not permitted to run through window or door openings and remove all references to Christmas decorations.

Comment 3: The residents of John F. Kennedy Apartments would like new bathroom sinks in their apartments.

Response: The housing authority has revised its 5-year capital fund plan to include installation of new bathroom fixtures at JFK apartments.

## **md005d01**

### **Description of Activities Related to the Violence Against Women Act**

The Housing Authority of the City of Cumberland, Maryland, (HACC) has developed the following Violence Against Women Act (VAWA) Policy, approved by the HACC Board of Commissioners on January 17, 2007, with a principle goal of ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by HACC; providing and maintaining housing opportunities for victims of domestic violence dating violence or stalking; creating and maintaining collaborative arrangements between HACC, 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 HACC; and taking appropriate action in response to an incident or incidents of domestic violence, or stalking, affecting individuals assisted by HACC.

The HACC has provided and will continue to provide residents of its policy and its procedures related to the VAWA. The HACC shall also track all incidents related to the Act and may from time to time revise its policy and/or develop other activities and strategies to improve on the requirements of the Act.

# **CUMBERLAND HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT (VAWA) 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 CHA’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by CHA 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 CHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between CHA, 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 CHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by CHA.

## **III. Other CHA Policies and Procedures**

This Policy shall be referenced in and attached to CHA’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of CHA’s Admissions and Continued Occupancy Policy. CHA’s annual public housing agency plan shall also

contain information concerning CHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of CHA, 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* – means 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* – means –

1. to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

2. 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 the 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* - means, with respect to a person –

1. a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

2. any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

## **V. Admissions and Screening**

- A. *Non-Denial of Assistance*. CHA will not deny admission to public housing 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 such admission.

## **VI. Termination of Tenancy or Assistance**

- A. *VAWA Protections*. Under VAWA, public housing residents have the following specific protections, which will be observed by CHA:
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 CHA 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 evict 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, CHA may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
    - (b) Nothing contained in this paragraph shall be construed to limit the authority of CHA to evict any tenant or lawful applicant if CHA 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

- B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2, or Federal, State or local law to the contrary, CHA may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, 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 otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by CHA. Leases used for all public housing operated by CHA shall contain provisions setting forth the substance of this paragraph.

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

- A. *Requirement for Verification.* The law allows, but does not require, CHA 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., CHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by CHA.

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 to CHA a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentation* - by providing to CHA 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 such 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 to CHA 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 CHA to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. *Waiver of verification requirement.* The Executive Director of CHA 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 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 CHA 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:
1. requested or consented to by the individual in writing, or
  2. required for use in a public housing eviction proceeding as permitted in VAWA, or
  3. otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing administered by CHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

## **VIII. Transfer to New Residence**

- A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, CHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. *Action on applications.* CHA will act upon such an application within 10 business days.
- C. *No right to transfer.* CHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, the decision to grant or refuse to grant a transfer shall lie within the sole discretion of CHA, and this policy does not create any right on the part of any applicant to be granted a transfer.
- D. *Family rent obligations.* If a family occupying CHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by CHA. In cases where CHA determines that the family's decision to move was reasonable under the circumstances, CHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

## **X. Court Orders/Family Break-up**

- A. *Court orders.* It is CHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by CHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.
- B. *Family break-up.* Other CHA policies regarding family break-up are contained in CHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP).

## **XI. Relationships with Service Providers**

It is the policy of CHA to cooperate with organizations and entities, both private and governmental that provides shelter and/or services to victims of domestic violence. If CHA staff becomes aware that an individual assisted by CHA is a victim of domestic violence, dating violence or stalking, CHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring CHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. CHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which CHA has referral or other cooperative relationships.

## **XII. Notification**

CHA shall provide written notification to applicants and tenants concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

## **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it 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.

## **XIV. Amendment**

This policy may be amended from time to time by CHA as approved by the CHA Board of Commissioners.