

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

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# PHA Plans

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:** Havre de Grace  
MD012

**PHA Number:**

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:                      Number of S8 units:                      Number of public housing units:    60  
 Number of S8 units:

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

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

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (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)

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The plan is consistent with the Harford County consolidated Plan and is centered on these goals:

1. Increasing the availability of affordable housing
2. Improving the quality of assisted housing
3. Increasing assisted housing choices
4. Improving the quality of life
5. Promoting self sufficiency

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

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

**Optional Attachments:**

- X PHA Management Organizational Chart
- X FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Y	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Y	State/Local Government Certification of Consistency with	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the Consolidated Plan	
Y	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
Y	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
Y	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Y	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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	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
Y	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Y	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
Y	Public housing grievance procedures	Annual Plan: Grievance

<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 check here if included in the public housing A & O Policy	Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Y	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Y	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Y	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N	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
Y	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
Y	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	300	5	5	2	3	3	3
Income >30% but <=50% of AMI	250	5	5	3	4	4	4
Income >50% but <80% of AMI	300	5	5	4	4	4	4
Elderly	55	5	4	3	5	3	3
Families with Disabilities							
Race/Ethnicity	1000	5	5	4	4	5	5
Race/Ethnicity	90	5	5	3	3	5	5
Race/Ethnicity	50	5	5	3	3	4	4
Race/Ethnicity	2500						

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	250		6
Extremely low income <=30% AMI	100	40	
Very low income (>30% but <=50% AMI)	55	22	
Low income (>50% but <80% AMI)	40	16	
Families with children	245	98	
Elderly families	5	2	
Families with Disabilities	5	2	
Race/ethnicity	200	80	
Race/ethnicity	0	8	
Race/ethnicity	20	12	
Race/ethnicity	30		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	17		
2 BR	78		
3 BR	70		
4 BR	55		

Housing Needs of Families on the Waiting List			
5 BR	30		
5+ BR			
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)? 6			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

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

Select if applicable

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

Affirmatively market to local non-profit agencies that assist families with races/ethnicities shown to have disproportionate housing needs

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	90,000	
b) Public Housing Capital Fund	95,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	\$190,000	
<b>4. Other income</b> (list below)	\$42,100	
Capital Fund 2008	35,000	
Community Room Rental	1,500	
Court Costs Recovered	500	
Late Fees Collected	1,000	
Maintenance Charges to Tenants	2,100	
Laundry Room Commissions	2,000	
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$417,100	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

When families are within a certain number of being offered a unit: (state number)

X When families are within a certain time of being offered a unit: (state time) 90

DAYS

Other: (describe)

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

X Other (describe) CREDIT HISTORY

- c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X 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)

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

#### 1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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

**(6) Deconcentration and Income Mixing**

a.  Yes X No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site based waiting lists

If selected, list targeted developments below:

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

X Not applicable: results of analysis did not indicate a need for such efforts

- List (any applicable) developments below:

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

X Not applicable: results of analysis did not indicate a need for such efforts

- List (any applicable) developments below:

## **B. Section 8**

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

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

### **(1) Eligibility**

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

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- X 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
- X \$26-\$50

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

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

Hardship exemption is provided for families who experience loss of income or hardship caused by loss of employment, death in family, or other extreme circumstance as determined by the PHA. The minimum rent exception to all families who request it, effective the first of the following month. If HDGHA determines that the hardship is temporary, a minimum rent will not be imposed for a period of up to 90 days from the date of the family's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension. HDGHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period. If HDGHA determines that there is a qualifying long-term financial hardship, HDGHA must exempt the family from the minimum rent requirements.

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

1.  Yes X 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
- X 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
- X Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

- g.  Yes X 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
  - X Survey of rents listed in local newspaper
  - X Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- X An organization chart showing the PHA's management structure and organization is attached.

- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	60	6
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

**C. Management and Maintenance Policies**

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

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

Havre de Grace Housing Authority Maintenance Policy  
 Admissions and Occupancy Policy  
 Resident Handbook

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

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) 2008 PHA PLAN ATTACHMENTS

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) 2008 PHA PLAN ATTACHMENTS

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes X 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 X 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)]

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

1. X 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 X 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: SOMERSET MANOR	
1b. Development (project) number: MD012	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	X
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	X
4. Date this designation approved, submitted, or planned for submission: (10/31/08)	
5. If approved, will this designation constitute a (select one)	
X New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 10	
7. Coverage of action (select one)	
X Part of the development	
<input type="checkbox"/> Total development	

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes X 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
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <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**

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

1.  Yes X 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:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

**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

- X 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 / PHAnain office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>HOMEOWNERSHIP CLASSES</i>	25	<i>OTHER</i>	<i>MAIN OFFICE</i>	<i>PUBLIC HOUSING</i>
CREDIT REPAIR CLASSES	15	OTHER	MAIN OFFICE	PUBLIC HOUSING
MEDICAL BENEFITS CLASS	30	OTHER	MAIN OFFICE	PUBLIC HOUSING

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	0	0

- b. X 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)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - X Informing residents of new policy on admission and reexamination
  - X 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)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- Yes X No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?  
 Yes X 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. X 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. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3. X Yes  No: Were there any findings as the result of that audit?
4.  Yes X No: If there were any findings, do any remain unresolved? 0  
If yes, how many unresolved findings remain? \_\_\_\_
5. X Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes X 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)
  - X 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

- X 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
- X 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)
- X Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) HARFORD COUNTY, MD

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)

- X 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.
- X 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)

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

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

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

# Annual Plan Attachments

## Table of Contents

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# Attachment I.

## Admission Policy for Deconcentration

# Policy to Deconcentrate Poverty and Promote Integration in Public Housing

## Background

Included in Quality Housing and Work Responsibility Act of 1998 (QHWRA or Housing Reform Act) is a requirement that public housing authorities submit, with their Agency Plans, an admissions policy designed to promote income-mixing within public housing complexes. The U.S. Department of Housing and Urban Development (HUD) established "income-mixing" rules and tools for evaluation of the current income-mix. The procedures are delineated, "Rule to Deconcentrate Poverty and Promote Integration in Public Housing: Final Rule", published in the Federal Register as 24 CFR Part 903 and dated 22 December 2000.

## Policy

The intent of the deconcentration policy is to promote mixed-income developments through the use of admissions incentives. The QHWRA specifically states that specific income and/or racial quotas may not be imposed. Deconcentration can only occur through admissions procedures. Families currently residing in developments will not be affected by the regulations.

Additionally, families seeking admission to public housing may be offered incentives (e.g. a free month's rent) to choose a housing unit in a development in need of higher or lower income families to provide required income-mixing. Under no circumstances shall any adverse action be taken toward a family who chooses not to accept the incentive and refuses housing in the offered development.

## Determination of Covered Developments

Only certain developments within a housing authority are covered by the deconcentration rule;

- 1) Sites with 100 or more units
- 2) General Family Developments

Other developments, such as those designed as elderly and handicapped only, those complexes of fewer than 100 units, complexes approved for demolition and developments with an established mixed-income plan (HOPE VI) are exempt from the deconcentration rule. Based on the criteria, the Havre de Grace Housing Authority development is not covered by the Deconcentration Rule.

## Required Established Income Ranges

The Deconcentration Rule outlines the method under which average incomes are determined for each complex. Using a formula that assigns a bedroom size "factor", the calculation is made by taking the average of the total incomes within the complex, adjusted for bedroom size. The averages for each site are then added together and averaged for "an authority-wide" income. Based on the authority-wide average income, each complex must then fit into a range of between 85% and 115% of the authority-wide average income. The range must be evaluated once per year and results included in the Agency Plan, along with plans to correct situations where a complex is "out-of-range".

## **Current Status of Havre de Grace Housing Authority Site**

The Havre de Grace Housing Authority site is currently not covered by the Deconcentration Rule; however, we do analyze our income range to ensure we are promoting a positive income mix.

The average gross annual income at Somerset Manor is \$17,263.  
38% of our families' annual incomes are above the average.

Therefore, no corrective action is needed at this time.

## **Procedure for Corrective Action When Required**

The Deconcentration Rule requires admission policy procedures to correct imbalances within sites that do not meet the Established Income Range. The procedures are as follows;

- 1) When a development is determined to be outside of the Established Income Range, the Admissions and Occupancy Specialist will notify the Executive Director. The Executive Director and Admissions and Occupancy Specialist will evaluate the degree to which the development is outside of the Established Income Range. A determination will be made as to why the situation developed, i.e. is there an identifiable reason that caused the situation to occur? When the determination is made, then a corrective plan of action will be developed. For example, capital improvements may be needed to make the site more desirable and such improvements may be included in the capital budget.
- 2) Depending on the reason for the situation, there may be a need to skip a family on the wait list in an effort to further the goals for deconcentration. HUD has established that "skipping" for the purposes of deconcentration does not constitute an adverse action.
- 3) The Havre de Grace Housing Authority may choose to justify to HUD the reason that the complex is outside of the Established Income Range.
- 4) The Havre de Grace Housing Authority may choose to provide incentives, including an affirmative marketing plan, rent incentives or adding additional amenities to the site.

The chosen admission activities shall occur until the development is within the Established Income Range.

## **Fair Housing**

No action of the housing authority in attempting to achieve deconcentration and income-mixing shall violate Fair Housing policies.

# Attachment II.

## Annual Statement/Performance Evaluation Reports CFP/CFPHF

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part I: Summary

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

OMB Approval No. 2577-0157  
 (exp. 3/31/2010)

H/A Name

Have de Grace Housing Authority

Comprehensive Grant Number

MD06P01250108

FFY of Grant Approval

2008

Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Revised Annual Statement/Revision Number \_\_\_\_\_  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>
		Original	Revised <sup>1</sup>	
1	Total Non-CGP Funds			
2	1406 Operations (May not exceed 10% of line 20)	\$19,004.20		
3	1408 Management Improvements	\$19,004.20		
4	1410 Administration	\$9,502.10		
5	1411 Audit	\$15,000.00		
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	\$16,810.50		
11	1465.1 Dwelling Equipment—Non-expendable			
12	1470 Non-dwelling Structures	\$15,700.00		
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Mod Used for Development			
19	1502 Contingency (may not exceed 8% of line 20)			
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		\$95,021.00	
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

Signature of Executive Director

Date

Signature of Public Housing Director

Date

*[Signature]*  
 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2 To be completed for the Performance and Evaluation Report.

05/08/08

Page 1 of 3

Previous edition is obsolete

form HUD-52837 (9/98)  
 ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Operations	1406		\$19,004.20				
MD012	Accounting	1408		\$10,000				
MD012	Computer Software	1408		\$3,495				
MD012	Staff Training	1408		\$5,509.20				
MD012	Administration	1410		\$9,502.10				
MD012	Audit	1411		\$15,000.00				
MD012	Unit Refrigerators	1460	6	\$3,405.25				
MD012	Unit Stoves	1460	8	\$3,405.25				
MD012	Unit Flooring Replacement	1460		\$10,000.00				
MD012	Security Cameras	1475	3	\$15,700.00				
	TOTAL			\$95,021.00				

Signature of Executive Director

Date

Signature of Public Housing Director

Date

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2 To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Original	Revised <sup>1</sup>	
MD012	09/30/08		06/30/09		

Signature of Executive Director

Date

Signature of Public Housing Director

Date

*[Signature]*  
 1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2 To be completed for the Performance and Evaluation Report.

*05/08/08*

Page 3 of 3

Previous edition is obsolete

form HUD-52837 (9/98)  
 ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part I: Summary

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

OMB Approval No. 2577-0157  
 (exp. 3/31/2010)

HA Name: Hayre de Grace Housing Authority  
 Comprehensive Grant Number: MD06P01250107  
 FFY of Grant Approval: 2007

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number 2  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original Total Estimated Cost	Revised 1	Obligated	Total Actual Cost 2 Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$19,411	\$19,411	19411	19411
3	1408 Management Improvements	\$19,411	\$19,411	19411	19326.42
4	1410 Administration	\$9,705	\$9,705	9705	9705
5	1411 Audit	\$15,000	\$14,000	14000	14000
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$18,528	\$23,341	23341	23341
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$15,000	\$11,187	11187	11187
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	\$97,055	\$97,055	97055	96970.42
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director: [Signature] Date: 04/15/08  
 Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Operations	1406		\$19,411	\$19,411	19411	19411	Completed
MD012	Accounting	1408		\$10,000	\$10,000	10000	9915.42	In Progress
MD012	Computer Software	1408		\$3,411	\$3,495	3495	3495	Completed
MD012	Staff Training	1408		\$6,000	\$3,716	3716	3716	Completed
MD012	Administrative Ofc Telephone System	1408		\$0	2,200	2200	2200	Completed
MD012	Administration	1410		\$9,705	\$9,705	9705	9705	Completed
MD012	Audit	1411		\$15,000	\$14,000	14000	14000	Completed
MD012	Maintenance Pickup Truck	1475		\$15,000	\$11,187	11187	11187	Completed
MD012	Unit Refrigerators	1460	9	\$5,000	\$3,345	3345	3345	Completed
MD012	Unit Stoves	1460	11	\$5,000	\$3,345	3345	3345	Completed
MD012	Unit Exterior Door Replacement	1460	10	\$2,500	\$0	0	0	Deleted
MD012	Security Cameras	1475	2	\$0	\$2,800	2800	2800	Completed
MD012	Replacement Unit Flooring	1460		\$5,028	\$9,150	9150	9150	Completed

Signature of Executive Director: *George R Robinson* Date: *04/15/08*

Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Pressure Wash Building Exteriors	1460		\$0	\$4,000	4000	4000	Completed
MD012	Unit Window Repairs	1460	45	\$1,000	\$701	701	701	Completed
	TOTAL			\$97,055	\$97,055			

Signature of Executive Director: *[Signature]* Date: 04/15/08  
 Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report  
**Comprehensive Grant Program (CGP) Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 2
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2	
MID012	09/30/07	09/30/07	9/30/07	06/30/08	06/30/08	6/30/08	
Signature of Executive Director _____ Date <u>04/15/08</u> Signature of Public Housing Director _____ Date _____							

1 To be completed for the Performance and Evaluation Report of a Revised Annual Statement.  
 2 To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report

Comprehensive Grant Program (CGP) Part I: Summary

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

OMB Approval No. 2577-0157  
(exp. 11/30/2008)

HA Name: Havre de Grace Housing Authority

Comprehensive Grant Number: MD06P01250106  
FFY of Grant Approval: 2006

Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_

Revised Annual Statement/Revision Number: 1  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$18,419	\$18,419	\$18,419	\$18,419
3	1408 Management Improvements	\$18,419	\$18,419	\$18,419	\$18,419
4	1410 Administration	\$9,210	\$9,210	\$9,210	\$9,210
5	1411 Audit	\$5,000	\$5,000	\$5,000	\$5,000
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$41,048	\$29,119.50	\$29,119.50	\$29,119.50
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	\$92,096	\$92,096	\$92,096	\$92,096
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director: *Robert P. Robinson* Date: 04/15/2007  
Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Page 1 of 2 Previous edition is obsolete  
form HUD-52837 (9/96) ref Handbook 7485.3

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Operations	1406		\$18,419	\$18,419	\$18,419	\$18,419	Complete
MD012	Accounting	1408		\$9,919	\$18,419	\$18,419	\$18,419	Complete
MD012	Computer Software	1408		\$3,500	\$0	\$0	\$0	Deleted
MD012	Staff Training	1408		\$5,000	\$0	\$0	\$0	Deleted
MD012	Administration	1410		\$9,210	\$9,210	\$9,210	\$9,210	Complete
MD012	Audit	1411		\$5,000	\$16,928.50	\$16,928.50	\$16,928.50	Complete
MD012	Section 504 Improvements	1460		\$6,048	\$2,048	\$2,048	\$2,048	Complete
MD012	Replacement unit flooring	1460	3	\$0	\$4,000	\$4,000	\$4,000	Complete
MD012	Roofs on unit buildings	1460	4	\$30,000	\$16,521.50	\$16,521.50	\$16,521.50	Complete
MD012	Refrigerators for units	1460	6	\$2,500	\$3,500	\$3,500	\$3,500	Complete
MD012	Stoves for Units	1460	7	\$2,500	\$3,050	\$3,050	\$3,050	Complete
	Total			\$92,096	\$92,096	\$92,096	\$92,096	

Signature of Executive Director

Date

11/15/07

Signature of Public Housing Director

Date

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2 To be completed for the Performance and Evaluation Report.

Page 2 of 3

Previous edition is obsolete

Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
MD012	09/30/06	09/30/06		06/30/07	06/30/07		

Signature of Executive Director

Date

Signature of Public Housing Director

Date

*[Handwritten Signature]*

04/15/07

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

# Attachment III.

## Most Recent Board Approved LIPH Operating Budget

# Operating Budget

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

OMB Approval No. 2577-0026 (exp. 10/31/2009)

See page four for instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.: _____		b. Fiscal Year Ending 6/30/2008	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Havre de Grace Housing Authority					
f. Address (city, State, zip code) 101 Stansbury Court, Havre de Grace, MD 21078					
g. ACC Number P-258		h. PAS / LOCCS Project No.		i. HUD Field Office	
j. No. of Dwelling Units 60	k. No. of Unit Months Available 720	m. No. of Projects 1			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 2007 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Homebuyers Monthly Payments for</b>								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
<b>Operating Receipts</b>								
070	3110	Dwelling Rental		236.11	263.89	190000-		
080	3120	Excess Utilities		—	—	—		
090	3190	Nondwelling Rental		—	—	—		
100	Total Rental Income (sum of lines 070, 080, and 090)			236.11	263.89	190000-		
110	3610	Interest on General Fund Investments		.14	.14	100-		
120	3690	Other Income		51.53	58.47	42100-		
130	Total Operating Income (sum of lines 100, 110, and 120)			287.78	322.50	232200-		
<b>Operating Expenditures - Administration</b>								
140	4110	Administrative Salaries		82.00	94.86	68300-		
150	4130	Legal Expense		1.04	1.04	750-		
160	4140	Staff Training		2.78	4.17	3000-		
170	4150	Travel		2.08	2.29	1650-		
180	4170	Accounting Fees		14.44	17.78	12800-		
190	4171	Auditing Fees		9.03	14.58	10500-		
200	4190	Other Administrative Expenses		70.00	87.70	63145-		
210	Total Administrative Expense (sum of line 140 thru line 200)			181.37	222.42	160145-		
<b>Tenant Services</b>								
220	4210	Salaries		—	—	—		
230	4220	Recreation, Publications and Other Services		1.74	1.74	1250-		
240	4230	Contract Costs, Training and Other		—	—	—		
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)			1.74	1.74	1250-		
<b>Utilities</b>								
260	4310	Water		23.16	26.32	18953.36		
270	4320	Electricity		10.79	16.78	12084.07		
280	4330	Gas		12.15	7.11	5118.06		
290	4340	Fuel		—	—	—		
300	4350	Labor		—	—	—		
310	4390	Other utilities expense		—	—	—		
320	Total Utilities Expense (sum of line 260 thru line 310)			46.10	50.22	36155.49		

Name of PHA / IHA			Fiscal Year Ending					
Havre de Grace Housing Authority			6/30/2008					
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 19 PUM (2)	<input checked="" type="checkbox"/> Estimates	Requested Budget Estimates			
				<input type="checkbox"/> or Actual	PHAIHA Estimates		HUD Modifications	
				Current Budget Yr. 19 PUM (3)	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Ordinary Maintenance and Operation</b>								
330	4410	Labor		27.38	19.31	13905.15		
340	4420	Materials		25.00	28.47	20500-		
350	4430	Contract Costs		36.81	64.17	46200-		
<b>360</b>	<b>Total</b>	<b>Ordinary Maintenance &amp; Operation Expense (lines 330 to 350)</b>		<b>89.19</b>	<b>111.95</b>	<b>80605.15</b>		
<b>Protective Services</b>								
370	4460	Labor		-	-	-		
380	4470	Materials		-	-	-		
390	4480	Contract costs		-	-	-		
<b>400</b>	<b>Total</b>	<b>Protective Services Expense (sum of lines 370 to 390)</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>General Expense</b>								
410	4510	Insurance		17.81	28.07	20212.50		
420	4520	Payments in Lieu of Taxes		-	-	-		
430	4530	Terminal Leave Payments		-	-	-		
440	4540	Employee Benefit Contributions		27.68	37.96	27190.70		
450	4570	Collection Losses		-	-	-		
460	4590	Other General Expense		-	-	-		
<b>470</b>	<b>Total</b>	<b>General Expense (sum of lines 410 to 460)</b>		<b>45.49</b>	<b>65.84</b>	<b>47403.20</b>		
<b>480</b>	<b>Total</b>	<b>Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)</b>		<b>363.89</b>	<b>452.17</b>	<b>325558.84</b>		
<b>Rent for Leased Dwellings</b>								
490	4710	Rents to Owners of Leased Dwellings		-	-	-		
<b>500</b>	<b>Total</b>	<b>Operating Expense (sum of lines 480 and 490)</b>		<b>363.89</b>	<b>452.17</b>	<b>325558.84</b>		
<b>Nonroutine Expenditures</b>								
510	4610	Extraordinary Maintenance		-	-	-		
520	7520	Replacement of Nonexpendable Equipment		-	-	-		
530	7540	Property Betterments and Additions		-	-	-		
<b>540</b>	<b>Total</b>	<b>Nonroutine Expenditures (sum of lines 510, 520, and 530)</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>550</b>	<b>Total</b>	<b>Operating Expenditures (sum of lines 500 and 540)</b>		<b>363.89</b>	<b>452.17</b>	<b>325558.84</b>		
<b>Prior Year Adjustments</b>								
560	6010	Prior Year Adjustments Affecting Residual Receipts		-	-	-		
<b>Other Expenditures:</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.		-	-	-		
<b>580</b>	<b>Total</b>	<b>Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)</b>		<b>363.89</b>	<b>452.17</b>	<b>325558.84</b>		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)		<76.117	(129.69)	93358.84		
<b>HUD Contributions</b>								
600	8010	Basic Annual Contribution Earned - Leased Projects-Current Year		-	-	-		
610	8011	Prior Year Adjustments - (Debit) Credit		-	-	-		
<b>620</b>	<b>Total</b>	<b>Basic Annual Contribution (line 600 plus or minus line 610)</b>		<b>-</b>	<b>-</b>	<b>-</b>		
630	8020	Contributions Earned - Op. Sub - Cur. Yr.(before year-end adj)		106.35	125.00	90000-		
640		Mandatory PFS Adjustments (net)		(0.39)	8.69	6259.23		
650		Other (specify)		-	-	-		
660		Other (specify)		-	-	-		
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)		-	-	-		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)		105.96	133.69	96259.23		
<b>690</b>	<b>Total</b>	<b>HUD Contributions (sum of lines 620 and 680)</b>		<b>105.96</b>	<b>133.69</b>	<b>96259.23</b>		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)		29.85	4.03	2900.40		
		Enter here and on line 810						

Name of PHA / IHA: Harve de Grace Housing Authority Fiscal Year Ending: 6/30/2008

Operating Reserve		PHA/IHA Estimates	HUD Modifications
<b>Part I - Maximum Operating Reserve - End of Current Budget Year</b>			
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	162779.42

<b>Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End</b>			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date) <u>unaudited 6/30/07</u>	(35,368.00)
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	81301.43
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	45933.43
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	2900.40
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	2900.40
830		Cash Reserve Requirement - <u>15</u> % of line 480	48833.83

Comments

**PHA / IHA Approval**  
 Name: George R. Robinson  
 Title: Executive Director  
 Signature: George R. Robinson

Date: 03/15/07

**Field Office Approval**  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Operating Budget  
Schedule of All Positions and Salaries**

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

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

See back of page for instructions and Public reporting burden statement

Name of Housing Authority: Havre de Grace Housing Authority

Locality: Havre de Grace, MD

Fiscal Year End: 6/30/2008

Position Title and Name By Organizational Unit and Function	(1)	Present Salary Rate As of (date)	(2)	Requested Budget Year		(5)	Allocation of Salaries by Program				(11)	Method of Allocation
				Salary Rate	Estimated Budget Year		Management	Modernization	Development	Section 8 Programs		
	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Administration: Executive Director - G. Robinson		55125	57851	12	57881	40511	17364	-	-	-	-	DI
Occupancy Specialist - M. King		22460	22983	12	22983	21183	-	-	-	-	-	70% CAP
		21585	25664		85664	68300	17364	-	-	-	-	100%
Subtotal						68300	17364	-	-	-	-	
Dvertime Total												
Maintenance: Maintenance Supervisor - P. Carey		26486	27810.30	12	27810.30	13905.15	13905.15	-	-	-	-	50%
						2500	2500	-	-	-	-	50%
Subtotal Dvertime					30310.30	13905.15	16405.15	-	-	-	-	
Total Salaries					115991.20	22205.15	34769.15	-	-	-	-	

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

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

Executive Director or Designated Official  
Date: 03/15/07

No Havre de Grace Housing Authority employee is serving in a variety of positions which exceeds 100% of his or her time.

**Calculation of Social Security (FICA) Add-ons  
FYE 2008**

Total Payroll (per Operating Budget) Administrative, Tenant Services & Maintenance	\$115,974.30
Total Payroll charged to PH (per Operating Budget) Administrative, Tenant Services & Maintenance	\$82,205.15
Payroll Subject to Base Year FICA Base of \$14,100 Administrative, Tenant Services & Maintenance	\$42,300.00
Calculation of Salaries exceeding FICA Base Salaries above FICA Base	\$0.00
Calculation of % of PH Salaries to Total Payroll Total Payroll charged to PH (per Operating Budget) Divided by: Total Payroll	71% \$82,205.15 \$115,974.30
Calculation of Payroll Subject to FICA using RBY Base Total Payroll Multiplied by % of PH Salaries to Total Payroll Payroll subject to FICA using base	\$115,974.30 71% \$82,205.15
Calculation of Payroll Subject to FICA Using Base Year Base Total Base Year Base Multiplied by % of PH Salaries to Total Payroll	\$29,983.18 \$42,300.00 71%
Calculation of Social Security (FICA) Add-on: Payroll Subject to FICA using Base Payroll Subject to FICA using Base Year Base	\$82,205.15 \$29,983.18
FICA Rate (7.65%) x Payroll Subject to FICA Using Base Base Year Rate (5.85%) x Payroll Subject to FICA using Base Year Base	\$6,288.69 \$1,754.02
	<hr/> \$4,534.68

**Operating Budget**  
 Schedule of Administration  
 Expense Other Than Salary

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

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 1 hour 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority		Locality		Fiscal Year End		
Havre de Grace Housing Authority		Havre de Grace		06/30/2008		
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other CAP	
1 Legal Expense (see Special Note in Instructions)	1500	750	0	0	750	
2 Training (list and provide justification)	4000	3000	0	0	1000	
3 Travel Trips To Conventions and Meetings (list and provide justification)	2000	1000	0	0	1000	
4 Other Travel Outside Area of Jurisdiction	150	150	0	0	0	
5 Within Area of Jurisdiction	500	500	0	0	0	
6 Total Travel	2650	1650	0	0	1000	
7 Accounting	16000	12800	0	0	3200	
8 Auditing	15000	10500	0	0	4500	
9 Sundry Rental of Office Space	0	0	0	0	0	
10 Publications	150	150	0	0	0	
11 Membership Dues and Fees (list organization and amount)	485	485	0	0	0	
12 Telephone, Fax, Electronic Communications	11000	8800	0	0	2200	
13 Collection Agent Fees and Court Costs	2500	2500	0	0	0	
14 Administrative Services Contracts (list and provide justification)	27000	18900	0	0	8100	
15 Forms, Stationary and Office Supplies	2700	1890	0	0	810	
16 Other Sundry Expense (provide breakdown)	5470	5470	0	0	0	
17 Total Sundry	82955	63145	0	0	19810	
18 Total Administration Expense Other Than Salaries	122105	91845	0	0	30260	

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

Signature of authorized representative & Date

X *George R. Robinson*

03/15/07

	Total	PH	Sec 8
Postage	\$1,570.00	\$1,570.00	\$0.00
Advertising	\$1,900.00	\$1,900.00	\$0.00
Credit Checks	\$1,000.00	\$1,000.00	\$0.00
Miscellaneous	\$1,000.00	\$1,000.00	\$0.00
<b>TOTAL</b>	<b>\$5,470.00</b>	<b>\$5,470.00</b>	<b>\$0.00</b>

**Instructions for Preparation of Form HUD-52571**

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. **Legal Expense:** Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

**Special Note:** The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. **Training:** List and provide justification for all training.

**Travel Expense:** Justification must be provided for travel.

3. **Trips to Conventions and Meetings:** Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. **Other Travel: Outside Area of Jurisdiction:** Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. **Other Travel: Within Area of Jurisdiction:** Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. **Total Travel:** Sum Lines 3, 4, and 5 for Columns (2) through (7) and enter total for each on Line 6 "Total Travel."

7, thru 16. **Accounting, Auditing and Sundry:** Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts shown in Column (2) chargeable to all programs administered by the Housing Authority.

14. **Administrative Services Contracts:** List and provide justification for all contracts (excluding accounting contracts).

16. **All Other Sundry Expense:** List all items identified under this expense.

**18. Total Administration Expense Other Than Salaries:**

Add the amounts on the following Lines:

- Line 1     Legal Expense
- Line 2     Training
- Line 6     Total Travel
- Line 7     Accounting
- Line 8     Auditing
- Line 17    Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8, and 17, should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

**Operating Budget**  
Summary of Budget Data and Justifications

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

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 45 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
Havre de Grace Housing Authority	Havre de Grace, MD	6/30/2008

**Operating Receipts**

**Dwelling Rental.** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Projected average monthly dwelling rental income \_\_\_\_\_ 263.89  
 Multiplied by unit months available \_\_\_\_\_ 920  
 \_\_\_\_\_  
190800

**Excess Utilities.** (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas  Electricity  Other  (Specify) \_\_\_\_\_
2. Comments

**Non dwelling Rent.** (Not for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

**Interest on General Fund Investments.** State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Based on Prior Year Experience ----- 100

**Other Comments On Estimates of Operating Receipts.** Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Capital Fund 2007	\$35,000.00
Community Room Rental	\$1,500.00
Court Costs Recovered	\$500.00
Late Fees Collected	\$1,000.00
Maintenance Charges to Tenants	\$2,100.00
Laundry Room Commissions	\$2,000.00
<b>TOTAL</b>	<b>\$42,100.00</b>

**Operating Expenditures**

**Summary of Staffing and Salary Data**

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
- Column (3)** Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4)** Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5)** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

**Note:** The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation—Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration—Nontechnical Salaries <sup>1</sup>	2	2	68300	—	17364	—
Administration—Technical Salaries <sup>1</sup>						
Ordinary Maintenance and Operation—Labor <sup>1</sup>	1	1	13905.15	—	16405.15	—
Utilities—Labor <sup>1</sup>						
Other (Specify) (Legal, etc.) <sup>1</sup>						
Extraordinary Maintenance Work Projects <sup>2</sup>						
Betterments and Additions Work Projects <sup>2</sup>						

<sup>1</sup> Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.  
<sup>2</sup> The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

**Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry.** In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Approximately \$5000 has been set aside for staff training in the areas of Financial Management, Maintenance Repairs, LIPH and Section 8; and for commissioners' training at the 2008 Legislative Conference in Washington, DC. \$2000 has been set aside for traveling to and from the above training sessions. \$500 has been set aside for travel to court proceedings. Anticipated memberships include - NAHRO - \$200, PHADA - \$85 and MAHRA - \$200. \$300 has been set aside for publications in the areas of property management and maintenance.

**Utilities.** Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

**Ordinary Maintenance & Operation—Materials.** Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Building	\$15,000.00
Plumbing	\$1,000.00
Electrical	\$1,000.00
Vehicle Repair	\$500.00
Painting	\$3,000.00
<b>TOTAL</b>	<b>\$20,500.00</b>

**Ordinary Maintenance & Operation—Contract Costs.** List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Building Repairs	\$15,000.00	Electrical	\$4,000.00
Plumbing	\$8,500.00	Rental Equipment	\$1,200.00
Janitorial	\$3,000.00	IT Services	\$1,500.00
HVAC	\$3,000.00	Painting	\$1,500.00
Locksmith	\$500.00	Eviction	\$3,000.00
Pest Control	\$1,000.00	<b>TOTAL</b>	<b>\$46,200.00</b>
Landscaping	\$4,000.00		

**Insurance.** Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	Total	PH	CAP	Sec 8	DRUG
Blanket Employee Dishonesty	\$250.00	\$175.00	\$75.00	\$0.00	\$0.00
Public Officials E & O	\$1,005.00	\$703.50	\$301.50	\$0.00	\$0.00
Workers Comp	\$4,950.00	\$3,465.00	\$1,485.00	\$0.00	\$0.00
Automotive	\$1,000.00	\$700.00	\$300.00	\$0.00	\$0.00
Non Owned/Hired Auto Liability	\$100.00	\$70.00	\$30.00	\$0.00	\$0.00
Mold or Other Fungus	\$170.00	\$119.00	\$51.00	\$0.00	\$0.00
Boiler and Machinery	\$500.00	\$350.00	\$150.00	\$0.00	\$0.00
Commercial Property	\$17,500.00	\$12,250.00	\$5,250.00	\$0.00	\$0.00
Commercial Liability	\$3,400.00	\$2,380.00	\$1,020.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$28,875.00</b>	<b>\$20,212.50</b>	<b>\$8,662.50</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Employee Benefit Contributions.** List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

	Total	PH	CAP	Sec 8	DRUG
FICA @ 7.65% of Payroll	\$8,872.03	\$6,288.69	\$2,583.34	\$0.00	\$0.00
Unemployment Compensation	\$8,944.69	\$6,412.00	\$2,532.69	\$0.00	\$0.00
Retirement	\$2,400.00	\$1,680.00	\$720.00	\$0.00	\$0.00
Health, Life & Medical	\$18,300.00	\$12,810.00	\$5,490.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$38,516.72</b>	<b>\$27,190.70</b>	<b>\$11,326.03</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Collection Losses.** State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

**Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions.** Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

**Contracts.** List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

Small Business Services, Inc. — Administrative Support Services — 27000

# Calculation of Allowable Utilities Expense Level

PHA-Owned Rental Housing  
Operating Fund

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

OMB Approval No. 2577-0029 (exp. 06/30/2006)

a) Public Housing Agency: Howe de Grace      b) Operating Fund Project Number: MD012001000

c) New Project Numbers: \_\_\_\_\_

d) Fiscal Year Ending: 06/30/2008

e) ACC Number: P-252

f) Type of Submission:  Original     Revision No. ( )

g) Energy Performance Contract:     h) Utility Rate Incentive:

Fuel (Specify type e.g., oil, coal, wood): \_\_\_\_\_

Line No.	Description	Unit Months Available	Sewerage and Water Consumption (4)	Electricity Consumption (5)	Gas Consumption (6)	(7)	(8)	(9)
01	UMA and actual consumption for old projects for 12 month period which ended 12 months before the Requested Budget Year. (Line 01, 02, 03)	720	2,120,482	69,111	4,157			
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. (Line 04, 05)	720	2,320,602	75,502	5,583			
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. (Line 06, 07, 08)	720	2,756,395	87,922	5,249			
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	2160	7,197,479	232,535	14,987			
05	Estimated Unit Months Available for old projects for Requested Budget Year.	720						
06	Ratio of Unit Months Available for old projects (line 04 divided by line 05 of column 3)	3						
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).	720	2,399,160	77,512	4,996			
08	Estimated UMA and consumption for new projects.							
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08).	720	2,399,160	77,512	4,996			
10	Estimated cost of consumption on line 08 for Requested Budget Year (Line 13 times Line 09).	Costs	1,895,336	12,084.07	5118.06			
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	36,155						
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3)	50.00						
13	Rate		0.0099	0.1559	1.0245			
14	Unit of Consumption		gal	KWH	Therms			

Previous editions are obsolete

# Adjustment for Utility Consumption and Rates

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

OMB Approval No. 2577-0029 (exp. 06/30/2006)

PHA-Owned Rental Housing  
Operating Fund

Public reporting burden for this collection of information is estimated to average 1.5 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for operation of low-income housing projects to PHAs. The Operating Fund Formula determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Allowable Expense Level (AEL), Allowable Utilities Expense Level and Other Costs for the major formula components. HUD reviews the information to determine each PHA's share of the total operating subsidy funds appropriated by Congress each fiscal year. HUD also uses the information as a means of estimating the annual aggregate operating subsidy eligibility of PHAs which serves as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Line No.	Description	Line Totals	c) Fiscal Year Ending <u>06/30/06</u>		e) Type of Submission:		g) Utility Rate Incentive		
			d) ACC Number <u>P-258</u>	Sewerage and Water Cost and Consumption	Electricity Costs and Consumption	Gas Costs and Consumption	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revision No. ( )	<input type="checkbox"/>
01	Actual utility costs for the fiscal year for which adjustment is requested.	3060589	1104823	8599.81	4957385				
02	Actual consumption for the fiscal year for which adjustment is requested.		21220,482	69,411	4159				
03	Actual average rate (line 01 divided by line 02).		0.008	0.124	1.193				
04	Estimated consumption for old and new projects for the fiscal year for which adjustment is required.		2,503,803	72,881	4023				
05	Costs of estimated consumption at average rate (line 03 times line 04; enter total in column 3).	33,999,01	20130,05	9068,93	479803				
06	Line 05, column (3) times 0.75; enter the amount in column 3.	25,499,16							
07	Line 01, column (3) times 0.25; enter the amount in column 3.	7651,47							
08	Total utility costs includable in Operating Subsidy Calculation (line 06 plus line 07).	33,449,23							
09	Total estimated cost for the fiscal year for which adjustment is requested (line 1, form HUD-52722-A).	26,890							
10	Utility adjustment (line 08 minus line 09)	6259,23							

Previous editions are obsolete for PHA fiscal years ending 12/31/99 and after

# Attachment IV.

## Description of Implementation of Community Service Requirements

Havre de Grace Housing Authority Operating Supplement  
Adopted - October 1, 2000  
Revised -  
Approved by Board of Commissioners -

## COMMUNITY SERVICE/SELF SUFFICIENCY SUPPLEMENT

### A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self-sufficiency and economic independence. This is a requirement of the dwelling lease signed with all residents of Havre de Grace Housing Authority.

Havre de Grace Housing Authority requires residents to verify compliance annually, at least 30 days before the expiration of the lease term. Self-certification by residents is not acceptable; third party certification must be provided by the entity with whom the resident is working or fulfilling the requirement.

### B. Definitions

**Community Service** – volunteer service that includes, but is not limited to:

- Service at a local school, church, hospital, recreation center, senior center, service organization, or child care center
- Service with youth or senior organizations, including Police Athletic League (PAL) events and functions
- Service at Havre de Grace Housing Authority to help improve physical conditions including the resident planning and clean-up programs and non-paid time spent on caretaker duties
- Service at Havre de Grace Housing Authority to help with children's programs or youth sporting events
- Service at Havre de Grace Housing Authority to help with senior programs
- Helping neighborhood groups with special projects including Blockwatch, Apartment watch or Resident Patrol
- Working through the Central Resident Council or individual development Resident Council or Senior Club to help other residents with problems
- Caring for the children of other residents so they may volunteer
- Other volunteer service with non-profits, for example, 501(C)(3) organizations, providing community service programs.
- NOTE: Political activity is excluded. This would include but is not limited to: voter registration; campaign worker; and poll worker assignments.

Self-Sufficiency Activities – activities that include, but are not limited to:

- Family Investment Center programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budgeting and credit counseling
- Homeownership educational programs or seminars (offered by Havre de Grace Housing Authority and other community organizations)
- Any kind of class that helps a person move toward economic independence

Exempt Adult – an adult member of the family who

- Is 62 years of age or older
- Has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disabled person
- Is working at least 30 hours per week
- Is participating in a welfare to work program
- Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program
- Each adult member of the household must sign a Community Service Exemption Certification at each annual recertification or if they become an “exempt adult” at any time between recertifications that the status should change. (See “Exhibit 1” attached; Havre de Grace Housing Authority PM Form #1)

### C. Requirements of the Program

1. The eight- (8) hours per month may be either volunteer service or self-sufficiency program activity or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant consideration. The Executive Director, or their designee will make the determination of whether to allow or disallow a deviation from the schedule. (See Exhibit #3, Havre de Grace Housing Authority PM Form #3).
3. Activities must be performed within the community and not outside the jurisdictional area of Havre de Grace Housing Authority which includes Harford County, MD.

#### 4. Family obligations

- At lease execution or re-examination after May 1, 2004, all adult members (18 or older) of a public housing resident family must:
  - 1) Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and;
  - 2) Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
- At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by Havre de Grace Housing Authority's recertification area) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
- If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with Havre de Grace Housing Authority to make up the deficient hours over the next twelve- (12) month period.

#### 5. Change in exempt status:

- If, during the twelve- (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the management office and provide documentation of such.
- If, during the twelve- (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the management office. Havre de Grace Housing Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

#### D. Havre de Grace Housing Authority Obligations

##### 1. To the greatest extent possible and practicable, Havre de Grace Housing Authority will:

- Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (*According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to perform community service is not necessarily exempt from the Community Service requirement*).
- Provide in-house opportunities for volunteer service or self-sufficiency programs.

2. Havre de Grace Housing Authority management offices will provide the family with: Community Service Exemption Certification Form (See Havre de Grace Housing Authority PM Form #1; "Exhibit 1"); Community Service Compliance Certification Form (See Havre de Grace Housing Authority PM Form #2; "Exhibit 2"); Record and Certification of Community Service and Self-Sufficiency Activities Form (See Havre de Grace Housing Authority PM Form # 3; "Exhibit 3"); and Caretaker Verification for Community Service Exemption Form (See Havre de Grace Housing Authority PM Form # 6; "Exhibit "6"), attached, and a copy of this policy at initial application and at lease execution.
3. Havre de Grace Housing Authority's Executive Director or their designee will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Grievance Procedure if they disagree with Havre de Grace Housing Authority's determination. (See the dwelling lease).
4. Non-compliance of family member. The responsibility for enforcement will be with the Executive Director.
  - At least thirty-days (30) prior to annual re-examination and/or lease expiration, Havre de Grace Housing Authority will begin reviewing the exempt or non-exempt status and compliance of family members.
  - If Havre de Grace Housing Authority finds a family member to be non-compliant, the Management staff will enter into an agreement with the non-compliant member and the head of household to make up the deficient hours over the next twelve- (12) month period. (Havre de Grace Housing Authority PM Form #4; "Exhibit 4" and Havre de Grace Housing Authority PM Form #5 "Exhibit 5" attached).
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family would be issued a 30-day notice to vacate by the Executive Director, unless the non-compliant member agrees to move out of the unit and a new lease is signed with the family amending its composition accordingly.
  - The family may use the Grievance Procedure to appeal the lease termination, after attending a private conference with the Executive Director or other representative of Havre de Grace Housing Authority.

# Attachment V.

## Information on Pet Policy

Component N - A Statement of the HDGHA's Policies and Rules Regarding  
Ownership of Pets in Public Housing

PET POLICY  
Household vs Service/Assistive Animals (Physician ordered)

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep **only two** common household pets if it is registered with the Housing Authority, City of Havre de Grace, before it is brought onto the premises, and if registration is updated each year at annual re-examination. Pets are caged birds, goldfish, and gerbils. No reptiles.

No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

**Payment**

HDGHA will charge a non-refundable nominal fee of fifty dollars (\$50.00) for each pet. This fee is intended to cover the reasonable operating costs to the project.

HDGHA will, in addition, charge a refundable pet deposit of two hundred dollars (\$200.00) for **each household with a pet**. This fee is intended to cover additional costs otherwise incurred.

The refundable pet deposit will be placed in the security deposit account. HDGHA will refund the unused portion of the deposit, to the resident within a reasonable time after the resident moves from the unit or no longer owns or has a pet present in the resident's dwelling unit, provided no damages or extermination is evident.

**Limitations**

HDGHA authorization for pet(s) will be given on a year-to-year basis.

No pet will be allowed if weight exceeds 20 pounds

No dangerous animal or pet will be allowed.

**Registration**

Registration must include the following:

A certificate signed by a licensed veterinarian stating that the common household pet has timely received all inoculations currently required by state and local laws.

Also required is whatever license is mandated by local law. The certificate must be reviewed yearly.

## Component N - A Statement of the HDGHA's Policies and Rules Regarding Ownership of Pets in Public Housing

A picture of the Common household pet must be provided at time of registration.

Name, address, and phone number of person to be responsible for pet in resident's absence.

All animals are to be stayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

No animal or pet may be kept in violation of humane or health laws.

Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor.

Housing Authority, City of Havre de Grace, will notify the owner of the common household pet if registrations of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

### Animal Restraint

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the unit, etc.

### Sanitation Standards

Any animal or pet waste deposited in any common area must be removed immediately by the pet owner.

Residents must take adequate precautions to eliminate any animal or pet odors within or around the unit and maintain the unit and grounds in a sanitary condition at all times.

If a litter box is used in the unit, it must be emptied every two (2) days and contents placed in a heavy plastic bag into the garbage container immediately.

All common household pets are to be fed inside the unit. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals or sea gulls.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority, City of Havre de Grace.

Residents will not alter their unit, patio or unit area to create an enclosure for a common household pet.

### Potential Problems and Solutions

Residents will not permit any disturbances by their pets which would interfere with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping, or other such activities.

HDGHA may enter the owner's unit to inspect the premises when circumstance so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents.

## Component N - A Statement of the HDGHA's Policies and Rules Regarding Ownership of Pets in Public Housing

The action may include also placing the pet in a facility to provide care and shelter for a period not to exceed thirty (30) days. Cost of this professional care will be borne by the pet owner.

If the pet is threatened by the incapacitation or death of the owner, (or by extreme negligence), and the designated alternate is unwilling to unable to care for the pet, HDGHA may place the pet in proper facility for up to thirty (30) days. If there is no other solution at the end of thirty (30) days, the manager may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

The authorization for a common household pet may be revoked at any time subject to HDGHA's Grievance Procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within thirty (30) days of notice by the HDGHA; or if for a threat to health and safety, removal within twenty-four (24) hours of notice.

Lease termination proceedings.

This policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

# Attachment VI.

Statement of Progress in  
Meeting 5 Year Plan  
Goals & Objectives

# Statement of Progress in Meeting 5-Year Plan Goals & Objectives

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

**For the benefit of our Section 8/HCV participants, all of our Section 8/HCV Vouchers have been transferred to Harford Housing Agency. Havre de Grace Housing Authority continues to maintain its goal of reducing public housing vacancies – our occupancy rate holds at 99-100%. We have made progress towards leveraging private funds to create additional housing opportunities by issuing a formal RFP seeking redevelopment consultation services. We received several viable responses from area several developers who can assist us in constructing additional low income and senior housing. Currently, the RFP responses are being reviewed by the Board of Commissioners to determine the option that best reflects our residents' desires while meeting the Board's requirements.**

PHA Goal: Improve quality of assisted housing

Objectives: #Improve public housing management  
#Improve voucher management  
#Increase customer satisfaction  
#Renovate or modernize public housing units

**Havre de Grace Housing Authority continues to renovate and modernize the public housing units. Great emphasis this past year was placed on removal and replacement of unit flooring and cabinetry. Bathrooms and kitchens continue to be updated upon tenant move out. Unfortunately, a fire occurred in the complex. Thankfully, no one was injured. However, this left several of our units offline for most of the fiscal year. The affected units have been completely renovated, from the studs out. In the coming year, capital funds will be highly utilized for continued unit renovations. Our resident meetings continue to be geared towards increased customer satisfaction. An open line of communication remains a focus with the tenants and each comment is acted upon swiftly. At the request of our tenants, additional security cameras have been installed to better monitor complex activity. We continue to implement Section 504 requirements throughout the complex as funds allow, accommodating our customers. The Administration remains strict in its policy to taking strong administrative action against those public housing residents who do not wish to maintain their units in a safe and sanitary manner.**

PHA Goal: Increase assisted housing choices

Objectives: #Conduct outreach efforts to potential voucher landlords  
#Increase voucher payment standards

**This goal is no longer a focus at this time due to the transferring our Section 8/HCV to Harford Housing Agency.**

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 public housing security improvements  
#Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

**Havre de Grace Housing Authority continues to make improvements to its units which attracts higher income public housing households. Due to increased police monitoring in other areas of Havre de Grace, crime has increased in our community. We have installed additional security cameras to assist us in keeping our community safe and secure. The new cameras are higher powered and better assist the police in identifying offenders. Problem tenants are quickly addressed. Our Resident Council Committee Block Watch program remains active. Our local police department is more supportive than ever. We have frequent and visible police presence in the complex. Designation of buildings for elderly residents has not been pursued as of yet.**

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

**Continued enforcement of the community service requirement keeps the number and percentage of employed persons in our assisted households high. The local churches and nonprofit organizations in our area continue to bring regular ongoing services to our families. These services include: GED classes, resume writing training, homeownership programs, after school children's program, work study programs, computer training and job search programs. The majority of these programs are offered off site with transportation offered by the program to assist the family. We remain in close coordination with our local TANF agency by referring families that require services they offer. We have made several attempts to attract an organization to bring more programs on-site. Our on-site computer lab continues to be a resource for the public housing residents.**

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

**Accordingly, Havre de Grace Housing Authority operates its housing program in accordance with applicable fair housing rules.**

# Attachment VII.

## Resident Membership on the Governing Board

## Resident Membership on the Governing Board

1. Nathaniel Stewart  
104 Stansbury Court  
Havre de Grace, MD 21078

# Attachment VIII.

## Membership of the Resident Advisory Board

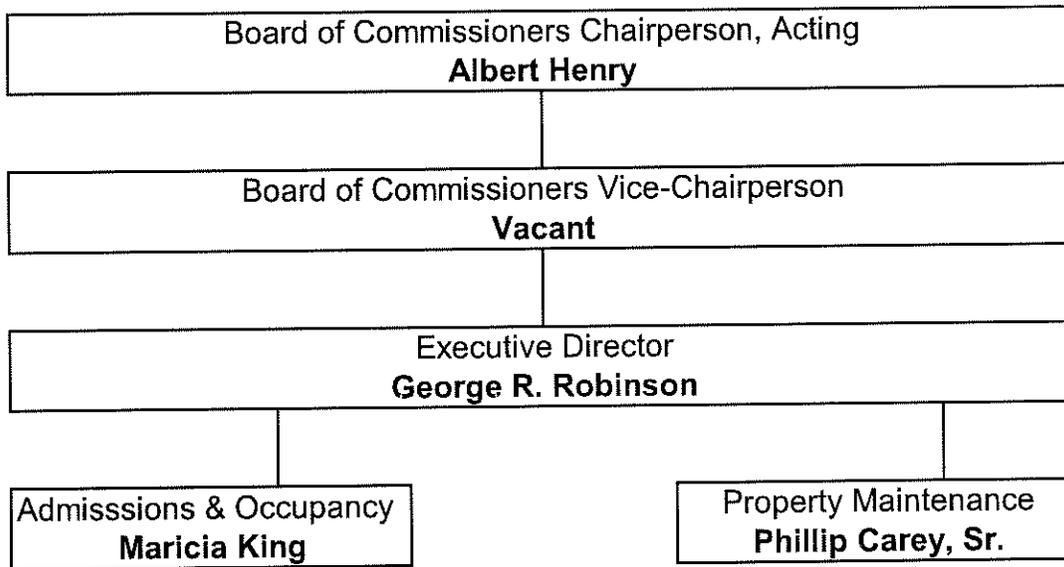
## Membership of the Resident Advisory Board

1. **Nathaniel Stewart**  
104 Stansbury Court  
Havre de Grace, MD 21078  
President
  
2. **Mary Koonce**  
107 George Court  
Havre de Grace, MD 21078  
Treasurer
  
3. **Hazel Woodson**  
124 Vancherie Court  
Havre de Grace, MD 21078  
Vice-President
  
4. **VACANT**  
Secretary

# Attachment IX.

## PHA Management Chart

## PHA Management Organizational Chart



# Attachment X.

## Capital Fund Program 5-Year Action Plan

**Five-Year Action Plan**  
**Part I: Summary**

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

OMB Approval No. 2577-0157  
 (exp. 3/31/2010)

**Comprehensive Grant Program (CGP)**

HA Name Development Number/Name	Work Stmt. for Year 1 FFY 2008	Locality (City/County & State)			Work Statement for Year 5 FFY 2012
		Work Statement for Year 2 FFY 2009	Work Statement for Year 3 FFY 2010	Work Statement for Year 4 FFY 2011	
HA Name: <u>Have de Grace Housing Authority</u> Development Number/Name: <u>MD012</u> Locality: <u>Have de Grace/Harford County, MD</u>	See Annual Statement				<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____
B. Physical Improvements Subtotal		\$42,500	\$42,500	\$32,500	\$42,500
C. Management Improvements		\$19,000	\$19,000	\$19,000	\$19,000
D. HA-Wide Nondwelling Structures and Equipment		\$5,000	\$5,000	\$15,000	\$5,000
E. Administration		\$9,500	\$9,500	\$9,500	\$9,500
F. Other					
G. Operations		\$19,000	\$19,000	\$19,000	\$19,000
H. Demolition					
I. Replacement Reserve					
J. Mod Used for Development					
K. Total CGP Funds		\$95,000	\$95,000	\$95,000	\$95,000
L. Total Non-CGP Funds					
M. Grand Total		\$95,000	\$95,000	\$95,000	\$95,000

*Somerset Manor*  
*MD012*

Signature of Executive Director: [Signature] Date: 04/15/08  
 Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY <u>2009</u>	Work Statement for Year <u>2</u> FFY <u>2009</u>			Work Statement for Year <u>3</u> FFY <u>2010</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Kitchens	3,000	3,000	Kitchens	3,000	3,000
	Building Roofs	30,000	30,000	Windows	15,500	7,000
	Bathrooms	1,500	1,500	Bathrooms	7,000	7,000
	SBY Compliance	4,000	4,000	SBY Compliance	5,000	5,000
	Heating/Air Conditioning Site	3,000	3,000	Heating/Air Conditioning Site	5,000	5,000
	Subtotal of Estimated Cost		\$ 42,500	Subtotal of Estimated Cost		\$ 42,500

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY 2008	Work Statement for Year 4 FFY 2011			Work Statement for Year 5 FFY 2012		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Somerset Manor/MD012			Somerset Manor/MD012		
	Kitchens	3,000	\$ 7,000	Kitchens		\$ 7,000
	Bathrooms	7,000	\$ 7,000	Bathrooms		\$ 7,000
	504 Compliance	7,000	\$ 7,000	504 Compliance		\$ 7,000
	Heating/Air Conditioning Site	5,000	\$ 5,000	Site		\$ 5,000
	Unit Flooring	5,500	\$ 5,500	Unit Flooring Exterior Doors		\$ 10,000
	Subtotal of Estimated Cost		\$ 32,500	Subtotal of Estimated Cost		\$ 42,500

**Five-Year Action Plan  
Part III: Supporting Pages  
Management Needs Work Statement(s)**

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

Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY <u>2008</u>	Work Statement for Year <u>1</u> FFY <u>2009</u>			Work Statement for Year <u>2</u> FFY <u>2010</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Accounting	10,000		Accounting	10,000	
	Computer Software	3,500		Computer Software	3,500	
	Staff Training	4,000		Staff Training	4,000	
	Computer Tech Support	1,500		Computer Tech Support	1,500	
	Subtotal of Estimated Cost		\$19,000	Subtotal of Estimated Cost		\$19,000

**Five-Year Action Plan**  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
**Comprehensive Grant Program (CGP)**

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

Work Statement for Year FFY <u>2008</u>	Work Statement for Year <u>3</u>			Work Statement for Year <u>4</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Accounting		10,000	Accounting		10,000
	Computer Software		3,500	Computer Software		3,500
	Staff Training		4,500	Staff Training		4,500
	Computer Tech Support		1,000	Computer Tech Support		1,000
	Subtotal of Estimated Cost		\$19,000	Subtotal of Estimated Cost		\$19,000

# Attachment XI.

## FSS Action Plan

Housing Authority of the City of Havre de Grace  
Family Self-Sufficiency  
Action Plan

The goal of Family Self-Sufficiency (F.S.S.) is to guide participants to move from welfare and other government subsidies to self-sufficiency through community networking of services to assist families in obtaining and maintaining self-sufficiency through an on-going five (5) year program and can be extended to a seven (7) year program depending on the circumstances.

Eligible families will receive high quality comprehensive services, of professional expertise and agency services to direct them to self-sufficiency through education, personal development, supportive services, skill training, and employment.

Family Self-Sufficiency (F.S.S.) selection procedures will include family residents of Somerset Manor, motivated to achieve self-sufficiency without regards to age, race, color, religion, sex, handicap, family status, or national origin.

- I. The Havre de Grace Housing Authority office instated the following procedures:
  1. Participants will be selected from the current Public Housing Residents, a letter and survey of interest will be sent to each family living in Somerset Manor.
  2. Interested participants will be placed on a waiting list based on the date the family expressed interest in participating in the F.S.S. Program.
  3. If interest is not obtained from current residents, the Family Self-Sufficiency Program will be presented to eligible families, who qualify for a vacancy in Public Housing from the waiting list, according to Federal and Local Preference Points and by date of application and signs a Public Housing Lease.
  4. These new Public Housing clients will be surveyed for their needs and placed on a waiting list for the F.S.S. Program according to the date they showed an interest in the program.
  5. Additional selection criteria for interested participants on the F.S.S. waiting list will be given Local Preferences if they are already enrolled in the following programs to obtain self-sufficiency:
    - a. Employed in Havre de Grace, Maryland (150 Points)
    - b. Participating in a program sponsored by (100 Points):

1. Susquehanna Regional Private Industry Council (S.R.P.I.C.)
2. Job Training Partnership Act (J.T.P.A.)
3. Open Doors
4. Enrollment in G.E.D. class on their own or enrollment in Harford Community College through Associated Black Charities (A.B.C.)
6. A Self-Sufficient informative survey will be sent to all current P.H.A. residents. This document will explain the purpose, benefits, and sanctions under F.S.S. This survey will also gather needs assessment data regarding the number, characteristics, and service needs of families expected to participate in F.S.S. The results of the questionnaire will be tabulated.
7. Notification and outreach efforts will first focus on P.H.A. residents who show an interest in obtaining self-sufficiency. Each participant will be notified by letter and invited to attend orientation sessions, where the F.S.S. will be explained. Each interested participant will be placed on a list based on the date the family expressed interest in participating in the F.S.S. program.
8. Outreach will continue to all P.H.A. residents at annual recertification. At the recertification interview, participants who previously completed a F.S.S. information survey, will receive another briefing on F.S.S. Their survey will be reviewed and updated. Those who did not express a previous interest will be given the opportunity to complete a F.S.S. survey and be placed on the waiting list by date of interest.
9. A Family Self-Sufficiency informative survey will be attached to each P.H.A. pre-application for the applicant and will remain on file until the applicant is considered for a vacancy in the Public Housing Program.
10. At the P.H.A. enrollment interview, the applicant for a vacancy will be reintroduced to F.S.S. and the F.S.S. survey reviewed and updated along with the applicant's application. Interested families will be placed on the waiting list by date for a F.S.S. slot.
11. A Needs Assessment will be conducted by the F.S.S.P.H.A. Case Manager and F.S.S.P.H.A. program Resident Initiatives Coordinator, and a service plan developed for each family member which outlines specific activities and goals and dates for attaining those goals.

12. The Housing Authority will conduct another conference with the entire family reiterating the responsibilities of each family member, the rewards for completing their long-term commitments, and the penalties for not completing their goals as outlined in the service plan. This conference will be encouraging, but will impose the seriousness of the contract. The Housing Authority and client will then execute the Contract of Participation and establish the base family contribution.

II. A program will offer eligible clients a network of comprehensive support services. The client services to be provided include the following:

#### EDUCATION

1. JOB TRAINING PARTNERSHIP ACT (J.T.P.A.)

F.S.S. participants will qualify to receive services under the Job Training Partnership Act (J.T.P.A.) Title II A, Program. Funding under this title of J.T.P.A. is utilized to provide educational programs to unskilled/underskilled adults which will prepare them for entry level positions in industry. Referrals shall be made to the Career Studies Program at Harford Community College for enrollment in Adult Basic Education Classes for learning vocational skills and life skills; as well as, high school diplomas; and enrollment in the Adult External High School Program, for obtaining the General Equivalency Diploma (G.E.D.)

2. SUSQUEHANNA REGION PRIVATE INDUSTRY COUNCIL (S.R.P.I.C.)

Susquehanna Region Private Industry Council (S.R.P.I.C.) also provides educational programs to unskilled and underskilled adults that will prepare them for entry into the labor force. S.R.P.I.C. also enrolls the adult in classes to obtain their G.E.D. and skills vocational courses for entry level positions.

3. J.T.P.A./S.R.P.I.C. AND "ON-THE-JOB" TRAINING

Both J.T.P.A. and S.R.P.I.C. programs places the adult into a "on-the-job training". The Housing Authority receives many of these adults for entry level office practice experience so the adult will have on-the-job experience for entry level positions in industry.

4. ASSOCIATED BLACK CHARITIES (A.B.C.)

The Housing Authority also has a Grant, through the Associated Black Charities (A.B.C.) to be used for residents and F.S.S. recipients of the Housing Authority for education to receive their G.E.D., college courses at

Harford Community College, and office training. The trainee must have their G.E.D. and during the program the recipient is paid \$ 4.45 per hour for twenty (20) hours per week for thirteen (13) weeks. Eighty cents (\$.80) per hour is retained and given to the trainee when their job training program is successfully completed.

5. OPEN DOORS

Open Doors is located in Bel Air, Maryland. Open Doors offers career counseling, workshops on resume writing, career enhancement training, schooling, and offers tuition.

6. THE MEDIX SCHOOL

The Medix School in Towson, Maryland has government funding available for interested participants to become medical assistants, dental assistants, or medical office administrators.

7. ADDICTIONS INDIVIDUAL/FAMILY COUNSELING AND SERVICES

Families requiring personal counseling for addictions, and individual and family counseling will be referred to the Harford County Health Department, Harford County Drug/Alcohol Impact Program, Spousal Abuse Resource Center, and the Harford County Department of Social Services.

8. CHILD CARE AND TRANSPORTATION SERVICES

Child care and transportation vouchers are provided through the J.T.P.A. and S.R.P.I.C. programs. Day care allowances will be a deduction in the calculation of the Total Tenant Payment.

9. JOB TRAINING AND PLACEMENT

Referrals shall be made to Harford County J.T.P.A. programs and JOBS program for job training and placement and additional counseling necessary to provide skills for entering the work force.

10. RESUME WRITING/INTERVIEW SKILLS

Resume writing and interview skills will be offered to the client through courses offered by the J.T.P.A. and S.R.P.I.C. programs; as well as, the Housing Authority's case manager and F.S.S. program coordinator.

11. JOB PLACEMENT ASSISTANCE

Job placement assistance is offered by the Housing

Authority to all residents and F.S.S. clients who complete "on-the-job" training programs. Local businesses are contacted and asked for their support in giving the trainee an interview for a job.

12. TRAINING IN HOME MAKING AND PARENTING SKILLS

Nutrition/Personal Development Food and Nutrition Educational Program (E.F.N.E.P.) of Maryland cooperative extension service offers educational information and assistance in the areas of nutrition and personal development. Homemakers are taught in their homes or in small groups by trained nutrition aides. The extension office also offers information in the areas of leadership development, family resource management, and parenting. Teri Martin, F.S.S. Program coordinator is a trained facilitator for the Parent to Parent Workshop and the Maryland/Harford County Food and Nutrition Committee.

13. SELF HELP AND RESOURCE EXCHANGE (S.H.A.R.E.)

A program which encourages P.H.A. and F.S.S. residents to purchase \$ 30.00 worth of groceries for the cost of \$ 13.00, which improves their budgeting resources.

14. SUMMER RECREATION PROGRAM

Two week summer camp for the children of P.H.A. and F.S.S. program paid for by the Harford County Recreation Program and Harford County Drug and Impact Program.

15. YOUTH COUNSELING TEEN PROGRAM

16. ANTI-DRUG PROGRAM/DRUG ELIMINATION

This program through the Havre de Grace Housing Authority is also offered to F.S.S. recipients of the Housing Authority if the recipient is living in the City of Havre de Grace. If the F.S.S. family needs counseling, the Resident Initiatives Coordinator of the Housing Authority will make arrangements for a special program or individual counseling. The landlord may also report to the Housing Authority that there is a drug problem with one of the F.S.S. recipients; if so, this will be checked out by the Housing Authority with cooperation of the local police department and the Harford County Joint Narcotics Task Force. If drugs are being sold by one of the F.S.S. recipients or friends of the F.S.S. recipients, the landowner can issue a banning letter against the individual and the F.S.S. family can lose their Section 8 F.S.S. Certificate and will be terminated from the program.

17. TRAINING IN MONEY MANAGEMENT AND HOUSEHOLD MANAGEMENT SKILLS

Training in money management and household management skills will be conducted by County Bank of Havre de Grace and Harford County in workshop programs for residents and F.S.S. families of the Housing Authority. The workshops will progress to home ownership and the responsibilities of the home owner.

The Havre de Grace Housing Authority has an existing network consisting of private and public resources which include the Susquehanna Region Private Industry Council (S.R.P.I.C.), Open Doors, Department of Social Services of Harford County, Vocational Rehabilitation of Harford County, local economic development agencies, local churches, and local real estate agencies.

III. Incentives to encourage participation will include:

1. Free labor auto repair, Harford School of Technology, free and reduced legal services, Harford County Domestic Center and Maryland Volunteer Lawyers Service.
2. Scholarships/Awards, Harford Community College, Associated Black Charities and various organizations.
3. Awards for outstanding achievement and progress program for F.S.S. recipients will be handled through the Coordinating Committee Public Housing Authority Counseling and assistance with First Time Homebuyers Program, County Bank and Local Real Estate Agencies and various businesses.
4. Commitments from businesses for internship/hiring, banks, realtors, and businesses.
  - a. Referrals to community resources, which will enhance clients potential to complete training and gain employment. Career, individual, and supportive counseling. Training in money management and household management.
  - b. Training in homemaking and parenting skills, occupational training, opportunities consistent with skills, interests, and abilities of the client.
  - c. Participation in the S.H.A.R.E. Program, \$ 30.00 worth of food for \$ 13.00.
  - d. Harford County Food and Nutrition Program for summer lunches for children and adults of low

income families at no charge to the families.

- e. Summer Recreation Program for children, Youth Counseling (Teen Program), Anti-Drug/Drug Elimination Counseling.

IV. Outreach Efforts will include:

Outreach efforts will insure that both minorities and non-minority groups are informed about the F.S.S. program. The following action will be instated:

1. The Aegis of Harford County and the Record of Havre de Grace will be used to publicize the F.S.S. Program.
2. Notification to public service agencies, Department of Social Services, Harford County Health Department, S.R.P.I.C., J.T.P.A., local officials and organizations that a F.S.S. program is available through the Havre de Grace Housing Authority.
3. Presentations such as community affairs and luncheon conferences informing and explaining the purpose of the F.S.S. program and requesting businesses for their support.
4. Notification will be sent to current resident of Somerset Manor of the Havre de Grace Housing Authority by door to door flyers and posters.
5. Invite current residents of Somerset Manor of the Havre de Grace Housing Authority to attend F.S.S. orientation sessions and an explanation of the incentives offered to the residents will be explained, the F.S.S. account and other financial/monetary incentives will be explained.

To participate in the F.S.S. Program, individuals must be current Housing Authority residents, receiving rental assistance.

Individuals have the right not to participate in the F.S.S. Program, without any interference with rental assistance or admission to Public Housing or the family's right to occupancy in accordance with its Lease Agreement.

V. Implementation of the F.S.S. Program is as follows:

1st Quarter 6, 2nd Quarter 6, 3rd Quarter 7, 4th Quarter 6

VI. The soundness of the Havre de Grace Housing Authority Family Self-Sufficiency Program is based on the following:

1. Strong/Active Program Coordinating Committee

2. The Family Self-Sufficiency Coordination Committee represents the public and private sectors and is composed of the Department of Social Services, Associated Black Charities, Susquehanna Region Private Industry Council, Job Training Partnership Act, a local Housing Agency, clergy, Public Housing Authority, the Somerset Manor Resident Council, and various local government officials.
3. All of the organizations comprising this multi-disciplinary to be conducted by a qualified hearing officer. The rules and procedures for conducting such hearings are governed by program regulations.
  - a. Frequent counseling with interested families to identify resources necessary for self-sufficiency
  - b. Experienced counselors from job training centers
  - c. Community College involvement, assisting with financial aid, scholarships, and awards
  - d. Interest and involvement from community (public and private organizations) submitted letters of commitment, from agencies and organizations for supportive services and resources

#### VII. Grievance Procedure for Hearing

1. Hearings must be requested, in writing or in person, within ten (10) days of notice of determination of the agency. The hearing will be conducted by the Executive Director of the Housing Authority of the City of Havre de Grace or two (2) members of his/her designee within twenty (20) days from the date of the appeal request. At the time of the hearing, the participant may be represented by an attorney or other representative of his/her choosing. At his/her own expense, and shall be given the opportunity to present evidence.
2. The person who conducts the hearing shall issue a written decision stating briefly the reason for the decision. Factual determination relating to the individual circumstances of the participant shall be based on a preponderance of the evidence presented at the hearing.
3. A copy of the decision shall be furnished to the participant within ten (10) working days from the conclusion of the hearing. The decision of the hearing officer is final.

EFFECTIVE DATE: November 14, 1994

# **Attachment XII.**

## **Violence Against Women Act (VAWA) Policy**

**Havre de Grace Housing Authority  
Violence Against Women Act (VAWA) Activities**

The Havre de Grace Housing Authority policies and procedures incorporate and support the laws and requirements outlined in the Violence Against Women Act (VAWA). In conjunction with the 2008 Public Housing Agency (PHA) Plan, the Havre de Grace Housing Authority incorporated the attached language in the Public Housing Admissions and Continued Occupancy Policies to support victims of domestic violence, dating violence, sexual assault or stalking.

Effective January 2008, all Public Housing applicants and program participants were provided with the attached information regarding their rights under VAWA. This information continues to be included in the briefing materials for all new Public Housing admissions.

**To:** Public Housing Applicants and Participants  
**From:** Havre de Grace Housing Authority  
**Subject:** Notice of **YOUR RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT**  
**Date:** January 2008

This notice is to inform you of your rights under the *Violence against Women Act* (VAWA). This new law includes several provisions that address housing needs, which protect you if you are a victim of domestic violence, dating violence or stalking. VAWA became law in January 2006 and applies to Public Housing program applicants and participants.

**VAWA says** that the Havre de Grace Housing Authority or its managing agent cannot deny housing assistance to a tenant or a tenant's immediate family member just because she or he is a victim or threatened victim of domestic violence, dating violence or stalking. **This means** that if you have been denied housing assistance because of a bad rental history or police calls that directly results from domestic violence, dating violence or stalking, you should contact the Havre de Grace Housing Authority to assert your rights under VAWA.

**VAWA also says** that the Havre de Grace Housing Authority or its managing agent cannot terminate your lease or evict you if the termination or eviction is the result of domestic violence, dating violence or stalking. **This means** that if you have been threatened with termination of your lease or eviction because of an abuser's actions toward you or your immediate family members, you should contact the Havre de Grace Housing Authority to assert your rights under VAWA.

**VAWA also says** the Havre de Grace Housing Authority may not deny a transfer for a participant who is otherwise in compliance with program rules and has moved out of the assisted unit in violation of the lease to avoid harm from actual or threatened domestic violence, dating violence, or stalking. **This means** that the Havre de Grace Housing Authority may not deny a transfer if you violated previous assisted lease terms solely to flee domestic violence.

**VAWA also says** the Havre de Grace Housing Authority may request that you verify the actions are the result of domestic violence, dating violence or stalking. **This means** if a victim fails to provide certification or an acceptable alternative form of documentation within the time allotted by Havre de Grace Housing Authority, the victim is no longer entitled to the special protection from eviction or termination provided by VAWA. The Havre de Grace Housing Authority or its managing agent can evict or terminate the abuser and continue to work with you. VAWA does not change the other rights and responsibilities of the Havre de Grace Housing Authority or its managing agent to enforce Public Housing program requirements or the lease.

If you have questions about how to claim your rights under VAWA, you should contact the Havre de Grace Housing Authority or Legal Services in your community.

**Attached** is a list of the legal services and the domestic violence resources for the Harford County area.

# **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 the Havre de Grace Housing Authority's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by the Havre de Grace Housing Authority 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. Insuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the Havre de Grace Housing Authority;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between the Havre de Grace Housing Authority, 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 the Havre de Grace Housing Authority; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the Havre de Grace Housing Authority.

## **III. Other Havre de Grace Housing Authority Policies and Procedures**

This Policy shall be incorporated in and made a part of the Havre de Grace Housing Authority's Admissions and Continued Occupancy Policy. The Havre de Grace Housing Authority's annual public housing agency plan shall also contain information concerning the Havre de Grace Housing Authority'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 the Havre de Grace Housing Authority, 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:
- a. to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (b) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
  - b. 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 the spouse or intimate partner of that person;
- D. ***Immediate Family Member*** - means, with respect to a person:
- a. a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
  - b. 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.** The Havre de Grace Housing Authority will not deny admission to public housing 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.
- B. **Mitigation of Disqualifying Information.** When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, the Havre de Grace Housing Authority, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, the Havre de Grace Housing Authority shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. The Havre de Grace Housing Authority will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

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

- A. **VAWA Protections.** Under VAWA, public housing residents have the following specific protections, which will be observed by the Havre de Grace Housing Authority:
- a. 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.
  - b. In addition to the foregoing, tenancy or assistance will not be terminated by the Havre de Grace Housing Authority 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:
    - i. Nothing contained in this paragraph shall limit any otherwise available authority of the Havre de Grace Housing Authority to terminate tenancy, evict, or to terminate assistance, as the case may be, 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, the Havre de Grace Housing Authority may not apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.

- ii. Nothing contained in this paragraph shall be construed to limit the authority of the Havre de Grace Housing Authority to evict or terminate from assistance any tenant or lawful applicant if the Havre de Grace Housing Authority 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, the Havre de Grace Housing Authority 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, remove, terminate occupancy rights, or terminate assistance to 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, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the Havre de Grace Housing Authority. Leases used for all public housing operated by the Havre de Grace Housing Authority 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, Havre de Grace Housing Authority 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., the Havre de Grace Housing Authority shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the Havre de Grace Housing Authority.

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:

- a. **HUD-approved form** - by providing to the Havre de Grace Housing Authority 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.
- b. **Other documentation** - by providing to the Havre de Grace Housing Authority 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.

- c. **Police or court record** – by providing to the Havre de Grace Housing Authority 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 the Havre de Grace Housing Authority 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 the Havre de Grace Housing Authority, 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 the Havre de Grace Housing Authority 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:
- a. requested or consented to by the individual in writing, or
  - b. required for use in a public housing eviction proceeding, as permitted in VAWA, or
  - c. otherwise required by applicable law.
- B. **Notification of rights.** All tenants of public housing administered by the Havre de Grace Housing Authority shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

## **IX. Court Orders/Family Breakup**

- A. **Court orders.** It is the Havre de Grace Housing Authority's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by the Havre de Grace Housing Authority 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 Havre de Grace Housing Authority policies regarding family break-up are contained in the Havre de Grace Housing Authority's Public Housing Admissions and Continuing Occupancy Plan (ACOP).

## **X. Relationships with Service Providers**

It is the policy of the Havre de Grace Housing Authority to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If the Havre de Grace Housing Authority staff become aware that an individual assisted by the Havre de Grace Housing Authority is a victim of domestic violence, dating violence or stalking, the Havre de Grace Housing Authority 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 the Havre de Grace Housing Authority either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The Havre de Grace Housing Authority's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which the Havre de Grace Housing Authority has referral or other cooperative relationships.

## **XI. Notification**

The Havre de Grace Housing Authority 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.

## **XII. 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.

## **XIII. Amendment**

This policy may be amended from time to time by the Havre de Grace Housing Authority as approved by the Havre de Grace Housing Authority Board of Commissioners.

This policy was adopted by the Havre de Grace Housing Authority 12/13/2007 Resolution #2007-15