

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

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# PHA Plans

5 Year Plan for Fiscal Years 2009 - 2013

Annual Plan for Fiscal Year 2009

**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:** Wicomico County Housing Authority

**PHA Number:** MD014

**PHA Fiscal Year Beginning:** 01/2009

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: 277   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: 264

**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 911 Booth Street, Salisbury, MD 21801
- PHA development management offices
- PHA local offices
- Main administrative office of the local government  
 City of Fruitland Office, 401 East Main Street, Fruitland, MD 21826  
 Town of Hebron, Town Office, 100 North Main Street, Hebron, MD 21830
- Main administrative office of the County government  
 Wicomico County Council, Government Office Building, Salisbury, MD 21801
- Main administrative office of the State government
- Public library

- Wicomico County Free Library, 122 South Division Street, Salisbury, MD 21801
- PHA website
- Other (list below)

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2009 - 2013**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.** *Accomplishments included in italics following the objective.*

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:  
Strategy: WCHA will apply or obtain any vouchers as they become available.  
Accomplishment: WCHA received 0 vouchers during this year.
  - Reduce public housing vacancies:  
Strategy: WCHA will reduce vacancies by 10%.  
Accomplishment: The 2007 year end vacancy was 77 units.
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: 2006 PHAS score was 63;  
Strategy: WCHA will improve its PHAS score by 15%  
Accomplishment The PHAS score for 2005 was 59. Additional goal was to improve the PHAS score by 15%. The 2006 score represented a 7% improvement over 2005.

- Improve voucher management: 2007 SEMAP score was 100;**  
 Strategy: WCHA will set its goal to improve the SEMAP score by 10%. For 2007, WCHA will set its goal to maintain its high performing status. .  
 Accomplishment: The SEMAP score for 2006 was 96, by obtaining a 100 score for 2007, WCHA exceeded its goal.
- Increase customer satisfaction:**  
 Strategy: WCHA's goal is to maintain or increase a RASS score of 80%  
 Accomplishments: RASS score for 2006 was 90%
- Concentrate on efforts to improve specific management functions:**  
 Strategy: We will work to become a standard performer in the near term and then a high performer.  
 Accomplishments: Specific efforts in the financial and Management Assessment Sub-System scoring will be an area of concentration.
- Renovate or modernize public housing units:**  
 Strategy: Reprogram Capital Funds; establish specifications for rehabilitation; and have inspections accomplished on 20 or more units.  
 Accomplishments: Capital funds are reprogrammed in this plan to emphasize the rehabilitation. At the start of this renovation, 70 units were boarded up and off the rent rolls. Since then six scattered site units have been completely renovated and leased. At Booth Street the boards have started to come off and six units are ready for occupancy. The pipe line has been established to roll out several units per month.
- Demolish or dispose of obsolete public housing:**
- Provide replacement public housing:**
- Provide replacement vouchers:**
- Other: (list below)**

- PHA Goal: Increase assisted housing choices**  
 Objectives:
  - Provide voucher mobility counseling:**
  - Conduct outreach efforts to potential voucher landlords**  
 Strategy: WCHA will reach out to potential new landlords  
 Accomplishments: Contacted 8 potential landlords in 2007 and provided information
  - Increase voucher payment standards**  
*The payment standard continues at @110%*
  - Implement voucher homeownership program:**
  - Implement public housing or other homeownership programs:**
  - Implement public housing site-based waiting lists:**
  - Convert public housing to vouchers:**
  - Other: (list below)**

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

- PHA Goal: Provide an improved living environment**  
 Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**  
 Strategy: WCHA will look into amending the ACOP to include tiered rents, preferences for living and working in Wicomico County and other changes.

Accomplishments: *WCHA adopted new preferences and policies in 2007. These include preferences for live or work in Wicomico County, tiered rents, Veteran head of household or families of active duty military personnel among other preference changes. The tiered rent will help accomplish the deconcentration policy.*

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:  
Strategy: Implement a photo ID for all residents  
Accomplishments: The implementation of the photo ID for all residents has been completed.  
Strategy: WCHA will maintain a good working relationship with the local police  
Accomplishments: Working with the local police to install cameras around the Booth Street Complex
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:  
Strategy: WCHA will look into revising the local preferences  
Accomplishments: *WCHA has established preferences for those living or working in Wicomico County and tiered rent policy contribute to achieving this Goal. Additionally, WCHA has adopted a new lease which encourages families to maintain gainful employment.*
- Provide or attract supportive services to improve assistance recipients' employability:  
Strategy: WCHA will work to identify supportive services including job training opportunities and inform residents  
Accomplishments: The one stop job market hosted by the State of Maryland appears on site. In addition, WCHA is working with the No Limits Program and Tri-County Workforce.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
Strategy: Identify and establish relationships with senior centers and other like agencies.  
Accomplishments: *WCHA is working with MAC Senior Center, a state funded program*
- Other: (list below)

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

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

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:  
 Strategy: Identify translation capabilities both verbally and for the written word.  
 Accomplishments: Hispanic translator is available upon request. The management software we are considering will provide forms printed in other foreign languages.  
 Available units are offered on the basis of published preferences regardless of race, color, religion, national origin, sex, familial status and disability.
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:  
 Hispanic translator is available upon request. The management software we are considering will provide forms printed in other foreign languages. Available units are offered on the basis of published preferences regardless of race, color, religion, national origin, sex, familial status and disability..
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
 Strategy: Review 504 requirements and see what changes can be made to these 30 year old houses to see if reasonable accommodations is possible.  
 Accomplishments: Available units are offered on the basis of published preferences on the wait list regardless of race, color, religion, national origin, sex, familial status and disability.
- Other: (list below)

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

**Goal:**

**Leverage the Authority's ability to further its mission through partnering with other entities (i.e. banking institutions, local, state and federal agencies, landlords, private developers and law enforcement agencies).**

**Objective:**

**Leverage the Housing Authority's assets to obtain financing to renovate boarded up units and return them to the housing rent roles.**

Strategy: Set up meetings with governmental funding agencies and banks during this five year period.

Accomplishments: WCHA has meet with HUD officials and Maryland Department of Housing and Community Development, Community Development Administration concerning the potential of participating in the Partnership Rental Housing Program.

**Annual PHA Plan**  
**PHA Fiscal Year 2009**  
[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.

In 2007, WCHA has modified its existing 2006 Capital Fund statements to maximize available funds to rehabilitate units that are currently boarded up and place them back in service. The 2007 Capital Fund has also been structured to provide funds to continue the rehabilitation of boarded up units and proceed to currently occupied units. In addition, management improvements will be made including new housing management software. Additionally, disposition of 56 units from the scattered site units and the 12 Nanticoke units is under considered.

**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:**

<input checked="" type="checkbox"/>	A. Admissions Policy for Deconcentration	59
<input checked="" type="checkbox"/>	Section 7. FY 2005-6 Capital Fund Program Annual Statement	Section 7
<input checked="" type="checkbox"/>	B. Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	md014b01
<input checked="" type="checkbox"/>	C. List of Resident Advisory Board Members	60
<input checked="" type="checkbox"/>	D. List of Resident Board Member	60
<input checked="" type="checkbox"/>	E. Community Service Description of Implementation	61
<input checked="" type="checkbox"/>	Section 14. Information on Pet Policy	Section 14
<input checked="" type="checkbox"/>	Statement of Progress in Meeting 5-Year Plan Mission and Goals	Five year plan pg 1-4
<input checked="" type="checkbox"/>	F. Assessment of Demographic Changes to Site Based Waiting List	63
<input type="checkbox"/>	Section 8 Homeownership Capacity Statement, if applicable	
<input type="checkbox"/>	Description of Homeownership Programs, if applicable	

**Optional Attachments:**

<input type="checkbox"/>	PHA Management Organizational Chart	
<input checked="" type="checkbox"/>	FY 2009 Capital Fund Program 5 Year Action Plan	Section 7
<input type="checkbox"/>	Public Housing Drug Elimination Program (PHDEP) Plan	
<input type="checkbox"/>	Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	
<input type="checkbox"/>	Other (List below, providing each attachment name)	
<input checked="" type="checkbox"/>	VAWA Policy approved by the Board	64

**Supporting Documents Available for Review**

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

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

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>N/A</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<b>N/A</b>	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
<b>N/A</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>N/A</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>N/A</b>	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
<b>N/A</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>N/A</b>	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>N/A</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	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
<b>X</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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	1165	5	5	2	2	2	2
Income >30% but <=50% of AMI	859	5	5	2	2	2	2
Income >50% but <80% of AMI	1146	5	5	2	2	2	2
Elderly	658	5	5	2	3	2	2
Families with Disabilities	473*	5	5	2	5	2	2
Race/Ethnicity Black	1384**	5	4	4	2	4	3
Race/Ethnicity White	1793**	4	4	4	2	3	3
Race/Ethnicity Hispanic	128**	4	4	4	2	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2004-2008
- 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 Public Housing 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	154		21
Extremely low income <=30% AMI	118	76.62%	
Very low income (>30% but <=50% AMI)	28	18.18%	
Low income (>50% but <80% AMI)	0	0.00%	
Families with children	102	66.23%	
Elderly families	7	4.55%	
Families with Disabilities	40	25.97%	
Race/ethnicity Black	126	81.82%	
Race/ethnicity White	26	16.88%	
Race/ethnicity Am Indian	0	0%	
Race/ethnicity Hisp	1	0.65%	
Race/ethnicity non-Hisp	88	57.14%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	2	0.01%	10
1BR	42	27%	5
2 BR	62	40%	
3 BR	43	28%	6
4 BR	5	0.03%	
5 BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

## Housing Choice Voucher Program

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	218		42
Extremely low income <=30% AMI	140	64.22%	
Very low income (>30% but <=50% AMI)	65	29.82%	
Low income (>50% but <80% AMI)	4	1.83%	
Families with children	150	68.81%	
Elderly families	21	9.63%	
Families with Disabilities	44	20.18%	
Race/ethnicity White	40	18.35%	
Race/ethnicity Black	172	78.90%	
Race/ethnicity Am. Ind	1	0.46%	
Race/ethnicity Asian/Pacific Islander	3	1.38%	
Race/ethnicity Hisp	4	1.83%	
Race/ethnicity non-Hisp	132	60.55%	
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No <input 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 *Maintain payment standard at 110% of FMR*
- 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 *Section 8 vouchers are equally distributed around the County*
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program *All required screening including background checks, previous housing assistance and use of REAC for duplication.*
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies. *Respond to questions and provide input during draft. Also review and comment on County's Draft Consolidated Plan.*
- 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 *Received additional HCV funding in 2007.*
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance. WCHA has received a grant for \$150,000 to pursue a demolition of Booth Street and the construction of a mixed income property consisting of public housing, low income housing tax credits and market rate units.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work *WCHA has established preferences for those living or working in Wicomico County and tiered rent policy contribute to achieving this Goal. Additionally, WCHA has adopted a new lease which encourages families to maintain gainful employment.*
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work *has established preferences for those living or working in Wicomico County and tiered rent policy contribute to achieving this Goal. Additionally, WCHA has adopted a new lease which encourages families to maintain gainful employment.*
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available. *As 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. *In 2008, plan on installing automatic doors at Riverside Community Center.*
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available. *As they become available.*

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	877,884	
b) Public Housing Capital Fund	460,436	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,610,763	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
FY 2006 Capital Fund	59,955	PH Capital Improvements
FY 2007 Capital Fund	124,650	PH Capital Improvements
FY 2008 Capital Fund	469,436	PH Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	487,200	PH Operations
	0	
<b>4. Other income (list below)</b>	0	
Tenant Fees and charges	66,114	PH Operations
	0	
<b>5. Non-federal sources (list below)</b>	0	
	0	
<b>Total resources</b>	<b>\$4,156,438.00</b>	

### **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: (When within 15)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Sex Offender Registry and credit checks

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? Use Maryland Judicial System and an agency, Kroll, which has this access.

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

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

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

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

- Community-wide list – Booth Street and Scattered Site
- Sub-jurisdictional lists
- Site-based waiting lists – Riverside Only
- Other (describe)

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

- PHA main administrative office
- PHA development site management office – Riverside Only
- 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?<sup>1</sup>  
Riverside

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2 Public Housing and 1 HCV List.

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 This is one offer. They may chose from available units of appropriate bedroom size.
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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:

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

- 3 Substandard housing  
Homelessness
- 3 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

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

### (1) Eligibility

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

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

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? Maryland Judicial System and an agency, Kroll, which has access.

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)

WCHA uses the services of Background America, Inc. (KROLL) to provide background checks. Also, WCHA staff reviews the Salisbury Police Department website for possible incidents and review of local newspaper crime data. Staff reviews the State and National Sex Offender Registry and uses MD Judicial Court Records.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below) Prior Landlord

### (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) Riverside Office

**(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:

An extension on the standard 60-day period is granted, provided the family can submit evidence that a unit can not be found, or that other extenuating circumstances have prevented the family from locating a unit. An additional 60 days may be granted.

**(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) Date and Time

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

1      Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 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)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100 increase in monthly gross income.
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
WCHA will use the HUD's Housing Choice Voucher Program Fair Market Rent to set our flat rents

**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)  
When HUD changes the FMR

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)

- 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:  
 The Executive Director reports to the Board of Commissioners.  
 The following report to the Executive Director:  
 Asset Manager  
 Leased Housing Specialists  
 Accountant  
 Tenant Services Coordinator  
 Maintenance Supervisor  
 Occupancy Clerk  
 Office Clerk  
 Account Clerk

### **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	277	21
Section 8 Vouchers	298	42
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	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)

Admissions & Continued Occupancy Policy  
Lease & Attachments  
Grievance Policy  
Personnel Policy  
Maintenance Policy

(2) Section 8 Management: (list below)

Housing Choice Voucher Program Administrative Plan  
Landlord Contract (HAP)

### **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 - Riverside  
 PHA development management office  
 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)

-or-

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

The Capital Funds will be used to provide for the renovation of units starting with the units that are currently boarded up and proceed to currently occupied units. Funds will also be used to redeem properties from the tax sale. In addition, management improvements will be made including consulting services and new software.

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

<b>PHA Name:</b> WICOMICO COUNTY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P014501-06 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2006
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**Original Annual Statement      Reserve for Disasters/ Emergencies      Revised Annual Statement (revision no: )  
 X Performance and Evaluation Report for Period Ending: 6/30/08      Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	88,840.00	216,260.00	216,260.00	173,903.67
3	1408 Management Improvements	44,840.00	91,464.00	91,464.00	85,858.00
4	1410 Administration	41,420.00	45,732.00	45,732.00	33,739.49
5	1411 Audit	5,000.00	10,250.00	10,250.00	10,250.00
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	25,000.00	1,520.00	1,520	1,520
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	4,000.00	2,766.00	2,766	2,766.00
10	1460 Dwelling Structures	213,224.00	88,084.00	74,171.00	74,171.00
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	35,000.00	1248	1248	1,248
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (Sum of lines 1-19)	\$457,324.00	\$457,324	\$443,411.00	\$383,456.16
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
	Amount of line 20 Related to Energy Conservation				
	Collateralization Expenses or Debt Service				

\_\_\_\_\_  
 Narcinda Church, Executive Director

\_\_\_\_\_  
 Date

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MDO6P01450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHA Wide	Operations	1406		88,840.00	216,260	216,260.00	173,903.67	
PHA Wide	Management Improvement Soft Cost	1408		44,840.00	91,464	91,464.00	85,858.00	
PHA Wide	Administration	1410		41,420.00	45,732	45,732.00	33,739.49	
PHA Wide	Audit	1411	1	5,000.00	10,250	10,250.00	10,250.00	Complete
PHA Wide	Fees & Cost	1430		25,000.00	1,520	1,520	1,520	Complete
PHA Wide	Site Acquisition	1440		0	0	0	0	
14-1 Booth St	Landscaping and grass cutting	1450		0	2,766.00	2,766.00	2,766.00	Complete
14-2 Riverside	Paint Community Room	1450		4,000.00	0	0	0	
14-5 Scattered	Gutters, Downspouts, Paint	1450		0	0	0	0	
14-1 Booth	Rehab units and place them back in Service	1460	2.5 units	0	19,112.88	5,200	5,200	Complete
14-1 Booth	Replace Smoke Detectors	1460		0	0	0	0	
14-1 Booth	Paint interior of vacant units	1460		0	0	0	0	
14-2 Riverside	Repair window and install A/C Units	1460		0	0	0	0	
14-2 Riverside	Bathroom replacements	1460	3 units	60000	4,261	4,260.88	4,260.88	Complete
14-2 Riverside	Upgrade Heating Controls	1460		22,500	0	0	0	
14-5 Scattered	Rehab units and place them back in Service	1460	4 units	0	64,710.12	64,710.12	64,710.12	Complete
14-5 Scattered	Replace Furnaces, smoke detectors, 504	1460		73,800	0	0	0	
14-6 New Homes	Replace Stove or Refrigerator	1460		2601	0	0	0	
14-6 New Homes	Replace Smoke Detectors	1460		1200	0	0	0	
PHA Wide	Redemption of Units	1465.1		0	0	0	0	
PHA Wide	Lawn Tractor/Pick Up Truck	1475	1	13,123	1,248	1,248	1,248	Complete
PHA Wide	Construction Contingency	1502	5%	0	0	0	0	
			Total	\$457,324.00	\$457,324	\$443,411.00	\$383,456.16	



**Capital Fund Original Annual Statement 2007**

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

<b>PHA Name:</b> WICOMICO COUNTY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P014501-07 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2007
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**Original Annual Statement**      **Reserve for Disasters/ Emergencies**      **Revised Annual Statement (revision no: 1)**  
**X Performance and Evaluation Report for Period Ending: 6/30/08**      **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	91,853	40,000	40,000	0
3	1408 Management Improvements	45,927	45,927	45,927	45,301.37
4	1410 Administration	45,927	45,927	45,927	0
5	1411 Audit	12,000	12,000	12,000	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	10,000	18,000	990	990
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	24,500	74,983	74,983	23,361.66
10	1460 Dwelling Structures	217,000	210,517	114,790	102,814.12
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	12,060	11,913	0	0
20	Amount of Annual Grant: (Sum of lines 1-19)	\$459,267.00	\$459,267.00	\$334,617.00	\$172,467.15
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
	Amount of line 20 Related to Energy Conservation		33,690		
	Collateralization Expenses or Debt Service				

Narcinda Church, Executive Director

Date





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

<b>PHA Name:</b> WICOMICO COUNTY HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P014501-08 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2008
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**X Original Annual Statement**      **Reserve for Disasters/ Emergencies**      **Revised Annual Statement (revision no: )**  
**Performance and Evaluation Report for Period Ending:**      **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	40,000			
3	1408 Management Improvements	46,044			
4	1410 Administration	46,044			
5	1411 Audit	12,000			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	12,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	56,600			
10	1460 Dwelling Structures	235,882			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	11,866			
20	Amount of Annual Grant: (Sum of lines 1-19)	\$460,436.00			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
	Amount of line 20 Related to Energy Conservation				
	Collateralization Expenses or Debt Service				

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MD06P014501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
PHA Wide	Operations	1406		40,000					
PHA Wide	Management Improvement	1408		45,927					
PHA Wide	Administration	1410		45,927					
PHA Wide	Audit	1411		12,000					
PHA Wide	Fees & Cost	1430		12,000					
Booth St. & Riverside	Snow Removal	1450	2 sites	9,550					
Booth St. & Riverside	Landscaping & Lawn Care	1450	2 Sites	37,450					
Scattered Site	Cutting Vacant Lots	1450	20	9,600					
Booth St	Rehab units to place them back in Service	1460	21	128,848					
Riverside	Rehab units to place them back in Service	1460	11	6,634					
Scattered	Rehab units to place them back in Service	1460	4	100,400					
PHA Wide	Contingency	1502		12,100					
				0					
				0					
				0					
				0					
			Total	\$460,436.00					



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

**Part 1: Summary**

<b>PHA Name:</b> WICOMICO COUNTY HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program Grant No: MD06P014501-09 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>  2009	
<b>X Original Annual Statement</b>		<b>Reserve for Disasters/ Emergencies</b>		<b>Revised Annual Statement (revision no: )</b>	
<b>Performance and Evaluation Report for Period Ending:</b>		<b>Final Performance and Evaluation Report</b>			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	40,000			
3	1408 Management Improvements	46,044			
4	1410 Administration	46,044			
5	1411 Audit	12,000			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	12,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	56,600			
10	1460 Dwelling Structures	235,882			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	11,866			
20	Amount of Annual Grant: (Sum of lines 1-19)	\$460,436.00			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
	Amount of line 20 Related to Energy Conservation				
	Collateralization Expenses or Debt Service				

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

PHA Name: WICOMICO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MD06P014501-09 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHA Wide	Operations	1406		40,000				
PHA Wide	Management Improvement	1408		46,044				
PHA Wide	Administration	1410		46,044				
PHA Wide	Audit	1411		12,000				
PHA Wide	Fees & Cost	1430		12,000				
Booth St. & Riverside	Snow Removal	1450	2 sites	9,550				
Booth St. & Riverside	Landscaping & Lawn Care	1450	2 Sites	37,450				
Scattered Site	Cutting Vacant Lots	1450	20	9,600				
Booth St	Rehab units to place them back in Service	1460	21	128,848				
Riverside	Rehab units to place them back in Service	1460	11	6,634				
Scattered	Rehab units to place them back in Service	1460	4	100,400				
PHA Wide	Contingency	1502		11,866				
				0				
				0				
				0				
				0				
			Total	\$460,436.00				



**(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 -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>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Wicomico County Housing Authority			<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2010	Work Statement for Year 3 FFY Grant: PHA FY: 2011	Work Statement for Year 4 FFY Grant: PHA FY: 2012	Work Statement for Year 5 FFY Grant: PHA FY: 2013
	Annual Statement				
PHA Wide- Operations		Operations	Operations	Operations	Operations
PHA Wide – Administration		Administration	Administration	Administration	Administration
<b>PHA Wide-Management Improvement</b>		Software support and Management Assistance	Software support and Management Assistance	Software support	Software Support
AMP I Booth Street		Physical Modernization, landscaping & Systems Replacement	Physical Modernization & Systems Replacement	Physical Modernization & Systems Replacement	Physical Modernization & Systems Replacement
AMP II Riverside Homes		Physical Modernization, landscaping & Systems Replacement	Physical Modernization, landscaping & Systems Replacement	Physical Modernization, landscaping & Systems Replacement	Physical Modernization, landscaping & Systems Replacement
AMP III Scattered Sites		Physical Modernization, landscaping & Systems Replacement	Physical Modernization, landscaping & Systems Replacement	Physical Modernization, landscaping & Systems Replacement	Physical Modernization, landscaping & Systems Replacement
CFP Funds Listed for 5-year planning		\$465,000	\$488,250	\$512,660	\$538,300





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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Booth Street Complex 1b. Development (project) number: MD014000001
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(9/1/2008)</u>
5. Number of units affected: 100
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 6/1/2009 b. Projected end date of activity: 4/1/2011

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<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 CFRpart 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 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? 06/19/06

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)  
Working with local organizations to promote job opportunities.

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Food Bank</i>	<i>70</i>	<i>All community residents</i>	<i>Riverside Homes &amp; Booth Street</i>	<i>Both</i>
<i>Summer Breakfast/Lunch Program</i>	<i>40</i>	<i>All children in community</i>	<i>Booth Street</i>	<i>Both</i>
<i>MD One Stop Job Market monthly visit</i>	<i>20</i>	<i>Any community resident</i>	<i>Booth Street</i>	<i>Both</i>

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

a. Participation Description

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

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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)

Hold regularly scheduled meetings with residents and other community organizations including police.

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)

Meet regularly with various law enforcement officials to discuss concerns. Cameras installed by Sheriff's Office at Booth Street.

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

MD014-01, MD014-02, MD014-05 and MD014-06.

**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)

**MD14-01 Booth Street Townhouses**

**MD14-02 Riverside Homes Apartments**

**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  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

From the WCHA's Admittance and Continued Occupancy Plan, the following applies:  
Pet rules will not be applied to animals that assist person with disabilities.

Wicomico County Housing Authority

Resolution # 517

Amendment to

Pet Policy

For all Public housing and federally subsidized housing participants and pursuant to the Federal Register dated 7/10/00, specifically 24CFR Part 860, Pet ownership in Public Housing Final Rule, the following changes to the existing policy are hereby incorporated;

### Rules for Pet Owners

1. Pets will be limited to dogs and cats, with dogs weighing less than 30 pounds\* and cats less than 15 pounds (over-weight pets whose breed generally weighs under these limits will be considered on an individual basis). \*Those tenants who participated in the previous pet registration will be allowed to keep their pet, even if it weighs more than these allowances.
2. All pets must be registered with the County and have all their vaccinations (rabies, distemper, and whatever else may be required by the Wicomico County Health Department) current. This information must be provided to the Housing Authority and must be updated each year. Failure to do so may result in the tenant losing privilege of keeping a pet in their unit.
3. There will only be one pet allowed per unit.
4. In addition to a dog or a cat a household may have an aquarium; but, its size must be 20 gallons or less and located on the first floor of the unit. A household may have parakeets or canaries; but they must be limited to two (2) in number and be housed in the same cage.
5. Refuse from pets must be cleaned from yards on a daily basis. All refuse must be placed in a sturdy plastic trash bag, closed tightly, and deposited in a trash facility.
6. Pet owners will be responsible for any damage to lawns, shrubs, and trees. If an inspection shows that there has been some damage to lawns, shrubs, and trees, the head of household will be given thirty days to bring lawns, shrubs, and trees back to their original state. If in 30 days they have failed to do so, the Housing Authority will complete the work and charge the tenant. Failure by the head of household to pay this charge when it is due will mean that the tenant will forfeit their privilege of having a pet, in addition to their having to pay the charge.

Damage to units will be repaired by the Housing Authority Failure to pay this charge when it is due will mean that the tenant will forfeit their privilege of having a pet, in addition to the having to pay the charge. Repeated damages to the unit by the tenant's pet will mean revoking of their privilege to have a pet.

7. All heads of households will be responsible for the behavior of their pet. Failure to make their pet behave in a docile fashion, will cause the tenant to forfeit their privilege of having a pet.

8. In addition to the regular Security Deposit, an additional deposit of \$200.00 will be required. The deposit will be due in full at time of initial occupancy, and will be non-refundable.

9. In the event of an emergency and the owner is unable to take care of his pet, there must be on record the name of a responsible part who has been designated to take care of the pet. Failure of this person to do so will mean that the pet will be turned over to the humane Society and the owner will be notified of this action.

I have received a copy of the above pet policy.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan? *The fiscal conversion to Asset Management is complete. The new software will assist in collecting work order information and costs. The current budget is compiled by AMP and will be reported in this manner.*
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

Provided below:

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

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

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

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe) Self nominating process and names submitted to the Resident Advisory Board. The Board chooses candidate and submits its nomination to the County Council. The Council then approves the candidate.

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (City of Salisbury, MD)

Salisbury, MD is the county seat for Wicomico County which does not publish a consolidated plan. The City of Salisbury Consolidated Plan provides information for the majority of the population of the county.

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

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: *Promotes programs to assist persons with disabilities, promotes increased home ownership opportunities and the preservation of the affordable housing stock.*

**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.

### Attachment A. Amendment to PHA Admissions and Occupancy Policy

In compliance with the Federal Register dated December 22, 2000 Final Rule, the following provisions shall be included in the Housing Authority's Public Housing Admissions & Occupancy Policy.

The Wicomico County Housing Authority will provide in its Admissions & Occupancy Policy:

(A) Providing incentives designed to encourage families with incomes above the Established Income Range to accept units in development with incomes below the Established Income Range; Incentives to accomplish this may include the following:

1. Offer families future choice incentive after one year acceptable occupancy.
2. Tiered rent policy.
3. Enhancement of rental property.
4. Relocation assistance.
5. Priority for relocation to a scattered site unit.

(B) Establishing a preference for admissions of working families in developments below the Established Income Range.

(C) Skipping a family on the waiting list to reach another family in an effort to further the goals of the PHA deconcentration policy.

(D) Providing such other strategies as permitted by the PHA in consultation with the residents and the community, through the PHA Annual Plan process, to be responsive to the local context and the PHA strategic objectives.

Attachment B. Approved Operating Budget

Submitted separately.

Attachment C. List of Resident Advisory Board Members

The following is the list of Wicomico County Housing Authority's Resident Advisory Board Members:

Violet Dashiell  
Margaret Johnson  
Ruth Jones  
Theresa Alston  
Shirley Wallace  
Peggy Boston

Attachment D. Identification of the Resident Board Member

Mr. Robert Martin is the Resident Member of the Board of Commissioners.

## COMMUNITY SERVICE POLICY

### Definition

Community service is defined as “The Performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.”

The following families will be exempted from participating in Community Service Requirements:

An Adult who:

- a. is 62 years of age or older, or
- b. is a blind or disabled individual and who certifies that because of this disability she or he is unable to comply with the service provisions of this requirement, or is the primary caretaker of such an individual; or
- c. is engaged in work activities, or
- d. meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State including a State-administered welfare-to-work program; or
- e. is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et. seq.) or under any other welfare program of the State-administered welfare-to-work-program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

### Service Requirements:

Except for any family member who is an exempt individual, each adult resident of public housing must:

1. Contribute 8 hours per month of community service (not including political activities); or
2. Participate in an economic self-sufficiency program for 8 hours per month; or
3. Perform 8 hours per month of combined activities specified in numbers 1 and 2 above.

### Verification:

The Housing Authority will accept the following for verification purposes:

1. Any individual wishing to claim exempt status from the Community Service Requirements and who does not receive Social Security Disability or SSI will be required to have a completed Disabled/Handicapped Status Verification form from their physician (this form will be provided by the Housing Authority). The completed form must be returned along with a letter stating that due to verified disability, they are unable to complete Community Service Requirements.
2. If an individual wishes to claim a temporary disability to receive the exempt status, they would have to supply verification from a physician specifying that, due to a temporary disability (such as surgery or

pregnancy), the individual is unable to complete the required 8 hours of service for that particular month. If the temporary disability extends beyond one month, a letter from the physician would be due for each consecutive month the individual is requesting the exempt status.

**Compliance:**

1. At the signing of the lease (contract for tenant based program) and at each annual re-examination, the Housing Authority will furnish the family with written notification of the service requirement and the process for claiming status as an exempt person. The family will be given notice as to what members of the household are subject to the service requirement and what members are exempt.

2. The Housing Authority will review family compliance at least thirty days before the end of the lease term. If the Housing Authority determine that a family member is not in compliance, the Housing Authority will furnish the resident a written notice of noncompliance. This notice will:

a. Describe the noncompliance including the amount of hours owed;

b. Inform the family that the Housing Authority will not renew the lease at the end of the lease term unless the family, and any other noncompliant resident enter into a written agreement to correct each noncompliance, and

c. Inform the resident that they may request a grievance hearing on the determination in accordance with the Housing Authority's Grievance policy.

3. If the family has received a notice of noncompliance relating to the Community Service requirements, the resident, and any other noncompliant household member, may enter into a written agreement with the Housing Authority to cure such noncompliance. The purpose of this agreement would be for each adult to correct such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease/contract.

4. The Housing Authority will provide the forms necessary for the resident to verify compliance with the Community Service Requirements.

**Eligible Community Service Providers:**

The following list is an example of where Community Service is accepted. The family may contact:

1. Department of Human Resources.

2. Area Churches.

3. Schools

4. Head Start Centers

5. Non-profit agencies

Any questions in reference to this Policy, please contact the Wicomico County Housing Authority @ 410-749-1383.

## **Attachment F. Assessment of Demographic Changes Since Site Based Waiting List Implementation**

Riverside Apartments is a 75 unit Elderly/Disabled property. In FY 2006, the turnover was 12 units and 80% of these changed from elderly to disabled tenants. There are a number of elderly rental properties available, but there is a lack of affordable places for younger disabled families. This change in demographics places a burden on the staff as this population is more difficult to serve.

# Attachment G. VAWA Policy Approved by the Board of Commissioners

## Wicomico County Housing Authority Violence Against Women Act (VAWA) Policy

Approved by the Board of Commissioners on  
February 22, 2007

### 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 WCHA's (Wicomico County Housing Authority) policies and procedures regarding domestic violence, dating violence, and stalking, as hereafter defined.

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

### II. Goals and Objectives

This Policy has the following principal goals and objectives:

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

### III. Other WCHA Policies and Procedures

This Policy shall be referenced in and attached to WCHA's Five Year Public Housing Agency Plan (PHA) and shall be incorporated in and made a part of WCHA's Admissions and Continued Occupancy Policy (ACOP). WCHA's PHA Plan shall also contain information concerning WCHA'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 WCHA, the provisions 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 of 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—
- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship
    - The type of relationship
    - The frequency of interaction between the persons involved in the relationship.
- C. *Stalking*- means-
1. to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
  2. in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to-
    - that person
    - 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-
1. a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
  2. any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator*- means person who commits an act of domestic violence, dating violence or stalking against a victim.

## V. Admissions and Screening

- A. *Non-Denial of Assistance*. WCHA will not deny admission to public housing to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

## VI. Termination of Tenancy or Assistance

- A. *VAWA Protections*. Under VAWA, public housing residents have the following specific protections, which will be observed by WCHA.
1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights or assistance to the victim of that violence.
  2. In addition to the foregoing, tenancy or assistance will not be terminated by WCHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
    - a) Nothing contained in this paragraph shall limit any otherwise available authority evict for any violation of a lease or program requirement not

premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, WCHA may apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants.

- b) Nothing contained in this paragraph shall be construed to limit the authority of WCHA to evict any tenant or lawful applicant if WCHA can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI A.2, or Federal, State or local law to the contrary, WCHA may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence who is also the tenant or a lawful occupant. Such eviction shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by WCHA. Leases used for all public housing operated by WCHA shall contain provisions setting forth the substance of this paragraph.

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

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

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

1. *HUD approved form-* by providing WCHA a written certification, on a form approved by the U. S. Department of Housing and Urban development (HUD), that the individual is a victim of domestic violence, dating violence, or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentations-* by providing to WCHA 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.