

PHA Plans

Streamlined Annual Version

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

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

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

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

Streamlined Annual PHA Plan

for Fiscal Year: **2009**

**PHA Name: Housing Authority of St.
Mary's County, Maryland**

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

Streamlined Annual PHA Plan Agency Identification

PHA Name: [Housing Authority St. Mary's County, Maryland \(HASMCM\)](#)

PHA Number: [MD021](#)

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: [52](#)

Number of S8 units:

Number of public housing units:

Number of S8 units: [1.263](#)

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:				

PHA Plan Contact Information:

Name: [Dennis L. Nicholson](#)

Phone: [301-866-6590 ext. 1434](#)

TDD: [1-800-735-2258 \(V/TTY\)](#)

Email dennis.nicholson@co.saint-marys.md.us

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

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

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

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

Streamlined Annual PHA Plan
Fiscal Year 2009
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

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

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
- 903.7(b)(2) Policies on Eligibility, Selection, and Admissions –**
- 2. Capital Improvement Needs
- 903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership
- 903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review at Main Administrative Office.
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan
- 9. Implementation of the Violence Against Women and Justice Department Reauthorization Act 2005
- 10. Attachment A – VAWA Referral information
- 11. Attachment B – Reasonable Accommodations Policy
- 12. Attachment C – Request for Reasonable Accommodations
- 13. Attachment D – Copy of Public Meeting Notice Reference the PHA Plan
- 14. Attachment E – Edits, Revisions and/or Updates to the Administrative Plan
- 15. Attachment F – 2008 Affirmatively Furthering Fair Housing Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

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

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

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B. : [NO](#)

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

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

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component. [N/A](#)

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

- If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

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

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

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B. **HASMC reserves the right to transfer 20% of the capital fund for eligible activities under the operating fund (per Section 519 of the Quality Housing and Work Responsibility Act – QHWRA).**
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.). **Not at this time.**

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

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

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

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

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

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

5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below: [HASMC will continue to explore the conversion of Public Housing units to the Housing Choice Voucher Program](#)

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

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

2. Program Description:

a. Size of Program

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria: **May require completion of Homeownership Management Courses per Section 8 Homeownership Plan.**

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

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below): **SMTCCAC – HUD Approved First Time Homebuyer Counseling – over ten years of experience.**
- Demonstrating that it has other relevant experience (list experience below):
 - HUD's Public Housings Homeownership Demonstration**
 - Holland Forrest Landing 5(h) Homeownership Program**
 - **Twenty-one (21) Homeownership Vouchers in current inventory**
 - FHA Approved Secondary Lender**

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below): **Below market tax exempt financing and/or the Low Income Housing Tax Credit Program may require Project Based Assistance.**
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): **Major multifamily rental properties exist in the Leonardtown and Lexington Park development districts. The number of units will not exceed regulation requirements.**

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: [Maryland's Consolidated Plan 2005-2009 covers St. Mary's County, MD.](#)

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

The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

[Excerpt from State's Consolidated Plan for 2005-2009- pg. 85:](#)

[The State's overall housing and community development goals for the next five years are:](#)

- [Revitalizing Communities](#)
- [Encouraging Homeownership, and](#)
- [Expanding the Supply of Decent Affordable Housing](#)
- [Preserving Affordable Housing](#)

Other: (list below)

[County Comprehensive Plan – Quality of Life in St. Mary's County, dated February 19, 2002 – amended March 24, 2003](#)

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

[Chapter IV/ Section 4. Housing Element Pg. 82 : Promote safe, affordable, variety of housing located in livable communities.](#)

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

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

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

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

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of St. Mary's County, Maryland		Grant Type and Number Capital Fund Program Grant No: MD06P02150109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	17,500.00		0	0
4	1410 Administration	9,342.00		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,000.00		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	24,000.00		0	0
10	1460 Dwelling Structures	24,000.00		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	17,577.00		0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	93,419.00		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of St. Mary's County, Maryland			Grant Type and Number Capital Fund Program Grant No: MD06P02150109 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	Funds Obligated	Funds Expended	
HA-Wide	Management Improvements	1408		17,500.00		0	0	
HA-Wide	Administration Salary & Fringe Cost	1410		9,342.00		0	0	
HA-Wide	Fees & Costs Inspections	1430		1,000.00		0	0	
HA-Wide	Site Improvements Roads/parking areas, concrete walkways, exterior stairs/steps, fencing/retaining walls, ground work, onsite infrastructure, site lighting, landscaping	1450		24,000.00		0	0	
HA-Wide	Dwelling Structures Modernization, to include roofing, decking, heating/cooling systems, exterior structural work, waterproofing/coating, electrical systems, resident protection, doors, windows, accessibility work, kitchen work, utilities, bathroom work, etc. as needed	1460		24,000.00		0	0	
HA-Wide	Dwelling Equipment Cabinets, kitchen & bathroom work, etc.	1465.1		17,577.00		0	0	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of St. Mary's County, Maryland		Grant Type and Number Capital Fund Program Grant No: MD06P02150108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	17,500.00		17,500.00	0
4	1410 Administration	9,342.00		9,342.00	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,000.00		1,000.00	0
8	1440 Site Acquisition				
9	1450 Site Improvement	24,000.00		24,000.00	0
10	1460 Dwelling Structures	24,000.00		24,000.00	0
11	1465.1 Dwelling Equipment—Nonexpendable	17,577.00		17,577.00	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	93,419.00		93,419.00	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of St. Mary's County, Maryland			Grant Type and Number Capital Fund Program Grant No: MD06P02150108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Management Improvements	1408		17,500.00		17,500.00	0	
HA-Wide	Administration Salary & Fringe Cost	1410		9,342.00		9,342.00	0	
HA-Wide	Fees & Costs Inspections	1430		1,000.00		1,000.00	0	
HA-Wide	Site Improvements Roads/parking areas, concrete walkways, exterior stairs/steps, fencing/retaining walls, ground work, onsite infrastructure, site lighting, landscaping	1450		24,000.00		24,000.00	0	
HA-Wide	Dwelling Structures Modernization, to include roofing, decking, heating/cooling systems, exterior structural work, waterproofing/coating, electrical systems, resident protection, doors, windows, accessibility work, kitchen work, utilities, bathroom work, etc. as needed	1460		24,000.00		24,000.00	0	
HA-Wide	Dwelling Equipment Cabinets, kitchen & bathroom work, etc.	1465.1		17,577.00		17,577.00	0	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of St. Mary's County, MD			Grant Type and Number Capital Fund Program Grant No: MD06P02150105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	10,000.00		10,000.00	10,000.00
4	1410 Administration	10,804.00		10,804.00	10,804.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,000.00		2,000.00	773.50
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00		10,000.00	10,000.00
10	1460 Dwelling Structures	9,242.00		9,242.00	9,225.26
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	66,000.00		66,000.00	66,000.00
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	108,046.00		108,046.00	106,802.76
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of St. Mary's County, MD			Grant Type and Number Capital Fund Program Grant No: MD06P02150106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	4,018.00	21,842.00	21,842.00	18,600.77
4	1410 Administration	9,557.00	9,557.00	9,557.00	9,557.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,000.00	1,268.79	1,268.79	0
8	1440 Site Acquisition				
9	1450 Site Improvement	7,500.00	20,000.00	20,000.00	20,000.00
10	1460 Dwelling Structures	7,500.00	20,000.00	20,000.00	20,000.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	66,000.00	25,731.21	25,731.21	25,731.21
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	95,575.00	98,399.00	98,399.00	93,888.98
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of St. Mary's County, MD			Grant Type and Number Capital Fund Program Grant No: MD06P02150107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	17,649.00		17,649.00	0
4	1410 Administration	10,072.00		10,072.00	5,036.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000.00		3,000.00	0
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000.00		25,000.00	13,896.00
10	1460 Dwelling Structures	25,000.00		25,000.00	4,480.69
11	1465.1 Dwelling Equipment—Nonexpendable	20,000.00		20,000.00	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	100,721.00		100,721.00	23,412.69
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name: Housing Authority of St. Mary's County, MD				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: 2010 PHA FY: 2010	FFY Grant: 2011 PHA FY: 2011	FFY Grant: 2012 PHA FY: 2012	FFY Grant: 2013 PHA FY: 2013
	Annual Statement				
HA-Wide		100,721.00	100,721.00	100,721.00	100,721.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>2010</u> FFY Grant: PHA FY:			Activities for Year: <u>2011</u> FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA-Wide	Management Improvements – 1408	17,649.00	HA-Wide	Management Improvements – 1408	17,649.00
Annual	HA-Wide	Administration – 1410 Salary & Fringe Cost	10,072.00	HA-Wide	Administration – 1410 Salary & Fringe Cost	10,072.00
Statement	HA-Wide	Fees & Costs – 1430 Inspections	3,000.00	HA-Wide	Fees & Costs – 1430 Inspections	3,000.00
	HA-Wide	Site Improvements-1450 Roads/parking areas, concrete walkways, exterior stairs/steps, fencing/retaining walls, ground work, onsite infrastructure, site lighting, landscaping	25,000.00	HA-Wide	Site Improvements-1450 Roads/parking areas, concrete walkways, exterior stairs/steps, fencing/retaining walls, ground work, onsite infrastructure, site lighting, landscaping	25,000.00
	HA-Wide	Dwelling Structures-1460 Modernization, to include roofing, decking, heating/cooling systems, exterior structural work, waterproofing/coating, electrical systems, resident protection, doors, windows, accessibility work, kitchen work, utilities, bathroom work, etc. as needed	25,000.00	HA-Wide	Dwelling Structures-1460 Modernization, to include roofing, decking, heating/cooling systems, exterior structural work, waterproofing/coating, electrical systems, resident protection, doors, windows, accessibility work, kitchen work, utilities, bathroom work, etc. as needed	25,000.00
	HA-Wide	Dwelling Equipment – 1465.1 Cabinets, kitchen & bathroom work, etc.	20,000.00	HA-Wide	Dwelling Equipment – 1465.1 Cabinets, kitchen & bathroom work, etc.	20,000.00
Total CFP Estimated Cost			\$100,721.00			\$100,721.00

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 2012 FFY Grant: PHA FY:			Activities for Year: 2013 FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA-Wide	Management Improvements – 1408	17,649.00	HA-Wide	Management Improvements – 1408	17,649.00
HA-Wide	Administration – 1410 Salary & Fringe Cost	10,072.00	HA-Wide	Administration – 1410 Salary & Fringe Cost	10,072.00
HA-Wide	Fees & Costs – 1430 Inspections	3,000.00	HA-Wide	Fees & Costs – 1430 Inspections	3,000.00
HA-Wide	Site Improvements-1450 Roads/parking areas, concrete walkways, exterior stairs/steps, fencing/retaining walls, ground work, onsite infrastructure, site lighting, landscaping	25,000.00	HA-Wide	Site Improvements-1450 Roads/parking areas, concrete walkways, exterior stairs/steps, fencing/retaining walls, ground work, onsite infrastructure, site lighting, landscaping	25,000.00
HA-Wide	Dwelling Structures-1460 Modernization, to include roofing, decking, heating/cooling systems, exterior structural work, waterproofing/coating, electrical systems, resident protection, doors, windows, accessibility work, kitchen work, utilities, bathroom work, etc. as needed	25,000.00	HA-Wide	Dwelling Structures-1460 Modernization, to include roofing, decking, heating/cooling systems, exterior structural work, waterproofing/coating, electrical systems, resident protection, doors, windows, accessibility work, kitchen work, utilities, bathroom work, etc. as needed	25,000.00
HA-Wide	Dwelling Equipment – 1465.1 Cabinets, kitchen & bathroom work, etc.	20,000.00	HA-Wide	Dwelling Equipment – 1465.1 Cabinets, kitchen & bathroom work, etc.	20,000.00
Total CFP Estimated Cost		\$100,721.00	Total CFP Estimated Cost		\$100,721.00

9. Implementation of the Violence Against Women and Justice Department Reauthorization Act 2005

The Violence Against Women and Justice Department Reauthorization Act 2005 (VAWA) prohibits the eviction of, and removal of assistance from, certain persons living in public or Section 8-assisted housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1936 as amended by VAWA (42 U.S.C. 13925).

The Housing Authority of St. Mary's County Working **Administrative Plan** documents our policy as follows:

VI. SELECTION CRITERIA FOR ISSUANCE OF A VOUCHER (3rd Paragraph, Pg. 32)

- O. A family may not be denied assistance if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by Violence Against Women Act (VAWA) (42 U.S.C. 13925).

XXIII. TERMINATION OF RENTAL ASSISTANCE: (Pg. 32)

A family may not be terminated if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by Violence Against Women Act (VAWA) (42 U.S.C. 13925).

The Housing Authority of St. Mary's County **Admissions and Occupancy Policy** documents our policy as follows:

SECTION 1. ADMISSION -- GENERAL REQUIREMENTS

- F. *A family may not be denied if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by Violence Against Women Act (VAWA) (42 U.S.C. 13925).*

SECTION 13. TERMINATION OF THE LEASE: (Last Paragraph of this Section pg. 26)

The Housing Authority will not evict certain persons living in public housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by Violence Against Women Act (VAWA) (42 U.S.C. 13925).

The Housing Authority of St. Mary's County **Housing Choice Voucher Program Family Handbook** documents our policy as follows:

Section titled: Denial or Termination of Assistance (Pg. 35)

A family may not be denied assistance if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by Violence Against Women Act (VAWA) (42 U.S.C. 13925).

Referral agencies in St. Mary's County that offer services and/or counseling to victims and/or batterers of domestic violence include but are not limited to:

The Center for Family Advocacy
P.O. Box 760
Hollywood, MD 20636
301-373-4141

St. Mary's Women's Center
2075 Great Mills Road, Suite 106
Lexington Park, MD 20653
www.somd.com/psa/stmarys-womens-ctr
301-862-3636

Walden Sierra
44871 St. Andrews Church Rd.
California, MD 20619
www.waldensierra.org
301-863-6661

St. Mary's County Department of Social Services located in the Joseph D. Carter Building, 23110 Leonard Hall Dr. P.O. Box 509, Leonardtown MD 20650, phone number (240) 895-7000. Crisis Number Hot-line is 301-475-8016. Provides services and referrals for abused children, adults and their families. Provides financial and placement services. Non-emergency police number is 301-475-8008.

The Southern Maryland Center for Family Advocacy Programs & Services

To be considered for any of these programs, a prospective client must contact SMCFA by phone and complete an intake. Once an intake is completed, it is reviewed at the weekly Case Review meeting for possible representation. Everyone who does an intake, and leaves valid and updated contact information, will be contacted by either phone or mail. SMCFA is not responsible for inaccurate contact information left by prospective clients.

Pro Bona Legal Program

Staff attorneys provide victims of domestic abuse with legal advice and representation at Protective Order hearings and other proceedings related to family law and family violence.

Advocacy Program

Advocates are available at the courts to assist individuals with filing for protection from abuse. Advocates also offer expertise in safety planning, follow-up during the period that Protective Orders are in effect, and information and referral to additional resources.

Moderate Income Program

Staff and local participating attorneys provide family law assistance to residents of Southern Maryland who do not qualify for free services but meet moderate income requirements established by the program. Consultation and representation in separation, divorce, custody and related matters is available. Fees are charged in quarter-hour increments and based on family size and income.

Case Management Program

A full-time Case Manager works closely with the client and the Legal Team to assess the client's specific needs and determine a highly-individualized Case Management Plan. This plan addresses issues ranging from safe, permanent housing to psychological interventions and is put into effect during the period a client has a Protective Order in place (typically 1 year). The goal is to create stability and independence for the client and their dependents. This program is funded by an Edward Byrne Justice Assistance Grant administered by the Maryland Governor's Office of Crime Control & Prevention.

Children's Psychological Services

SMCFA offers a Child Psychology Program to respond to the emotional and other difficulties faced by children living with the crisis of domestic violence. This confidential and free program offers parents the opportunity to help their children survive and even thrive despite the chaos and pain that are the hallmarks of the violent home. The Center works with therapists who specialize in working with children and are experienced in addressing the issue of domestic violence. These therapists provide psychological evaluation, short-term crisis counseling, longer-term therapy, and when required by the court, custody evaluation and testimony. This program is funded by the Edward Byrne Justice Assistance Grant administered by the Maryland Governor's Office of Crime Control & Prevention.

Child Custody Representation Project

This project of the Maryland Legal Services Corporation is administered by SMCFA. It's goal is to match low-income clients with contested custody cases with independent attorneys in Southern Maryland. Prospective clients must meet income criteria according to MLSC guidelines, the case must be contested, and must involve one or more of the following issues:

- the child(ren) must be at risk for abuse or neglect by one of the child(ren)'s other parents or guardians
- the client is the primary and proper caretaker
- the client is being denied all visitation with the child(ren)
- the client has a final protective order against the opposing party.

If a client meets the requirements, and the case is accepted, SMCFA will contact a local participating attorney and the client. It is the client's responsibility to contact the attorney and arrange an initial meeting.

Information from their website at:<http://www.smcfanet/>



ST. MARY'S WOMEN'S CENTER

Serving the needs of women in St. Mary's County

2075 Great Mills Road, Suite 106

Lexington Park, MD 20653

301-862-3636

Functions and Objectives

Who We Are: The St. Mary's Women's Center is a not-for-Profit community organization that provides free or low cost assistance to women in St. Mary's County.

What We Do: The Center receives approximately 1,000 client contacts in a year. Services provided by the Center include:

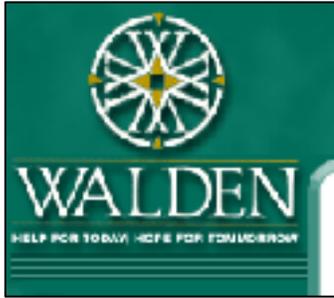
- Domestic Violence Protection through the courts.
- Legal referral pro bone, reduced fee, and pro se services to income eligible clients.
- Extensive information and referral services to the appropriate agencies that can meet client needs.
- Personal growth workshops.
- Financial aid and educational counseling.
- Support groups.
- Follow-up contacts with clients to ensure delivery of services and that client needs are met.
- Aptitude/interest/values testing.
- Cooperates with other County human services agencies to meet the needs of all people of St. Mary's County.

Staff: The Center is staffed by four paid full and part-time people. In addition, there are 15 volunteer professionals who advise and assist the Center staff in all areas of services. Moreover, 10 volunteer professionals provide in-kind services at the Center to insure outstanding quality of program delivery.

How We Are Funded: Center financial support is provided by:

- Private Donations
- United Way and the Combined Federal Campaign
- County Government
- Fundraising Activities
- Foundation and Corporate Grants

Information available at: <http://somd.com/psa/stmarys-womens-ctr/>



Individual, group, family and couples therapy provided to victims of domestic violence and families are included in the continuum of services. Group counseling for batterers is available.

Advocacy and accompaniment to help clients obtain necessary services and meet their basic needs for housing, food, medical care and employment.

Violence does not discriminate. If you are a man, woman or child, remember, **No One Deserves to be Abused.** If you are troubled by a current or past abusive relationship, contact the specialists at Walden, and start walking the road to recovery today.

Coverage

- Physical Abuse
- Verbal Abuse
- Emotional Abuse
- Sexual Abuse

Services

- Confidential
- Crisis/Shelter Services
- Legal Referral
- Counseling

24 Hour Crisis Hotline (301) 863-6661

Information from: <http://www.waldensierra.org/>

**ATTACHMENT B. (4 PAGES)
REASONABLE ACCOMMODATION POLICY**

Fair Housing Policy

PG. 1 of 4

It is the policy of the Housing Authority (HA) to comply fully with all Federal, State and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The HA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability, or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the HA will provide Federal, State and local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the new-intake voucher briefing session and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

All HA staff will be informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority offices. Staff will attend local fair housing update training sponsored by HUD and other local organizations to keep current with new developments.

Except as otherwise provided in 24 CFR 8.24 (a), no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the HA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the HA's office in such a manner as to be easily readable from a wheelchair.

The HA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the Maryland Relay Service 1-800-735-2258 (V/TTY).

REASONABLE ACCOMMODATIONS POLICY STATEMENT:

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) prohibits discrimination on the basis of a disability and states that:

“No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from the Department” (U.S. Department of Housing and Urban Development).

In accordance with Section 504 requirements, the HA will ensure that its policies and practices do not discriminate on the basis of handicap status against a “qualified individual with handicaps”.

The HA will support this policy where reasonable and practicable subject to the authority of its Board of Commissioners and the availability of funds. In addition, supporting this policy should not result in a fundamental alteration in the nature of any program or activity or in undue financial and administrative burdens. The Housing Authority will pursue all actions that would not result in such alterations or burdens but would ensure, to the maximum extent practicable, the achievement of this policy.

**ATTACHMENT B. (4 PAGES)
REASONABLE ACCOMMODATION POLICY**

GENERAL PRINCIPLES**PG. 2 of 4**

The following policy describes procedures for responding to requests for reasonable accommodations:

1. The person requesting the reasonable accommodation is usually knowledgeable regarding his/her disability and the appropriate accommodation needed. Generally, we presume the information the person provides concerning his/her needs is accurate and the method proposed for accommodating those needs is the most appropriate.
2. This procedure for evaluating and responding to requests for a reasonable accommodation relies on a cooperative relationship between the HA and the applicant/resident. The process is not adversarial.
3. The form, “*Request for a Reasonable Accommodation*” (“**Request Form**”) is designed to assist our applicants/residents. If an applicant/resident does not, or cannot use the Request Form, the HA will still respond to the request for an accommodation.
4. If the accommodation is reasonable (see procedures 3 below), the HA will grant it.
5. If the requested accommodation creates undue financial and administrative burden for the HA, we will comply with the request only up to the extent we can do so without creating an undue burden.
6. Reasonable accommodations will be focused on the individual applicant/resident and whether the accommodation is effective in removing the barriers which inhibit a person with disabilities from accessing and using the housing programs and services.
7. Communications under this policy will be in plain and understandable language and in a format appropriate to meet the communication needs of the person with the disability. Where the following procedures refer to written documents, this plain language directive shall apply and appropriate alternative formats will be used in order to communicate information and decisions to the person requesting the accommodation.
8. Any meetings required by this policy will be held in an accessible location.

PROCEDURE #1 – COMMUNICATION WITH APPLICANTS AND RESIDENTS

1. All applications will ask if the family needs a reasonable accommodation.
2. Applicants seeking accommodations may contact the HA directly to request the reasonable accommodations form.
3. All applicants will be provided the Request Form upon request of a reasonable accommodation or they may simply put the request in writing. Upon receiving the request, housing management and/or the HA’s office will respond within 10 business days. If additional information or documentation is requested from the applicant, they should provide this information as soon as possible so as not to delay review of the request.
4. The HA will consent to or deny the request within 30 business days after receiving all needed information and documentation. All decisions to grant or deny reasonable accommodations will be communicated in writing and, if needed, in an alternative format in order to communicate the decision to the applicant. Exceptions to notifying the applicants within 30 days should be provided in a letter to the applicant indicating the reasons for the delay.

**ATTACHMENT B. (4 PAGES)
REASONABLE ACCOMMODATION POLICY**

PROCEDURE #2 – SEQUENCE FOR MAKING DECISIONS**PG. 3 of 4**

1. Is the applicant/resident a qualified “individual with handicaps”?
 - (a) If **NO**, we are not obligated to make a reasonable accommodation, and we may deny the request.
 - (b) If **YES**, go to Step 2.
 - (c) If more information is needed, either write for more information using the standard Request for Information letter or request a meeting using the standard Request for a Meeting letter.

2. Is the requested accommodation related to the disability?
 - (a) If **NO**, we are not obligated to make the accommodation, and we may deny the request.
 - (b) If **YES**, go to step 3.
 - (c) If more information is needed, write for more information using the standard Request for Information letter or request a meeting using the standard Request for Meeting letter.

3. Is the requested accommodation reasonable? We will make this determination by following Policy 3 – Guidelines for Determining Reasonableness.
 - (a) If **YES**, we will approve the request for reasonable accommodation. A written description of the accommodation will be prepared and included in the Approval of Request for a Reasonable Accommodations letter.
 - (b) If **NO**, we may deny the request. Denial submitted using the Denial of Request for Reasonable Accommodation letter.
 - (c) If more information is needed, either write for more information using the standard Request for Information letter or request a meeting using the standard Request for Meeting letter.

PROCEDURES #3 – GUIDELINES FOR DETERMINING REASONABLENESS

1. In accordance with principle #1, in most instances we will accept the judgment of the person with a disability that an accommodation is needed. However, we retain the option to require the person with disabilities to show the need for an accommodation to enable him/her to access and use the housing program.

2. In accordance with Principle # 1, in most instances we will accept the judgment of the person with disabilities that the requested accommodation is the most appropriate for him or her. However, we retain the option to investigate equally effective alternatives to the requested accommodation and/or alternative methods of providing the requested accommodation.

3. If a number of potential accommodations would clearly satisfy the needs of the person with disabilities, we retain the option to select the accommodation which is most convenient and cost-effective for the HA so long as the option does not substantially alter the quality of life for the person requesting the accommodation. This includes the option to select a change in procedure or policy when the procedure change would be equally effective and provide equal access to HA programs, activities or services.

**ATTACHMENT B. (4 PAGES)
REASONABLE ACCOMMODATION POLICY**

Additional Reasonable Accommodations Considerations
(PIH Notice 99-52 and PIH 2006-13)

It is the policy of this HA to be service directed in the administration of our housing programs and to exercise and demonstrate a high level of professionalism while providing housing services to families.

The HA's policies and practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations upon request so they may fully access and utilize the housing program and related services. This policy is intended to afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities. This includes when a family initiates contact with the HA; when the HA initiates contact with a family; when a family applies for assistance; and when the HA schedules or reschedules appointments of any kind.

To be eligible for a reasonable accommodation, the requester must first verify (if apparent or not) they are a person with a disability under the following *Americans with Disabilities Act of 1990 (ADA)* definition:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual;
- A record of such impairment; or
- Being regarded as having such an impairment

NOTE: This is not the same as the HUD definition used for purposes of determining allowances.

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the status of a disability is confirmed, the HA will require a professional third party, competent to make the assessment, to provide written verification the applicant needs the specific accommodation and is required for them to have equal access to the housing program.

If the HA finds the requested accommodation creates an undue administrative or financial burden, it will either deny the request and/or present an alternate accommodation that will still meet the need of the person. An undue administrative burden is one that requires a fundamental alteration of the essential functions of the HA (i.e., waiving a family obligation). An undue financial burden is one that, when considering the available resources of the agency as a whole, would pose a severe financial hardship on the HA.

The HA will provide a written decision to the person requesting the accommodation within thirty (30) business days. If a person is denied the accommodation or feels the alternative suggestions are inadequate, they may request an informal hearing to review the HA's decision.

Reasonable accommodation will be made for persons with a disability requiring an advocate or accessible offices. A designee will be allowed to provide some information but only with the permission of the person with the disability.

The HA supports equal opportunity in housing for all Americans where reasonable and practicable subject to the authority of the Board of Commissioners for the HA and the availability of funds. In addition, supporting this goal should not result in a fundamental alteration in the nature of any program or activity or in undue financial and administrative burdens.

**ATTACHMENT C. (2 PAGES)
REQUEST FOR REASONABLE ACCOMMODATION**

REQUEST FOR REASONABLE ACCOMMODATION

NOTE: This form may be submitted to the Housing Authority of St. Mary’s County, Maryland (HASMC) at any time. If you need Assistance with this form or have any additional questions, please contact the HASMC at (301) 866-6590, ext. 1400.

Date of Request

Social Security #

Name of Applicant/Resident/Participant

Phone #

Address

City/State/Zip

1. Reasonable accommodation requested: _____
What

2. Reasonable accommodation requested for: _____
Household Member Name

3. Reason for requesting this accommodation: _____
Why

4. Provide independent verification of your disability, from your doctor; licensed professional representing a rehabilitation center, disability agency, or clinic, or the supervisor of a case manager representing a disability agency. [See Reasonable Accommodation Verification form]

5. I certify that the information in this Request for Reasonable Accommodation is true and accurate. I give HASMC permission to talk with my physician or licensed professional about my disability and reasonable accommodation request.

Signature of Applicant/Resident/Participant

Please return this form to:

Housing Authority of St. Mary’s County
21155 Lexwood Drive, Suite C
Lexington Park, MD 20653

**ATTACHMENT C. (2 PAGES)
REQUEST FOR REASONABLE ACCOMMODATION**

**Important: This form may only be completed by a Doctor or licensed professional.
This form may not be completed by Applicant, Resident or Participant.**

REASONABLE ACCOMMODATION VERIFICATION

Independent verification to be completed by a doctor, licensed professional representing a rehabilitation center, disability agency or clinic or the supervisor of a case manager representing a disability agency.

EXPLANATION: HASMC is required by law to provide reasonable accommodations to disabled applicants, residents, and participants that will facilitate their ability to function and provide equal opportunity to use and enjoy our housing programs. Applicable federal and state law defines "disability" with respect to the individual, as: (1) a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) a record of having such an impairment; (3) being regarded as having such an impairment; but such term does not include current, illegal drug use or addiction to a controlled substance. Major life activities are defined as functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.

_____ due to disability has the following functional limitations:
Name

and requests that HASMC provide the following reasonable accommodations to give equal access to housing. An explanation of why each accommodation is needed is included: (Use additional sheet, if necessary)

Accommodation
Specific Request

Relationship – Why Accommodation is Necessary to Assure Equal Housing Access. (This section must be completed. Use additional pages, if necessary.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of licensed professional

Date

Printed Name

Phone #

Professional Title

Fax #

Address

City/State/Zip

**ATTACHMENT D.
COPY OF PUBLIC MEETING NOTICE REFERENCE PHA PLAN**

PUBLIC MEETING

**THE HOUSING AUTHORITY OF ST. MARY'S COUNTY,
MARYLAND'S (HASM) STREAMLINED ANNUAL PHA PLAN FOR
ITS FISCAL YEAR 2009**

Friday, September 12, 2008 @ 4:00 p.m.
**The Gateways Condominiums, 1st floor Housing Authority Briefing
Rm.**
21155 Lexwood Drive, Lexington Park, Maryland 20653

HASM will sponsor a Public Meeting addressing housing and community needs per its Annual Plan. All interested citizens are encouraged to attend this public meeting. Discussion topics will include:

HASM's Annual Plan, local housing needs, financial resources, policies on eligibility/selection/admissions, Violence Against Women Act (VAWA) Public Law 109-162, rent determination policies, operations and management policies, homeownership, and community development.

The full HASM Annual Plan will be available for public review on September 9, 2008 at its main administrative office located at 21155 Lexwood Drive, Suite C., Lexington Park, Maryland 20653. Summaries of this plan will be at the County's Public Information Office, located at 23115 Leonard Hall Drive, Leonardtown, Maryland, and in each of the three public libraries in St. Mary's County during regular business hours. Written suggestions can be submitted to the Housing Authority of St. Mary's County, Maryland, 21155 Lexwood Drive, Suite C., Lexington Park, MD, on or before 5:00 p.m., September 26, 2008.

Citizens with mobility, vision or hearing impairments should contact the Administrative Coordinator at HASM at 301-866-6590 Ext. 1434, or the Maryland Relay Service at 1-800-735-2258 (V/TTY) in order that arrangements for this meeting can be made to meet any special needs. Si usted necesita un traductor español por favor responda antes de 5:00 p.m. Viernes, el 10 de Septiembre de 2008. Para mas informacion, por favor contacto Jean M. Ortiz en 301-866-6590 ext. 1440.


 9-5,9-10-08

ENT 1660342

EDITS, UPDATES AND/OR REVISIONS TO ADMINISTRATION PLAN**Housing Authority of St. Mary's County, Maryland Administrative
Plan Revisions as of September 11, 2008****Deletions:****VI. SELECTION CRITERIA FOR ISSUANCE OF A VOUCHER**

- H. St. Mary's County residents referred by one of the major apartment complexes who are a stable family or individual that remains an excellent tenant but now is having a difficult time paying their rent.
- I. St. Mary's County resident referred by one of the major apartment complexes who meet the following income guidelines:

Working families whose head or spouse has been employed for the past six (6) consecutive months at a minimum of thirty hours per week. If family claims to be self-employed, a copy of last year's income tax return must be provided, along with their self-employment records from last year and current year.

2008 AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN**2008 Affirmatively Furthering Fair Housing Plan**

The Housing Authority of St. Mary's County Maryland, operating within a non-entitlement community in Maryland, respectfully submits the following information as its narrative statement regarding Affirmatively Furthering Fair Housing. This conforms to Section 4, Additional Nondiscrimination and Other Requirements, per the Federal Register dated March 19, 2008 (Volume 73, Number 54, Page 14885-14886).

I. Overcome the effects of impediments to fair housing choice that were identified in the jurisdiction's Analysis of Impediments (AI) to Fair Housing Choice.

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AND FAIR HOUSING STRATEGY FOR MARYLAND NON-ENTITLEMENT COMMUNITIES
MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, 1996

1. Develop and implement a comprehensive local information campaign on fair housing. *The Maryland Department of Housing and Community Development (DHCD) is responsible for contracting vendors to provide information and marketing materials for counties to use in their local awareness campaigns. The Housing Authority of St. Mary's County Maryland provides this information on their website, provides brochures at all office locations, and runs regular advertisements and mini-films on the County's cable network station. Further, we facilitate and assist residents with reporting Fair Housing violations, as requested.*
2. Develop and implement Fair Housing training for realtors, developers, insurers, lenders and management agents. *The Maryland Department of Housing and Community Development contracts for this service on a regular basis and representatives of the Housing Authority of St. Mary's County, Maryland annually attend this training.*
3. Initiate a state-wide study circle dialogue on race relations. *The Maryland Commission on Human Relations has the responsibility to spearhead this activity and performs it on a regular basis.*
4. Promote compliance with community reinvestment act laws. *Local lending institutions partner with the Housing Authority of St. Mary's County Maryland and other agencies to help meet the credit needs of St. Mary's County residents.*
5. Promote local adoption of inclusionary zoning and manufactured housing in residential areas. *The Maryland Department of Housing and Community Development and the Maryland Department of Planning constantly promote the adoption of inclusionary zoning into local laws.*

2008 AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

6. Increase funding, especially CDBG, for local CHRBS (certified housing resource boards). *The Maryland Department of Housing and Community Development has implemented this activity and performs it on a regular basis.*
7. Develop an automatic statewide data base on assisted rental units, including handicap-accessible units. *The Maryland Department of Housing and Community Development has implemented this activity. St. Mary's County inputs information to this database on a regular basis.*
8. Create model universal design plans for the disabled. *The Maryland Department of Housing and Community Development has implemented this activity.*
9. Analyze private appraisal sales advertising and insurance practices for housing discrimination. *The Maryland Department of Housing and Community Development has implemented this activity and performs it on a regular basis.*

II. Remedy discrimination in housing: and

The Housing Authority of St. Mary's County Maryland supports the State of Maryland's Fair Housing Awareness Campaign to property owners, renters, potential homeowners, and real estate/mortgage professionals. This is done through brochures, flyers, announcements on the County's website, and through homeownership and rental housing training sessions.

Promote fair housing rights and fair housing choice

The Housing Authority of St. Mary's County Maryland promotes Fair Housing rights in public and private venues, whenever practical. Further, this Authority promotes fair housing choice by administering a Housing Choice Voucher Program and through homeownership education. Also, the St. Mary's County Board of County Commissioners executes an annual Fair Housing Proclamation for the Southern Maryland Board of Realtors as a means of showing and publicizing their support for Fair Housing practices and legislation.

Additionally, the Housing Authority of St. Mary's County, Maryland will affirmatively further fair housing in its HCV FSS and PH FSS programs by 1) marketing the program to all eligible persons including persons with disabilities and persons with limited English proficiency, 2) making buildings and communications needed for applications and service delivery accessible to persons with disabilities, 3) making referrals to fair housing agencies, 4) providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777 and information on how to file a fair housing complaint, and 5) recruiting landlords and service providers in areas that expand housing choice to program participants.