

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Havre de Grace Housing Authority</u> PHA Code: <u>MD012</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>60</u> Number of HCV units: <u>0</u>																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1: N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2: N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3: N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1: N/A						PHA 2: N/A						PHA 3: N/A					
Participating PHAs	PHA Code					Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
PHA 1: N/A																											
PHA 2: N/A																											
PHA 3: N/A																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	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 for the next five years: The mission of the Havre de Grace Housing Authority is to provide high quality affordable housing solutions and promote self-sufficiency for low-income people of Harford County, Maryland.																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. See Attachment to FY 2010-11 PHA Plan																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: No additional elements of the PHA Plan have been revised since the last Annual Plan submission. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The PHA Plan and supporting documents are available for public inspection at the main PHA administrative office located at 101 Stansbury Court, Havre de Grace, MD 21078. See Attachment for PHA Plan elements supporting documents. Contact Person: George R. Robinson, Executive Director, at 410-939-2097 or robinson101@comcast.net.																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. N/A																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										

8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>The Capital Fund Program Annual Statements/Performance and Evaluation Reports, form HUD-52837, for each current and open CFP grant have been attached.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>The Capital Fund Program Five-Year Action Plan, form HUD-52834, has been attached.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>When analyzing local housing markets and developing strategies for meeting housing problems, HUD suggests the consideration of several factors. These factors include how much a household spends on housing costs, the physical condition of the housing and whether or not the household is overcrowded. An excess cost burden is identified when a household pays more than 30 percent of its gross income for housing costs. When so much is spent on housing, other basic household needs may suffer. The measure of physical inadequacy is the number of units lacking complete kitchen and/or plumbing facilities. While this is not a complete measure of physical inadequacy, the lack of plumbing and/or kitchen facilities can serve as a strong indication of one type of housing inadequacy. Overcrowded housing conditions occur when a residence accommodates more than one person per each room in the dwelling. Overcrowding may indicate a general lack of affordable housing in a community where households have been forced to share space, either because other housing units are not available or because the units available are too expensive.</p> <p>In 2000, 22.8% of Harford County, Maryland households spent more than 30% of their gross incomes on housing costs. Nearly one-third (32.1%) of all Harford County renters were considered to be housing cost burdened, paying too much for of their incomes towards housing expenses. Senior households face an even greater problem due to their fixed incomes. 51.9% of Harford County renters were housing cost burdened.</p>

Income Group	# of Households	Percent of Total
0 to 30% AMI	9,189	11.5%
31 to 50% AMI	7,366	9.2%
51 to 80% AMI	10,426	13.1%
Subtotal	26,980	33.8%
Total Households	79,748	N/A
Elderly	5,422	6.8%
Families with Disabilities	3,341	4.19%

	# of Household s	Percent of Total
Waiting List Total	146	N/A
Extremely Low Income	117	80.14%
Very Low Income	14	9.59%
Low Income	0	0.00%
Families with Children	110	75.34%
Elderly Families	1	0.68%
Families with Disabilities	25	17.12%
Race 1: Black	82	56.16%
Race 2: White	49	33.56%
Race 3: Native American	2	1.37%
Race 4: Asian	1	0.68%
Ethnicity: Hispanic	10	6.85%
Ethnicity: Non-Hispanic	80	54.79%

Source: 2000 US Census, File SF4, HCT61

Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

HDGHA has identified 7 specific strategies to address the housing needs of families in Harford County and on the waiting list.

Maximize the number of affordable units available to the PHA within its current resources by employing effective maintenance and management policies to minimize the number of public housing units off-line, reducing turnover time for vacated public housing units, reducing time to renovate public housing units, undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required, and participating in the Consolidated Plan development process to ensure coordination with broader community strategies.

Increase the number of affordable housing units by pursuing housing resources other than public housing or Section 8 tenant-based assistance.

9.1

Target available assistance to families at or below 30% of AMI by adopting rent policies to support and encourage work.

Target available assistance to families at or below 50% of AMI by employing admissions preferences aimed at families who are working and adopting rent policies to support and encourage work.

Target available assistance to the elderly by seeking designation of public housing for the elderly.

Target available assistance to families with disabilities by seeking designation of public housing for families with disabilities, carrying out modifications needed in public housing based on the section 504 Needs Assessment for Public Housing, and affirmatively marketing to local non-profit agencies that assist families with disabilities.

Increasing awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs and affirmatively marketing to local non-profit agencies that assist families whose races and ethnicities are shown to have disproportionate housing needs.

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>HDGHA's progress in meeting its mission and goals as described in the 5-Year Plan has been attached.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Significant Amendment and Substantial Deviation/Modification are defined as discretionary changes in the plans or policies of the PHA that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.</p> <p>Changes to this plan not considered Significant Amendment and Substantial Deviation/Modification based on changes in federal, state or local rules, regulations or policies, may be adopted without formal approval of the Board of Commissioners. All changes and/or amendments must however be reviewed by the Resident Advisory Board.</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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**Havre de Grace Housing Authority
2010 PHA Plan Elements**

1. ELIGIBILITY, SELECTION AND ADMISSIONS POLICIES INCLUDING DECONCENTRATION AND WAIT LIST PROCEDURES

- a. Eligibility requirements are found in Chapter 4 “Eligibility for Admission” of the Administrative Plan of the Havre de Grace Housing Authority.
- b. Selection criteria are described in Chapter 3 “Maintaining & Selection from the Waiting List” in the HDGHA’s Administrative Plan.
- c. Deconcentration is addressed in Chapter 3 “Maintaining & Selection from the Waiting List” in the HDGHA’s Administrative Plan.
- d. Waiting list procedures are also addressed in Chapter 20 “Grievances & Appeals” in the HDGHA’s Administrative Plan.

2. FINANCIAL RESOURCES

Havre de Grace Housing Authority financial resources include HUD contribution and income from interest on reserves. The Havre de Grace Housing Authority operating budget is attached for review.

3. RENT DETERMINATION

Policies governing rents charged for public housing dwelling units are contained in Chapter 9 “Determining Total Tenant Payment” of the Administrative Plan of the Havre de Grace Housing Authority.

4. OPERATION AND MANAGEMENT

The Havre de Grace Housing Authority Operations and Management Policy has been attached for review.

5. GRIEVANCE PROCEDURES

Informal hearing and informal review procedures are contained in Chapter 2 “Rent Determination” of the Administrative Plan of the Havre de Grace Housing Authority.

6. DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

Not applicable.

7. COMMUNITY SERVICES AND SELF-SUFFICIENCY

The Havre de Grace Housing Authority Description of Implementation of Community Service Requirements and the FSS Action Plan have been attached for review.

8. SAFETY AND CRIME PREVENTION

Description of the need:

- Moderate incidence of violent and/or drug-related crime in PHA's development
- Moderate incidence of violent and/or drug-related crime in the areas surrounding or adjacent to PHA development
- Observed lower-level crime, loitering, vandalism and/or graffiti

Basis for determining the needs:

- 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

Crime prevention activities:

- HDGHA is working for passage of legislation to improve trespassing statute to make it enforceable on HDGHA property.
- Contracting with outside and/or resident organizations for the provision of crime and drug-prevention activities
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Combined neighborhood walks throughout housing development
- Continued support training for staff, residents, and community partners who participate in community activities, voluntary resident patrols, and/or resident associations

Coordination between PHA and the police:

- HDGHA coordinates legislative initiatives with City of Havre de Grace Police Department to ensure valid, enforceable statutes to reduce crime and vandalism.
- Police are involved 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, such as community policing office.
- Police regularly testify in and otherwise support eviction cases.
- Police regularly meet with the PHA management and residents.
- HDGHA encourages development of additional Voluntary Resident Patrols developed with the local Police Departments.

9. PETS

The Havre de Grace Housing Authority Information on Pet Policy has been attached for review.

10. CIVIL RIGHTS CERTIFICATION

The Havre de Grace Housing Authority certifies that it examines its programs to identify any impediments to fair housing choice; addresses any impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with the applicable Consolidated Plan for its jurisdiction.

11. FISCAL YEAR AUDIT

The Havre de Grace Housing Authority Annual audit was performed by an independent public auditor, Clifton Gunderson. The latest HDGHA audited financial report is for the twelve months ended June 30, 2007. There were no findings in the audit related to the Low Income public Housing Program. This report is available for inspection at HDGHA's office at 101 Stansbury Court, Havre de Grace, MD 21078.

12. ASSET MANAGEMENT

Havre de Grace Housing Authority is conducting a review and analysis of HDGHA's capabilities to effectively operate and manage its federal public housing stock. A Physical Needs Assessment (PNA) and a long-range portfolio plan are being developed for HDGHA that will identify operational and management issues that need to be addressed in order to improve the long-term viability of the housing agency. The issues under review include insufficient staffing; challenges of the State legislative process; leadership turnover; lack of clear policies and procedures, training, and internal controls; technology problems; and an aging housing stock.

The HDGHA continues to take steps to move to project-based budgeting and accounting by developing an implementation plan to meet HUD guidelines and schedules for execution.

In addition, the HDGHA will use the PNA Report, HUD REAC Inspection Reports, and HUD Energy Audits to identify energy consumption benchmarks as part of an overall asset management approach to consider each development in terms of its position in the marketplace, management responsibilities, operations, budgeting, tenancy, and long-range capital needs. These elements will be included in the HDGHA Long-Range Portfolio Planning – Five, Ten and Twenty Year Plan.

13. VIOLENCE AGAINST WOMEN ACT (VAWA)

The Havre de Grace Housing Authority Violence Against Women Act (VAWA) Policy has been attached for review.

Annual Plan Attachments
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Attachment I.

Admission Policy for Deconcentration

Policy to Deconcentrate Poverty and Promote Integration in Public Housing

Background

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

Policy

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

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

Determination of Covered Developments

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

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

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

Required Established Income Ranges

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

Current Status of Havre de Grace Housing Authority Site

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

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

Therefore, no corrective action is needed at this time.

Procedure for Corrective Action When Required

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

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

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

Fair Housing

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

Attachment II.

Annual Statement/Performance Evaluation Reports CFP/CFPHF

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part I: Summary
 HA Name: Have de Grace Housing Authority
 Comprehensive Grant Number: MD06P01250110
 FFY of Grant Approval: 2010

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

Line No.	Summary by Development Account	Original Total Estimated Cost	Revised 1	Obligated Total Actual Cost 2	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	9,421.00			
3	1408 Management Improvements	18,841.00			
4	1410 Administration	18,841.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	47,104.00			
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	94,207.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director: *[Signature]* Date: 06/17/2010
 Signature of Public Housing Director: _____ Date: _____

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

Page 1 of 3 Previous edition is obsolete form HUD-52837 (9/98) ref Handbook 7485.3

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Accounting	1408		10,000				
MD012	Computer Software	1408		3,500				
MD012	Staff Training	1408		5,341				
MD012	Operations	1406		9,421				
MD012	Administration	1410		18,841				
MD012	Building Roofs	1460	2	22,000				
MD012	Water Meters	1460	60	10,000				
MD012	Unit Appliances	1460	12	4,997				
MD012	Unit Turnover	1460		4,207				
MD012	Unit HVAC Replacement	1460	2	3,000				
MD012	Unit Flooring	1460	2	1,400				
MD012	Unit Wall Replacement	1460	1	1,500				
	TOTAL			94,207				

Signature of Executive Director

Date

06/17/2010

Signature of Public Housing Director

Date

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

Page 2 of 3

Previous edition is obsolete

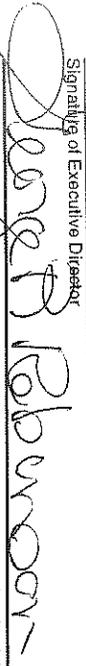
form HUD-52837 (9/96)
 ref Handbook 7485.3

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
MD012	07/31/10			06/30/11			

Signature of Executive Director



Date

06/17/2010

Signature of Public Housing Director

Date

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

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

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

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

HA Name: **Hayre de Grace Housing Authority**
 Comprehensive Grant Number: **MD06P01250109**
 FFY of Grant Approval: **2009**

Line No.	Description	Total Estimated Cost		Total Actual Cost ²
		Original	Revised ¹	
1	Total Non-CGP Funds			
2	1406 Operations (May not exceed 10% of line 20)			
3	1408 Management Improvements	\$18,905		18,905
4	1410 Administration			
5	1411 Audit	\$18,000		18,000
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	\$57,620		57,620
11	1465.1 Dwelling Equipment—Non-expendable			
12	1470 Non-dwelling Structures			
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Mod Used for Development			
19	1502 Contingency (may not exceed 8% of line 20)			
20	Amount of Annual Grant (Sum of lines 2-19)	\$94,525		94,525
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

Signature of Executive Director: *[Signature]* Date: 09/10/09
 Signature of Public Housing Director: _____ Date: _____

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

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Accounting	1408		\$10,000		10,000	10,000	Completed
MD012	Computer Software	1408		\$3,495		3495	3495	Completed
MD012	Staff Training	1408		\$5,410		5410	5410	Completed
MD012	Audit	1411		\$18,000		18000	18000	In Review
MD012	Building Roots	1460	3.6	\$57,620		57620	57620	Completed
	TOTAL			\$94,525		94525	94525	

Signature of Executive Director



Date

09/10/09

Signature of Public Housing Director

Date

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 2
	Original	Revised 1	Actual 2	Original	Revised 1	Actual 2	
MDO12	09/30/09			06/30/10			
Signature of Executive Director: <i>[Signature]</i> Date: 09/10/09 Signature of Public Housing Director: _____ Date: _____							

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

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

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

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

HA Name
 Havre de Grace Housing Authority

CFRC

Comprehensive Grant Number
 MD06S01250109

FFY of Grant Approval
 2009

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

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ² Expended
		Original	Revised 1	
1	Total Non-CGP Funds			
2	Operations (May not exceed 10% of line 20)			
3	Management Improvements			
4	Administration			
5	Audit			
6	Liquidated Damages			
7	Fees and Costs			
8	Site Acquisition			
9	Site Improvement			
10	Dwelling Structures	\$120,277	\$120,277	120,277
11	1465.1 Dwelling Equipment—Non-expendable			
12	1470 Non-dwelling Structures			
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Mod Used for Development			
19	1502 Contingency (may not exceed 8% of line 20)			
20	Amount of Annual Grant (Sum of lines 2-19)	\$120,277	\$120,277	120,277
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

Signature of Executive Director _____ Date 05/15/09

Signature of Public Housing Director _____

Date _____

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

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Unit Bathroom Plumbing Upgrades	1460	60	\$66,000	\$66,908	66908	66908	Completed
MD012	Unit Storm Doors for rear exit	1460	48	\$12,000	\$0			
MD012	Unit Rear Exit Doors Weatherstripping	1460	60	\$6,000	\$0			
MD012	Unit Programmable Thermostats	1460	60	\$7,000	\$7,000	7000	7000	Completed
MD012	Unit Bathroom Lighting Fixtures	1460	60	\$5,000	\$0			
MD012	Unit Entry Doors	1460	59	\$24,277	\$0			
MD012	Unit Rear Patio Doors	1460	60	\$0	\$41,369	41369	41369	Completed
MD012	Unit Kitchen Faucets	1460	60	\$0	\$5,000	5000	5000	Completed
	TOTAL			\$120,277	\$120,277			

Signature of Executive Director

Date

05/15/09

Signature of Public Housing Director

Date

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² To be completed for the Performance and Evaluation Report.

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
MDO12	06/01/09	06/01/09	6/1/09	06/01/10	06/01/10	6/1/10	
Signature of Executive Director _____ Date 05/15/09 _____ Signature of Public Housing Director _____ Date _____							

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

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

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

HA Name: Haave de Grace Housing Authority

Comprehensive Grant Number: MD06P01250108
 FFY of Grant Approval: 2008

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

Revised Annual Statement/Revision Number _____
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$19,004.20	19004.20	19004.20	19004.20
3	1408 Management Improvements	\$19,004.20	19004.20	19004.20	19004.20
4	1410 Administration	\$9,502.10	9502.10	9502.10	9502.10
5	1411 Audit	\$15,000.00	15000.00	15000.00	15000.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$16,810.50	19810.00	19810.00	19810.00
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures	\$15,700.00	12700.50	12700.50	12700.50
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	\$95,021.00	95021.00	95021.00	95021.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director: [Signature] Date: 05/08/08

Signature of Public Housing Director

Date

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Operations	1406		\$19,004.20	19004.20	19004.20	19004.20	Complete
MD012	Accounting	1408		\$10,000	10000.00	10000.00	10000.00	Complete
MD012	Computer Software	1408		\$3,495	3,495.00	3,495.00	3,495.00	Complete
MD012	Staff Training	1408		\$5,509.20	5,509.20	5,509.20	5,509.20	Complete
MD012	Administration	1410		\$9,502.10	9502.10	9502.10	9502.10	Complete
MD012	Audit	1411		\$15,000.00	15000.00	15,000.00	15,000.00	Complete
MD012	Unit Refrigerators	1460	6	\$3,405.25	3405.25	3,405.25	3,405.25	Complete
MD012	Unit Stoves	1460	8	\$3,405.25	3405.25	3,405.25	3,405.25	Complete
MD012	Unit Flooring Replacement	1460		\$10,000.00	12999.50	12999.50	12999.50	Complete
MD012	Security Cameras	147	3	\$15,700.00	12700.50	12,700.50	12,700.50	Complete
	TOTAL			\$95,021.00				

Signature of Executive Director

Date
05/08/08

Signature of Public Housing Director

Date

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

Page 2 of 3

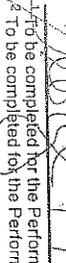
Previous edition is obsolete

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
MDO12	09/30/08	9/30/08	9/30/08	06/30/09	6/30/09	6/30/09	

Signature of Executive Director

 George P. Robinson
 Date 05/08/08

Signature of Public Housing Director
 Date

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

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

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

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

HA Name: Have de Grace Housing Authority
 Comprehensive Grant Number: MD06P01250107
 FEY of Grant Approval: 2007

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$19,411	\$19,411	19411	19411
3	1408 Management Improvements	\$19,411	\$19,411	19411	19411
4	1410 Administration	\$9,705	\$9,705	9705	9705
5	1411 Audit	\$15,000	\$14,000	14000	14000
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$18,528	\$23,341	23341	19989
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$15,000	\$11,187	11187	14539.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	\$97,055	\$97,055	97055	97055
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director: *[Signature]* Date: 09/15/08
 Signature of Public Housing Director: _____ Date: _____
 Page 1 of 4
 Previous edition is obsolete
 form HUD-52837 (9/96)
 ref Handbook 7485.3

¹To be completed for the Performance and Evaluation Report of a Revised Annual Statement.
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Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
MD012	Operations	1406		\$19,411	\$19,411	19411	19411	Completed
MD012	Accounting	1408		\$10,000	\$10,000	10000	10000	Completed
MD012	Computer Software	1408		\$3,411	\$3,495	3495	3495	Completed
MD012	Staff Training	1408		\$6,000	\$3,716	3716	3716	Completed
MD012	Administrative Ofc Telephone System	1408		\$0	2,200	2200	2200	Completed
MD012	Administration	1410		\$9,705	\$9,705	9705	9705	Completed
MD012	Audit	1411		\$15,000	\$14,000	14000	14000	Completed
MD012	Maintenance Pickup Truck	1475		\$15,000	\$11,187	11187	11187	Completed
MD012	Unit Refrigerators	1460	9	\$5,000	\$3,345	3345	3345	Completed
MD012	Unit Stoves	1460	11	\$5,000	\$3,345	3345	3345	Completed
MD012	Unit Exterior Door Replacement	1460	10	\$2,500	\$0	2500	2500	Deleted
MD012	Security Cameras	1475	2	\$0	\$2,800	2800	2800	Completed
MD012	Replacement Unit Flooring	1460		\$5,028	\$9,150	9150	9150	Completed

Signature of Executive Director

Robert R. Robinson

Date

04/15/08

Signature of Public Housing Director

Date

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

Page 2 of 4

Previous edition is obsolete

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

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

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

Signature of Executive Director

Date

04/15/08

Signature of Public Housing Director

Date

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

Page 3 of 4

Previous edition is obsolete

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
MDD012	09/30/07	09/30/07	9/30/07	06/30/08	06/30/08	6/30/08	

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

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² To be completed for the Performance and Evaluation Report.

Attachment III.

Most Recent Board Approved LIPH Operating Budget

Operating Budget

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

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

See page four for Instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.: _____		b. Fiscal Year Ending 6/30/2010	c. No. of months (check one) <input type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Havre de Grace Housing Authority				i. HUD Field Office	
f. Address (city, State, zip code) 101 Stansbury Court, Havre de Grace, MD 21078					
g. ACC Number P-258		h. PAS / LOCCS Project No.			
j. No. of Dwelling Units 60	k. No. of Unit Months Available 720	m. No. of Projects 1			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 19 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 19 2009 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental		291.67	300.00	216,000		
080	3120	Excess Utilities		—	—	—		
090	3190	Nondwelling Rental						
100	Total	Rental Income (sum of lines 070, 080, and 090)		291.67	300.00	216,000		
110	3610	Interest on General Fund Investments						
120	3690	Other Income		57.78	57.78	41,600		
130	Total	Operating Income (sum of lines 100, 110, and 120)		349.44	357.78	257,600		
Operating Expenditures - Administration								
140	4110	Administrative Salaries		107.66	113.48	81,708.78		
150	4130	Legal Expense		1.39	1.39	1,000		
160	4140	Staff Training		4.17	4.17	3,000		
170	4150	Travel		8.13	8.13	5,850		
180	4170	Accounting Fees		21.11	21.11	15,200		
190	4171	Auditing Fees		14.58	14.58	10,500		
200	4190	Other Administrative Expenses		103.26	114.93	82,750		
210	Total	Administrative Expense (sum of line 140 thru line 200)		260.30	277.79	200,008.78		
Tenant Services								
220	4210	Salaries		—	—	—		
230	4220	Recreation, Publications and Other Services		2.78	2.78	2,000		
240	4230	Contract Costs, Training and Other		1.39	1.39	1,000		
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)		4.17	4.17	3,000		
Utilities								
260	4310	Water		22.78	21.35	15,323.58		
270	4320	Electricity		15.57	16.52	11,894.81		
280	4330	Gas		6.27	6.55	4,714.75		
290	4340	Fuel		—	—	—		
300	4350	Labor		—	—	—		
310	4390	Other utilities expense		—	—	—		
320	Total	Utilities Expense (sum of line 260 thru line 310)		44.62	44.42	31,933.15		

Havre de Grace Housing Authority

6/30/2010

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 19 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. <u>2010</u> PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor		20.28	43.16	21,077.05		
340	4420	Materials		69.72	51.67	37,022.		
350	4430	Contract Costs		110.56	81.39	58,600		
360		Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		200.56	176.22	126,899.05		
Protective Services								
370	4460	Labor		—	—	—		
380	4470	Materials		—	—	—		
390	4480	Contract costs		—	—	—		
400		Total Protective Services Expense (sum of lines 370 to 390)		—	—	—		
General Expense								
410	4510	Insurance		34.66	37.58	27,055		
420	4520	Payments in Lieu of Taxes		—	—	—		
430	4530	Terminal Leave Payments		—	—	—		
440	4540	Employee Benefit Contributions		54.18	58.62	42,245.41		
450	4570	Collection Losses		—	—	—		
460	4590	Other General Expense		—	—	—		
470		Total General Expense (sum of lines 410 to 460)		88.84	96.20	69,260.41		
480		Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		598.48	598.79	431,129.39		
Rent for Leased Dwellings								
490	4710	Rents to Owners of Leased Dwellings		—	—	—		
500		Total Operating Expense (sum of lines 480 and 490)		598.48	598.79	431,129.39		
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance		—	—	—		
520	7520	Replacement of Nonexpendable Equipment		—	—	—		
530	7540	Property Betterments and Additions		—	—	—		
540		Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		—	—	—		
550		Total Operating Expenditures (sum of lines 500 and 540)		598.48	598.79	431,129.39		
Prior Year Adjustments								
560	6010	Prior Year Adjustments Affecting Residual Receipts		—	—	—		
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.		—	—	—		
580		Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)		598.48	598.79	431,129.39		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)		(249.04)	(241.01)	(173,529.39)		
HUD Contributions								
600	8010	Basic Annual Contribution Earned - Leased Projects-Current Year		—	—	—		
610	8011	Prior Year Adjustments - (Debit) Credit		—	—	—		
620		Total Basic Annual Contribution (line 600 plus or minus line 610)		—	—	—		
630	8020	Contributions Earned - Op. Sub - Cur. Yr.(before year-end adj)		243.06	243.06	175,000		
640		Mandatory PFS Adjustments (net)		9.40	16.64	119,778.84		
650		Other (specify)		—	—	—		
660		Other (specify)		—	—	—		
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)		9.40	16.64	119,778.84		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)		252.45	259.69	186,978.84		
690		Total HUD Contributions (sum of lines 620 and 680)		252.45	259.69	186,978.84		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810		3.41	18.68	13449.45		

Name of PHA / IHA: Havre de Grace Housing Authority Fiscal Year Ending: 6/30/2010

Operating Reserve		PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year			
740	2821 PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	215564.70	

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End			
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date) <u>Unaudited 6/30/2009</u>		
790	Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	86587.96	
800	Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	51219.96	
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	13449.45	
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	64669.41	
830	Cash Reserve Requirement - _____ % of line 480	64669.41	

Comments

PHA / IHA Approval Name: George R. Robinson
 Title: Executive Director
 Signature: _____ Date: 03/15/09

Field Office Approval Name: _____
 Title: _____
 Signature: _____ Date: _____

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

Instructions for Preparing Form HUD-52564, Operating Budget

Separate Operating Budgets must be prepared for each separate Annual Contributions Contract (ACC). However, the supporting documentation can be combined for each Turnkey III project within an ACC, provided it clearly separates the cost by program and/or ACC number. Prepare all of the supporting documentation (Forms HUD-52573, HUD-52566 and HUD-52571) prior to finalizing the Operating Budget.

The headings for items a. through m. are self-explanatory.

Columns:

Column (2): Obtain actual P.U.M. amounts from the Statement(s) of Operating Receipts and Expenditures (Form HUD-52599) for the year preceding the current budget year.

Column (3): Include the actual (if available) or estimated PUM amounts for the current budget year.

Columns (4) and (5): Enter amounts on applicable lines from HUD Schedules and/or HA worksheets in column (5). After completing column (5) compute the P.U.M. amounts for Column (4) by dividing each figure in Column (5) by the No. of Unit Months of Availability, item k.

Columns (6) and (7): Leave blank. If HUD modifies the HA estimates as a condition for approval, HUD will complete these columns and return a copy to the HA.

Line Items

Lines 010 through 060 are specific to the Turnkey III Owned Homeownership Program. These lines correspond to accounts 7710 through 7790, see Accounting Handbook 7510.1.

Line 460: Use this line, if applicable, for showing estimated interest on Administrative and Sundry Loans.

Line 490: This line is specific to the Section 23, Leased Rental Program.

Line 560: Use this line, if applicable, only in connection with budget revisions.

Line 570: Use this line, if applicable, for such items as carry-overs of unabsorbed deficiencies in residual receipts from prior years.

Line 630: Operating Subsidy Eligibility for the requested year before year end adjustments.

Lines 640 to 660: Year end adjustments to be funded in the requested budget year.

Line 700: An estimated decrease cannot be more than the amount available in the operating reserve at the beginning of the requested budget year (line 800).

Special Instructions, Budget Revisions

Budget revisions must be approved by the end of the PHA fiscal year.

When using this form for budget revisions, the following additional instructions are applicable:

No changes are to be made to Column (2) or Column (3).

No changes are to be made in the amount for Operating Subsidy Eligibility before year end adjustments (Line 630, or in Part I - Maximum Operating Reserve-End of Current Budget Year.

Operating Reserves

Operating reserves are calculated by individual Annual Contributions Contract except that the operating reserves for Section 23 Leased Housing Projects, Turnkey III Homeownership Projects (HA Owned or Leased) must be separately calculated and reported by project.

Line 780: Enter amount as of the last previous fiscal year (year preceding current budget year).

Line 790:

a. Enter estimated amount, if original budget, or actual amount, if revised budget.

b. Enter negative balance in parentheses. (The negative balance may not exceed the amount on line 780.)

Line 800: Enter sum of lines 780 and 790.

Line 810:

a. Enter estimated amount.

b. Enter negative balance in parentheses. (The negative balance may not exceed the amount on line 800.)

Line 820: Enter sum of lines 800 and 810.

Line 830: Enter percent of routine operating expenses (or minimum dollar amount) currently used by HUD as a performance measure to evaluate the cash requirements and/or operating reserve adequacy.

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

Operating Budget
Schedule of All Positions and Salaries

See back of page for Instructions and Public reporting burden statement

(1) Position Title and Name By Organizational Unit and Function	Locality		Allocation of Salaries by Program										Fiscal Year End
	Present Salary Rate As of (date)	(2)	Requested Budget Year		Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity	Method of Allocation	(12)	
			Estimated Payment No. Months	Amount									
(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
Administration: Executive Director - G. Robinson	65000	68250	12	68250	49715	20415					PH	CAP	
Occupancy Specialist - M. King	22013	23933.78	12	33933.78	33933.78						70%	30%	
Subtotal	97013	67283.78		102163.78	83647.78	20415					100%		
Overtime Total					81908.98	20415							
Maintenance: Maintenance Technician - P. Carey	2201.99	30954.11	12	30954.11	15477.05	15477.05					50%	50%	
Maintenance Aide - E. Brown	15600	15600	12	15600	15600						100%		
Subtotal	29201.99	46554.11		46554.11	31077.05	15477.05							
Overtime Total				2500		2500							
Total Salaries				151257.89	112785.83	38852.05							

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

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

Date 03/15/09

Executive Director or Designated Official

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

Instructions for Preparation of Form HUD-52566

This form is to be prepared to show proposed staffing for the Requested Budget Year. All employees of the Housing Authority must be listed.

Identification: The identification boxes at the top of the form are self-explanatory.

Position, Title and Name by Organizational Unit and Function:

Column (1): List each position title according to Organizational Unit, i.e., Central Office, Central Maintenance, Project or Project Management Group, Section 8, Modernization, and Function within each organization unit, i.e., Office of Director, Accounting and Purchasing Section, Leasing and Occupancy Section, General Maintenance, etc. All seasonal temporary labor may be combined on a single line designated "Casual Labor" or "Temporary Labor."

Column (1a): For each position or group of positions as appropriate, enter an account designation as follows:

- AN-T Administrative-Non-technical positions
- A-T Administrative-Technical positions
- M Maintenance positions
- U Utilities Labor positions
- O Other positions such as staff attorneys and architectural and engineering personnel employed for the sole purpose of preparing plans and specifications for extraordinary maintenance jobs or for betterments and additions.

Column (2) Present Salary Rate: Enter closing date of latest completed payroll in heading. Then, for each position listed in Column (1), enter the present annual salary rate in accordance with the latest payroll record. For new positions to be established in the Requested Budget Year, leave this column blank.

Columns (3), (4), (5) Requested Budget Year:

Salary Rate: For each position listed, enter the proposed salary rate for the Requested Budget Year.

Estimated Payment:

No. Months: For each position listed, enter the estimated equivalent number of full months of employment in the Requested Budget Year.

Amount: For each position listed, enter the estimated amount of salary to be paid during the Requested Budget Year.

Allocation of Salaries by Program: Columns (6) through (11) are to be completed by Housing Authorities who administer programs other than Management.

Column (6)–Management: For each position listed enter the amount of salary allocable to management related activities.

Column (7)–Modernization Programs: For each position listed enter the amount of salary allocable to Modernization (CIAP/Comprehensive Grant Program) related activities. The Housing Authority must have an approved CIAP/Comprehensive Plan budget with funds approved under Development Accounts 1410.1 and 1410.2.

Column (8)–Development: For each position listed, enter the amount of salary allocable to activities related to projects in development. Include in one amount the amount chargeable to Development Cost Accounts 1410 and 1425.

Column (9)–Section 8 Programs: For each position listed, enter the amount of salary allocable to activities related to Section 8 programs.

Column (10)–Other Programs: For each position listed, enter the amount of salary allocable to activities related to projects which are locally-owned, State-aided, etc., and to all other programs with which the Local Authority is concerned such as Urban Renewal, etc.

Note: This Column should also include the allocation of salary costs of shared resources, i.e., where staff or other resources are shared between a HA program and a program administered by an identity-of-interest non-profit entity, the salary cost must be equitably allocated to each program.

Column (11)–Other: For each position listed, enter the amount of salary allocable as a result of longevity compensation.

Column (12)–Method of Allocation: For each position or group of positions listed, show the method used for allocating the salaries listed.

On the basis of information shown on this schedule complete Form HUD-52573, Summary of Budget Data and Justifications, Summary of Staffing and Salary Data section, and Form HUD-52564, Operating Budget.

Calculation of Social Security (FICA) Add-ons FYE 2010

Total Payroll (per Operating Budget) Administrative, Tenant Services & Maintenance	\$151,237.89
Total Payroll charged to PH (per Operating Budget) Administrative, Tenant Services & Maintenance	\$112,785.83
Payroll Subject to Base Year FICA Base of \$14,100 Administrative, Tenant Services & Maintenance	\$56,400.00
Calculation of Salaries exceeding FICA Base Salaries above FICA Base	\$0.00
Calculation of % of PH Salaries to Total Payroll Total Payroll charged to PH (per Operating Budget) Divided by: Total Payroll	75% \$112,785.83 \$151,237.89
Calculation of Payroll Subject to FICA using RBY Base Total Payroll Multiplied by % of PH Salaries to Total Payroll Payroll subject to FICA using base	\$151,237.89 75% \$113,428.42
Calculation of Payroll Subject to FICA Using Base Year Base Total Base Year Base Multiplied by % of PH Salaries to Total Payroll	\$42,300.00 \$56,400.00 75%
Calculation of Social Security (FICA) Add-on: Payroll Subject to FICA using Base Payroll Subject to FICA using Base Year Base	\$113,428.42 \$42,300.00
FICA Rate (7.65%) x Payroll Subject to FICA Using Base Base Year Rate (5.85%) x Payroll Subject to FICA using Base Year Base	\$8,677.27 \$2,474.55
	<hr/> \$6,202.72

Operating Budget
 Schedule of Administration
 Expense Other Than Salary

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

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

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

Name of Housing Authority		Locality	Fiscal Year End			
Havre de Grace Housing Authority		Havre de Grace	06/30/2010			
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other- CAP	
1 Legal Expense (see Special Note in Instructions)	2000	1000	0	0	1000	
2 Training (list and provide justification)	4000	3000	0	0	1000	
3 Travel Trips To Conventions and Meetings (list and provide justification)	6500	5200	0	0	1300	
4 Other Travel Outside Area of Jurisdiction	150	150	0	0	0	
5 Within Area of Jurisdiction	500	500	0	0	0	
6 Total Travel	7150	5850	0	0	1300	
7 Accounting	19000	15200	0	0	3800	
8 Auditing	15000	10500	0	0	4500	
9 Sundry Rental of Office Space	0	0	0	0	0	
10 Publications	350	350	0	0	0	
11 Membership Dues and Fees (list organization and amount)	450	450	0	0	0	
12 Telephone, Fax, Electronic Communications	11500	9200	0	0	2300	
13 Collection Agent Fees and Court Costs	2000	2000	0	0	0	
14 Administrative Services Contracts (list and provide justification)	39000	27300	0	0	11700	
15 Forms, Stationary and Office Supplies	8000	5600	0	0	2400	
16 Other Sundry Expense (provide breakdown)	6300	6300	0	0	0	
17 Total Sundry	108750	82750	0	0	26000	
18 Total Administration Expense Other Than Salaries	155900	118300	0	0	37600	

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

Signature of authorized representative & Date

03/15/09

X

	Total	PH	Sec 8
Postage	\$2,000.00	\$2,000.00	\$0.00
Advertising	\$1,600.00	\$1,600.00	\$0.00
Credit Checks	\$1,700.00	\$1,700.00	\$0.00
Miscellaneous	\$1,000.00	\$1,000.00	\$0.00
TOTAL	\$6,300.00	\$6,300.00	\$0.00

Instructions for Preparation of Form HUD-52571

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

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

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

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

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

Travel Expense: Justification must be provided for travel.

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

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

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

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

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

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

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

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

Add the amounts on the following Lines:

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

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

Operating Budget
Summary of Budget Data and Justifications

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

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

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

Name of Local Housing Authority	Locality	Fiscal Year Ending
Havre de Grace Housing Authority	Havre de Grace, MD	6/30/2010

Operating Receipts

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

Projected average monthly dwelling rental income — 300.00
 Multiplied by units months available ————— 720
 216,000

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

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

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

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

2. Comments

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

Based on Prior Year Experience



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

Capital Fund 2009	\$35,000.00
Community Room Rental	\$1,500.00
Court Costs Recovered	\$500.00
Late Fees Collected	\$1,000.00
Maintenance Charges to Tenants	\$2,100.00
Laundry Room Commissions	\$1,500.00
TOTAL	\$41,600.00

Operating Expenditures

Summary of Staffing and Salary Data

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

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

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

Account Line	Total Number of Positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expense			
			Management (3)	Section 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration—Nontechnical Salaries ¹	2	2	81708.78	—	20475	—
Administration—Technical Salaries ¹						
Ordinary Maintenance and Operation—Labor ¹	2	2	31077.05	—	17977.05	—
Utilities—Labor ¹						
Other (Specify) (Legal, etc.) ¹						
Extraordinary Maintenance Work Projects ²						
Betterments and Additions Work Projects ²						

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

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

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

Approximately \$5000 has been set aside for staff training in the areas of Financial Management, Maintenance Repairs, LIPH and Section 8; and for commissioners' training at the 2009 MAHRA Conference in Ocean City, MD. \$2000 has been set aside for traveling to and from the above training sessions. \$500 has been set aside for travel to court proceedings. Anticipated memberships include - NAHRO - \$200, PHADA - \$85 and MAHRA - \$200. \$300 has been set aside for publications in the areas of property management and maintenance.

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

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

Building	\$25,000.00
Landscaping	\$1,000.00
Plumbing	\$500.00
HVAC	\$2,000.00
Electrical	\$1,700.00
Vehicle Repair	\$2,000.00
Painting	\$5,000.00
TOTAL	\$37,200.00

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

Building Repairs	\$12,000.00	Landscaping	\$3,000.00
Security Services	\$4,000.00	Electrical	\$500.00
Plumbing	\$10,000.00	Rental Equipment	\$3,000.00
Janitorial	\$1,000.00	IT Services	\$5,100.00
HVAC	\$8,000.00	Painting	\$10,000.00
Locksmith	\$500.00	Eviction	\$1,000.00
Pest Control	\$500.00	TOTAL	\$58,600.00

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

	Total	PH	CAP	Sec 8	DRUG
Blanket Employee Dishonesty	\$250.00	\$175.00	\$75.00	\$0.00	\$0.00
Public Officials E & O	\$1,000.00	\$700.00	\$300.00	\$0.00	\$0.00
Workers Comp	\$5,200.00	\$3,640.00	\$1,560.00	\$0.00	\$0.00
Automotive	\$1,000.00	\$700.00	\$300.00	\$0.00	\$0.00
Non Owned/Hired Auto Liability	\$100.00	\$70.00	\$30.00	\$0.00	\$0.00
Mold or Other Fungus	\$250.00	\$175.00	\$75.00	\$0.00	\$0.00
Equipment Breakdown	\$600.00	\$420.00	\$180.00	\$0.00	\$0.00
Crime Coverage	\$250.00	\$175.00	\$75.00	\$0.00	\$0.00
Boiler and Machinery	\$500.00	\$350.00	\$150.00	\$0.00	\$0.00
Commercial Property	\$28,000.00	\$18,200.00	\$7,800.00	\$0.00	\$0.00
Commercial Liability	\$3,500.00	\$2,450.00	\$1,050.00	\$0.00	\$0.00
TOTAL	\$38,650.00	\$27,055.00	\$11,595.00	\$0.00	\$0.00

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

	Total	PH	CAP	Sec 8	DRUG
FICA @ 7.65% of Payroll	\$11,569.70	\$8,628.12	\$2,941.58	\$0.00	\$0.00
Unemployment Compensation	\$11,681.20	\$8,797.30	\$2,883.90	\$0.00	\$0.00
Retirement	\$5,400.00	\$3,780.00	\$1,620.00	\$0.00	\$0.00
Health, Life & Medical	\$30,000.00	\$21,000.00	\$9,000.00	\$0.00	\$0.00
TOTAL	\$58,650.90	\$42,205.41	\$16,445.49	\$0.00	\$0.00

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

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

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

Small Business Services, Inc. - Admin Support Svcs — 39000

Calculation of Allowable Utilites Expense Level

6/30/2010

	Description	UMA	Water/Sewer	Electricity	Gas
1	Actual Consumption - 2008	720	1,929,327	88,726	6,165
2	Actual Consumption - 2007	720	1,788,260	71,055	3,484
3	Actual Consumption - 2006	720	2,120,482	69,111	4,157
4	Accumulated Consumption	2160	5,838,069	228,892	13,806
5	Costs of Estimated Consumption	720			
6		3			
7		720	1,946,023	76,297	4,602
8		0			
9		720			
10	Costs		\$15,373.58	\$11,894.81	\$4,714.75
11		31983			
12		44			
13			\$0.0079	\$0.1559	\$1.0245
14			gal	kWh	Therms

HUD-52722-A

Adjustment for Utility Consumption and Rates

6/30/2008

	Description	Total	Water/Sewer	Electricity	Gas
1	Actual Utility Costs	\$38,744.14	\$ 17,637.68	\$ 13,311.59	\$ 7,794.87
2	Actual Consumption		1,929,327	88,726	6,165
3	Actual Average Rate		\$0.009	\$0.150	\$1.264
4	Estimated Consumption		2,503,803	72,881	4,023
5	Costs of Estimated Consumption	\$38,910.41	\$22,889.47	\$10,934.36	\$5,086.58
6		\$29,182.81			
7		\$9,686.04			
8		\$38,868.84			
9		\$26,890.00			
10		\$11,978.84			

HUD-52722-B

Attachment IV.

Description of Implementation of Community Service Requirements

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

COMMUNITY SERVICE/SELF SUFFICIENCY SUPPLEMENT

A. Background

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

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

B. Definitions

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

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

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

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

Exempt Adult – an adult member of the family who

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

C. Requirements of the Program

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

4. Family obligations

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

5. Change in exempt status:

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

D. Havre de Grace Housing Authority Obligations

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

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

Attachment V.

Information on Pet Policy

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

PET POLICY

Household vs Service/Assistive Animals (Physician ordered)

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

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

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

Payment

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

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

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

Limitations

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

No pet will be allowed if weight exceeds 20 pounds

No dangerous animal or pet will be allowed.

Registration

Registration must include the following:

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

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

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

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

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

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

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

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

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

Animal Restraint

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

Sanitation Standards

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

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

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

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

Tenants are prohibited from feeding stray animals or sea gulls.

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

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

Potential Problems and Solutions

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

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

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

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

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

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

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

Residents who violate these rules are subject to:

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

Lease termination proceedings.

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

Attachment VI.

Statement of Progress in Meeting 5 Year Plan Goals & Objectives

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

PHA Goal: Expand the supply of assisted housing

Objectives: #Apply for additional rental vouchers
#Reduce public housing vacancies
#Leverage private or other public funds to create additional housing opportunities

Havre de Grace Housing Authority continues to maintain its goal of reducing public housing vacancies – our occupancy rate holds at 99-100%. We continue to make progress towards leveraging private funds to create additional housing opportunities by contracting Housing Opportunities & Concepts to manage our community redevelopment and expansion efforts. Our first project in this effort is the development of 33 additional senior housing units. At this time, we do not intend to operate a Section 8 Housing program; therefore, we will not be applying for additional rental vouchers.

PHA Goal: Improve quality of assisted housing

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

Havre de Grace Housing Authority continues to renovate and modernize the public housing units as funds allow. Great emphasis this past year was placed on removal and replacement of unit flooring. Our resident meetings continue to be geared towards increased customer satisfaction. The Resident Advisory Board has facilitated an open line of communication between the tenants and the Housing Authority. The Administration remains strict in its policy to taking strong administrative action against those public housing residents who do not wish to maintain their units in a safe and sanitary manner. Public Housing management continues to be improved through increased training of both Housing Authority staff and its Board of Commissioners. PHA management has been refocused by assembling a new team of professionals that bring both professionalism and accountability to Housing Authority processes. As feasible, the techniques learned during these training sessions are implemented. The Housing Authority will abate 100% of emergency work orders w/in 24 hours; tenant requested work within 30 days. The resident handbook will be revised and updated.

PHA Goal: Increase assisted housing choices

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

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

PHA Goal: Provide an improved living environment

Objectives: #Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.
#Implement public housing security improvements
#Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Havre de Grace Housing Authority continues to make improvements to its units in order to attract higher income public housing households. Crime has decreased in our community. Our security cameras continue to assist us in keeping our community safe and secure. Problem tenants continue to be quickly addressed. Our local police department remains supportive. We have frequent and visible police presence in the complex. We are looking for a resident police officer to bring additional security to our community. Our tenant selection policy is currently under review for the addition of preferences that will promote deconcentration in our community. Designation of buildings for elderly residents has not been pursued as of yet.

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

Objectives: #Increase the number and percentage of employed persons in assisted families
#Provide or attract supportive services to improve assistance recipients' employability
#Provide or attract supportive services to increase independence for the elderly or families with disabilities

The Housing Authority has launched its own FSS program to promote self-sufficiency among our residents. This program's main focus and goal is to increase the number of and percentage of employed persons, provide and attract resident supportive services. We continue to enforce the community service requirement which assists in keeping the number and percentage of employed persons in our assisted households high. The local churches and nonprofit organizations in our area bring regular ongoing services to our families, including: GED classes, resume writing training, homeownership programs, after school children's program, work study programs, computer training and job search programs. The majority of these programs are offered off site with transportation offered by the program to assist the family. We remain in close coordination with our local TANF agency by referring families that require services they offer. We continue to attempt to attract organizations to bring more programs on-site.

In addition to our FSS program, we have expanded our Resident Services program as well. We are providing low cost, nutritious food through our onsite Angel Food program. We are providing free lightly used clothing onsite giveaways through a partnership with St. James AME Church. We have a job referral program for our tenants seeking employment. Frequent drug prevention programs for our youth are held throughout the year. We have formed a partnership with the Harford County Community Action Agency that brings onsite financial services to our tenants.

Havre de Grace Housing Authority will review our compliance with the HUD Community Service and Self-Sufficiency requirements and adjust policies as needed. We will also assess Resident Services program to assure ability to link residents to community services, increase community involvement, support self-sufficiency efforts, encourage formation of more Resident Associations, and expand Resident Patrols.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives: #Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability

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

Attachment VII.

Resident Membership
on the Governing Board

Resident Membership on the Governing Board

1. Christopher Griffin
107 Vancherie Court
Havre de Grace, MD 21078

Attachment VIII.

Membership of the Resident Advisory Board

Membership of the Resident Advisory Board

1. **Christopher Griffin**
107 Vancherie Court
Havre de Grace, MD 21078
Chair

2. **Sandra Hall**
132 Vancherie Court
Havre de Grace, MD 21078
Treasurer

3. **Cecelia Brown**
124 Stansbury Court
Havre de Grace, MD 21078
1st Vice-Chair

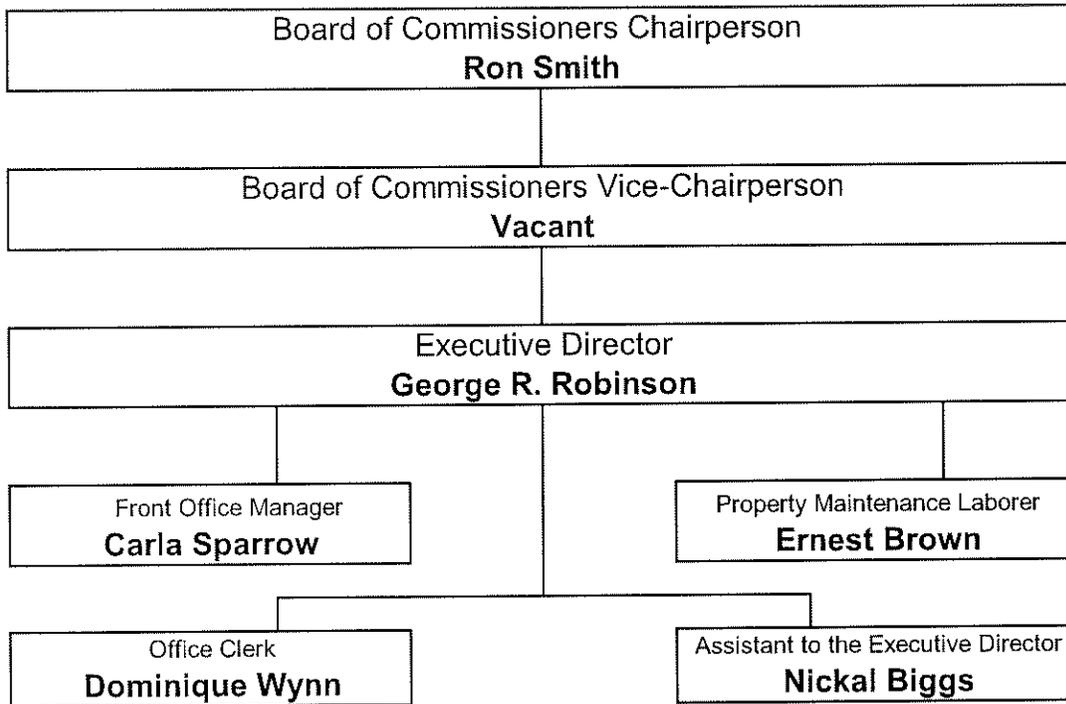
4. **Pam Counts**
100 Stansbury Court
Havre de Grace, MD 21078
Secretary

5. **Towanda Jones**
113 Vancherie Court
Havre de Grace, MD 21078
2nd Vice-Chair/Parliamentarian

Attachment IX.

PHA Management Chart

PHA Management Organizational Chart



Attachment X.

Capital Fund Program 5-Year Action Plan

Five-Year Action Plan

Part I: Summary

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

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

Comprehensive Grant Program (CGP)

HA Name	Development Number/Name	Work Stmt. for Year 1 FFY 2010	Locality (City/County & State) Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Original <input checked="" type="checkbox"/>	Revision No. <input type="checkbox"/>	Work Statement for Year 5 FFY 2014
HA Name: <u>Havre de Grace Housing Authority</u> Development Number/Name: <u>MDO12</u>		See Annual Statement	<u>Havre de Grace / Harford County, Maryland</u>					
B.	Physical Improvements Subtotal		325,000	42,500	42,500			42,500
C.	Management Improvements		19,000	19,000	19,000			19,000
D.	HA-Wide Nondwelling Structures and Equipment		15,000	5,000	5,000			5,000
E.	Administration		9,500	9,500	9,500			9,500
F.	Other							
G.	Operations		19,000	19,000	19,000			19,000
H.	Demolition							
I.	Replacement Reserve							
J.	Mod Used for Development							
K.	Total CGP Funds		95,000	95,000	95,000			95,000
L.	Total Non-CGP Funds							
M.	Grand Total		95,000	95,000	95,000			95,000

Signature of Executive Director

Date

Signature of Public Housing Director

Date

04/15/10

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

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

Work Statement for Year 1 FFY 2016	Work Statement for Year 2 FFY 2011			Work Statement for Year 3 FFY 2012		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Somerset Manor / MD012			Somerset Manor / MD012		
	Kitchens	3000	7,000	Kitchens	7,000	7,000
	Windows	7,000	7,000	Windows	7,000	7,000
	504 Compliance	7,000	7,000	504 Compliance	7,000	7,000
	Heating/Air Conditioning	5,000	5,000	Site	5,000	5,000
	Site	5,000	5,000	Unit Flooring	16,000	16,000
	Unit Flooring	5,000	5,000	Exterior Doors	6,500	6,500
	Subtotal of Estimated Cost		32,500	Subtotal of Estimated Cost		42,500

Five-Year Action Plan
 Part II: Supporting Pages
 Physical Needs Work Statement(s)

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

Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY 2016	Work Statement for Year 4			Work Statement for Year 5		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Somerset Manor/MDD012			Somerset Manor/MDD012		
	Kitchens		7,000	Kitchens		5,500
	Windows		7,000	Windows		7,000
	504 Compliance		7,000	504 Compliance		2,000
	Site		5,000	Site		18,000
	Unit Flooring		10,000	Unit Flooring		5,000
Exterior Doors		6,500	Exterior Doors		5,000	
	Subtotal of Estimated Cost		42,500	Subtotal of Estimated Cost		42,500

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

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

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

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

Comprehensive Grant Program (CGP)

Work Statement for Year FFY <u>2012</u>	Work Statement for Year <u>4</u>			Work Statement for Year <u>5</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Accounting		10,000	Accounting		10,000
	Computer Software		3,500	Computer Software		3,500
	Staff Training		4,000	Staff Training		4,000
	Computer Tech Support		1,500	Computer Tech Support		1,500
	Subtotal of Estimated Cost		19,000	Subtotal of Estimated Cost		19,000

Attachment XI.

FSS Action Plan

Havre de Grace Housing Authority

101 Stansbury Court
Havre de Grace, MD 21078
410-939-2097

HAVRE DE GRACE HOUSING AUTHORITY FSS ACTION PLAN – PUBLIC HOUSING

The Havre de Grace Housing Authority objective for administering a Public Housing Family Self-Sufficiency (FSS) Program is to address the comprehensive needs of our extremely-low and very low income families and assist them with obtaining an independent way of life. This will be accomplished by guiding program participants through community networking of services to assist families in obtaining and maintaining self-sufficiency through an ongoing five (5) year program and can be extended to a seven (7) year program depending on circumstances.

The following action plan for implementation of Havre de Grace Housing Authority's Public Housing Family Self-Sufficiency Program has been developed in compliance with 24 CFR Subtitle B, Part VI, Family Self-Sufficiency Guidelines, and 24 CFR Parts 882 and 887, Family Self-Sufficiency Program. The plan describes the supportive services the Housing Authority will provide to FSS participants; the size, characteristic, number and needs of the families expected to participate in FSS; the services and activities to be provided to families by both public and private resources, as well as how the services will be delivered; and the policies for terminating Public Housing assistance and supportive services. This plan may be amended upon evaluation of its design, operation and effectiveness.

I. Family Demographics

The Public Housing Family Self Sufficiency program size will launch with 25 participants. As of the date of HUD's approval, the current program size will be as follows: 25 Mandatory slots

The Housing Authority currently has 60 public housing units:

<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5 BR</u>
10	18	23	5	4

Demographics include Head of Households who are at least 18 years of age and all racial and ethnic groups are eligible to apply. These families include members who may require but aren't limited to the following services: child care, transportation, GED, post-secondary education, job training and interview skills training, family counseling, budgeting and money management, parenting skills, and other case management services.

II. Estimate of Participating Families

It is expected that all eligible families listed above can reasonably receive the supportive services they require to obtain economic self-sufficiency.

III. Eligible Families from Other Self-Sufficiency Programs

These families, if applicable, can transfer to the Havre de Grace Housing Authority Public Housing FSS program. Prior to execution of the contract of participation, the family must complete the FSS application form.

IV. FSS Family Selection Procedures

Any current family who is a resident of public housing and motivated to achieve self-sufficiency can be selected for the program without regard to race, creed, religion, sex, age, disability, familial status, and national origin.

- Participants will be selected from the current public housing residents. A letter and survey of interest will be sent to each family. FSS slots will be filled with those eligible families in the following manner: (1) the date family expressed interest in program by returning the completed application. After the FSS slots are exceeded, the interested families will be placed on a waiting list based on the date the family expressed interest in the FSS program.
- If interest is not obtained from current residents, the FSS program will be presented to eligible families who qualify for a vacancy in public housing from the waiting list, according to Federal and Local Preference Points and by date of application and signs a Public Housing Lease. Wait List applicants must have had paperwork completed within the last 120 days to sign the FSS Contract of Participation; therefore, Wait List applicants will be placed on "HOLD" until new (current) paperwork becomes effective. Wait List on "HOLD" applicants are responsible for contacting the FSS Coordinator to schedule an appointment when new Public Housing paperwork is effective. Wait List applicants who are sent letters for enrollment when their name comes to the top of the Wait List, must respond within 10 days as indicated in the letter. An additional 10 days will be allowed for an applicant who fails to appear for the scheduled contract appointment and has contacted the FSS staff person. However, applicants who fail to contact the FSS staff person will be cancelled from the FSS Wait List.
- New public housing clients will be surveyed for their needs and placed on the FSS program waiting list according to the date they showed an interest in the program.
- The Havre de Grace Housing Authority will deny participation in the FSS program to a family that previously participated and successfully graduated from the FSS program. The Havre de Grace Housing Authority, at its discretion, may permit a Public Housing client who was previously terminated from the FSS program to re-apply one year after the termination date from the Havre de Grace Housing Authority y FSS program.

V. Incentives to Encourage Participation

A. Establishment of an escrow account can result in savings available to the clients upon completion of interim goal(s). Residents can benefit from the program by obtaining 30% of their escrow if specific interim goals are completed. An additional escrow disbursement of 30% of their escrow may be granted upon review of the FSS Coordinator with regard to specific goals being attained. Completion of all goals listed on the ITSP and verification of no welfare assistance (cash) assistance for 12 months prior to contract termination date will result in completion of the FSS Contract. Participant must request an application for partial withdrawal and submit within the application guidelines.

B. Linkages to an array of supportive services for head of household and all family members, if desired.

C. Provides discipline and a more positive attitude in reaching economic self-sufficiency.

D. Home Ownership Opportunity if they follow the proper procedures.

E. Awards for outstanding achievement and program progress for FSS participants will be handled through the PCC.

VI. Outreach Efforts

The Housing Authority will recruit eligible families by mailing brochures and general information about the FSS program to all current public housing residents. This document will explain the purpose, benefits, and sanctions under FSS. An informative survey will be included to gather needs assessment data regarding the number, characteristics, and service needs of families expected to participate in FSS. The results of the questionnaire will be tabulated.

FSS Representative will attend Resident Council meetings, orientation sessions, recertification, and other resident meetings to recruit for the program. Flyers will be distributed and advertisements will be posted in common areas such as the management office, laundry room, community/building, Minority and non-minority information distribution [required by 24 CFR 984.201(d)(6)(ii)], etc.

At the recertification interview, participants who previously completed a FSS information survey will receive another briefing on FSS. Their survey will be reviewed and updated. Those who did not express a previous interest will be given the opportunity to complete a FSS survey and be placed on the waiting list by date of interest.

A FSS informative survey will be attached to each public housing pre-application for the applicant and will remain on file until the applicant is considered for a vacancy in the public housing program. At the public housing enrollment interview, the applicant for a vacancy will be reintroduced to FSS and the FSS survey will be reviewed and updated along with the applicant's application. Interested families will be placed on the waiting list for a FSS slot.

Staff will continue to engage in recruitment by promoting the program in agency newsletters and promoting program at various social service and human service agencies.

Interested prospective clients will complete and return the FSS application to be enrolled or placed on the Wait List if all the slots are currently filled.

VII. FSS Activities and Supportive Services

Havre de Grace will strive to offer FSS participants the widest possible array of high quality comprehensive supportive services to meet their needs and to enable them to move toward their goals of self-sufficiency. To accomplish this, the Program Coordinating Committee (PCC) will seek to develop a broad base of community support for the program, which will assist in obtaining a wide range of commitments from public and private employers, trainers, counselors, and service providers. Because HUD allows that full service delivery to the total number of families to be served need not occur within the first twelve months of program implementation, the Housing Authority anticipates using this time period to further develop and expand its service resources to better meet participants' needs. The PCC will also continue to strive to develop

local strategies to effectively coordinate these public and private resources to service this program.

Eligible family needs will be different; therefore, activities and services needed will be determined by the interview assessment which is part of the client's FSS application. However, some of the services available to the client include: child care, transportation, family counseling, housing, educational, job counseling and training, support services, substance abuse counseling, life skills and alternative programs, budgeting and finance, just to name a few. Each of these services may currently be provided by individual categorical agencies; however, with the implementation of FSS, these agencies shall coordinate application, screening and referral processes to guide FSS program participants through an organized system of service provision.

A needs assessment will be conducted by the FSS Coordinator and a service plan developed for each family member which outlines specific activities and goals and dates for attaining those goals. The FSS Coordinator will conduct a conference with all members of each participating family reiterating the responsibilities of each family member, the rewards for completing their long-term commitments, and the penalties for not completing their goals as outlined in the service plan. This conference will be encouraging, but will impose the seriousness of the contract. The Housing Authority and client will execute the Contract of Participation and establish the base family contribution.

Havre de Grace Housing Authority will seek full integration of services appropriate to each family's needs. When fully developed, the FSS program will employ a FSS Coordinator to ensure this.

Both public and private resources were accessed in developing the action plan and the scope of agencies includes, but not limited to the following agencies:

Public Housing Resident Participants

Catholic Charities

Harford County Public Library's LOCATE: Child Care Referral Service

Harford County Department of Social Services' Child Care Subsidy Program

Harford County Head Start Program

Harford County Health Department

Harford County Workforce Development

Harford County Department of Social Services' Employment Initiatives Unit Welfare to Work

Harford County Office of Substance Abuse

Home Partners, Incorporated

Susquehanna Workforce Center

Harford County Wage Connection

Literacy Works

YWCA

Harford County Public Schools – Adult Education Division

Harford County Office on Aging & Transportation

Harford County Local Management Board

Governor's Office for Children

Harford Community College

Family and Children's services of Harford County

Beacon Staffing Alternatives

Harford County Women, Infants and Children

Susquehanna Regional Private Industry Council, Inc.

Open Doors Career Center, Inc.

The Medix School
Harford County Spousal Abuse Resource Center
Harford County Maryland Cooperative Extension
Angel Food Ministries
Harford County Department of Community Services
Harford County Health Department Teen Diversion Program
Harford County Health Department Health Education Program
Maryland Expanded Food and Nutrition Educational Program
PNC Bank
BB&T Bank
Self Help and Resource Exchange (SHARE)
Harford County Vocational Rehabilitation Program

VIII. Methods for Identification of Family Support Needs

Family needs will be identified from the interview assessment process and delivery of those services will commence as soon as the family's contract of participation is executed.

IX. Program Termination: Withholding of Services and Available Grievance Procedures

Termination due to cancellation of Public Housing The termination of FSS Contract of Participation will be completed by the FSS coordinator or designee as a result of the client's termination from the Public Housing program.

Termination due to non compliance or non participation in the FSS program. If the client is terminated from the FSS program for non compliance or non participation, the client will be granted a hearing as outlined in the Havre de Grace Housing Authority's Administrative & Occupancy Policy. If the client has exhausted all its appeals and rights, then the escrow account if any, will be forfeited and the client will be terminated from the FSS program. The Housing Authority may withhold only the family's supportive service and not terminate the FSS contract until the hearing process is resolved. Termination from the FSS program on the basis of a FSS family's failure to comply with the requirements of the FSS Contract of Participation will not affect their eligibility for continued assistance in the Public Housing Program.

X. Assurance of Non-Interference with Rights of Non-Participating Families

During recruitment or inquiry about the FSS program, he or she will be assured by the FSS Coordinator that their decision to not participate in the program does not in any way affect their housing status.

XI. Timetable for Program Implementation

Within 45 days of HUD approval of the FSS Public Housing Action Plan, residents will be encouraged to participate in the program. The Havre de Grace Housing Authority will market and recruit the FSS program in the following manner: conduct a mass mailing to eligible families, attend Resident Council meetings, post in common areas brochures/flyers about the program, attend recertifications and lease-ups, and distribute flyers in the housing developments. The Havre de Grace Housing Authority will follow the Outcomes and Measures established in its Logic Model.

XII. Certification of Coordination

Havre de Grace Housing Authority certifies that development of the services and activities under the Family Self-Sufficiency Program have been coordinated with the JOBS program, the programs provided under the Jobs Training Partnership Act (JTPA), Susquehanna Workforce Center, Harford County Wage Connection, and any other relevant employment, child care, transportation, training and education programs.

This coordination will continue in order to avoid duplication of services and activities.

XIII. Optional Additional Information

A. Escrow Deposits for Unreported Income FSS participants will have the ability to receive escrow deposits as indicated in the calculation of the escrow worksheet, however, a FSS family that did not report income they were required to report, will not, according to HUD regulations, receive escrow in the account with any portion of retroactive rent.

B. Extending the FSS Contract of Participation Havre de Grace Housing Authority may extend the FSS Contract to allow families to meet the interim goal of being welfare-free at least 12 consecutive months prior to the expiration of the contract. If extenuating circumstances occur such as the death of the Head of Household or an extended absence of the Head of Household from the unit, the FSS family may request a change to the Head of Household designation. The FSS staff will request recommendations from the PCC regarding requests for extensions as available. All requests for Contract extensions must be submitted in writing to FSS staff no later than three (3) months prior to the contract end date.* The request must include a detailed description with supporting documentation of the reason(s) for the request which will assist in the determination that there is "good cause" to extend the Contract.

*No extension requests will be accepted less than three (3) months, unless at Executive Director's discretion due to an unforeseen circumstance.

C. Requirement to Seek and Maintain Employment CFR 984.303 (4)(i)(ii)(iii) Contract of Participation FSS Head of Household is required to seek and maintain employment throughout the term of the contract. The Havre de Grace Housing Authority FSS program may require FSS families to provide *written* verification of seeking employment. The Havre de Grace Housing Authority will strongly encourage participants going to school part-time to work part-time or obtain concurrent job training. The Havre de Grace Housing Authority has the ultimate responsibility for determining whether the job obtained by the family head is suitable.

D. FSS Family Request to Change Head of Household Havre de Grace Housing Authority will change the Head of Household designation only when the current Head of Household is elderly/disabled and unable to fulfill the contract.

E. Soundness of the FSS Program Havre de Grace Housing Authority is basing the soundness of its FSS program on a strong/active Program Coordinating Committee (PCC) that is comprised of representatives from both the public and private sectors, including various local government officials, Havre de Grace Housing Authority staff and resident council members, and clergy. All of the organizations comprising this multi-disciplinary have submitted letters of commitment for supportive services and resources and have agreed to provide frequent counseling with interested families and assist with awards and scholarships.

F. Grievance Procedure for Hearing Hearings must be requested, in writing, within ten (10) days of notice of determination of the Housing Authority. The hearing will be conducted by the

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

Attachment XII.

Violence Against Women Act (VAWA) Policy

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

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

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

Violence Against Women Act (VAWA) Policy

I. Purpose and Applicability

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

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

II. Goals and Objectives

This Policy has the following principal goals and objectives:

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

III. Other Havre de Grace Housing Authority Policies and Procedures

This Policy shall be incorporated in and made a part of the Havre de Grace Housing Authority's Admissions and Continued Occupancy Policy. The Havre de Grace Housing Authority's annual public housing agency plan shall also contain information concerning the Havre de Grace Housing Authority's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of the Havre de Grace Housing Authority, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

- A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”
- B. *Dating Violence* – means: violence committed by a person:
- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interaction between the persons involved in the relationship.
- C. *Stalking* – means:
- a. to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (b) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
 - b. in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to:
 - i. that person;
 - ii. a member of the immediate family of that person; or the spouse or intimate partner of that person;
- D. *Immediate Family Member* - means, with respect to a person:
- a. a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
 - b. any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admissions and Screening

- A. **Non-Denial of Assistance.** The Havre de Grace Housing Authority will not deny admission to public housing any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.
- B. **Mitigation of Disqualifying Information.** When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, the Havre de Grace Housing Authority, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, the Havre de Grace Housing Authority shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. The Havre de Grace Housing Authority will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

VI. Termination of Tenancy or Assistance

- A. **VAWA Protections.** Under VAWA, public housing residents have the following specific protections, which will be observed by the Havre de Grace Housing Authority:
- a. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
 - b. In addition to the foregoing, tenancy or assistance will not be terminated by the Havre de Grace Housing Authority as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
 - i. Nothing contained in this paragraph shall limit any otherwise available authority of the Havre de Grace Housing Authority to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, the Havre de Grace Housing Authority may not apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.

- ii. Nothing contained in this paragraph shall be construed to limit the authority of the Havre de Grace Housing Authority to evict or terminate from assistance any tenant or lawful applicant if the Havre de Grace Housing Authority can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.
- B. **Removal of Perpetrator.** Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, the Havre de Grace Housing Authority may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the Havre de Grace Housing Authority. Leases used for all public housing operated by the Havre de Grace Housing Authority shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

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

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

- a. **HUD-approved form** - by providing to the Havre de Grace Housing Authority a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
- b. **Other documentation** - by providing to the Havre de Grace Housing Authority documentation signed by an employee, agent, or volunteer of a victim service

provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

- c. **Police or court record** – by providing to the Havre de Grace Housing Authority a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. **Time allowed to provide verification/ failure to provide.** An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by the Havre de Grace Housing Authority to provide verification, must provide such verification within 14 business days (i.e., 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. **Waiver of verification requirement.** The Executive Director of the Havre de Grace Housing Authority, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. **Right of confidentiality.** All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to the Havre de Grace Housing Authority in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

- a. requested or consented to by the individual in writing, or
- b. required for use in a public housing eviction proceeding, as permitted in VAWA, or
- c. otherwise required by applicable law.

B. **Notification of rights.** All tenants of public housing administered by the Havre de Grace Housing Authority shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

IX. Court Orders/Family Breakup

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

X. Relationships with Service Providers

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

XI. Notification

The Havre de Grace Housing Authority shall provide written notification to applicants and tenants concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XII. Relationship with Other Applicable Laws

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

XIII. Amendment

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

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

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

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

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

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

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

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

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

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

- 1) **Sexual Assault/Spouse Abuse Resource Center, Inc.**
21 Courtland Street
Bel Air, Maryland 21014
Stephanie Dalpra, Executive Director
(410) 836-8431
(410) 879-3486 (**BALTIMORE LINE**)
(410) 836-8430 (**24 Hour Hotline**)
(410) 838-9484 (**FAX**)

Web: www.sarc-maryland.org

Services:

- Legal Services
- Court accompaniment
- Batterer's Program
- Counseling: Survivors and children
- Emergency Shelter
- Community Outreach
- All services are free

- 2) **State's Attorney Domestic Violence Unit**
23 N. Main St.
Bel Air, MD 21014
Joseph I. Casilly, State's Attorney
(410) 638-3113

Web: www.harfordcountymd.gov/StatesAttorney/

- 3) **Battered Spouse Program-Family and Children's Services of Central Maryland**
(410) 828-6390 (24 hr. hotline)

Attachment XIII.

Operations and Management Policy

Havre de Grace Housing Authority

Operations and Management Policy

The Havre de Grace Housing Authority (HDGHA) is governed by an four member Board of Commissioners, and is comprised of the Office of the Executive Director; eight support offices (Compliance, Fiscal Management, Hearings, Housing Information, Information Technology, Personnel, Planning and Evaluation and Procurement) and four branches (Development, Homeless Programs, Property Management and Maintenance Services). A brief description of each follows.

Board of Directors:

- Establishes policies and executive direction for HDGHA.
- Approves programs and actions taken by HDGHA.
- Approves for adoption and/or revision of administrative rules and procedures for the various HDGHA programs.

Executive Director

- Serves as the focal point for the execution of the statutory provisions relating to housing management services, and the delivery of housing and housing services to the City of Havre de Grace, County of Harford, and State of Maryland.
- Provides for the overall administration and management of all functions and activities related to the day-to-day operation of HDGHA.
- Implements programs to meet agency-wide goals and objectives in consonance with applicable plans and guidelines.
- Establishes policies and procedures to guide program operations.
- Serves as the focal point for program and personnel evaluation and personnel development.

Compliance Office

- Provides oversight to ensure that programs and activities operate according to Federal and State requirements, agency polices, and fair housing laws and regulations.
- Investigates incidents of waste, fraud and abuse, and, if necessary, imposes enforcement action.
- Performs annual and special reviews of HDGHA's programs to ensure uniform application and implementation of rules, policies, and procedures.
- Coordinates and enforces all civil rights functions to comply with the law.

Fiscal Management Office

- Provides administrative assistance and advisory services in fiscal management, budget, and accounting services for HDGHA.
- Oversees HDGHA's assets, including real property.
- Formulates policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within HDGHA.
- Provides consultative and technical services in budget coordination, planning development, execution and monitoring activities for all programs within HDGHA, and with budget staff at the department level.

Hearings Office

- Represents HDGHA at all eviction hearings at the hearing board level and coordinates with the District Court of Maryland on court appeals.
- Assists and advises the Executive Director and other staff on rules and regulations relating to hearings and evictions.

Housing Information Office

- Acts as HDGHA's media liaison.
- Establishes and maintains an effective communications program in support of public information.
- Serves as an intake for inquiries and complaints, and assists with advocacy efforts.
- Develops cost-effective communication tools such as printed products, audio/visual materials, special events and presentations, public service announcements, and consumer services.

Information Technology Office

- Responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems for HDGHA.
- Provides support and management in business application development and maintenance, project planning and implementation, telecommunication and network operations, systems software/hardware, and technical training for HDGHA.
- Directs and coordinates all IT matters within and between HDGHA and other State and County agencies, the Federal government, and commercial hardware and software organizations including private consultants.

Personnel Office

- Manages various personnel programs and activities including recruitment, examination and placement, position description, labor relations, civil rights, employee relations and safety, employee training and development, and personnel transactions and records maintenance.
- Provides advisory services to management personnel, supervisors, and employees.
- Interprets civil service regulations, departmental policies and procedures, Federal and State rules and regulations, collective bargaining contractual agreements, etc.
- Responsible to inform managers, supervisors and employees on personnel matters and concerns; obtain clarification on personnel issues as necessary and provide advice and guidance in the application of policies and procedures.
- Reviews and coordinates HDGHA's safety program in compliance with Occupational Safety and Health Standards (OHS) and Maryland Occupational Safety and Health requirements.

Planning and Evaluation Office

- Provides housing research and needs assessments and overall planning support functions.
- Evaluates the implementation of HDGHA's objectives and policies.
- Assists in the development of the housing studies and reports.
- Develops legislative proposals and reports and administers rule-making procedures and coordinates and assists in the development and revisions of the rules and bylaws, as necessary.

Procurement Office

- Provides central procurement, storekeeping and inventory and inventory control services for all HDGHA programs in accordance with State, Federal and HDGHA's requirements.
- Reviews Request for Proposal (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQ), and any other solicitation for consultants or good and services to ensure compliance with applicable Federal and State laws, rules, regulations, policies and procedures.
- Maintains appropriate level and composition of inventory for HDGHA's needs and distributes items or purchases to users in an efficient and expeditious manner.

Development Branch

- Provides for the overall administration of the rehabilitation and modernization programs.
- Coordinates and conducts periodic physical needs assessments of existing facilities, develops short and long-range plans for the modernization, capital improvement and extraordinary repairs and maintenance of the facilities.
- Provides construction management and technical assistance and architectural and engineering support for modernization, repair, and maintenance of HDGHA projects.

Family Self Sufficiency Branch

- Serves as the focal point to comprehensively address the needs of the residents with the goal of achieving self-sufficiency and economic independence.
- Manages contracts and administers supportive service programs targeting the attainment of safe and secure housing environments for low income persons and persons at-risk of homelessness.
- Develops, coordinates and assists in the planning of programs, workshops, training sessions, needs assessments, grant applications, property management, and development activities to address economic self-sufficiency.

Property Management and Maintenance Branch

- Provides for the management and maintenance of low-income public housing property and equipment owned by HDGHA.
- Develops and establishes management and maintenance plans to reflect the agency goals.
- Assesses the adequacy and effectiveness of the management, maintenance, and resident programs and makes necessary adjustments to meet the needs of the residents.
- Coordinates application functions for the public housing program.

Attachment XIV.

Resident Advisory Board
PHA Plan Comments

Goals and Strategies in the 2010 PHA Plan

RAB Comments and HDGHA Response

Strategies for Addressing Housing Needs

1. Maximize the number of affordable units available to the PHA within its current resources by employing effective maintenance and management policies to minimize the number of public housing units off-line, reducing turnover time for vacated public housing units, reducing time to renovate public housing units, undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required, and participating in the Consolidated Plan development process to ensure coordination with broader community strategies.

RAB Comment: "No Comment at this time"

2. Increase the number of affordable housing units by pursuing housing resources other than public housing or Section 8 tenant-based assistance.

RAB Comment: Inquiry was made as to the other available resources.

HDGHA Response: Information about the other resources will be made available to the RAB and any interested tenants.

3. Target available assistance to families at or below 30% of AMI by adopting rent policies to support and encourage work.

RAB Comment: "No Comment at this time"

4. Target available assistance to families at or below 50% of AMI by employing admissions preferences aimed at families who are working and adopting rent policies to support and encourage work.

RAB Comment: "No Comment at this time"

5. Target available assistance to the elderly by seeking designation of public housing for the elderly.

RAB Comment: Inquiry was made in reference to present tenants with disabilities being able to move to the designated elderly housing area.

HDGHA Response: At this time, the area where most of the community's elderly families reside is not restricted to elderly persons only. Persons with disabilities are encouraged to seek housing in our 1 bedroom units. Once the elderly designation is received, information on any restrictions will be presented to the RAB.

6. Target available assistance to families with disabilities by seeking designation of public housing for families with disabilities, carrying out modifications needed in public housing based on the section 504 Needs Assessment for Public Housing, and affirmatively marketing to local non-profit agencies that assist families with disabilities.

RAB Comment: "No Comment at this time"

7. Increasing awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs and affirmatively marketing to local non-profit agencies that assist families whose races and ethnicities are shown to have disproportionate housing.

RAB Comment: "No Comment at this time"

PHA Goals and Objectives

8. PHA Goal: Expand the supply of assisted housing

Objectives: Apply for additional rental vouchers, Reduce public housing vacancies, Leverage private or other public funds to create additional housing opportunities

Havre de Grace Housing Authority continues to maintain its goal of reducing public housing vacancies – our occupancy rate holds at 99-100%. We continue to make progress towards leveraging private funds to create additional housing opportunities by contracting Housing Opportunities & Concepts to manage our community redevelopment and expansion efforts. Our first project in this effort is the development of 33 additional senior housing units. At this time, we do not intend to operate a Section 8 Housing program; therefore, we will not be applying for additional rental vouchers.

RAB Comment: "No Comment at this time"

9. PHA Goal: Improve quality of assisted housing

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

Havre de Grace Housing Authority continues to renovate and modernize the public housing units as funds allow. Great emphasis this past year was placed on removal and replacement of unit flooring. Our resident meetings continue to be geared towards increased customer satisfaction. The Resident Advisory Board has facilitated an open line of communication between the tenants and the Housing Authority. The Administration remains strict in its policy to taking strong administrative action against those public housing residents who do not wish to maintain their units in a safe and sanitary manner. Public Housing management continues to be improved through increased training of both Housing Authority staff and its Board of Commissioners. PHA management has been refocused by assembling a new team of professionals that bring both

professionalism and accountability to Housing Authority processes. As feasible, the techniques learned during these training sessions are implemented. The Housing Authority will abate 100% of emergency work orders w/in 24 hours; tenant requested work within 30 days. The resident handbook will be revised and updated.

RAB Comment: "No Comment at this time"

10. PHA Goal: Increase assisted housing choices

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

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

RAB Comment: "No Comment at this time"

11. PHA Goal: Provide an improved living environment

Objectives: Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments, Implement public housing security improvements, Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Havre de Grace Housing Authority continues to make improvements to its units in order to attract higher income public housing households. Crime has decreased in our community. Our security cameras continue to assist us in keeping our community safe and secure. Problem tenants continue to be quickly addressed. Our local police department remains supportive. We have frequent and visible police presence in the complex. We are looking for a resident police officer to bring additional security to our community. Our tenant selection policy is currently under review for the addition of preferences that will promote deconcentration in our community. Designation of buildings for elderly residents has not been pursued as of yet.

RAB Comment: "No Comment at this time"

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

Objectives: Increase the number and percentage of employed persons in assisted families, Provide or attract supportive services to improve assistance recipients' employability, Provide or attract supportive services to increase independence for the elderly or families with disabilities

The Housing Authority has launched its own FSS program to promote self-sufficiency among our residents. This program's main focus and goal is to increase the number of and percentage of employed persons, provide and attract resident supportive services. We continue to enforce the community service requirement which assists in keeping the number and percentage of employed persons in our assisted households high. The local churches and nonprofit organizations in our area bring regular ongoing services to our families, including: GED classes,

resume writing training, homeownership programs, after school children's program, work study programs, computer training and job search programs. The majority of these programs are offered off site with transportation offered by the program to assist the family. We remain in close coordination with our local TANF agency by referring families that require services they offer. We continue to attempt to attract organizations to bring more programs on-site.

In addition to our FSS program, we have expanded our Resident Services program as well. We are providing low cost, nutritious food through our onsite Angel Food program. We are providing free lightly used clothing onsite giveaways through a partnership with St. James AME Church. We have a job referral program for our tenants seeking employment. Frequent drug prevention programs for our youth are held throughout the year. We have formed a partnership with the Harford County Community Action Agency that brings onsite financial services to our tenants.

Havre de Grace Housing Authority will review our compliance with the HUD Community Service and Self-Sufficiency requirements and adjust policies as needed. We will also assess Resident Services program to assure ability to link residents to community services, increase community involvement, support self-sufficiency efforts, encourage formation of more Resident Associations, and expand Resident Patrols.

RAB Comment: Inquiry was made as the specifics of the job referral program.

HDGHA Response: Detailed job referral program information will be provided to the RAB and to all tenants.

13. PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability

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

RAB Comment: "No Comment at this time"

What is “Accounting”?

The Havre de Grace Housing Authority allocates a portion of its annual Capital Funding towards performing management improvements (activities that support the expected life of our capital improvements), specifically the financial information needed to develop, finance and modernize our public housing development. This accounting or financial information improves and benefits our capital fund decision making in three main areas: operating, financial, and management.

Operating Information

This is the financial information that is needed on a day-to-day basis in order for the Housing Authority to conduct its Capital Fund Program business. Employees need to get paid, the amounts owed to vendors and contractors need to be tracked, the amount of money the Housing Authority has needs to be monitored, the amounts that HUD owes the Housing Authority need to be checked, all Capital inventory needs to be accounted for: the list goes on and on. Capital Fund Program operating information is what constitutes the greatest amount of accounting information and it provides the basis for the other two types of accounting information.

Financial Accounting Information

This is the information that is used by management, banks, creditors, the government, the public, etc... to make decisions involving the Housing Authority and its operations. Bankers and other creditors want to know whether the Housing Authority has an ability to pay back money lending for capital improvement projects and management wants to know how the company is doing as it considers future capital funded projects and improvements. Financial accounting information is subject to a set of ground rules that dictate how the information is reported and this ensures uniformity.

Managerial Accounting Information

In order for the management of the Housing Authority to make the best capital fund program decisions for the Housing Authority, they need to have specific information prepared. They use this information for three main management functions: planning, implementation and control of capital fund program spending. This financial information is used to set budgets, analyze different options on a cost basis, modify plans as the need arises, and control and monitor the capital fund program work that is being done.

As you can see, accounting is a multifaceted system involving different people with different needs and after analyzing the various uses and applications of accounting information the American Accounting Association has come up with this definition: *“the process of identifying, measuring, and communicating economic information to permit informed judgments and decisions by users of the information.”*

In order to facilitate the informed use of this financial information, the Housing Authority accounting has come to be based on specified rules or conventions called “principles.” These principles provide general laws or rules that are used to guide accounting activity and are called

Generally Accepted Accounting Principles, or **GAAP** for short. From auditing to applying for a loan to support capital fund program projects, there are very compelling reasons for us to conform to the generally accepted standard.

What Is The End Result Of All This Accounting Information?

We've talked about the reason for maintaining accounting information and the end result of all of this recording is the preparation of financial statements. These statements let our management, vendors and lenders see, at a glance, the financial position of our Housing Authority when making capital fund program decisions. These statements provide summaries of our capital fund program operating information and are used extensively by people within and external to the Housing Authority. The statements fall into one of two categories:

- **Status/Stock** – these statements show the financial status of the Housing Authority at one specified instant in time. Stock reports = a snapshot.
- **Flow Report** – these statements show the flow of financial information over a period of time. Flow reports = motion picture

GAAP requires the preparation of three different statements:

Balance Sheet

A Balance Sheet is a status report that shows information about the Housing Authority's resources at one given time. Examples of information found on a balance sheet are how much cash is in the bank, what is owed to creditors, and the value of the company's assets.

Income Statement

An Income Statement (also called a Statement of Earnings, Statement of Operations, or a Profit and Loss Statement) is a report that shows the flow of revenues (amounts earned from business activity) and expenses (amounts paid in the course of operations) over a given period of time, typically a month, quarter, or year.

Statement of Cash Flow

As the name suggests, this is also a flow statement that details the movement of cash through the Housing Authority over a specified period.

The whole purpose of accounting in our Capital Fund Program Management Improvement budget is to provide information that is useful and relevant for interested parties when making Housing Authority capital fund program improvement decisions. In order to do that effectively, a specific language and subsequent rules have been developed for users of the information. Accounting provides these rules and communicates our financial information with others in a comprehensible and comparable manner.