

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

1.0	PHA Information PHA Name: <u>Housing Authority of Washington County</u> PHA Code: <u>MD028</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>80</u> Number of HCV units: <u>498</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.)				
	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:				
	PHA 2:				
	PHA 3:				
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: Provide decent, safe, affordable housing solutions that strengthen our community by focusing on local needs.				
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 page 5 of this Annual Plan for the report on progress made on the previous 5-Year Plan.) A. Goals and Objectives for FY2010-2014 I. Outcome: <u>No one paying more for housing than they can afford</u> A. Obtain more Voucher funding B. Develop affordable units in areas of greatest need C. Influence local policies that affect housing cost and affordability D. Maximize the utilization of existing resources II. Outcome: <u>Families receiving rental assistance become self-sufficient</u> A. Promote participation in the FSS program B. Promote good housekeeping C. Teach the importance of timely and clear communications by modeling the behavior we expect from tenants D. Encourage families to depend on wages for income III. Outcome: <u>Units we manage meet livability and safety standards</u> A. Include resident safety items in the Authority's Preventive Maintenance program B. Include safety-language in leases and tenant handbooks C. Provide staff training in the housing codes applicable to the homes we own or manage IV. Outcome: <u>Community respect and support for HAWC housing efforts</u> A. Establish preferences for who we serve consistent with local values B. Ensure equal opportunity and affirmatively further fair housing practices. C. Improve marketability of units D. Provide service that is timely, efficient, dependable and respectful E. Emphasize tenant integrity to keep the current incidence of documented tenant abuse of programs at or below 1% F. Recruit and retain landlords willing to accept Section 8 by providing clear and helpful information G. Maintain the highest scores every time we are rated by outside agencies H. Provide clear, helpful information for our customers and our community I. Keep written procedures up to date J. Develop and practice a marketing strategy that puts the Housing Authority name before the community in a clear, favorable and consistent fashion				

<p>6.0</p>	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Within this plan, elements that are new are labeled (New) in the body of the plan.</p> <p>(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 current Annual and corresponding Five-Year Plan documents and all attachments are available for public inspection in the main office and the plans themselves are available on the agency web site.</p>
<p>7.0</p>	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> The Housing Authority has determined that conversion of its 80 units of public housing stock to 80 units of Tenant-Based Section 8 rental assistance would meet the necessary conditions for voluntary conversion described in 24 CFR 972.224. The Authority's Conversion Assessment and Conversion Plan are both attached to this Annual Plan submission, and included herein by reference.</p>
<p>8.0</p>	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
<p>8.1</p>	<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. (See pages to of this Five-Year Plan.)</p>
<p>8.2</p>	<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. (See pages to of this Five-Year Plan.)</p>
<p>8.3</p>	<p>Capital Fund Financing Program (CFFP).</p> <p><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>
<p>9.0</p>	<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. ¹</p> <p>Because Maryland's Consolidated Plan does not provide information on needs by County, this analysis will rely on relevant Census data, the first of which, and the most compelling, is illustrated on the following map depicting where households reside that are paying more than 35% of income on housing.</p> <div data-bbox="630 1150 1479 1791" data-label="Figure"> <p>Washington County, Maryland 2000 Minor Civil Divisions</p> <p>5 Hancock, 15 Indian Spring, 4 Clear Spring, 23 Wilsons, 13 Maugansville, 27 Fountain Head, 9 Lettersburg, 14 Ringgold, 7 Smithsburg, 18 Chevesville, 20 Downsville, 12 Fairplay, 6 Boonsboro, 19 Keedysville, 1 Sharpshurg, 8 Rohrersville, 11 Sandy Hook, 16 Beaver Creek, 20 Downsville, 12 Fairplay, 6 Boonsboro, 19 Keedysville, 1 Sharpshurg, 8 Rohrersville, 11 Sandy Hook.</p> <p>3, 17, 21, 22, 25 Hagerstown Districts</p> <p> <input type="checkbox"/> MCD Boundary <input type="checkbox"/> County Boundary <input type="checkbox"/> Elderly need of over 100 units <input type="checkbox"/> Family need of over 100 units </p> <p>MDP Prepared by the Maryland Department of Planning, Planning Data Services March 2000</p> </div>

The data behind this graphic are shown in the following table:

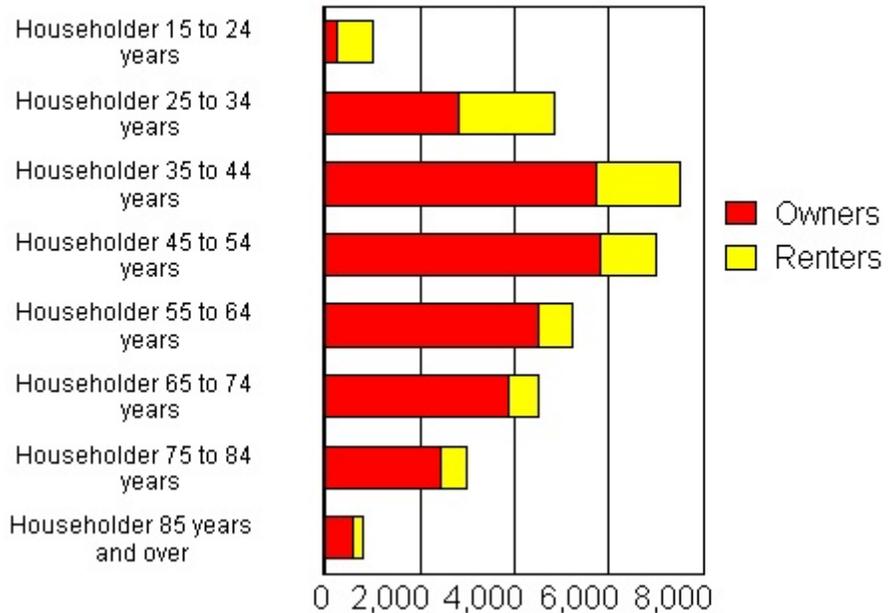
	District 2, Williamsport; Washington County; Maryland	District 10, Funkstown; Washington County; Maryland	District 18, Chewsville; Washington County; Maryland	District 26, Halfway; Washington County; Maryland
Total:	671	1,131	1,292	1,012
Householder 15 to 55 years:	38	207	225	137
Householder over 55 years:	130	119	91	165
Total cost burdened	168	326	316	302
Percent paying over 35% of income for gross rent	8.34%	16.18%	15.68%	14.99%

Therefore, one way to measure need is to look at the number of cost-burdened households. In Districts 10 and 18 we have a total of (207 + 225) 432 cost-burdened families; and in Districts 2, 10 and 26, we have a total of (130 + 119 + 165) 414 cost-burdened elderly households. These two numbers are close to being equal, and the totals across all Districts are 1,118 families and 897 elderly; so, in these target Districts we are dealing with 38% of the cost-burdened families and 46% of the cost-burdened elderly families in these four Districts.

When we look at the growth in the number of households where the householder is over the age of 55 since the 2000 census, we find that the 7,010 households that were ages 45-54 in 2000 are now approaching the 55-64 age range which is an increase in the number of households in the "55 and over" category of 46% in the

last decade! In the next ten years, the growth in the number of older households will slow to a 23% increase (assuming that each year the 85 and older cohort is replaced by the 75-84 cohort). In this view the huge growth of the number of older households in Washington County would seem to imply a large shift in the type of housing units needed from larger units to smaller units. Following this logic one would reason that the market for larger units will get quite soft, driving rental rates down for families in need as seniors seek smaller more manageable rental opportunities.

Head of Household Age 2000 Census for Washington County - Only



Our third and final measure of need looks at who is applying for Section 8 rental assistance

Income level	Number of Bedrooms					Totals	
	1	2	3	4	5		
Extremely low (<30% of median)	176	128	72	13	1	390	61.61%
Very low (<50% of median)	114	67	39	1	0	221	34.91%
Low (<80% of median)	10	5	5	2	0	22	3.48%
	300	200	116	16	1	633	
	47.4%	31.6%	18.3%	2.5%	0.2%		

When we take the Section 8 applicants as a whole we see that the vast majority (500 or 79% of the total) are eligible for 1 or 2-bedroom units, with only 132, or 20%, seeking 3 and 4-bedroom family units. We do not know whether households over the age of, say, 70 tend to give up the family home and move to smaller quarters, or whether this happens at a younger or older age, like at 60 or at 80. But we do know that the majority of households seeking our help at present want smaller units. The census data supports this conclusion by showing how the aging of the baby boomer generation is dramatically increasing the number of older households in our community.

9.1

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.**

1. Convert public housing to Housing Choice Voucher
2. Use equity in former public housing properties to leverage investment in new affordable housing ventures
3. Complete a comprehensive review of available sites for affordable housing ventures
4. Implement a Lease Purchase program that can serve a wide range of incomes
5. Partner with private developers to include affordable housing in planned and existing subdivisions
6. Seek funding for additional Vouchers

<p>10.0</p>	<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>Progress made on Goals and Objectives from the FFY2005-2009 5-Year Plan</p> <p>In the past five-year planning cycle the Authority leased the 56-unit second phase of Francis Murphy Senior Apartments, began planning for a 16-unit expansion of Blue Mountain Estates, a 4-unit Workforce Housing project and is currently applying for ten Family Unification Vouchers. During this period the Authority's SEMAP score was perfect and the PHAS score rose from 92% to 96%. Marketability of units was improved with installation of heat pumps in 56 elderly units and complete renovation of each scattered site family unit that turned over during the period. Outreach to Section 8 landlords enabled the Authority to attain an overall leasing rate of 98%. The enrollment in the Family Self-Sufficiency program has remained stable and a new outreach tool in the form of a color promotional brochure has become a key piece in promoting the program. Authority staff have joined a national training network provided by the Grace Hill organization, providers of training to apartment managers in the private sector, and fair housing training has been provided in a group setting each April during Fair Housing month.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Substantial deviation shall be defined as changes in rent or admissions policies; demolition or conversion of units; changes to the homeownership program; designation of units not covered in this plan or organization of the waiting list.</p> <p>Significant amendment shall be defined as adding items to the capital plan or the current work program for non-emergency purposes which will cost in excess of \$25,000.</p>
<p>11.0</p>	<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, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (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. (RAB Exhibit attached)</p> <p>(g) Challenged Elements (None)</p> <p>(h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (PHAs receiving CFP grants only) (Attached)</p> <p>(i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only) (Attached)</p> <p>(j) Actions taken to address the "Violence Against Women Act" HAWC adopted a VAWA policy on April 18, 2006 that revised the Administrative Plan and the Admissions and Occupancy Policies to comply with the VAWA provisions. Those documents are available to the public in the Authority offices.</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Conversion Assessment

General

The Housing Authority of Washington County operates 80 units of low-rent public housing, consisting of 24 three and four-bedroom single family dwellings scattered over 23 distinct physical locations in Washington County, outside the corporate limits of the City of Hagerstown, and 56 one-bedroom cottages in two communities, 28 at Blue Mountain Estates in Smithsburg, MD, and 28 at Parkview Knoll in Williamsport, MD. The Authority will continue the current uses of these 80 units. This Conversion Assessment includes the five following elements as set forth in 24 CFR 972.218:

- (a) Cost Analysis. The Housing Authority of Washington County completed the Cost Comparison spreadsheet provided by the Department of Housing and Urban Development at <http://hud.gov/offices/pih/centers/sac/conversion.cfm>. The Cost Analysis revealed that the cost to the federal government to continue operation of these 80 units of public housing would exceed the cost for converting these units to Section 8 assistance by 15%. (The Cost Comparison is attached as Exhibit 1.)

- (b) Analysis of market value. The Authority procured the services of the appraisal firm, James L. Randall, Inc. to make the following comparisons:
 - (1) In the appraisal, the value of the public housing units operated as public housing before rehabilitation was \$6,653,000, and the value of the public housing units operated as public housing after rehabilitation was \$7,244,500.
 - (2) In addition the appraisal made the following additional comparisons:
 - (i) The value of the public housing development operated as public housing before rehabilitation was found to be \$6,656,000, and the value of the combined development after conversion was \$6,656,000, exactly equal!
 - (ii) In the appraisal, the value of the public housing development operated as public housing after rehabilitation was \$7,244,500, and the value of the combined development if the conversion was done after the rehabilitation work was completed was \$7,244,500, again exactly equal.
 - (3) A copy of the appraisal findings and the analysis of market value for the development is attached as Exhibit 2.

- (c) Analysis of rental market conditions.
 - (1) When the 80 units of public housing are converted, the Authority will continue the tenancy of the existing residents, accepting Section 8 assistance in these units. We have therefore concluded that the residents of the public housing development will be 100% successful in

using their tenant-based assistance. The proposed conversion will also provide **benefits to the residents** that they do not have as public housing residents:

- (i) Elderly tenants will be able to transfer their rental assistance to qualifying care facilities if they come to a point in life where such options are important from a health point of view;
- (ii) Freedom to move with tenant-based rental assistance will also be an advantage to seniors that wish to move closer to family, or to families that might need to move with changing jobs;
- (iii) The 24 families in the scattered site portion of the development, will be able to more smoothly transition to home ownership by using Section 8 assistance as a bridge to purchase of the unit.

(2) Success rate.

- (i) In the 18 month period between July 2008 and December 2009, 112 families were issued Vouchers by the Authority. The following table summarizes the success rates by bedroom size:

Bedroom size	Vouchers issued	Families housed	Success rate
1	58	37	63.79%
2	29	18	62.07%
3	22	11	50.00%
4	3	2	66.67%
Overall	112	68	60.71%

If a current public housing participant is issued a voucher, they may stay in place; and, if they wish to relocate, current success rates in the voucher program would indicate that they have a 50% or better chance of finding a suitable rental unit. If their initial attempt is not successful, being a current tenant of the Housing Authority of Washington County, they will have the opportunity to try again without worrying about losing their present housing, further increasing their odds of success.

- (ii) All of the residents of the affected housing project will face challenges if they decide to move, using their assistance elsewhere, because 24 families need 3 or 4-bedroom homes and the remaining 56 are elderly. For this reason the Authority is not seeking to change the occupancy.

(d) Impact analysis .

- (1) Availability of affordable housing - Since the Authority is continuing the existing use after conversion, the proposed action will not decrease the availability of affordable housing in its neighborhoods.

(2) Impact on the concentration of poverty in the neighborhood - Since the Authority is continuing the existing use after conversion, the proposed action will not affect the concentration poverty in their neighborhood.

(3) Other neighborhood impacts - none.

(e) Conversion implementation. The conversion of these 80 units of low-rent public housing to Section 8 assistance should be seamless, since the future uses of the housing resources are not changing.

(f) Resident comments. Residents at Blue Mountain Estates were pleased to learn that there would be no further REAC inspections if the conversion is approved by HUD. They were pleased to learn that the Authority could designate their communities for "seniors only" whereas the present HUD approval mechanism proved too cumbersome for HAWC to follow. They suggested that households should be eligible that contained at least one person age 62 or older and no family members under the age of 55. They were pleased to learn that the Authority contemplated no change in the maintenance procedures and no changes in the lease requirements. Comments of residents at Parkview Knoll related exclusively to various maintenance questions and clarifications. Residents at both BME and PVK appreciated the increased flexibility a housing choice voucher would give them if they needed to move.

Conversion Plan

- (a) The Housing Authority of Washington County will continue to operate the 80 units of low-rent public housing, consisting of 24 three and four-bedroom single family dwellings scattered over 23 distinct physical locations in Washington County, and the 28 one-bedroom units at Blue Mountain Estates in Smithsburg, MD, and the 28 one-bedroom units at Parkview Knoll in Williamsport, MD, as affordable rental units.
- (b) Impact analysis .
 - (1) Availability of affordable housing - Since the Authority is continuing the existing use after conversion, the proposed action will not decrease the availability of affordable housing in its neighborhoods.
 - (2) Impact on the concentration of poverty in the neighborhood - Since the Authority is continuing the existing use after conversion, the proposed action will not affect the concentration poverty in their neighborhood.
 - (3) Other neighborhood impacts - none.
- (c) Consistency with the Conversion Assessment - No changes have been made in this Conversion Plan since the completion of the original Conversion Assessment.
- (d) Resident comments on the Conversion Assessment favored the proposed conversion, as summarized below. No significant issues were raised by commenters.
 - (1) Residents at Blue Mountain Estates were pleased to learn that there would be no further REAC inspections if the conversion is approved by HUD.
 - (2) They were pleased to learn that the Authority could designate their communities for “seniors only” whereas the present HUD approval mechanism proved too cumbersome for HAWC to follow.
 - (3) They suggested that households should be eligible that contained at least one person age 62 or older and no family members under the age of 55.
 - (4) They were pleased to learn that the Authority contemplated no change in the maintenance procedures and no changes in the lease requirements.
 - (5) Comments of residents at Parkview Knoll related exclusively to various maintenance questions and clarifications.
 - (6) Residents at both BME and PVK appreciated the increased flexibility a housing choice voucher would give them if they needed to move.
- (e) This Conversion Plan does not involve demolition or disposition of the housing units in this low-rent public housing development. However, as

required by regulation, the Housing Authority of Washington County hereby confirms that any proceeds received from the conversion are subject to the limitations under section 18(a)(5) of the United States Housing Act of 1937 (42 U.S.C. 1437p(a)(5)) applicable to proceeds resulting from demolition or disposition.

- (f) The Conversion Assessment fully supports the three conditions necessary for conversion described in 24 CFR 972.224
 - (1) Tenant-based rental assistance will cost the federal government less over a 20-year period, than the cost to operate the development as low-rent public housing. This conclusion is born out by the conversion model prepared by the Department of Housing and Urban Development.
 - (2) The conversion will benefit residents, the community and the Housing Authority. As noted in the Conversion Assessment, tenant-based assistance will give the residents more flexibility to move with assistance. In addition, the Section 8 program will use generic utility allowances rather than the unit specific engineer-developed allowances used in the low-rent public housing program, resulting in a reduction in the monthly rent amount each tenant family will pay to the Authority under the tenant-based Housing Choice Voucher program. By removing the HUD Declaration of Trust that is associated with low-rent public housing projects, the Authority will be able to prudently leverage additional housing resources to serve the need for affordable rental housing in the Washington County community. This will benefit lower income families and will create an economic stimulus that will benefit the entire community. The Authority will benefit by being able to use internal savings to create reserves for modernization as well as by un-complicating the process of borrowing against future income streams to meet current capital needs. The Authority's "cost-to-manage" for the whole agency will also decrease with the elimination of the regulatory burden of public housing operation.
 - (3) Finally, the conversion will not adversely affect the availability of affordable housing in the community. It is anticipated that the increased flexibility noted in item (2) above will result in the Authority's being able to increase the supply of affordable housing.

- (g) The Authority's relocation plan is to continue renting the former public housing units to the current residents
 - (1) 80 households will be affected by the proposed conversion: 56 one-bedroom units, 21 three-bedroom units and 3 four-bedroom units. Six of the one-bedroom units are fully handicapped accessible.
 - (2) No relocation resources will be necessary.
 - (3) Because all tenants will be allowed to utilize their tenant-based assistance to remain in place, no relocation schedule is needed.

- (4) Appropriate tenant notifications will be provided as follows:
- (i) Because the conversion is voluntary, tenants will be notified when the Conversion Plan is submitted to HUD (with the submission of the Five-Year Plan for FFY2010-2014.
 - (ii) The notice shall include the following items required by regulation:
 - (A) The development will no longer be used as public housing, and if the Authority had not decided to continue the present use of the units, families might have been displaced as a result of the conversion;
 - (B) If the family should chose to move, they will be issued comparable assistance in the form of a Housing Choice Voucher;
 - (C) Any counseling the tenant family might require should they decide to use the proffered tenant-based assistance to move, will be provided by staff in the Section 8 division;
 - (D) If the family should chose to move, to the maximum extent feasible, they will be assisted in finding decent, safe, sanitary and affordable replacement housing of their choice;
 - (E) Each resident may choose to remain in their current housing, using the tenant-based Section 8 rental assistance toward the rent.
 - 1) Because the formulas for calculating the tenant contribution to housing costs are identical between the low-rent public housing program and the tenant-based Housing Choice Voucher program, when the Authority adjusts the rent on the unit, it will not affect the contribution toward housing costs (rent plus utilities) due from the tenant.
 - 2) The Authority plans to increase the contract rent on the unit in order to build up reserves to cover future repair needs, but the change in contract rent will not affect the tenant contribution.
 - 3) The Authority has examined the utility allowances on all 80 units proposed for this conversion, and has found that use of the higher Section 8 utility allowances in the calculation of the tenant portion, will result in a net decrease in the rent due from each of the current residents.
 - (F) When a resident has chosen to use their tenant-based Section 8 rental assistance to move to another unit, the family's voucher will be issued for an initial 90-day period, which can be extended for an additional 30 days. Families that desire to move will not be given a deadline for moving, however they will be required to give the Authority a 30-day advance written notice of a move, in accordance with their

lease.

(5) Notices

- (i) Families will be notified when HUD approves this Conversion Plan, and provided with the Authority's time line for
 - (A) Issuance of Housing Choice Vouchers (HCV),
 - (B) Briefing families on the HCV program,
 - (C) Completion and signing of forms, and
 - (D) Implementation of new rent payment amounts.
- (ii) Families will be able to exercise their right to informal and formal hearings as provided in their lease, if there is disagreement on the way the Authority handles the Conversion Plan.
- (iii) Families that move into the development after submission of the Conversion Plan to HUD will receive a copy of the Conversion Plan before being asked to sign a lease, but will not be given the option to move in the first year of their use of tenant-based assistance using the portability provisions of the Section 8 program.

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name		Capital Fund Program Grant No: MD028P-02850108		2008	
Housing Authority of Washington County		Date of CFFP:		FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost	Revised	Obligated	Total Actual Cost
1	Total Non-CFP Funds				
2	1408 Operations (may not exceed 20% of line 21)	2,413.00	2,500.00	2,500.00	2,500.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	500.00	61,936.17	61,936.17	61,936.17
10	1460 Dwelling Structures	105,700.00	44,176.83	44,176.83	44,176.83
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities				
18a	1501 Collateralization of Debt Service paid by the PHA				
18ba	9000 Collateralization of Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	108,613.00	108,613.00	108,613.00	108,613.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	91,900.00	29,677.80	29,677.80	29,677.80
Signature of Executive Director		Signature of Public Housing Director		Date	
<i>Richard Zalk</i>		<i>Richard Zalk</i>		4/1/2010	

Part II: Supporting Pages										
PHA Name		Grant Type and Number			Federal FFY of Grant:			2008		
Housing Authority of Washington County		Capital Fund Program Grant No: MD028P02850108			CFFP (Yes/ No):			2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Replacement Housing Factor Grant No:	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
					Original	Revised	Funds Obligated	Funds Expended		
002	1. Fence 1846 Abbey		1450		500.00	341.83	341.83	341.83	Done	
002	11. Overlay BME parking - NEW		1450		0.00	38,850.00	38,850.00	38,850.00	Done	
001	15. NEW - Replace PVK retaining wall		1450		0.00	17,186.84	17,186.84	17,186.84	Done	
001&002	16. NEW - Grind sidewalk joints - ADA		1450		0.00	5,557.50	5,557.50	5,557.50	Done	
PHA	2. Funds for operation		1406		2,413.00	2,500.00	2,500.00	2,500.00	Done	
002	3. Solar HWH - PVK		1460	16	40,800.00	21,325.80	21,325.80	21,325.80	Done	
002	4. BME front and rear storm doors		1460		6,300.00	0.00	0.00	0.00	Done 2007	
002	5. Solar HWH - BME		1460	4	40,800.00	0.00	0.00	0.00	Moved to 2009	
002	6. Roofing 11303 Marbern		1460		7,000.00	4,700.00	4,700.00	4,700.00	Done	
002	7. Siding 11303 Marbern		1460		700.00	725.40	725.40	725.40	Done	
002	8. Shed 17528 Shepherdstown		1460		1,100.00	1,132.63	1,132.63	1,132.63	Done	
002	9. Furnace 400 Mayfair		1460		4,000.00	0.00	0.00	0.00	Moved to ARRA	
002	10. Roof 17708 Winterberry		1460		5,000.00	3,200.00	3,200.00	3,200.00	Done	
002	12. NEW - Carpet/vinyl 11206 Robins Glen		1460		0.00	2,867.00	2,867.00	2,867.00	Done	
002	13. NEW - Heat pump 11228 Marbern		1460		0.00	8,352.00	8,352.00	8,352.00	Done	
008	14. NEW - Vinyl/carpet 17528 Shepherdsto		1460		0.00	1,874.00	1,874.00	1,874.00	Done	
					108,613.00	108,613.00	108,613.00	108,613.00		

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name		Capital Fund Program Grant No: MD028P02860108		ARRA 2009	
Housing Authority of Washington County		Date of CFFP:		FFY of Grant Approval:	
Type of Grant	Revised Annual Statement (revision no:)		Final Performance and Evaluation Report		
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	Total Estimated Cost		Obligated	Expended
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Original	Revised		
Line	Summary by Development Account	Original	Revised	Obligated	Total Actual Cost
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	0.00	0.00	0.00	0.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	137,482.00	137,482.00	137,482.00	137,482.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	137,482.00	137,482.00	137,482.00	137,482.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Signature of Public Housing Director		Date	
<i>Richard P. [Signature]</i>		<i>[Signature]</i>		4/1/2010	
Total		104,942.00	88,187.86	88,187.86	84,571.86

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name		Capital Fund Program Grant No: MD028P02850109		2009	
Housing Authority of Washington County		Date of CFFP:		FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2010 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report		Total Estimated Cost		Total Actual Cost	
Line	Summary by Development Account	Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	20,765.00	7,500.00	7,500.00	5,000.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	2,400.00	2,400.00	0.00	0.00
10	1460 Dwelling Structures	85,100.00	98,365.00	98,365.00	90,662.83
11	1465.1 Dwelling Equipment--Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	108,265.00	108,265.00	105,865.00	95,662.83
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	47,000.00	90,662.83	90,662.83	90,662.83
Signature of Executive Director		Signature of Public Housing Director		Date	
<i>Richard [Signature]</i>		<i>Richard [Signature]</i>		4/6/2010	

Part II: Supporting Pages											
PHA Name		Grant Type and Number				CFFP (Yes/ No):			Federal FFY of Grant:		
Housing Authority of Washington County		Capital Fund Program Grant No: MD028P02850109				2009			2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Replacement Housing Factor Grant No:	Development Account No.	Quantity	Total Estimated Cost			Total Actual Cost			Status of Work
					Original	Revised	Funds Obligated	Funds Expended			
PHA	1. Funds for operation		1406		20,765.00	7,500.00	7,500.00	7,500.00	5,000.00		In process
009	2. 11204 CRISCR shed		1450		1,200.00	1,200.00					
009	3. Shed - 11204 CRISCR		1450		1,200.00	1,200.00					
001	4. Replace solar HWH + Community PVK		1460		27,500.00	7,702.17	7,702.17	7,702.17	7,702.17		Done
002	5. Replace solar HWH + Community BME		1460		17,500.00	90,662.83	90,662.83	90,662.83	90,662.83		In process
001/2	6. RR shed heater thermostats BME/PVK		1460	56	4,200.00	0.00	0.00				Move to 2011&12
008	7. 17944 HIC carpet 1st floor		1460		1,200.00	0.00	0.00				Move to 2010
009	8. Replace kitchen cabinets 1846 Abbey		1460		4,000.00	0.00	0.00				Move to 2010
009	9. Replace roof - Gay St.		1460		6,000.00	0.00	0.00				Move to 2012
009	10. Replace roof - MAY400 (house & gar)		1460		7,500.00	0.00	0.00				Move to 2010
009	11. 11204 CRISCR patio deck		1460		5,000.00	0.00	0.00				Move to 2014
007	12. 114WAB windows and door		1460	11	2,000.00	0.00	0.00				Move to 2010
008	13. 17528 Shepherdstown - siding		1460		8,000.00	0.00	0.00				Move to 2010
009	14. Replace shower - 11425 Englewood		1460		2,200.00	0.00	0.00				Move to 2010
					108,265.00	108,265.00	108,265.00	105,865.00	103,365.00		

Part I: Summary		Grant Type and Number		FFY of Grant	
PHA Name		Capital Fund Program Grant No: MD028P02850110		2010	
Housing Authority of Washington County		Date of CFFP:		FFY of Grant Approval:	
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Original Annual Statement		Performance and Evaluation Report for Period Ending:		Final Performance and Evaluation Report	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Summary by Development Account		Total Estimated Cost	
Line		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	1,100.00	0.00	0.00	0.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	6,200.00	0.00	0.00	0.00
10	1460 Dwelling Structures	100,800.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	108,100.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	56,200.00	0.00	0.00	0.00
Signature of Executive Director		Signature of Public Housing Director		Date	
<i>[Signature]</i>		<i>[Signature]</i>		4/8/2010	

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant:		
PHA Name		Capital Fund Program Grant No: MD028P02850110		2010		
Housing Authority of Washington County		Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
		Funds Obligated	Funds Expended	Total Actual Cost		
PHA	1. Funds for operation.	1406		1,100.00		
009	2. 11204 CRISCR replace sidewalk	1450		1,200.00		
001	3. PVK - Seal parking areas	1450		5,000.00		
007	4. Windows and door - 114 Wabash	1460		2,000.00		
007	5. Heat pump new HVAC system - 13820 C	1460		6,000.00		
008	6. Replace kitchen cabinets - 1846 Abbey	1460		4,000.00		
007	7. New Heat pump system - 13844 County	1460		6,000.00		
008	8. Replace back door, add roof 11311 Gro	1460		1,400.00		
008	9. Heat pump - 11311 Grouse Ln North	1460		7,500.00		
008	10. Replace windows 1st floor Hic. 17930	1460	3	1,200.00		
008	11. Heat pump - 17944 Hickory Ln	1460		6,000.00		
002	12. Solar HWH rehab - BME	1460		13,000.00		
009	13. Remodel kitchen - 12021 Mayfair Ave	1460		6,800.00		
008	14. Replace service - 13834 Village Mill	1460		2,000.00		
008	15. Replace HWH 13834 Village Mill	1460		1,000.00		
008	16. Heat pump - 13834 Village Mill (remove	1460		8,000.00		
008	17. Heat pump - 17528 Shepherdstown Pk	1460		6,500.00		
008	18. Carpet on 2nd eng. on 1st S17528	1460		4,500.00		
007	19. Replace roof - 114 Wabash St.	1460		6,000.00		
008	20. Carpet 1st floor 17944 Hickory	1460		1,200.00		
009	21. Replace roofs 12021 Mayfair (+gar)	1460		7,500.00		
009	22. Replace siding 17528 Shepherdstown	1460		8,000.00		
009	23. Replace shower 11425 Englewood	1460		2,200.00		
				108,100.00	0.00	0.00

Capital Fund Program – Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary		Housing Authority of Washington County (MD028) - Washington County, Maryland				
PHA Name/Number	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
		Annual Statement	Locality (City/County & State)		<input checked="" type="checkbox"/> Original 5-Year Plan Work Statement for Year 4	<input type="checkbox"/> Revision No: Work Statement for Year 5
A.	Physical Improvements Subtotal		99,750.00	107,250.00	104,000.00	103,200.00
B.	Management Improvements					
C.	PHA-wide Non-dwelling Structures and Equipment					
D.	Administration					
E.	Other - Energy Audit		8,000.00			
F.	Operations		250.00	750.00	4,000.00	4,800.00
G.	Demolition					
H.	Development					
I.	Capital Fund Financing - Debt Service					
J.	Total CFP Funds		108,000.00	108,000.00	108,000.00	108,000.00
K.	Total Non-CFP Funds					
L.	Grand Total		108,000.00	108,000.00	108,000.00	108,000.00

PHA 5-Year and Annual Plan

RAB Exhibit

Responding to item 11.0 (f) on HUD form 50075:

(The RAB comments on the 5-Year Plan were gathered at the same time that the Conversion Assessment was performed, and these are the resident comments copied from that portion of the 5-Year Plan document.)

Resident comments. Residents at Blue Mountain Estates were pleased to learn that there would be no further REAC inspections if the conversion is approved by HUD. They were pleased to learn that the Authority could designate their communities for “seniors only” whereas the present HUD approval mechanism proved too cumbersome for HAWC to follow. They suggested that households should be eligible that contained at least one person age 62 or older and no family members under the age of 55. They were pleased to learn that the Authority contemplated no change in the maintenance procedures and no changes in the lease requirements. Comments of residents at Parkview Knoll related exclusively to various maintenance questions and clarifications. Residents at both BME and PVK appreciated the increased flexibility a housing choice voucher would give them if they needed to move.