

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Hagerstown, Maryland

PHA Number: MD006

PHA Fiscal Year Beginning: (mm/yyyy) 10/2002

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Housing Authority of the City of Hagerstown, Maryland is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we will provide opportunities for those we serve to become self-sufficient.

B. Goals

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

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- 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:
 - Acquire or build units or developments:
 - Other: (list below)
- PHA Goal: Improve the quality of assisted housing.
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices.

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords:
- Increase voucher payment standards:
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment.

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups:
(elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- 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:
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing.
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

- I. PHA Goal: Manage the Hagerstown Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer. Maximum effort will be made each year to obtain "High Performer" status.

Objectives:

- A. HUD shall recognize the Hagerstown Housing Authority as a high performer by no later than December 31, 2004.
 - B. The Hagerstown Housing Authority shall achieve and sustain an occupancy rate of 99% by December 31, 2004.
 - C. The Hagerstown Housing Authority shall promote a motivating work environment with a recognized capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
- II. PHA Goal: Enhance the marketability of the Hagerstown Housing Authority's public housing units.

- III. PHA Goal: Make housing provided by Hagerstown Housing Authority the affordable housing of choice for the low-income residents of our community.

Objectives:

- A. The Hagerstown Housing Authority shall achieve a level of customer satisfaction that gives the agency the score of nine or higher in this element of the Public Housing Assessment System by December 31, 2004.
 - B. The Hagerstown Housing Authority shall remove all major graffiti within 48 hours of discovering it by December 31, 2001. Minor graffiti will be removed within 30 days.
 - C. The Hagerstown Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.
 - D. The Hagerstown Housing Authority shall become a recognized customer-oriented organization.
- IV. PHA Goal: Provide a safe and secure environment in the Hagerstown Housing Authority's public housing developments.
- V. PHA Goal: Improve resident and community perception of safety and security in the Hagerstown Housing Authority's public housing developments.

Objectives:

- A. The Hagerstown Housing Authority shall reduce crime in its developments by 10% or more by December 31, 2004. (Base data as of January 1, 2000.)
 - B. The Hagerstown Housing Authority shall reduce crime in its developments so that the crime rate is equal to or less than their surrounding neighborhood by December 31, 2004.
 - C. The Hagerstown Housing Authority shall utilize modern technology and creative dissemination of staff to reduce our costs for security by 30% by December 31, 2004. (Base data as of January 1, 2000)
 - D. The Hagerstown Housing Authority will solicit feedback from the Resident Advisory Board representatives annually to insure community perception is that our security efforts and resources are being allocated as efficiently and effectively as possible.
- VI. PHA Goal: Manage the Hagerstown Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP. Maximum effort will be made each year to obtain "High Performer" status.

- VII. PHA Goal: Expand the range and quality of housing choices available to participants in the Hagerstown Housing Authority's tenant-based assistance program.

Objective:

- A. The Hagerstown Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
- B. The Hagerstown Housing Authority shall increase new landlord participation by 10% by December 31, 2004. We shall create and implement a Power Point presentation for an outreach program by December 31, 2001.
- C. The Hagerstown Housing Authority shall monitor all HUD tenant-based assistance program availability notices and apply for the appropriate opportunities in order to accommodate families on our wait list.

- VI. PHA Goal: Maintain Hagerstown Housing Authority's real estate in a decent condition.

- VII. PHA Goal: Deliver timely and high quality maintenance service to the residents of the Hagerstown Housing Authority.

- X. PHA Goal: Replace or renovate obsolete housing.

Objectives:

- A. The Hagerstown Housing Authority shall maintain its units so that they are, at a minimum, in compliance with the City of Hagerstown Housing Code.
- B. The Hagerstown Housing Authority shall create and implement a comprehensive preventive maintenance plan by December 31, 2001.
- C. The Hagerstown Housing Authority shall create and maintain an appealing, up-to-date environment in its developments by December 31, 2004. This will be evidenced by customer service results accomplished by HUD.
- D. The Hagerstown Housing Authority shall achieve and maintain an average response time of no more than two hours in responding to emergency work orders by December 31, 2002.
- E. The Hagerstown Housing Authority shall achieve and maintain an average response time of 14 days in responding to routine work orders by December 31, 2002.
- F. The Hagerstown Housing Authority will determine the feasibility, and make application if appropriate, for HOPE VI funding to replace Westview Homes.

- XI. PHA Goal: Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

XII. PHA Goal: Reduce dependence on federal funding.

Objectives:

- A. The Hagerstown Housing Authority shall operate so that the operating budget income exceeds expenses (excluding depreciation) every year.
- B. The Hagerstown Housing Authority shall maintain its operating reserves at a level of at least one million dollars between now and December 31, 2001.
- C. The Hagerstown Housing Authority will reduce its dependence on HUD by raising more dollars from non-HUD sources by December 31, 2004.

XII. PHA Goal: Enhance the image of public housing in our community.

Objective:

- A. The Hagerstown Housing Authority's leadership shall speak to at least three civic, religious, or fraternal groups per year between now and December 31, 2004, to explain the many benefits we provide to the community.
- B. The Hagerstown Housing Authority shall ensure that there are at least three positive stories a year in the local media about the Housing Authority or one of its residents.

**Annual PHA Plan
PHA Fiscal Year 2002**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

See introduction for inclusions

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- TAB 1** Admissions Policy for Deconcentration (**md006a01**)
- TAB 2** FY 2002 Capital Fund Program Annual Statement (**md006b01**)
 - Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- TAB 3** Community Service and Family Self-Sufficiency Requirements for Public Housing (**md006c01**)
- TAB 4** Statement of Progress in Meeting Five-Year Plan Mission and Goals (**md006d01**)
- TAB 5** Resident Advisory Board List (**md006e01**)
- TAB 6** Resident Membership on Board (**md006f01**)

Optional Attachments:

- TAB 7** Operations & Management/PHA Management Organizational Chart
 - FY 2002 Capital Fund Program 5 Year Action Plan
- TAB 8** Public Housing Drug Elimination Program (PHDEP) Plan
 - Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 - Other (List below, providing each attachment name)
- TAB 9** Certifications
- TAB 10** PHA Pet Policy
- TAB 11** Fiscal Audit
- TAB 12** Correspondence

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
v	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
v	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
v	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
v	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
v	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
v	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
v	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
v	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
v	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
v	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
v	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
v	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over all	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,370	5	N/A	N/A	N/A	1	N/A
Income >30% but <=50% of AMI	794	3	N/A	N/A	N/A	1	N/A
Income >50% but <80% of AMI	386	3	N/A	N/A	N/A	1	N/A
Elderly	851	4	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity-White	2,238	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity-Minorities	312	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **FY 2000-2004**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,207		464
Extremely low income <=30% AMI	928	77%	
Very low income (>30% but <=50% AMI)	205	17%	
Low income (>50% but <80% AMI)	74	6%	
Families with children	818	68%	
Elderly families	42	3%	
Families with Disabilities	164	14%	
Race/ethnicity – White	679	56%	

Housing Needs of Families on the Waiting List			
Race/ethnicity – Black	495	41%	
Race/ethnicity – Hispanic	37	3%	
Race/ethnicity – Other	31	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	135	34%	
2 BR	165	42%	
3 BR	78	20%	
4 BR	15	4%	
5 BR	2	1%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	1,865,262	
b) Public Housing Capital Fund	2,058,746	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,854,358	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	289,916	
g) Resident Opportunity and Self-Sufficiency Grants	50,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI	27,357,875	PH Capital Improvements
PHDEP	220,298	PH Safety/Security
CFP	527,415	PH Capital Improvements
3. Public Housing Dwelling Rental Income		
Dwelling Rental	2,300,000	PH Operations
Excess Utilities	52,000	PH Operations
4. Other income (list below)		
Interest	114,250	PH Operations
Non-Dwelling Rental	15,000	PH Operations
4. Non-federal sources (list below)		
Low Income Housing Tax Credits	9,811,334	Other
Total resources	47,516,454	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) **20**
- When families are within a certain time of being offered a unit: (state time)
- Other (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) **Debts due – other PHAs/Credit Checks**

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

0

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

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?

If yes, how many lists?

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Reasonable Accommodation / Deconcentration / Accessibility / Hate Crimes

Family Self-Sufficiency Participants / Elderly Unit to Family Unit / Safety Moves

Live Near Work-Transportation / Elderly Resident in Efficiency to One Bedroom

Family Unit to Elderly Unit / Unit Rehabilitation or Resident Displacement

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Other preference(s) (list below)

Reasonable Accommodation

Elderly Head or Co-Head or Person with Disabilities

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

Date and Time

Former Federal preferences:

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

Other preferences: (select all that apply)

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

1 – Reasonable Accommodation

3 – Elderly Head or Co-Head or Person with Disabilities

4. Relationship of preferences to income targeting requirements.

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

(5) Occupancy

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

- The PHA-resident lease

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

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

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

Changes must be reported within 14 calendar days of occurrence

(6) Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Westview	210	Note: Receive HOPE VI Funds	Monthly Monitoring
Scattered Sites	30	Units in various neighborhoods; designed to incorporate low-income families into mixed-income neighborhoods	
Scattered Sites	20	Units in various neighborhoods; designed to incorporate low-income families into mixed-income neighborhoods	

B. Section 8

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

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

(1) Eligibility

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

Current and previous landlord name and address

(2) Waiting List Organization

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

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

**Vouchers issued for 120 days
Extensions for Reasonable Accommodation**

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences:

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

Other preferences:(select all that apply)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

**Elderly/Disabled/Displaced Single
Reasonable Accommodation**

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

Date and Time

Former Federal preferences:

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

Other preferences:(select all that apply)

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

**1 – Reasonable Accommodation
3 – Elderly/Disabled/Displaced Single**

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents:

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option – **income decreases or increase of allowable deductions**
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$25 per week increase**
- Other (list below)

When change in family composition

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

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

Other (list below)

Promote Deconcentration

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

Annually

Other (list below)

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

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

Current FMR

(2) Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,180	Average 28 per month
Section 8 Vouchers	719	Average 13 per month
Section 8 Certificates	N/A	
Section 8 Mod Rehab	16	
Special Purpose Section 8 Certificates/Vouchers (list individually)	20-Terminally Ill Vouchers	Included with Section 8 Vouchers
	30-Homeless Vouchers	Included with Section 8 Vouchers
Public Housing Drug Elimination Program (PHDEP)	1,180	Average 28 per month
Other Federal Programs(list individually)	1. Service Coordinator for Elderly and Persons with Disabilities - 450 2. Family Self-Sufficiency – 97	
Capital Fund	1,180	Average 28 per month

C. Management and Maintenance Policies

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

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

Admissions & Continued Occupancy Policy
Maintenance Policy

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

Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

1. Development name: **Westview Homes**
2. Development (project) number: **MD006002**
3. Status of grant: (select the statement that best describes the current status)

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

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
Westview Homes MD006002

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: West View Homes
1b. Development (project) number: MD06P006002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)

Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (03/18/2002)
5. Number of units affected: 210
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: October 2002 b. Projected end date of activity: March 2006

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to

block 5)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

A. How many of the PHA's developments are subject to the Required Initial Assessments?

Of the ten (10) developments that are a part of HHA's Public Housing Program, six (6) are subject to the initial assessments.

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Four (4) developments are not subject to the initial assessments, including three (3) developments that are designated as elderly/disabled and one (1) that has been awarded a HOPE VI Revitalization Grant.

C. How many Assessments were conducted for the PHA's covered developments?

See "D" Below.

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

In Fiscal Year ending September 30, 2001, the average Housing Assistance Payment (HAP) and Utility Reimbursement Payment (URP) for the 611 units under the Housing Choice Voucher Program was \$318.60. The Section 8 administrative cost for September 2001 totaled \$29,906.94 or \$48.95 per unit, for a total expense of \$367.55 for each unit under lease.

In Fiscal Year 2001, the total monthly operating expenses for all Public Housing developments were \$307.36 per unit. By eliminating the developments outlined for exclusions, the average monthly per unit cost increases to \$340.70, which is less than the cost per unit for Section 8 assistance.

By looking at each development individually, the only project to benefit from any sort of conversion is the Scattered Site development with only 20 units. The cost difference between the Section 8 and the Scattered Site development is only \$18.97 per unit or a cost savings of \$4,552.80 per year.

In Fiscal Year 2001, the voucher success rate for our Section 8 program was thirty-six percent (36%) with an additional eight percent (8%) of voucher holders going portable to other jurisdictions. By converting these Public Housing developments to tenant-based Section 8, the families choosing to leave the developments would be less likely to locate suitable housing.

Development Name	Number of Units
<i>Scattered Site (010)</i>	<i>20</i>

These Scattered Site developments are located in Low Poverty Census Tracts (CT 3 & 5) and allow applicants for these units to reside in higher income areas than may be available under the Section 8 program.

Noland Village, a 250-unit development is located in an area that currently only houses one percent (1%) of the total Section 8 program (CT 10) and opens a residential area that may not be available under tenant-based rental assistance.

E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

N/A

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 11/11/2000

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies:

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs:

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Job Readiness Program	10	Specific Criteria	Teleworks Center	Public Housing
Computer Program	60	Specific Criteria	Teleworks Center	Public Housing
GED Program	45	Specific Criteria	Westview Homes	Public Housing

(2) Family Self Sufficiency program/s:

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	40 as of 12/30/2001
Section 8	25	39 as of 12/30/2001

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

C. Welfare Benefit Reductions:

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents:

(select all that apply)

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

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

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

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

Douglass Court
Frederick Manor
Noland Village
Parkside Homes
Westview Homes

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

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

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

Department of Security

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

- Douglass Court**
- Frederick Manor**
- Noland Village**
- Parkside Homes**
- Potomac Towers**
- Scattered Sites**
- Walnut Towers**
- Westview Homes**

C. Coordination between PHA and the police:

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

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

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

- Douglass Court**
- Frederick Manor**
- Noland Village**
- Parkside Homes**
- Potomac Towers**

**Scattered Sites
Walnut Towers
Westview Homes**

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations:

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.

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

 - Other (list below)

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

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

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

3. Description of Resident Election Process:

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan:

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

- 1. Consolidated Plan jurisdiction: (provide name here)
City of Hagerstown Five-Year Consolidation Plan

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan (list below)
- Other (list below)

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

Letter of Confirmation from City of Hagerstown

D. Other Information Required by HUD

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

1. **Definition of “Substantial Deviation” and “Significant Amendment or Modification”. Substantial deviations or significant amendments or modification are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.**
2. **Resident Assessment Sub-System (RASS) Implementation Plan. Documentation will be kept on each activity with the date, communities in which the activity was held and where applicable the level of participation.**

☞ **MATERIALS/TRAINING \$1500**

- **Fire Safety**
 - ③ Hagerstown Fire Department Presentation
 - Fire Prevention Week (October)
 - Fire Safety Booklets
 - Youth Activity Booklets
 - Fire Safety Check List/Tips
 - Articles in newsletter to introduce event
- **Safety**
 - ③ Information boxes on site
 - ③ Web page information link
 - ③ Emergency Number Magnet
 - ③ Home Safety Check List/Tips
 - ③ Crime Safety Tips
 - ③ Self Protection Presentations
 - HPD

- CASA
- ③ Safe Kids Campaign
 - Safe Kids Identification
 - Halloween Safety Program
 - Bicycle Safety
 - Community Safety
- ③ Safety Information for Family
- ③ Safety Information for Seniors
- ③ Community Safety Program
- ③ Articles in newsletter to introduce event

- **Crime**
 - ③ Display poster for communities
 - ③ Crime Prevention Tips
 - ③ Resident information gathering/reporting workshop
 - Host workshop
 - Provide reporting form
 - Informational Flyer
 - Articles in newsletter to introduce event
 - ③ Promote Crime Watch
 - Host Community Watch Meeting
 - HPD Presentation
 - Articles in newsletter to introduce event

- **Materials**
 - ③ Informational Flyers/Brochures/Youth Activities
 - Fire/Crime/Safety
 - ③ Gadgets
 - Magnets, key chains etc.

⌘ **HEALTHY HOMES \$1000**

- **Flyers**
 - ③ Healthy Homes Flyers
 - ③ Consumer Product Safety Commission
 - Home Safety Check List
 - Fire Safety Check List
 - Home/Fire Seniors
 - Youth

☞ **WORKSHOP \$2000**

- **CASA:** Marty Dako-Puttman (301) 739-4990
 - ③ Aggressive Child
 - ③ Physical Abuse
 - ③ Sexual Abuse

☞ **NEWSLETTER**

- Information gathering: What to look for; vehicles, personal descriptions, etc.
- Reasons to contact security: strange people, vehicles, CDS odors, etc.
- Security contact numbers
- Monthly Safety Tips
- Compared crime stats
- Hotline Numbers
- Articles in newsletter to introduce programs/events

Attachments

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

- 1. Brief statement of progress in meeting five-year plan mission and goals. (md006d01)**

- 2. RAB List (name and community represented). (md006e01)**

- 3. Resident Membership of the PHA governing board (name, method of selection and term of appointment). (md006f01)**

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/2002)
 Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations (Not to Exceed 10% of Line 21)	\$ 75,000
3	1408 Management Improvements – Soft Costs	\$ 532,000
4	1408 Management Improvements – Hard Costs	
5	1410 Administration	\$ 193,000
6	1411 Audit	\$ -
7	1415 Liquidated Damages	\$ -
8	1430 Fees and Costs	\$ 32,000
9	1440 Site Acquisition	\$ -
10	1450 Site Improvement	\$ 137,500
11	1460 Dwelling Structures	\$ 962,500
12	1465 Dwelling Equipment-Nonexpendable	\$ 40,000
13	1470 Nondwelling Structures	\$ 44,000
14	1475 Nondwelling Equipment	\$ 28,000
15	1485 Demolition	\$ -
16	1490 Replacement Reserve	\$ -
17	1492 Moving to Work Demonstration	\$ -
18	1495.1 Relocation Costs	\$ -
19	1498 Mod Used for Development	\$ -
20	1502 Contingency (Not to Exceed 8% of Line 21)	\$ 6,962
21	Amount of Annual Grant (Sum of lines 2-19)	\$ 2,014,962
22	Amount of line 21 Related to LBP Activities	\$ -
23	Amount of line 21 Related to Section 504 Compliance	\$ 21,500
24	Amount of line 21 Related to Security – Soft Costs	\$ 325,000
25	Amount of line 21 Related to Security – Hard Costs	\$ -
26	Collaterization on expenses or Debt Service	\$ -
27	Amount of line 21 Related to Energy Conservation Measures	\$ 64,000

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MD6-01 Parkside Homes	PHAS Exterior Labor	1450	\$ 1,000
	PHAS Exterior Materials	1450	\$ 1,000
	Site Improvements ©	1450	\$ 8,000
	Meter Screening	1450	\$ 3,000
	Exterior Painting	1450	\$ 3,500
	PHAS Interior Labor	1460	\$ 3,000
	PHAS Interior Materials	1460	\$ 2,000
	Electrical Upgrade ©	1460	\$ 1,000
	Basement Drains	1460	\$ 6,000
	Flexlines/Valves	1460	\$ 2,500
	Window Rehab	1460	\$ 7,000
	Appliance/Water Heater/Equipment	1465	\$ 1,000
	Community Building Kitchen Upgrade	1470	\$ 6,000
	Subtotal	-	\$ 45,000
MD6-02 Westview Homes			\$ 0
MD6-04 Frederick Manor	PHAS Exterior Labor	1450	\$ 2,000
	PHAS Exterior Materials	145	\$ 2,000
	Site Improvements ©	1450	\$ 10,000
	Exterior Painting	1450	\$ 5,000
	Gas Regulators	1450	\$ 9,000
	PHAS Interior Labor	1460	\$ 13,000
	PHAS Interior Materials	1460	\$ 9,000
	Entry Deadbolts/Weatherstripping	1460	\$ 15,000
	Shutters	1460	\$ 22,000
	Casement Window Replacement (partial)	1460	\$ 53,000
	Dryer Vents ©	1460	\$ 38,000
	Appliance/Water Heater/Equipment	1465	\$ 5,500
	Gym Kitchen Renovations	1470	\$ 4,500
	Subtotal		\$ 188,000
MD6-05 Douglass Court	PHAS Exterior Labor	1450	\$ 1,000
	PHAS Exterior Materials	1450	\$ 1,000
	Site Improvements ©	1450	\$ 7,000
	Exterior Painting	1450	\$ 2,000
	Meter Bank Screening	1450	\$ 2,500
	PHAS Interior Labor	1460	\$ 2,000
	PHAS Interior Materials	1460	\$ 2,000

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost	
	Window Rehab	1460	\$ 3,000	
	Flexline/Valves	1460	\$ 2,000	
	Electrical Upgrades ©	1460	\$ 1,000	
	Appliance/Water Heater/Equipment	1465	\$ 1,500	
	Subtotal		\$ 25,000	
	MD6-06			
	Walnut Towers	PHAS Exterior Labor	1450	\$ 1,000
		PHAS Exterior Materials	1450	\$ 1,000
		Site Improvements ©	1450	\$ 5,000
		Underground Pipe Investigation	1450	\$ 5,000
	PHAS Interior Labor	1460	\$ 6,000	
	PHAS Interior Materials	1460	\$ 5,000	
	Bathroom Piping Upgrade	1460	\$ 37,000	
	504 Upgrades	1460	\$ 10,500	
	Trash Chute Room Lighting	1460	\$ 2,500	
	HVAC/Electrical Upgrades ©	1460	\$ 1,000	
	Boiler Replacements (2)	1460	\$ 154,000	
	Appliance/Water Heater/Equipment	1465	\$ 6,000	
	A/C Laundries	1470	\$ 10,000	
	Subtotal		\$ 244,500	
	MD6-07			
	Noland Village	PHAS Exterior Labor	1450	\$ 5,000
		PHAS Exterior Materials	1450	\$ 4,000
	Site Improvements ©	1450	\$ 24,000	
	Exterior Painting	1450	\$ 5,500	
	PHAS Interior Labor	1460	\$ 20,000	
	PHAS Interior Materials	1460	\$ 19,000	
	CO's & Access Panels	1460	\$ 20,500	
	Flexlines/Valves	1460	\$ 9,000	
	Shutters – Partial (40)	1460	\$ 7,500	
	Ext. Door Replacement – Partial (80)	1460	\$ 38,500	
	Appliance/Water Heater/Equipment	1465	\$ 10,000	
	Subtotal		\$ 163,000	
MD6-08				
Potomac Towers North	PHAS Exterior Labor	1450	\$ 1,000	
	PHAS Exterior Materials	1450	\$ 1,000	
	Site Improvements ©	1450	\$ 5,000	
	PHAS Interior Labor	1460	\$ 9,000	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	PHAS Interior Materials	1460	\$ 8,000
	Floor Tile at Units ©	1460	\$ 17,500
	HVAC/Electrical Upgrades ©	1460	\$ 20,000
	504 Improvements	1460	\$ 6,000
	Unit Door Replacement – Partial (100)	1460	\$ 60,000
	Pipe Replacement at Baths	1460	\$ 61,500
	Appliance/Water Heater/Equipment	1465	\$ 8,000
	Mills Bldg. Roof Repairs ©	1470	\$ 1,000
	Mills Bldg. Int. Repairs ©	1470	\$ 3,000
	HVAC Computer Room Bldg. 300	1470	\$ 8,000
	HVAC Controls Bldg. 300	1470	\$ 3,000
	Bldg. 300 Carpet Funged to 2003 ©	1470	\$ -
	Paint – Bldg. 300	1470	\$ 3,500
	Subtotal		\$ 215,000
MD6-09			
Scattered Sites	PHAS Exterior Labor	1450	\$ 1,000
	PHAS Exterior Materials	1450	\$ 1,000
	Site Improvements ©	1450	\$ 6,000
	PHAS Interior Labor	1460	\$ 2,000
	PHAS Interior Materials	1460	\$ 2,000
	Hosebib Retrofit	1460	\$ 2,500
	Flexlines/Valves	1460	\$ 2,500
	New Rangehoods	1460	\$ 3,500
	Appliance/Water Heater/Equipment	1465	\$ 1,500
	Air Conditioning Funged to 2006	1465	\$ -
	Subtotal		\$ 22,000
MD6-10			
Scatter Sites	PHAS Exterior Labor	1450	\$ 1,000
	PHAS Exterior Materials	1450	\$ 1,000
	Site Improvements ©	1450	\$ 5,000
	PHAS Interior Labor	1460	\$ 1,500
	PHAS Interior Materials	1460	\$ 1,500
	Hosebibs Retrofit	1460	\$ 1,000
	Flexline/Valves	1460	\$ 1,000
	Shutters	1460	\$ 3,500
	Appliance/Water Heater/Equipment	1465	\$ 1,000
	Air Conditioning Funged to 2006	1465	\$ -
	Subtotal		\$ 16,500

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MD6-11 Potomac Tower South	PHAS Exterior Labor	1450	\$ 1,000
	PHAS Exterior Materials	1450	\$ 1,000
	Site Improvements ©	1450	\$ 5,000
	PHAS Interior Labor	1460	\$ 6,000
	PHAS Interior Materials	1460	\$ 5,000
	504 Upgrades	1460	\$ 5,500
	HVAC Upgrades ©	1460	\$ 7,000
	New Roof ©	1460	\$ 99,000
	Vinyl Wall Covering	1460	\$ 60,000
	Canopy	1460	\$ 30,000
	Appliance/Water Heater/Equipment	1465	\$ 5,000
	HVAC Stockroom	1470	\$ 5,000
	Subtotal		\$ 229,000
	PHA-Wide	Operations	1406
Prorated Staff Salaries (MOD/PHAS/QHWRA) and/or Unexpected Work Items			
Subtotal			\$ 75,000
Management Improvements	Security Services	1408	\$ 300,000
	Community Policing	1408	\$ 25,000
	D.A.R.E. Officer	1408	\$ 25,000
	Easter Seals	1408	\$ 12,000
	PHAS Improvements	1408	\$ 1,000
	Computer Systems Upgrade	1408	\$ 30,000
	Misc. Consulting Fees	1408	\$ 10,000
	Taining		
	Executive Department	1408	\$ 6,000
	Housing Department	1408	\$ 7,000
	Accounting Department	1408	\$ 5,000
	Properties Department	1408	\$ 3,000
	Resident Services Department	1408	\$ 5,000
	Information Services Department	1408	\$ 8,000
Subtotal		\$ 437,000	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Resident Programs (Period Oct.'03 to Mar.'04)	Boys/Girls Club	1408	\$ 32,500
	Character Counts	1408	\$ 2,500
	Resident Youth Camp	1408	\$ 10,000
	Welfare to Work Initiative	1408	\$ 20,000
	Homework Club	1408	\$ 10,000
	Programs Coordinator (50%) (Period 10/02-10/03)	1408	\$ 20,000
	Subtotal		\$ 95,000
MOD Administration	Staff Architect (50%)	1410	\$ 54,000
	Grants Secretary (50%)	1410	\$ 33,000
	Grants Coordinator (50%)	1410	\$ 45,000
	MOD Clerk/Expeditor (90%)	1410	\$ 34,000
	Architect Sec. (75%)	1410	\$ 27,000
Subtotal		\$ 193,000	
Non-Dwelling Equipment	Vehicle Replacements		
	Truck '92 Chevy PU (Replace w/Van)	1475	\$ 23,000
	Appliance/Equipment Replacement	1475	\$ 5,000
Subtotal		\$ 28,000	
A & E	Outside Engineering Misc.	1430	\$ 20,000
	A & E Sundry	1430	\$ 5,000
	A & E Travel	1430	\$ 7,000
Subtotal		\$ 32,000	
Contingency	Unknown Cost Increases	1502	\$ 6,962
	Subtotal		\$ 6,962
Subtotal			\$ 66,962
GRAND TOTAL			\$ 2,014,962

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	6/19/04	6/19/06

© = Contract Work Items. Work Items Not Marked as Contract Work are Force Account.

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-01	Parkside Homes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor		\$ 72,000	2003 to 2006
	PHAS Exterior Labor		\$ 8,000	2003 to 2006
	PHAS Interior Materials		\$ 16,000	2003 to 2006
	PHAS Exterior Materials		\$ 8,000	2003 to 2006
	Site Improvements		\$ 44,000	2003 to 2006
	Appliance/Equipment Replacement		\$ 12,000	2003 to 2006
	Bath Drains		\$ 40,000	2003
	Telephone/Cable to Second Floor		\$ 8,000	2003
	Grass/Landscape Improvements		\$ 5,000	2003
	Tree Trimming		\$ 2,000	2004
	Fence Replacement		\$ 5,000	2005
Total estimated cost over next 5 years			\$ 220,000	

Table Library

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-02	Westview Homes*			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements Physical Improvements <i>* This Community is Currently Under HOPE VI Disposition/Revitalization</i>				
Total estimated cost over next 5 years			\$ 0	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-04	Frederick Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	52,000	2003 to 2006
	PHAS Exterior Labor	\$	28,000	2003 to 2006
	PHAS Interior Materials	\$	40,000	2003 to 2006
	PHAS Exterior Materials	\$	84,000	2003 to 2006
	Site Improvements	\$	72,000	2003 to 2006
	Appliance/Equipment Replacement	\$	40,000	2003 to 2006
	Window Replacement – partial	\$	110,000	2003 to 2004
	Telephone/Cable to Second Floor	\$	25,000	2003
	Grass/Landscape Improvements	\$	10,000	2003
	Gym Floor Replacement	\$	25,000	2004
	Tub Upgrades – partial	\$	50,000	2004
	Tree Topping/Trimming	\$	3,000	2004
	Bath Upgrades	\$	350,000	2004
	AC Units	\$	500,000	2005
	Gutter Upgrades	\$	10,000	2005
	HVAC Upgrades - Gym	\$	8,000	2006
Total estimated cost over next 5 years			\$ 1,407,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-05	Douglass Court			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	20,000	2003 to 2006
	PHAS Exterior Labor	\$	8,000	2003 to 2006
	PHAS Interior Materials	\$	20,000	2003 to 2006
	PHAS Exterior Materials	\$	4,000	2003 to 2006
	Site Improvements	\$	32,000	2003 to 2006
	Appliance/Equipment Replacement	\$	12,000	2003 to 2006
	Telephone/Cable to Second Floor	\$	6,000	2003
	Grass/Landscape Improvements	\$	4,000	2003
	Shutters	\$	6,000	2004
	Tree Topping/Trimming	\$	1,000	2004
Total estimated cost over next 5 years			\$ 113,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-06	Walnut Towers			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	52,000	2003 to 2006
	PHAS Exterior Labor	\$	20,000	2003 to 2006
	PHAS Interior Materials	\$	48,000	2003 to 2006
	PHAS Exterior Materials	\$	12,000	2003 to 2006
	Site Improvements	\$	20,000	2003 to 2006
	Appliance/Equipment Replacement	\$	32,000	2003 to 2006
	Comm. Room – Misc.	\$	8,000	2003 to 2006
	HVAC/Plumbing Renovations	\$	16,000	2003 to 2006
	Trash Compactor – “B” Bldg.	\$	20,000	2003
	Tree Topping/Trimming	\$	2,000	2004
	Underground Tunnel Exploratory	\$	3,000	2004
	New Storefronts/Entry Doors	\$	30,000	2005
	Exterior Caulking	\$	12,000	2005
	Furniture Replacement	\$	8,000	2005
	Unit Doors - partial	\$	4,000	2006
Total estimated cost over next 5 years			\$ 307,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-07	Noland Village			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements	PHAS Interior Labor	\$	160,000	2003 to 2006
	PHAS Exterior Labor	\$	44,000	2003 to 2006
	PHAS Interior Materials	\$	144,000	2003 to 2006
	PHAS Exterior Materials	\$	12,000	2003 to 2006
	Site Improvements	\$	60,000	2003 to 2006
	Appliance/Equipment Replacement	\$	60,000	2003 to 2006
	Comm. Room – Misc.	\$	8,000	2003 to 2006
	Exterior Door Replacement	\$	250,000	2003 to 2006
	Postal Boxes	\$	50,000	2003
	Telephone/Cable to Second Floor	\$	50,000	2003
	Grass/Landscape Improvements	\$	47,000	2003
	Storage Shed Upgrade	\$	75,000	2004
	Tree Topping/Trimming	\$	4,000	2004
	Dryer Vents	\$	75,000	2005
	AC at Community Bldg.	\$	20,000	2006
	Asphalt Paving	\$	90,000	2006
	Air Conditioning - partial	\$	380,000	2006
Total estimated cost over next 5 years			\$ 1,529,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-08	Potomac Towers – North			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	215,000	2003 to 2006
	PHAS Exterior Labor	\$	24,000	2003 to 2006
	PHAS Interior Materials	\$	60,000	2003 to 2006
	PHAS Exterior Materials	\$	16,000	2003 to 2006
	Site Improvements	\$	20,000	2003 to 2006
	Appliance/Equipment Replacement	\$	48,000	2003 to 2006
	Floor Tile	\$	36,000	2003 to 2006
	HVAC/Plumbing Renovations	\$	60,000	2003 to 2006
	HVAC/Electrical Upgrades - general	\$	20,000	2003 to 2006
	HVAC @ Offices & Public Space Upgrade	\$	70,000	2003
	Tree Topping/Trimming	\$	1,000	2004
	Trash Compactor	\$	20,000	2004
	Asphalt Paving/Sealing	\$	10,000	2005
	Furniture – Bldg. 300	\$	10,000	2006
Total estimated cost over next 5 years			\$ 610,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-09	Scatter Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	36,000	2003 to 2006
	PHAS Exterior Labor	\$	16,000	2003 to 2006
	PHAS Interior Materials	\$	2,000	2003 to 2006
	PHAS Exterior Materials	\$	8,000	2003 to 2006
	Site Improvements	\$	24,000	2003 to 2006
	Appliance/Equipment Replacement	\$	12,000	2003 to 2006
	Telephone/Cable to Second Floor	\$	6,000	2003
	Grass/Landscape Improvements	\$	6,000	2003
	Tree Topping/Trimming	\$	2,000	2004
	New Landscaping	\$	6,000	2005
	New Shutters	\$	8,000	2005
	Window Upgrades	\$	54,000	2006
	Door Upgrades	\$	27,000	2006
Total estimated cost over next 5 years			\$ 207,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-10	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	24,000	2003 to 2006
	PHAS Exterior Labor	\$	12,000	2003 to 2006
	PHAS Interior Materials	\$	16,000	2003 to 2006
	PHAS Exterior Materials	\$	8,000	2003 to 2006
	Site Improvements	\$	16,000	2003 to 2006
	Appliance/Equipment Replacement	\$	10,000	2003 to 2006
	Telephone/Cable to Second Floor	\$	4,000	2003
	Grass/Landscape Improvements	\$	4,000	2003
	Tree Topping/Trimming	\$	2,000	2004
	New Landscaping	\$	10,000	2004
Total estimated cost over next 5 years			\$ 106,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6-11	Potomac Towers – South			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management Improvements				
Physical Improvements				
	PHAS Interior Labor	\$	56,000	2003 to 2006
	PHAS Exterior Labor	\$	16,000	2003 to 2006
	PHAS Interior Materials	\$	20,000	2003 to 2006
	PHAS Exterior Materials	\$	12,000	2003 to 2006
	Site Improvements	\$	20,000	2003 to 2006
	Appliance/Equipment Replacement	\$	28,000	2003 to 2006
	Asphalt Paving	\$	30,000	2003
	Maintenance Floor	\$	20,000	2003
	Vinyl Wallcovering @ Corridors	\$	54,000	2004
	Tree Topping/Trimming	\$	3,000	2004
	Fire Alarm Upgrades	\$	20,000	2004
	Exterior Caulking	\$	8,000	2005
	Vinyl Tile Corridors	\$	60,000	2006
Total estimated cost over next 5 years			\$ 347,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6	PHA-Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations	Prorated Staff Salaries (MOD/PHAS/QHWRA) and/or Unexpected Work Items		\$ 244,000	2003 to 2006
Management Improvements	Security Service		\$ 1,200,000	2003 to 2006
	Community Policing		\$ 100,000	2003 to 2006
	D.A.R.E. Officer		\$ 100,000	2003 to 2006
	Easter Seals		\$ 48,000	2003 to 2006
	PHAS Improvements		\$ 4,000	2003 to 2006
	Computer Systems Upgrades		\$ 120,000	2003 to 2006
	Consulting Fees		\$ 40,000	2003 to 2006
	Computer Systems Upgrades		\$ 225,000	2003
Physical Improvements	PHAS Interior Labor		\$ 24,000	2003 to 2006
	PHAS Exterior Labor		\$ 28,000	2003 to 2006
	PHAS Interior Materials		\$ 12,000	2003 to 2006
	PHAS Exterior Materials		\$ 12,000	2003 to 2006
	Site Improvements		\$ 20,000	2003 to 2006
	Appliance/Equipment Replacement		\$ 32,000	2003 to 2006
	Total estimated cost over next 5 years			\$ 2,209,000

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD6	PHA-Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
MOD Administration	Staff Architect – 50%		\$ 244,000	2003 to 2006
	Grants Secretary – 50%		\$ 146,000	2003 to 2006
	Grants Coordinator – 50%		\$ 198,000	2003 to 2006
	MOD Clerk/Expeditior – 90%		\$ 150,000	2003 to 2006
	Architect Secretary – 75%		\$ 118,000	2003 to 2006
A & E	Outside Engineering		\$ 80,000	2003 to 2006
	A & E Sundry		\$ 20,000	2003 to 2006
	A & E Travel		\$ 28,000	2003 to 2006
	MOD Used for Development		\$	
	Westview Homes (HOPE VI)		\$ 0	2003 to 2006
	Future/Other		\$ 0	2003 to 2006
Vehicle Replacement	Buick Sedan – ‘95		\$ 21,000	2003
	Chevy PU Truck – ‘92		\$ 24,000	2003
	Chevy Van – ‘93		\$ 24,000	2004
	Chevy Van – ‘93		\$ 24,000	2005
	Chevy Dump Truck – ‘94		\$ 28,000	2006
Contingency	Contingency – 8% Maximum		\$ 7,996	2003
			27,996	2004
			23,996	2005
			28,996	2006
Total estimated cost over next 5 years			\$ 1,099,000	

Grand Total \$ 8,154,000

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Housing Authority's policies for the operation of the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

21 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the Housing Authority to fully comply with all pertinent laws and implementing regulations that provide for non-discrimination and accessibility in federal funded housing and to comply with all State and local nondiscrimination laws, the Americans with Disabilities Act, and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority will provide Federal/State/local information to applicants/residents of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available at the formal application stage, by providing the Fair Housing Brochure and Discrimination Complaint Form. The Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity. The Housing Authority may also refer the family to Community Housing Resources (CHR). CHR provides fair housing referrals and provides help with housing discrimination complaints.

All written information and advertisements will contain the appropriate Equal Opportunity language and logo.

21.3 EQUAL EMPLOYMENT OPPORTUNITY

The Housing Authority practices affirmative action in hiring, promotions and conditions of employment. All Housing Authority job postings will display the affirmative action/equal employment opportunity logo and/or slogan prominently.

2.0 REASONABLE ACCOMMODATION

The Housing Authority will provide persons with disabilities a reasonable accommodation in order to take full advantage of the Housing Authority housing programs and related services. Such accommodations will not confer special treatment or advantage for the person with a disability; but will make the program accessible in a way that would otherwise not be possible due to the disability. This policy clarifies how people may request accommodations and the guidelines the Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority will ensure that all applicants/residents are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

The Housing Authority Central office is accessible, and accessible materials will be provided for sight and hearing impaired persons. Any notification requesting action by the participant will include information about requesting a reasonable accommodation. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is 301-733-6911.

The Housing Authority will make special arrangements to take the application of persons who are unable to come to the Housing Authority Central office due to a disability. At the initial point of contact with each applicant, the Housing Authority will inform applicants of alternative forms of communication that can be used other than plain language paperwork. Applicants may name a friend, relative, or advocate to receive, interpret, and explain housing materials and be present at all meetings.

2.2 DEFINITION AND ACCOMMODATION OF PERSONS WITH DISABILITIES

For this purpose, the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is not apparent or documented, the Housing Authority will obtain verification that the person is a person with a disability.

If the accommodation is not apparent, the Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority will not inquire as to the nature of the disability.

In order to determine if the accommodation is reasonable, the accommodation must meet two criteria:

- 1) If the accommodation would alter the fundamental business that the Housing Authority conducts, that would not be reasonable. (For instance, the Housing Authority would deny a request to have the Housing Authority do grocery shopping for a person with disabilities).
- 2) If the accommodation would create an undue financial hardship or administrative burden, that would not be reasonable. The Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

The Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority's programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority's programs and services, the Housing Authority retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the Housing Authority will seek to have the same entity pay for any restoration costs.

If the resident requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Housing Authority will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a resident to materially violate essential lease terms will not be approved.

2.3 TRANSFERRING BETWEEN HOUSING AUTHORITY PROGRAMS

A reasonable accommodation shall be made to any person with disabilities who is a Section 8 participant or Public Housing Resident in order that the individual may continue in the Authority's housing programs or activities when viewed in their entirety. Such accommodations include assisting a public housing resident to locate an accessible unit on the private market under the Section 8 program or allowing a Section 8 participant to transfer to a public housing dwelling. Any request for a reasonable accommodation shall be reviewed on a case-by-case basis.

Residents shall request in writing to be transferred between programs. The request shall be made to the Director of Housing. The resident or resident's representative shall obtain

a letter from the primary physician stating the need to transfer as a reasonable accommodation. Upon approval of the request, and acceptance into the other program, a local preference shall be Assigned as described under Local Preferences to bring the applicant to the top of the wait list.

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The Housing Authority will contact local organizations, if requested by non-English speaking families or their representative, to assist in the translation of documents, letters and forms for non-English speaking families. Applicants may name a friend, relative, or advocate to receive, interpret, and explain housing materials and be present at all meetings. If paid accessibility professionals are used, the Housing Authority will pay for such services (PIH 99-52).

4.0 FAMILY OUTREACH

The Housing Authority will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means when determined necessary by Management.

To reach people, who cannot or do not read the newspapers, the Housing Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel, when determined necessary by management. The Housing Authority will also try to utilize public service announcements.

The Housing Authority will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referral of their clients to the program, when determined necessary by management.

5.0 RIGHT TO PRIVACY

All adult members of both applicant and resident households are required to sign HUD Form 9886, "Authorization for Release of Information and Privacy Act Notice." This form states how family information will be released and includes the Federal Privacy Act Statement. All adult members of resident households are also required to sign the "Authorization to Release Information" (an HHA general authorization form). This form accompanies verification of income, assets, school attendance, and other eligibility verification forms.

Any request for applicant or resident information will not be released unless there is a signed release of information request from the applicant or resident.

Under no circumstances will Housing Authority staff discuss family information contained in files with any entity unless there is a signed authorization by the applicant or resident family to do so and only for a business reason. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

6.0 REQUIRED POSTINGS

At the Central Office and in each of the community buildings, the Housing Authority will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the WAITING list (opened or closed)
- C. A listing of all the communities by name, address, number of units, units designed with special accommodations, address of all project offices, telephone numbers, TDD numbers, and hours of operation.
- D. Income Limits for Admission
- E. Utility Allowance Schedule
- F. Schedule of Resident Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- I. K. Equal Opportunity in Employment Poster
 - II. Any current Housing Authority Notices
 - M. Any proposed revisions to the Public Housing Lease or ACOP

7.0 ELIGIBILITY FOR ADMISSION

7.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: 1) applicant qualifies as a family; 2) applicant has an income within the income limits; 3) applicants meets citizenship/eligible immigrant criteria, 4) applicant provides documentation of Social Security numbers, and signs consent authorization documents; and 5) applicant meets the Housing Authority screening criteria including criminal background check, landlord reference check and credit check.

7.2 ELIGIBILITY CRITERIA

7.2.1. Family status.

1. **A family with or without children.** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together at the time of the enrollment interview and whose head of household is at least 18 years of age or older.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. **An elderly family,** which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near-elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.
4. A **disabled family**, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
5. A remaining member of a resident family.
6. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a resident family.

7.2.2 Income eligibility

1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income may not exceed 80 percent of the median income for the area.
2. To be eligible for admission to communities or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
3. Income limits apply only at admission and are not applicable for continued occupancy.
4. A family may not be admitted to the public housing program from another

assisted housing program (e.g., resident-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Housing Authority.

5. If the Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing residents.
6. Income limit restrictions do not apply to families transferring within the Public Housing Program.

7.2.3 Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
 - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

7.2.4 Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

7.2.5 Signing Consent Forms

3. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
 - b. A provision authorizing HUD or the Housing Authority to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

7.3 SUITABILITY

The Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head to determine applicant's history at meeting financial obligations.
2. A rental history check of all adult family members to determine applicant's history at meeting rent payments and whether applicant has a history of disturbing neighbors or destruction of property;
3. A landlord reference check to determine applicant's ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other residents;
4. A check with other Public Housing Authorities to determine if applicant owes a debt, has been evicted, or has committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

7.4 CRIMINAL BACKGROUND CHECK

The Housing Authority will perform a criminal background check on all adult household members, including live-in aides. This check will be made through State, local, or federal law enforcement agencies and court records. The Housing Authority will request a check through the FBI's National Crime Information Center (NCIC) and or the Judicial Information System (JIS).

A check of the State's lifetime sex offender registration program will be made for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

7.5 GROUNDS FOR DENIAL

The Housing Authority is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a history of not meeting financial obligations, especially rent;
- F. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other residents;
- G. Have a history or a pattern of criminal activity or drug related criminal activity by any family member, without regard to whether the crime is technically classed a felony.
- H. Have a history of disturbing neighbors or destruction of property;
- I. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 programs;
- J. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;

- K. Who was evicted from federally assisted housing because of drug-related criminal activity.
- L. Who is illegally using a controlled substance or has a pattern of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority may waive this requirement if:
 1. The person demonstrates to the Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 3. Has otherwise been rehabilitated successfully; or
 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Housing Authority staff or residents;
- N. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- O. **Denied for Life:** If any family member has a lifetime registration under a State sex offender registration program.

The above criteria applies to the Head, Co-Head, or any family member.

7.6 INFORMAL REVIEW

- A. If the Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 days of the denial. The Housing Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Housing Authority's decision. The

Housing Authority must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that the Housing Authority provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision to request an Informal Hearing.

8.0 DECONCENTRATION POLICY

It is the Housing Authority's policy to affirmatively market to all eligible income groups, to provide for deconcentration of poverty, and to encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

In accordance with ongoing initiatives focusing on resident satisfaction and private property management standards, the Authority will continually strive to create incentives to encourage higher income families to apply for its public housing communities. This is accomplished by focusing on safety, attractiveness, and low-cost quality housing. In addition, the Authority will continually strive to create incentives relative to each of its communities, with care not to target particular properties for high or low-income families, but rather to achieve an income-mix in each community.

At the forefront of the authority's initiatives is the provision of social service programs that provide opportunities for residents to improve their quality of life through participation in self-sufficiency programs.

The Authority will continue to create and monitor incentives at annually in the development of the annual and five-year plan.. Incentives will be created relative to the local rental market and to other assisted housing in the Authority's jurisdiction. The following incentives, unique to the Authority, are offered to families applying for or living in the Authority's communities:

- 21 Flat Rents. To encourage higher income families to apply and remain in the Authority's communities, tenant rents do not continue to increase based on 30% of monthly adjusted income (as in many federally assisted housing programs), but cap-out at a reasonable market rent (flat rent). Families have a choice of the flat rent or a rent based on income.
- 22 Local Preference for working families and families participating in local job training programs. In support of welfare reform, the Authority gives local preference to public housing applicants who work or participate in job training, job search, work experience, or educational programs.
- 23 Family Self -Sufficiency (FSS) Program. The Authority offers the FSS program to residents of the authority's communities, thus creating opportunities for obtaining permanent full time employment and future home ownership.
- 24 Curb Appeal/Physical Improvements Program. The Authority continually strives to raise the standards of its physical properties and improve the aesthetic appearance of its communities, reflecting a standard that compares or exceeds private property management.
- 25 Security Force. Security officers are present in each community and focus on positive resident interaction, youth mentoring activities, and proactive measures to keep the communities safe. An excellent communication system exists with local law enforcement agencies.
- 26 Aggressive "image-building" campaign to change stigmas attached to public housing. The Authority is increasing efforts to remove residents who do not comply with lease and to retain those that remain, by focusing on resident satisfaction and proactive policies that prevent program abuse, and that reward and empower residents.
- 27 In addition to the authority-wide incentives listed above, all communities have extensive social programs, ranging from a homework club in the family communities, to health and wellness programs in the senior communities.
- 28 As future guidance is provided by HUD and in accordance with federal regulations, the Authority plans to continue to expand its Admissions Policy to include more incentives for de-concentration and income mixing. Projected initiatives include:
 - a) Development of Home ownership Programs
 - b) Expansion of Social Services Department
 - c) Higher earned income exclusions for those properties with the highest concentration of low-income families; and lower exclusions for the most desirable properties (scattered sites).
 - d) Opportunities for participants of the Public Housing Family Self -Sufficiency Program to have priority for the Authority's scattered sites and Section 8 program.
 - e) Aggressive marketing program

Monitoring

Family income statistics by community and the authority as a whole will be monitored on a monthly basis to meet the de-concentration/income mixing requirements of QHWRA. The Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. Move-outs will be closely monitored and families interviewed, where possible, to determine preventative and improvement measures. If, after all measures herein described fail to accomplish the deconcentration income mixing requirements, the Authority will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

9.0 APPLICATION PROCESS

9.1 INTRODUCTION

The application process consists of three phases. The first phase involves receipt of the Housing Application and placement on the Waiting List, the second phase involves the determination of preliminary eligibility. The third phase is the final determination of eligibility based on the enrollment interview.

9.2 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced via public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

9.3 ORGANIZATION OF THE WAITING LIST

The wait list will be maintained in accordance with the following guidelines:

- A. One Housing Application shall be completed for both the Section 8 and Public Housing Programs and shall be in written form.
- B. All applications will be maintained in alphabetic order.
- C. Any contacts between the Housing Authority and the applicant will be in writing where possible and any conversations documented and maintained with the Housing Application.

9.4 RECEIPT OF APPLICATION AND PLACEMENT ON WAITING LIST

Families wishing to apply for the Public Housing Program may complete a Housing Application during regular business hours at 35 W. Baltimore Street Hagerstown, Maryland. Applications may be mailed to interested families upon request. The completed application is date stamped and time recorded upon its return to the Housing Authority. Upon receipt of the application, the Housing Authority will provide the applicant with an acknowledgement letter, which advises the applicant that the application is being accepted based on the information on the application, and that all information will be verified and a criminal background check completed. The letter advises the family of the date and time of receipt of the application and the approximate wait before housing may be offered.

Applicable preference points will be assigned based on the information provided by the applicant and the applicant will be entered in the Housing Authority Computer System within two business days.

9.5 SEPARATE WAIT LIST FOR BUILDINGS DESIGNED FOR THE ELDERLY AND DISABLED

Applicants who are elderly, defined as 62 or older, or persons with a disability, are placed on a separate wait list for buildings designed for the elderly and disabled in the order of the local preferences. If no elderly or disabled applicants are on the wait list, then priority is given to near-elderly families, who are defined as families with a head or co-head who is 50 years of age or older. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size. All such families will be selected from the waiting list using the preferences as outlined below.

9.6 LOCAL PREFERENCES

The Housing Authority will place families on the wait list in order of the highest points to the lowest points based on the following local preferences within each bedroom size and building category. Separate wait lists are maintained for the family communities by bedroom size and for the buildings designed for persons who are elderly and disabled by bedroom size, and by handicapped status. When points are equal, the oldest date and time of application will be used as criteria for determining the next family at the top of the wait list.

- A. 25 Points: Reasonable Accommodation: Applicants who reside in a public housing dwelling or receive Section 8 assistance and are approved to transfer as a reasonable accommodation to a different Authority program.
 - B. 20 Points: Residency Preference: Applicants who reside in the Hagerstown Metropolitan Statistical Area (PMSA), which includes Washington County, or applicants who work, or who have been hired to work, in the PMSA.
 - C. 5 Points: Job Training: Any head, co-head or adult family member who is actively enrolled in a Qualified Training Program (see definitions), or in a full time (12 credit hours) accredited college program.
 - D. 5 Points: Elderly/Disabled Head or Co-head or Displaced Single: Any head, or co-head, who is elderly, age 62 or older, or a person with disabilities as defined in HUD regulations and the Housing Authority's definitions; and/or any single person displaced by disaster or government action as defined in HUD regulations and Housing Authority definitions.
- III. 5 Points: Working Preference: Any head, co-head or family member who is employed and such income is countable under HUD's definition of annual income.

9.7 SELECTION FROM WAIT LIST

To select families from the wait list, the HA will establish a cut-off day(s) each month. Applicants will be contacted in the order of the cut off at that point in time. Any applicants applying after the cut off date will be processed on the next cut off.

If, upon contacting the family by telephone or at the enrollment interview, the family no longer qualifies to be at the top of the wait list due to a change in income, preferences, residency, or any other circumstance, the family's will be placed at the appropriate place on the waiting list.

In times of short wait list, where no applicants are available through regular selection methods, applicants may be selected and processed upon walk-in with approval of management.

9.8 PURGING THE WAITING LIST

The Housing Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Housing Authority has current information, i.e. applicant's address, family composition, income category, and preferences.

9.9 REMOVAL OF APPLICANTS FROM THE WAITING LIST

Any applicant who is determined ineligible or whose name is withdrawn from the wait list will be notified by the Housing Authority, in writing, that they have ten (10) days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the time frame specified. The Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

The Housing Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information, or fails to provide requested information to determine eligibility within a reasonable time frame, or fails to declare their continued interest in the program; or
- A. The applicant does not meet either the eligibility or suitability criteria for the program;
- B. The applicant fails to appear for scheduled appointment(s).

10.0 ANNUAL INCOME, EXCLUSIONS AND DEDUCTIONS

To determine annual income, the Housing Authority counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

10.1 ANNUAL INCOME

Annual income means all amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-

month period following admission or annual reexamination effective date; and

- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.

1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
 3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pays, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

10.2 EXCLUSIONS FROM ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the resident family, who are unable to live alone);

- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. Temporary earned income as Census Takers as defined in HUD PIH Notices.
- I. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 - 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 - 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts

excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;

6. Temporary, nonrecurring or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. Additionally, this exclusion is only available to the following families:
 - a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years. Previously unemployed includes a person who has earned in the previous 12 months no more than 10 hours of work per week for 50 weeks at the minimum wage.
 - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 - c. Families who are or were, within 6 months, assisted under any state program for temporary assistance for need families funded under Part A or Title IV of the Social Security Act as determined by the Housing Authority in consultation with the local TANF agency, and who earned income increases

After the twelve- (12) month period, the rent may be increased due to continued employment by 50 percent for an additional twelve (12) months following the twelve (12) month period.

12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;

13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 - c. Payments received under the Alaska Native Claims Settlement Act
 - d. Income from submarginal land of the U.S. that is held in trusts for certain Indian tribes
 - e. Payments made under HHS's Low-Income Energy Assistance Program
 - f. Payments received under the Job Training Partnership Act
 - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
 - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
 - i. Amount of scholarships awarded under Title IV including Work-Study
 - j. Payments received under the Older Americans Act of 1965
 - k. Payments from Agent Orange Settlement
 - l. Payments received under the Maine Indian Claims Act
 - m. The value of child care under the Child Care and Development Block Grant Act of 1990

- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
 - 3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

IV. E Child Care expenses for the care of children under the age of 13 for parent or guardian to attend school or work.

V.

VI. F. Deduction for Hagerstown Housing Authority Earned Income Exclusion. An Eight (8) Percent Earned Income Exclusion shall be retained for existing residents with earnings who are benefiting from the Exclusion. Effective April 1, 2000, the eight (8) percent exclusion shall be discontinued for new admissions and for any existing family member, who was not previously employed, but who begins to receive employment income on or after April 1, 2000. The Earned Income Exclusion is the cost of

social security taxes/medicare that result from earning income and are withheld in payroll deductions. The eight (8) percent deduction will be calculated on earned income only where there is a payroll deduction.

11.0 VERIFICATION PROCESS

The Housing Authority will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

11.1 ACCEPTABLE FORMS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Housing Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/resident file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained, the Housing Authority will accept documentation received from the applicant/resident. Hand-carried documentation will be accepted if the Housing Authority has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Housing Authority will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority will send a request form to the source along with a release form signed by the applicant/resident via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from Social Security Administration or electronic verification report from Tenant Verification System (TEVS) of receipt of Supplemental Security Income (SSI) or Social Security Disability); or Letter from Veteran's Administration (VA) of receipt of 100% VA disability benefits.	Award letter from Social Security or Veteran's Administration.
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree

status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Housing Authority will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Housing Authority determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

11.3 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

If the Social Security card is not available, the Housing Authority will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The Housing Authority will not require any individual who does not have a Social Security number to obtain a Social Security

number.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

If a member of a resident family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

11.4 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update those elements reported to have changed.

11.5 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

12.1 FAMILY CHOICE OF RENT

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

12.2 FLAT RENT

Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.

The Housing Authority has determined to develop flat rents based on market value. The flat rents are listed on the Flat Rent Exhibit to the ACOP:

21.3 FINANCIAL HARDSHIP POLICY

If a family on a flat rent has a financial hardship, the family may request the Authority to switch the family to an income-based rent the first of the month following the month in which the family reports the change. The following conditions would warrant switching the family to the income based rent:

1. The family has experienced a decrease in income because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of earnings or other assistance.
2. The family has experienced an increase in their expenses, because of changed circumstances, for medical costs, childcare, transportation, education or similar items;

The Housing Authority will not switch the family to an income based rent if the family's income decreases due to a reduction in the family's welfare assistance if the reduction is the result of fraud or failure to participate in an economic self-sufficiency program or to comply with a work activities requirement. If this occurs, the family will be advised of their right to an Administrative Grievance.

The Housing Authority will provide a worksheet with the dollar amounts of tenant rent under each option and the Housing Authority's procedures for switching the family's rental payment in times of hardship. The Housing Authority will obtain the resident's signature to indicate the information was explained.

12.4 THE FORMULA METHOD

The total resident payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent, if applicable.

In the case of a family who has qualified for the income exclusion, upon the expiration of the 12-month period, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

12.5 MINIMUM RENT

The Housing Authority has elected not to charge a minimum rent, however, this is subject to change at any time, following Board approval and postings in accordance with HUD regulations.

12.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Housing Authority will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (resident rent plus utility allowance) for the Housing Authority. The 95th percentile is called the maximum rent.
- B. Subtract the family's total resident payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total resident payment. From this amount subtract the full utility allowance to obtain the prorated resident rent.

12.7 UTILITY ALLOWANCE

The Housing Authority has established a utility allowance for all individual and check-metered utilities. The allowance is based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Housing Authority reviews the actual consumption of resident families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Resident Rent. The Resident Rent is the amount the family owes each month to the Housing Authority. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance established by the Utility Allowance Schedule is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the resident.

For Housing Authority paid utilities, the Housing Authority will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the Utility Allowance Schedule will be billed to the resident monthly.

13.0 ENROLLMENT AND LEASEUP

13.1 ENROLLMENT INTERVIEW

The enrollment process includes a final verification of eligibility criteria and a determination of suitability. The Occupancy Specialist reviews the credit check, background information, landlord references, and sends for third party verification of applicable income, assets, and expenses of all family members.

At the enrollment interview, the Occupancy Specialist confirms the family size and status and the applicant presents proof of citizenship or eligible immigration status, identity papers, such as driver's license or Birth Certificates, Social Security numbers, and current information on all family income, assets, and eligible expenses. The Occupancy Specialist explains the public housing program and obtains signatures of all adult household members 18 and older on all HUD and Housing Authority required forms and certifications.

13.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine the bedroom size to be offered to eligible applicants without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. In determining bedroom size, the Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will be assigned a bedroom unless more than 5 years apart.
- B. Children of the opposite sex will be assigned separate bedrooms.
- C. Adults and children will not be required to share a bedroom.
- D. Live-in aides will be assigned a separate bedroom
- G. Single-person families will be assigned one bedroom in the family communities and an efficiency apartment in the buildings designed for persons who are elderly or persons with disabilities.

13.3 EXCEPTIONS TO BEDROOM SIZE STANDARDS

- A. A family may request a smaller unit size than the guidelines allow. The Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for one year or until the family size changes, whichever may occur first.
- B. A family may request a larger unit size than the guidelines allow. The Housing Authority will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit, such as space needed for storage of large medical equipment.
- A. If no families are on the WAITING list for a larger size, smaller families may be housed in a larger unit if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies.

13.4 OFFER OF UNIT

The Occupancy Specialist will maintain a pool of eligible applicants for each bedroom size at all times, so that no lag exists in the filling of units. The size of the wait list and turnover rates will determine the number of families to have interviewed. All verifications will be complete and the applicant ready to fill the next available unit.

Applicants who have completed the enrollment interview will be contacted by telephone and advised of the availability of a unit. An offer letter confirming the telephone call will be sent. If applicant does not have a telephone, an offer letter will be sent. The family

must respond to the offer within four (4) days from the date at the top of the offer letter. This offer and the family's decision will be documented in the applicant's file. To fill immediate vacancies, enrollees may be skipped who do not have telephones, on approval from management A letter will be sent advising any skipped applicant to contact office and applicant will be offered the next available unit.

Any applicant who has refused an offer three or more times is sent a letter and advised that they will be placed at the bottom of wait list or they may elect to be removed from list.

An "allowable refusal" will not be counted against the applicant as one of the three offers. Allowable refusals include 1) documentation from a physician that the applicant can not accept the offer due to hospitalization or a scheduled surgery; 2) documentation to the satisfaction of the HA that the acceptance of the apartment would cause an undue hardship; 3) jury duty.

If, in making the offer, the Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

Accessible Units: Accessible units will be first offered to residents who may benefit from the accessible features. If no residents exist needing such features, then applicants will be selected from the wait list. If no applicants exist who would benefit from the accessible features, the units will be offered to regular applicants in the order that their names come to the top of the waiting list. Such applicants, however, will be advised that they may have to move if the unit is needed for a person needing an accessible unit; and the applicant must sign a release form stating they will accept a transfer (at their own expense) if a family requiring an accessible feature applies.

13.5 LEASE UP INTERVIEW

Prior to signing the lease, all adult family members, 18 and older, are required to attend the Lease Up Interview for a final orientation of the particular community in which they have been offered a unit. Applicant will be provided a Family Packet with information regarding schools, utilities, trash pickup, community activities, and any other information unique to that community.

The head of household and all adult family members, 18 and older, will be required to execute the lease prior to admission. The Housing Authority will retain the original executed lease in the resident's file. The applicant will be provided a copy of the lease, which includes the grievance procedure, utility allowance and utility charges schedule, the current schedule of routine maintenance charges. Additionally, the applicant will be provided with the "Dangers of Lead Paint" (a HUD brochure), and the "Important Reminders" (highlights of major Housing Authority policies). These documents will be

explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.

13.6 SECURITY DEPOSIT POLICY

The security deposit shall be as specified in the Public Housing Lease. The family will pay a security deposit at the time of lease signing. In exceptional situations, the Housing Authority reserves the right to allow a new resident who has a security deposit greater than \$300.00 to pay their security deposit in (2) two payments. One half shall be paid in advance and one half with the second rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

14.0 INTERIM POLICY

21.3 INCREASES IN INCOME

The family must report any increase in income in writing within fourteen (14) calendar days from the effective date of the increase. For increases of \$25.00 or more per week in gross income, an interim adjustment in rent will be effective the 1st day of the third month following the *effective* date of the increase in income. Where a new family member with income is added to an existing household, the rent will increase, following a 30-day notice, on the 1st day of the month. The income of Live-in Aides will not be counted for purposes of calculating rent.

14.2 DECREASES IN INCOME

The family may report a decrease in income. If reporting a decrease, the family must report the decrease in writing by the last day of the month for an interim adjustment to be effective on the 1st of the following month.

14.3 POLICY FOR ADDITION OF AN ADULT 18 YEARS OR OLDER

In order to add a household member, (including live-in aides), the family must request that the new member be added to the household. Before adding the new member to the household, the individual must complete a Housing Application stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one, proof of identity, and verify their citizenship/eligible immigrant status. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease.

21.3 POLICY FOR ADDITION TO HOUSEHOLD DUE TO BIRTH, ADOPTION, CHILD CUSTODY, OR THROUGH FOSTER CARE PROGRAM

The family must report any additions to the household due to birth, adoption, child placement or custody, or through the Foster Care Program within fourteen (14) calendar days. Resident must provide written verification such as a birth certificate, court order, letter from social services or government agency or other written documentation acceptable to Management.

14.5 POLICY FOR MOVE OUT OF A FAMILY MEMBER

The family must report if any family member no longer resides in the household within fourteen (14) calendar days. Staff may request written verification of the new address of the persons moving out of the household.

14.6 CHANGES IN FAMILY EXPENSES

The family may report any increase in medical, handicap, or childcare expense. The HA will make an interim adjustment, if requested by the family, due to an expense that results in a decrease of the Total Tenant Payment. The resulting decrease in rent will be made the 1st of the month following the month in which the expense was reported.

14.7 ZERO INCOME FAMILIES/INDIVIDUALS

A family reporting zero income must report for an interim reexamination interview every ninety (90) days. All adults 18 and older must attend and complete certification forms. The reexamination staff is responsible to conduct a wage and benefit check on all zero-income clients under their caseload quarterly at the Department of Licensing and Labor.

14.8 SPECIAL REQUIREMENTS FOR TEMPORARY CASH ASSISTANCE (TCA) RECIPIENTS

Rents for recipients of TCA (welfare) benefits may not be lowered for families who are sanctioned by the Department of Social Services for not meeting the certification requirements. Such requirements include fraud, failure to participate in an economic self-sufficiency program, or failure to comply with a work activity requirement. Families are eligible for reduced rent if the reduction is the result of the expiration of a lifetime time limit on receiving benefits or the family has complied with welfare requirements, but cannot obtain employment. The Housing Authority will obtain written verification from the local welfare agency.

14.9 PROCEDURE FOR REPORTING CHANGES

The family must complete the *Interim Change Form* to report any change as described in the Interim Change Policy. The *Interim Change Form* may be completed at the front counter or may be mailed to the resident.

14.10 POLICY FOR FAILURE TO COMPLY WITH INTERIM POLICY

If the family misrepresents the facts upon which rent is based or fails to report an increase in income within the required 14-day time period, any increase in rent will be computed retroactively. At the discretion of the Authority, based on the seriousness of the misrepresentation, the family may be subject to termination of housing. Any retroactive rent will be payable as determined by the Authority. If the Authority determines that the family's failure to report an increase was not intentional due to family illness, disability, or some other unforeseen cause, the Housing Authority may permit the family to enter into a Repayment Agreement.

14.11 DISALLOWANCE OF EARNED INCOME

The Housing Authority must not increase the rent and must disregard for twelve months the earned income of family members:

- 1) whose income increases as a result of employment of a family member who was previously unemployed for twelve (12) months or more. Previously unemployed also includes a person who has earned in the previous 12 months no more than 10 hours of work per week for 50 weeks at the minimum wage;
- 2) whose employment income increases during the participation of a family member in any family self sufficiency or other job training; or
- 3) who is or was, within 6 months, assisted under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act as determined by the PHA in consultation with the local Department of Social Services agency, and whose earned income increases.

After the 12 -month period, the rent must be phased in. The phased in rent may not increase as a result of the earned income by more than fifty (50) percent for an additional twelve (12) months.

14.12 POLICY FOR ABSENCE FROM THE UNIT

Residents are required to advise their Housing Processor in writing if the dwelling resident plans to be away from home for more than 30 days. During the absence, the rent and utilities must be paid when due and the unit maintained. If the resident does not returned to the unit within 60 days, the Housing Authority will send a Notice of Lease Termination with the provision that if the resident returns before the end of the 30 day period, the Termination Notice will be withdrawn.

Extensions may be made for verified medical reasons and extended hospital or nursing home stays of up to 180 days.

14.13 VISITATION POLICY

Not to give accommodation to boarders or lodgers or long term guests. Residents may have a guest for seven (7) consecutive days without notification to Management. For more than seven (7) consecutive days, Resident must obtain a Visitor's pass. Number of visitors may not exceed more than two (2) persons per living/sleeping area.

15.0 COLLECTION POLICIES

15.1 RENT PAYMENT POLICY

Rent is due and payable in advance on the 1st day of each month. Rent may be paid at any branch of the bank so designated by the Housing Authority to receive such payments or mailed to the Housing Authority Central Office. Potomac and Walnut Towers residents may place rent in Collection Boxes on site until the 5th of each month. Computer generated rent statements are mailed to residents before the 1st day of the month and must accompany payment of rent. Full statement charges must be paid unless adjusted by staff for the following reasons:

- a) A decrease in income, which occurred after the statement was mailed;
- b) To adjust for payment of prior month after statement was mailed;
- c) To add late charges or court costs for residents who do not pay rent when due.
- d) To remove charges to reflect court ordered amount to prevent set out.

Residents may request an adjusted or duplicate rent statement by completing a request form at front counter and attaching applicable documentation. For residents who have not paid rent when due, resident will be assessed a \$5.00 fee to adjust statement to add any late charge or court costs and receive an adjusted rent statement. For residents who have lost statement, a \$5.00 fee will be assessed. Statement charges will be assessed on the rent statement the following month.

Rent is late after the 5th day of each month, and a 5 % late charge assessed.

Any personal checks returned for Non Sufficient funds or other reason will be assessed a \$25.00 fee. If more than two (2) personal checks have been returned at any time during the tenancy, no further personal checks will be accepted. Rent statements will be stamped "Cash Only" as formal notification to the bank not to accept personal checks; and to accept cash, money order or cashier's check. This will be tracked by computer system.

Rent and or other charges may be paid at the front counter for the following reasons:

- a) A new move-in, whereby applicant pays 1st month's rent and security deposit.
- b) A social service agency is paying rent to prevent eviction and resident must pay late charges, court costs, and/or other charges.

To prevent eviction, before the set out time, the resident must pay all rent, late charges, and court costs at the bank. Since the bank does not provide receipts until the following day and the tenant may pay at any branch, the tenant must bring the receipt to the central office prior to the time of set out.

21.3 INTERVENTION POLICY

Residents will be advised of the Authority's Rent Payment Policy at the Enrollment Interview and at each annual reexamination. Staff will stress the Authority's no tolerance policy on late payment of rent, and advise that the No Right of Redemption will be strictly enforced. Residents will be referred to Social Services department for financial counseling and given opportunity to sign up for the Family Self Sufficiency Program. Resident may also be referred to any other community resource that will assist resident.

VII. Any resident receiving the *second* 14 day late letter must attend a special certification appointment to determine why the rent is being paid late. If resident does not appear for three or more appointments, resident will be sent Notice to Quit for failure to appear for scheduled certification appointments.

15.3 REPAYMENT AGREEMENT POLICY

21.3.1 RETROACTIVE RENTS

The Director of Housing must approve Repayment Agreements, regardless of the amount, for retroactive rents of any resident who misrepresents the facts upon which rent is based or who fails to report an increase in income at the annual reexamination.

- 1) Notice of the retroactive rent charge will be mailed to the resident advising the resident that the retroactive rent charge will appear on the next month's rent statement and advising the resident that the retroactive rent charge must be paid in full within thirty (30) days.
- 2) In the first case of non reporting of an increase in income or of a misrepresentation of income, a repayment plan may be considered if the failure to report or misrepresentation was for a reason beyond the resident's control, such as a disability, illness or other extenuating circumstances. The fact that the resident cannot pay the retroactive rent charge within thirty (30) days is not considered an extenuating circumstance. The extenuating circumstance must relate to the reason for the non-reporting or the misrepresentation. If a repayment agreement is not approved, the Director of Housing may consider an extension of time to pay. An extension of time may be approved in thirty (30) day increments. Not more than two (2) thirty (30) day extensions may be approved.
- 3) If there is a second case of non-reporting of an increase in income or of a misrepresentation of income, no repayment plan will be permitted. The retroactive rent must be paid in full within thirty (30) calendar days. Only the Director of Housing may consider an extension of time to pay. This extension of time, if approved, may be for no more than an additional thirty (30) days

4) If there is a third case of non-reporting of an increase in income or of a misrepresentation of income, a Notice to Quit will be issued and the resident will be evicted.

‘ 15.3.2 MAINTENANCE AND OTHER CHARGES

The Reexamination Housing Processors will encourage residents to pay maintenance and other charges in full. The threshold for entering into a Repayment Agreement for other charges is \$75.00. This may be one charge of \$75.00 or a number of charges that are billed in the same month that total \$75.00 or more. Exception to policy for documented hardship may be approved by the Director of Housing.

The minimum monthly payment is \$25.00 for all repayment agreements. The monthly payment will be billed on the resident’s rent statement.

VIII. 15.3.3 DUE DATES/DEFAULT

All repayments will be due as stated on the Repayment Agreement. If a payment is not received on the due date, a late letter will be sent by the 20th day of the following month. (For example, payment is due 1/1, late letter is mailed 2/20). If payment is not received based on late notice, a Default Notice will be issued. If payment in full is not made based on Default Notice, a Notice to Quit will be issued.

16.0 TRANSFER POLICY

16.1 GENERAL POLICY

Transfers shall be made without regard to race, color, religion, sex, familial status, or national origin in accordance with federal fair housing and equal opportunity laws.

Refusal of an offer of transfer will result in removal from the transfer list for voluntary transfers, with the opportunity to reapply after a six-month period from date of refusal. The resident will not be entitled to grievance rights.

Refusal of transfer at the request of management may result in termination of the lease. The resident will be entitled to grievance rights.

Residents shall bear their own moving costs associated with transfers. An exception may be made for the cost of displacement of residents due to demolition, sale or acquisition, or rehabilitation of a unit. These costs are hereinafter collectively referred to as “displacement costs.” Payment of any displacement costs by the resident or the Housing Authority will be determined by the Executive Director or Director of Housing in accordance with 49 CFR Part 24 The Uniform Relocation Act; HUD Handbook 1378 CHG-4 “Tenant Assistance Relocation and Real Property Acquisition”, in addition to Federal and State laws.

16.2 REASONS FOR TRANSFER

Over-housed - A resident is considered to be “over-housed” when the family occupies a unit with more bedrooms than are necessary to properly accommodate the family in accordance with the Housing Authority Occupancy Standards. The over-housed residents must transfer to a unit with the proper number of bedrooms when notified by the Housing Authority that their unit is needed and a unit of the proper size is available. (24 CFR §960.209; 7465.1 REV-2 CHG-1 Chapter 5)

Under-housed – A resident is considered to be “under-housed” when the family occupies a unit that has: a) more than two persons per bedroom; b) two persons of different generations in the same bedroom; c) unrelated adults who are not co-habitants in same bedroom; d) children (except infants under age one) sharing a bedroom with an adult; e) children of opposite sex in same bedroom, except for infants up to age 2; and f) children of the same sex with at least five years age difference. Resident must transfer to a unit with the proper number of bedrooms when notified by the Housing Authority that a unit of the proper size is available. (24 CFR §960.209; 7465.1 REV-2 CHG-1 Chapter 5)

Reasonable Accommodation - In accordance with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 109 of Title I of the Housing and

Community Development Act of 1974; and Title II of the Americans with Disabilities Act of 1990 the Housing Authority will provide reasonable accommodations to individuals with disabilities (a physical or mental impairment that substantially limits one or more major life activities) to the maximum extent feasible. Such accommodations include transferring a resident from one unit to another unit within a community, between communities or to assist a resident in locating an accessible unit on the private market under the Section 8 Program.

Requests for a reasonable accommodation shall be reviewed on a case-by-case basis, but shall not require the Authority to: 1) take any action that would result in a fundamental alteration in the nature of its program or activity or incur undue financial or administration burden, or 2) make structural changes in existing housing facilities where other methods are effective in achieving compliance with federal, state, and local regulations. Requests shall be made to the Director of Housing. Resident will be required to provide appropriate verification of disability from a qualified third party professional, such as a primary care physician. Only the Executive Director or Director of Housing may approve transfers for reasonable accommodation.

Accessibility – In compliance with Section 504 Regulations, if a transfer is requested by a resident because a member of the family has a mobility or other impairment, the Housing Authority shall have the choice to modify the resident’s existing unit or transfer the resident to another unit with the features required upon availability. A resident without disabilities or handicaps that is housed in a unit with special features must transfer to a unit without such features should a resident with disabilities or handicaps need the unit.

Hate Crimes - Resident may request to move if any one or more of resident’s family members have been a victim of one or more hate crimes (as described below), and resident’s fear of such crime has destroyed the family’s peaceful enjoyment of the unit. The hate crime must have occurred recently or be of a continuing nature. The Hate Crime will be verified by the Housing Authority using third-party documentation from law enforcement agency or other appropriate agency, as determined by the Housing Authority.

A hate crime is defined in federal regulation 24 CFR 5.42(d)(6) and is actual or threatened physical violence or intimidation that is directed against a person or his or her property, and that is based on a person’s race, color, religion, sex, national origin, disability, or familial status.

Safety Moves – Resident may request to move for the safety of a household member who is a witness to a crime and may face reprisals or who is subject to attack by persons engaged in criminal activity. A move requested for these reasons must be substantiated by appropriate documentation, such as a threat assessment or safety plan, by a law enforcement agency or other appropriate agency, as determined by the Housing Authority.

Live Near Work/Transportation – Resident may request a transfer to be closer to work or to public transportation to alleviate a work related transportation problem. Resident must be able to

verify that the resident or a household member has been at their present job for one year prior to transfer request.

Unit Rehabilitation or Resident Displacement – A resident is required to move by Housing Authority because of displacement associated with demolition, sale or acquisition, or rehabilitation of a unit. A unit is in need of rehabilitation if it is in need of repairs to correct defects hazardous to life, health, or safety; or rehabilitation or repairs are deemed necessary by the Housing Authority and cannot be performed with the resident residing in the unit.

Elderly Unit to Family Unit – Single resident under age 62 living in a building designed for elderly residents or persons with disabilities can request to be transferred to a one bedroom family community unit.

Family Unit to Elderly Unit – A single elderly or elderly couple in a family community may request to be transferred to a unit in a community designed for elderly residents or persons with disabilities.

Elderly Resident in Efficiency to One Bedroom – To encourage occupancy of efficiency units elderly single persons living in efficiency apartments may request to be placed on a transfer list for a one bedroom.

Family Self-Sufficiency Participants – Residents who have participated in FSS for at least one year and have completed goals to date may request to transfer to scattered site or other location desired by resident.

Deconcentration – Resident may request or the Housing Authority may initiate a transfer to correct or avoid concentration of the most economically and/or socially disadvantaged families.

16.3 CONDITIONS FOR RESIDENT REQUESTED TRANSFERS

In all cases of resident-requested transfers, residents will be considered eligible for transfer based on the following conditions; a) All rent and other charges are paid up-to-date and the resident is current on any repayment agreement; b) Resident is in good standing with the lease [To be in good standing, the resident must have no more than a total of three lease violations, regardless of the severity of the lease violation, within 12 month prior to resident requesting a transfer. At the time of the offer of the unit to a resident, the resident must have remained in good standing and have not had any additional lease violations] A resident who determined ineligible for a transfer may reapply after three months and must meet all eligibility requirements. These conditions may be waived by the Executive Director or Director of Housing for Housing Authority initiated transfers (for example, a single person is living alone in a three-bedroom unit who does not want to move but is being required to move by the Housing Authority).

21.3 SELECTION CRITERIA

To keep vacancy days to an acceptable level as required by PHMAP, up to four transfers may be made per month as follows:

Priority 1 Transfers - Take precedence over new admissions and over Priority 2 Transfers

- Resident is required to move by Housing Authority due to unit rehabilitation or resident displacement.
- Resident or applicant requests an accessible unit with special handicap features. Selection shall be made in the following order: 1) current resident of a Housing Authority unit who meets the requirements for an accessible unit; 2) eligible qualified applicants on waiting list needing an accessible unit. [If no person with disabilities is available who needs an accessible unit, the Authority may offer the unit, on a non priority basis, to an applicant not needing an accessible unit. Except in extraordinary circumstances, it is not the intention of this policy for a resident who is not in need of an accessible unit to transfer to an accessible unit through a resident initiated transfer. An applicant not in need of an accessible unit that moves into an accessible unit will be advised that he/she will be required to move if a disabled applicant or current resident requires the accessibility features of the unit.]
- Resident who requires a transfer due to a Reasonable Accommodation as determined by Housing Authority.
- Resident who is a Victim of verified Hate Crime.
- Resident who requests to be transferred as a Safety Move.

Priority 2 Transfers

Depending on the number of Priority 1 transfers in any given month, and the number of vacancy days, the Housing Authority has the discretion to process Priority 2 Transfers or to select applicant from the wait list to fill vacant units.

- Two transfers from efficiency to one-bedroom units may be made per month starting with oldest move-in date.

[All single, elderly applicants who are not users of wheel chairs or an other mobility device, or not in need of stationary oxygen tank that creates a space limitation, will be assigned an efficiency apartment. Any applicant who has taken possession of an efficiency apartment and would like to be placed on the transfer list for a one bedroom may do so at time of move-in or thereafter. This policy is a marketing tool to encourage singles to rent efficiencies knowing an opportunity will be available for a one –bedroom.]

Transfers from efficiency apartments to one-bedroom apartments will be made when:

- 1) No couples are on the waiting list or in need of transfer.
 - 2) No persons are on the wait list (or existing residents) who are using a wheel chair, a walker or other mobility device, a stationary oxygen tank, or in need of special features only available in handicap units.
 - 3) No resident with a documented medical reason is in need of a one-bedroom unit.
- Two transfers from the following other categories may take place per month in the following order of priority:
 - Resident is under housed. Priority is given to the most under-housed residing in the under-housed situation the longest (except that resident who is over-housed may be moved first to make unit available to the under-housed family)
 - Residents who are over-housed. Priority is given to the most over-housed residing in the over-housed situation the longest (this may be waived by management to avoid a vacancy problem and to maintain full occupancy)
 - Family self-sufficiency participants requesting to transfer to a scattered site or other location desired by resident.
 - Live near work or public transportation to alleviate a work related transportation problem.
 - Resident requested moves associated with the deconcentration of economically and socially disadvantaged families.
 - All other resident requested transfers.

17.0 PET OWNERSHIP POLICY SECTION XXIII. PET POLICY SECTION XXIII. PET POLICY

17.1 INTRODUCTION.

- A. Residents of the Hagerstown Housing Authority may own pets that are present at the resident's dwelling unit ONLY in accordance with this policy.
- B. This policy does not apply to animals that are used to assist persons with disabilities. In order to qualify as an animal that is used to assist a person with a disability, that animal must have been trained to assist the person with that specific disability and actually be used to assist the person. Because animals trained and actually used to assist a person with a disability are not considered pets, a person with a disability who uses a specially trained animal for assistance is entitled to pet ownership of another dog or of a cat in accordance with the terms of this policy.
- C. All pets are considered owned by the head of household of the unit and that head of household is responsible for complying with the Pet Ownership Policy of the Hagerstown Housing Authority. The term "head of household" includes the terms "resident" and "pet owner" when used in this policy
- D. This policy applies only to Public Housing residents of the Hagerstown Housing Authority. This policy does not apply to Private Section 8 Housing or Project Based Section 8 Housing; special rules or restrictions related to pet ownership or prohibitions against pet ownership may apply. Section 8 Housing residents MUST consult their landlord or Project Based Section 8 Housing management office regarding the applicable requirements and restrictions.
- E. The Housing Authority may decline to approve a particular pet or to authorize a resident to own and maintain a pet at a Hagerstown Housing Authority property or to suspend or revoke the approval or authorization to own and maintain a pet at a Hagerstown Housing Authority property, if the resident fails to comply with the terms of this policy or, if the Hagerstown Housing Authority has a reasonable basis or good cause that a resident should not be permitted to own and maintain a pet.

It shall be the responsibility of the Executive Director to oversee the development of standard operating procedures to implement this policy.

17.2 PERMITTED PETS:

21.3.1 Domestic cats and domestic dogs

This provision applies only to domestic cats and dogs. The term animal or pet as used in this item 17.2 1.1. refers to either a domestic cat or dog. Residents may, provided they adhere to the requirements of this policy, own birds and fish in addition to a domestic cat or a domestic dog.

1. Only one domestic cat or one domestic dog shall be owned and housed in a unit. The animal must be a house pet and shall only be housed inside the unit.

2. No animal shall be permitted at the resident's unit or on the housing authority property until it has been approved and authorized by the housing authority. The resident must obtain housing authority approval of the animal prior to bringing the animal into the unit or onto housing authority property. The following requirements must be met in order for an animal to be considered for approval:

a) An application for pet approval must be, provided by the Housing Authority, must be completed and submitted to the Central Office located at 35 West Baltimore Street, Hagerstown, Maryland. An actual photograph of the animal must be attached to the application form.

b) All female cats and dogs six (6) months of age or older shall be spayed and all male cats and dogs six (6) months of age or older shall be neutered. In the case of an animal six (6) months of age or older, documentation of spay/neuter shall be submitted to the Central Office prior to the animal being approved. For animals under the age of (6) months, tentative approval may be given with the requirement that the resident provide documentation of spay/neuter by the time the animal attains six (6) months of age. Any animal tentatively approved under this subparagraph shall lose its approval if the required documentation is not received by the required date.

c) Dogs are limited to those with a maximum mature height of 20 inches (to the shoulder) and a maximum mature weight of 25 pounds. A certification from Veterinarian is required. A form will be provided to residents for the Veterinarian to complete.

d) Dogs and cats must be licensed in accordance with applicable State and local laws and regulations. Dogs and cats must have all immunizations required by applicable State and local laws and regulations. Documentation of licensing and immunizations must be provided to the Central Office. Residents are required to provide updated proof of licensing and immunizations at the time of the resident's annual

reexamination/ recertification and at such other times as may be reasonably requested by the Housing Authority.

e.) Animals considered vicious or aggressive will NOT be approved. A certification from a Veterinarian is required. A form will be provided to residents for the Veterinarian to complete. An animal that is considered vicious or aggressive is:

(i) any animal that constitutes a physical threat to human beings or other animals; or

(ii) any animal that, due to its disposition or demonstrated behavior, could reasonably cause injury to human beings or other animals; or

(iii) any animal that has bitten or attacked a human being or another animal.

f) Residents must submit a statement regarding the owner's arrangement for removal of the dog or cat from their unit in the event of the owner's confinement, absence or death. A form will be provided for the resident to complete. Residents are required to provide an updated statement at the time of the resident's annual reexamination/recertification and at such other times as may be reasonably requested by the Housing Authority.

3. Residents are required to pay an additional security deposit and a non-refundable monthly fee.

a) Pet Security Deposit. Payment of an additional security deposit, known as a Pet Security Deposit, shall be paid to the Hagerstown Housing Authority for a dog or a cat housed in a unit. This Pet Security Deposit shall be paid to the Hagerstown Housing Authority after approval has been given by the Authority for the requested animal and prior to the animal being authorized to be in the unit. This Pet Security Deposit will be maintained in an escrow account by the Authority and will be used to correct any damage to Authority property (inside and out) by the animal after the animal has vacated the premises or the resident of that unit has moved out, whichever occurs first.

(i) Residents of Potomac Towers and Walnut Towers shall pay a Pet Security Deposit in the amount of \$150.00 for either a cat or a dog. Any resident of Potomac Towers or Walnut Towers who has previously paid a Pet Security Deposit in a lesser amount shall

not be required to increase the amount of the Pet Security Deposit on a previously approved animal. Any resident of Potomac Towers or Walnut Towers who seeks approval of a different dog or cat shall be required to pay the difference between the amount of the balance of the original Pet Security Deposit and the Pet Security Deposit of \$150.00.

(ii) Residents of any unit not in Potomac Towers or Walnut Towers shall pay a Pet Security Deposit in the amount of \$300.00 for either a cat or a dog.

(iii) If an animal has been removed from the unit and the owner remains a resident, an inspection will be conducted to assess any damage. In the case of damage, work will be performed, billed and deducted from Pet Security Deposit prior to close out of this account. Any unused balance of the Pet Security Deposit will be returned after the inspection and necessary repairs have taken place. Damages exceeding the Pet Security Deposit will be billed to the resident.

(iv) The Pet Security Deposit will not be used to offset the cost of repairs and maintenance to the unit or Housing Authority property during a period when the animal is housed in the unit. Residents will be billed for these costs. The Pet Security Deposit will only be applied to work performed once the animal has been removed from the unit.

b) Non Refundable Monthly Fee.

(i) A non-refundable Pet Fee of \$10.00 per month shall be charged to each unit housing an approved dog or cat. This Pet Fee is intended to cover reasonable operating costs of the Housing Authority related to cats and dogs and will not be applied to damage caused by a specifically identified pet.

(ii) Any residents of Potomac Towers and Walnut Towers who has previously received approval to keep a particular dog or cat in their unit under the Pet Policy enacted prior to December 1, 1999 shall not be required to pay the \$10.00 per month Pet Fee. Any resident of Potomac Towers or Walnut Towers who seeks approval of a different dog or cat shall be required to begin paying the monthly Pet Fee.

4. Upon approval of an animal by the Housing Authority, written authorization will be issued to the resident and will apply ONLY to that animal and ONLY to that resident. A resident must obtain approval and authorization for a new animal in that resident's unit. A resident wishing to receive a previously approved and authorized animal owned by another resident must obtain approval and reauthorization for that animal.

5. The following rules apply:

a) Pet owners shall be responsible for any damage caused by an animal to any Housing Authority property, including any unit (inside and outside) or common area. Damage outside of a unit or in a common areas includes, but is not limited to, all damage caused by a pet to any physical structure, furniture, equipment, shrub, grass, or plant on Authority property.

b) Yards are considered part of a unit – the resident shall insure that feces are removed immediately and disposed of in properly sealed containers.

c) Yards must be maintained in an acceptable manner – the resident shall insure that no holes or bare spots due to an animal's use of this space.

d) If during an inspection of a unit:

(i) an animal odor is present, it will be documented on the inspection report. The resident shall be required to correct problem and a follow up inspection will be conducted; if Housing Authority personnel or a contractor is required to eliminate the odor, the resident shall be responsible for the cost of fumigation.

(ii) the presence of fleas is detected in the unit, it will be documented on the inspection report and the owner shall be responsible for the cost of exterminating the unit and any other affected unit.

(iii) any pet damage to the unit (inside or out) observed will be documented on the inspection report and the resident will be responsible for the cost of repairs.

e) When an animal is not inside the unit, the animal must remain on a leash at all times, including when in a fenced yard. All residents must also comply with the City of Hagerstown's leash laws and any other ordinances or laws of the City of Hagerstown, Washington County and the State of Maryland that pertain to the keeping and treatment of pets.

- f) Animals shall not be left outside unattended, even when on a leash. Animals shall not be chained or tethered outside unless a resident of the unit accompanies the animal.
- g) There shall be no structure (no animal house, kennel or similar structure) in the yard area to house or to shelter the animal while outside. These animals are considered inside pets.
- h) No food or water for animals shall to be left outside once the animal has left the area.
- i) Animals shall not to be left unattended in a parked vehicle.
- j) Animals shall not be left unattended in the unit for more than ten (10) hours.
- k) Viscous or aggressive animals are not permitted on Housing Authority property. This includes animals that have been previously certified as non-viscous or non-aggressive which have later demonstrated a viscous or aggressive nature. If an animal attacks a person, any report made to the Health Department Management Office, the Health Department will result in an investigation. Governmental procedures must be followed for these investigations. If the Health Department investigation substantiates the attack, the animal shall be permanently removed from the premises by the owner within 24 hours after notification of the findings. It is the responsibility of all residents to report any such attack to the Health Department.
- l) Dogs that have been previously certified as complying with the mature height and weight restrictions may lose their status as an approved and authorized animal if that certification is later determined to have been an incorrect assessment of the dogs mature weight and height.
- m) When an animal is being taken from the yard area it must be on a leash and any dropped feces are to be picked up immediately and properly disposed of in a properly sealed container. Animals are to be prevented from urinating on shrubs, bushes, plants, etc. while being transported through the community.
- n) Residents shall be responsible for removing the animal from the unit or containing the pet in another room at all times that Housing Authority personnel or a contractor are performing tasks in the unit. If tasks are being performed outside the unit, the resident is responsible for keeping the animal in the unit while the task is being performed.

- o) Only the specific animal that has been approved by the Housing Authority shall be permitted at the resident's unit or on the Housing Authority property. Pet sitting in a resident's unit is not permitted, even if this pet is an approved pet of another resident. All residents are responsible for ensuring that their guests do not bring an animal (other than an animal that has a current approval or authorization by the Housing Authority) into the unit or onto the Housing Authority property.
- p) Except as permitted in Item IV (pertaining only to residents of Potomac Towers and Walnut Towers), no animals shall be permitted in common rooms, community buildings, outside functions at common areas, or on the playground.
- q) The Housing Authority will provide residents a form of identification for their pet indicating that is an approved and authorized pet. The pet must wear this identification at all times.

B. BIRDS - this provision applies only to birds. Residents may, provided they adhere to the requirements of this policy, own birds in addition to fish and in addition to a domestic cat or a domestic dog.

1. No prior approval is required for birds kept in accordance with the terms of this policy. The Housing Authority must be notified of the presence of birds. A form will be provided by the Housing Authority for the resident to complete.
2. The only birds permitted under this policy are parakeets and birds that are no larger than a canary.
3. Only two (2) birds shall be permitted in a unit. Birds shall not be housed for breeding purposes.
4. Parakeet means that specific breed of bird and not any other member of the Parrot family.
5. Birds are to be maintained so as not to create a problem with their feeding material or feces that may create a health or sanitation problem. For example birdseed or feces accumulating on the floor of the unit, on the patio, on the balcony, or elsewhere.
6. Birds are not to be left unattended outside of the unit, even if caged.
7. Any resident owning a Hornbill or other small member of the Parrot family prior to the effective date of this policy shall not be required to remove that bird

from the unit. The Housing Authority must be notified of the presence of any such birds. A form will be provided by the Housing Authority for the resident to complete. Any replacement birds obtained must be in strict compliance with the requirements of Item II. B. 2.

C. FISH - this provision applies only to fish. Residents may, provided they adhere to the requirements of this policy, own fish and birds in addition to a domestic cat or a domestic dog.

1. No prior approval is required for fish kept in a single aquarium in accordance with the terms of this policy. The Housing Authority must be notified of the presence of an aquarium in the unit. A form will be provided by the Housing Authority for the resident to complete.

2. Fish may be maintained in the unit in an aquarium, which contains not more than 30 gallons of water.

3. Special approval and authorization must be obtained from the Housing Authority for more than one (1) aquarium.

4. At no time are fish to be kept that are considered to be vicious. For example, a piranha or any other fish that is considered extremely voracious are prohibited.

17.3 PROVISIONS APPLICABLE TO ALL RESIDENTS AND ALL PETS OR ANIMALS.

A. For purposes of this provision, the term pets or animals include birds and fish.

B. Only those pets specifically discussed and approved in accordance with the terms of this policy are authorized to be housed in the owners unit.

C. There shall be no unauthorized pet in the unit or on Housing Authority property. Unauthorized pets include, but are not limited to, the following:

1. Reptiles, insects and spiders;

2. Any warm-blooded or fur bearing animals other than a domestic cat or a domestic dog.

3. Any bird, other than a parakeet or a bird of canary size or smaller.

D. Residents are responsible for any noise disturbance and/or nuisance created by their pet. If, after being notified that a pet is creating a noise disturbance or other

nuisance, the owner fails to correct the problem, the owner shall be required to remove the pet from the unit and the approval of the animal will be revoked.

E. Pet owners are responsible for the proper and humane care of their pets.

F. If a report is received indicating that any person is neglecting, beating, ill-treating, tormenting or otherwise abusing any animal or if a report is received of any person causing, instigating or permitting any dogfight or other combat between animals or between animals and humans, the reports will be turned over to the SPCA or other appropriate authorities. If the reports are found to be valid the animal shall be removed from the unit immediately.

G. It shall be a violation of this policy for any resident or any member of their household or any of their guests, to engage in any of the activities prohibited in this policy, even if they are not a pet owner.

H. Any resident who violates the terms of this policy shall receive written notice of the violation. Unless otherwise stated in the notice, the resident must correct the violation immediately. Each day that the violation exists, following the expiration of the time to correct the violation set forth in the notice, shall be considered repeat violation.

I. Unless another provision of this policy requires the immediate removal of a pet (in which case the more restrictive provision shall control over this provision), if there are three (3) violations of this policy within a one (1) year period, the Housing Authority may revoke the approval and authorization for the pet.

J. If the Housing Authority revokes the approval and authorization for a pet, the pet owner shall be required to permanently remove the pet from the premises and may lose pet ownership privileges for six (6) months.

K. If the policy violations are made by a resident as a result of an animal that is not previously approved and authorized to be in the unit or on Housing Authority property, the resident may lose pet ownership privileges for six (6) months.

L. Residents who have lost pet ownership privileges on two (2) or more occasions may be precluded from pet ownership during the remainder of their residency with the Hagerstown Housing Authority.

M. The failure to remove an animal from the premises after being notified to do so, is grounds for terminating the lease. Grievance rights will be afforded the resident in the event that the Housing Authority attempts to terminate the lease.

N. Neither the Housing Authority nor any of its personnel or contractors shall not be responsible for any injury, death or loss of a pet as a result of performing tasks inside or

outside the unit. Residents are on notice that exterminating, fumigating, fertilizing, or other chemicals or substances used by Housing Authority personnel or contractors may be hazardous to pets.

O. Violations of this policy constitute a breach of the lease.

P. Nothing contained in this policy is intended to limit the Housing Authority or an appropriate State or local agency or authority from requiring the removal of any pet for the property, if the pet's conduct or condition is determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of the pet, other pets, residents, or Housing Authority personnel.

Q. In addition to the requirements of these policies, residents must maintain each pet responsibly and in accordance with all applicable State and local public health, animal control, and animal anti-cruelty laws and regulations.

17.4 ADDITIONAL RULES APPLYING ONLY TO RESIDENTS OF POTOMAC TOWERS AND WALNUT TOWERS

A. For purposes of this provision, the term pets or animals include birds and fish.

B. At all times when an animal is not in the resident's unit, the animal must be under the control of the resident and shall either be on a leash or in a carrying case.

C. Animals shall be allowed in the halls and on the elevators only for the purposes of exiting and entering the building;

D. Animals shall be allowed in the lobbies only when the owner is WAITING for a ride. The wait time should be of a minimum duration;

E. Animals shall not be left on the patio or balcony unattended.

F. Food and/or water may not be left on the patio or balcony unless the animal is present.

18.0 COMMUNITY SERVICE AND SELF-SUFFICIENCY

{Effective: Upon publication of final HUD regulations}

Community service offers public housing residents an opportunity to contribute to the communities that support them.

(24 CFR 960.603-960.611)(Section 512 of the 1998 Act Amending Section 12 of the 1937 Act)

18.1 GENERAL:

In order to be eligible for continued occupancy, each adult (an adult is a person 18 years or older) family member must either

- (1) contribute eight (8) hours per month of community service (not including political activities) within the community in which the public housing development is located, or
- (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

18.2 EXEMPTIONS:

The following adult members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activities
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work and who are in compliance with that program

18.3 NOTIFICATION OF THE REQUIREMENT

- A. All adult family members who are not exempt from the community service requirement shall be identified by the Hagerstown Housing Authority.
- B. All such family members shall be notified of the community service requirement and of the categories of individuals who are exempt from the requirement. The

notification will provide the opportunity for family members to claim and explain an exempt status. The Hagerstown Housing Authority shall verify such claims.

- C. The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 1999. For family's paying a flat rent (or ceiling rent), the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination. Families who are over income when they initially occupy a public housing unit are not automatically exempt.

18.4 VOLUNTEER OPPORTUNITIES

- A. Community service includes performing work or duties in the public benefit that serve to improve the quality of life an/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.
- B. An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).
- C. The Hagerstown Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

18.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Hagerstown Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

18.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Hagerstown Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

18.7 OPPORTUNITY FOR CURE

The Hagerstown Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past twelve-(12) month period. The cure shall occur over the twelve-(12) month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

18.8 COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENTS

Residents who are required to report under the Community Service Requirements must return the "Volunteer Hours Verification" form by the last business day of each month to the Housing Authority Central Office.

19.0 INSPECTIONS

19.1 MOVE-IN INSPECTIONS

An authorized representative of the Housing Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Housing Authority file and a copy given to the family member.

19.2 ANNUAL INSPECTIONS

The Housing Authority will inspect each public housing unit at least annually to ensure that each unit meets the Housing Authority's housing standards. Work orders will be submitted and completed to correct any deficiencies.

19.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

19.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Housing Authority. Generally, at the time of the annual maintenance inspection, or at other times as necessary, the Housing Authority will conduct a housekeeping and yard inspection to ensure the family is maintaining the unit in a safe and sanitary condition in accordance with the Housekeeping Standards and the Clean Yard Policy.

19.5 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Housing Authority will give the resident at least two (2) days written notice.

19.6 EMERGENCY INSPECTIONS

If any employee and/or agent of the Housing Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The

person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

19.7 PRE-TERMINATION INSPECTIONS

When a resident gives notice that they intend to move, the Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Housing Authority to ready units more quickly for the future occupants.

19.8 MOVE-OUT INSPECTIONS

The Housing Authority conducts the move-out inspection after the resident vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the resident is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

21 PHYSICAL PROPERTY STANDARDS

20.1 BALCONIES AT WALNUT AND POTOMAC TOWERS

Balconies must be kept neat and orderly. The following standards apply:

- a) No rugs, carpets or mats, of any type are permitted.
- b) No grills of any type permitted on balconies of high-rise buildings.
- c) Nothing is to be hung over or attached to the railing.
- d) Only furniture designed for outdoor use is permitted.
- e) Plants are permitted but the container in which they are planted must be placed in a dish to prevent water from dripping off of the balcony.
- f) Containers are to be located to catch water dripping from air conditioners. Empty the container regularly.
- g) Clothes drying racks are permitted but are limited to a height of 42 inches.
- h) The balcony is not to be used for storage. Cardboard boxes, plastic bags, and other articles not directly related to outdoor living are not permitted, except a plastic weatherproof storage container (42" maximum height and a neutral color) with tight fitting lid is permitted.
- i) Nothing is to be thrown or dropped from the balcony. Water and sweepings are to be collected in containers and disposed of inside.
- j) High winds can blow items from balconies. Insure items susceptible to wind lift are properly secured.
- k) Wire, cloth netting or lattice is permitted on the inside of railings in the interest of child and pet safety. Installation must be neat and workmanlike. Prior approval of the maintenance department is required.

20.2 BULK TRASH PICK UP

No large items to be discarded may be placed on the Authority's or City's property at any time except at such times and under the conditions set forth in directives issued by the Authority or the City for special or bulk trash pick ups. Bulk trash set outs at any other time shall be picked up by the Authority and the resident's account charged. Bulk trash set outs shall be limited to five (5) items.

20.3 CLEAN YARD PROGRAM

Residents are required to keep both their front and back yard clean, neat and tidy at all times. Requirements include but are not limited to the following:

1. No litter/debris/cigarette butts regardless of source.
2. Trash must be kept in proper containers with tight fitting lids.

3. Household/automotive items are unacceptable.
4. Weeds must be removed from planting beds.
5. Graffiti on exterior surfaces is unacceptable and must be removed immediately
6. Window air conditioners must be safely & properly installed.
7. Storage sheds must be kept locked.
8. Play equipment shall be limited to rear yards.
9. No portable basketball nets are permitted.
10. Leaves shall be removed.
11. Yards and patios shall not be used as storage.
12. Any lawn furniture/equipment must be easily moved to facilitate mowing.
13. TV/speaker cables on outside walls of units are unacceptable.
14. Lawn furniture/equipment shall not be of the type or so placed as to cause damage to the lawn or plantings.
15. Front yards shall be kept free of all lawn furniture when not in use.
16. Residents may plant border flowers in front of planting beds and make other minor improvements that do not interfere with mowing. All such improvements must be properly maintained.

20.4 ENERGY CONSERVATION

- a. The thermostats in all family units are limited to 68 degrees and elderly units to 75 degrees. Residents shall not tamper with thermostats.
- b. Turn off exhaust fans when not needed.
- c. Keep doors and windows closed in cold weather.
- d. Electric and kerosene heaters are prohibited.
- e. Range and ovens are not to be used as space heaters.

21.3 FENCES ARE NOT PERMITTED

20.6 GARBAGE

GARBAGE AT FAMILY UNITS

Garbage, with the exception of the current day's refuse, shall not be stored inside the unit. All garbage must be in sealed plastic bags in metal or plastic containers with tight fitting lids. All trash containers must be kept in the rear of the unit.

Resident must comply with City regulations regarding trash pickup schedules and procedures. Noland residents shall comply with directives issued by the Authority regarding trash-collecting services.

GARBAGE AT ELDERLY UNITS

Place only garbage contained in sealed plastic bags in trash chutes on each floor. Take care not to place smoldering cigarettes, etc. in bags prior to disposal. Use

only bags of a size that will fit in the trash chute. Larger items must be taken to the designated area in the lower levels.

20.7 HOUSEKEEPING STANDARDS

Residents are required to maintain their dwelling in a decent, safe and sanitary condition. Residents are required to maintain, as a minimum, the following standards:

ALL AREAS

- a. Keep ceiling, walls, and floors, crevices and cracks, and other surfaces clean and free of dirt, food, cobwebs, grease, mildew, fingerprints, holes, and hazards.
- b. Do not put wallpaper or borders on your walls.
- c. Keep windows, curtains and blinds clean, operable and free of fingerprints and dirt.
- d. Keep doors clean and free of fingerprints, grease and dirt.
- e. Dispose of trash in proper containers (sealed plastic bags in trashcans with tight fitting lids).
- f. Keep all lights operable. Replace burned-out bulbs immediately.
- g. Keep furniture, household goods, and lighting clean and free of hazards (inside and out).
- h. Keep cabinets, drawers, appliances, furniture, upholstery, curtains, countertops, cracks, crevices and all other surfaces clean and free of food, crumbs, spilled liquids, and dead bugs. Failure to do so will result in infestation.
- i. Keep combustible items well clear of furnaces and water heaters.
- j. Keep all electrical cords/connections in good safe condition. Do not store flammables such as gasoline in units
- k. Keep dryers and dryer vents clear of lint. Dryers must be properly vented.
- l. Furniture, bicycles, household items, boxes, clothes, newspapers, magazines and other personal goods beyond what is “normal” and “reasonable” are not permitted in your unit. Your unit is not a storage space.
- m. Air conditioners must be properly and safely installed.
- n. Keep all walls, fixtures, electrical panels, and closets accessible.
- o. Keep smoke detectors operable. Notify Maintenance immediately of malfunctioning smoke detectors.
- p. TV cables and speaker wiring or similar wires are not permitted on floors where they create a tripping hazard. Run across tops of doors. Do not install wiring on outside of units.
- q. Report all missing, broken or leaking components immediately to maintenance (301-733-6916).

- r. Maintain yards per the Authority's Clean Yard Program.

THE KITCHEN

- a. Keep your stove and oven clean and free of grease, food, and other spills.
- b. Keep refrigerators clean, wiped down, and defrosted, if necessary.
- c. Do not store heavy pots and pans underneath your sink.
- d. Keep exhaust fan clean and free of grease and food build up.
- e. Keep sinks clean and free of grease. **DO NOT PUT FOOD OR GREASE DOWN YOUR SINK.** Dirty dishes must be washed and put away in a timely manner.
- f. Keep countertops clean by wiping down after use and only used for food preparation. Do not put cigarettes on your counter and vanities.

THE BATHROOM

- a. Keep toilet scrubbed clean and keep foreign objects out of the bowl to prevent clogs.
- b. Keep shower, sink and tub clean.
- c. Dust exhaust fan to prevent build up.
- d. Keep medicine cabinets and vanity cabinets clean and orderly.

BASEMENT

- a. Keep all drains clear and operable.

CLOSETS

- a. Keep closets clean and orderly.

20.8 LAUNDRY FACILITIES

- a. Laundry facilities are not provided in the family communities. Residents may install washers in their kitchens or basements and are expected to use the clotheslines in their backyards for drying clothes.
- b. Dryers are not permitted unless they are 120 volt and properly vented to the exterior. No alterations to the electrical service or wall area are permitted.
- c. Washers and dryers are not permitted in the units at Walnut and Potomac Towers. Residents are encouraged to use central laundry facilities.

20.9 LEAF REMOVAL

Resident at family units are responsible for picking up leaves within their front, back and side yards (as applicable). See “mowing” for limits of yards. Leaves must be placed in the proper containers and set out curbside in compliance with City standards and schedules. Do not dispose of leaves on public or other property. Burning of leaves is not permitted.

Residents at Noland Village must set leaves curbside at Noland Drive.

If Residents fail to pick up and properly dispose of leaves by December 15, the Authority may do so and charge the resident.

20.10 LOCKOUT SERVICE

Two keys are furnished to the residents at time of occupancy. If the Authority must respond to a lockout call, the resident must present proof of identity (driver’s license, social security number, etc.) to the maintenance mechanic. Any damage and associated costs caused by forced entry will be the responsibility of the resident. Residents have the option of calling a local locksmith to gain entry; usually this is less costly than the Authority’s lockout fee. The Authority will respond to all lockout calls in accordance with the Schedule of Resident Charges.

20.11 MAINTENANCE REPAIRS

Residents must call the Maintenance Department to notify the Authority of any need for repairs. Early reporting of a problem is essential. The maintenance required due to the normal wear and tear of the property is included in the rent. Residents are charged for the maintenance costs that are a result of negligence, damage, a failure to fulfill resident obligations, and unnecessary visits such as when a resident reports that the heating system is not working properly and the service call reveals that the heating system is operating correctly and providing the resident with heat in accordance with the levels stipulated in the ACOP under ENERGY CONSERVATION.

20.12 MOWING

1. Residents residing in communities where the Authority mows yards are responsible for removing all lawn furniture and equipment from lawns in preparation for mowing at times set forth on the mowing schedule issued by the Authority. Residents that do not properly prepare their lawns for mowing shall be charged in accordance to the Schedule of Resident Charges.

2. Residents residing in communities where the Authority does not mow yards are responsible for mowing their yards, both front and back, on a regular basis. Lawns shall not exceed four (4) inches in height. Residents that permit their lawns to exceed the specified height shall have their yards mowed by the Authority and shall be charged in accordance with the Schedule of Resident Charges.
3. Front yards extend to the front walk. Rear yards extend to the rear walk, yard fence, perimeter fence, or storage shed, whichever is the greater distance. Scattered Site residents are responsible for the entire lawn directly in front and to the rear of their unit; end unit residents are responsible for side lawns.
4. Periodically, lawns may be treated by the Authority's contractor with fertilizer and weed control chemicals. Residents shall be notified of dates and shall comply with precautions issued by the contractor.

20.13 PAINT, WALLCOVERINGS, DECALS

1. Every five (5) years, paint will be furnished, free of charge, for residents to repair the interior of the unit – subject to inspection and approval of workmanship by the Authority. The resident is required to make corrections to the painting if so directed by the Authority.
2. No paint other than that furnished by the Authority may be used. If other colors are discovered during inspections, residents will be directed to repaint at once at their expense.
3. Wallpaper, contact paper, stenciling and/or decals of any kind are not permitted to be used on the walls, ceilings, cabinets or appliances. Damages caused by the unlawful use of these products and the labor required to remove them will be charged to the resident.
4. Residents may purchase paint at any time from the Authority.

20.14 PEST CONTROL PROGRAM

Extermination service is provided on a regular basis at no cost to the resident. This service is provided to all units and cannot be refused. Schedules for treatment are posted in the monthly newsletter. Residents must complete the following preparations prior to the scheduled treatment:

- 1) Remove all items from the base cabinet at the kitchen sink and bath vanity.

- 2) Clean off countertop in kitchen and bath vanity.
- 3) Clean out other areas where infestation has been observed.
- 4) Advise the exterminator of any problem areas.
- 5) Comply with the Authority's Housekeeping Standards.

If infestation is heavy the resident will be notified by letter that a special treatment will be scheduled. The resident must comply with the exterminator's instructions attached to the letter.

Residents are encouraged to utilize their own traps and/or sprays, following manufacturer's instructions and precautions.

20.15 PICTURES AND FIXTURES

Small and medium sized pictures and mirrors are permitted. Use hangers that won't mar walls. Do not install extra towel racks, shelves, etc. Damage to walls or woodwork (holes, scratches, marks, etc.) will be repaired by Maintenance and residents will be charged for these repairs.

Ceiling fans are permitted but must be properly installed by a licensed contractor at the resident's expense. A permit must be applied for and obtained from the City prior to installation.

Pictures, hangers, and fans must be carefully removed when the unit is vacated and the unit returned to its original condition.

20.16 PLAY EQUIPMENT

Play equipment, of limited size, is permitted in family communities and may be located in the rear yards only. Equipment must be portable and be capable of being moved off the lawn area on the rear patio to facilitate periodic mowing. Residents are responsible for maintaining the equipment, for any damage to the lawns, and for any liabilities resulting in injury from use of such equipment.

20.17 POOLS AND HOSES

- a. Swimming and wading pools are not permitted.
- b. Hoses are permitted at Scattered Site units only

20.18 REPAIRS BY RESIDENTS

Repairs by residents are generally discouraged. If repairs are performed they are to be made utilizing materials and workmanship acceptable to the Authority. Unsatisfactory work may be replaced by the Authority at the resident's expense.

20.19 SATELLITE DISH TV ANTENNA POLICY

Residents choosing to install their own satellite dish must comply with the following standards:

1. Dishes shall not exceed eighteen (18") inches in diameter.
2. Dishes shall not be attached to roofs, walls, fences, trees, balconies, concrete slabs or any other part of any building.
3. Dishes may be only ground mounted at family units in compliance with details on the attached drawings. See drawings for balcony installations at Potomac and Walnut Towers.
4. Exposed wiring outside of the building is not permitted. Cables inside the building may not cross aisles of circulation on the floor, but must be carried over the doorways and openings.
5. Exterior junction box shall be of a non-corrosive, non-staining material such as aluminum or PVC. Interior cover plates at outlet box shall be ivory in color. All work shall be neat and workmanlike.
6. Container at elderly units shall be exterior heavy duty PVC, exterior plywood (painted or stained) or other pre-approved material appropriate to function intended. Color shall be neutral.
7. Installation at family units may only be in rear yards. Side yard installation is not permitted. Installation is permitted in front yards only if resident furnishes Authority a written statement (on letterhead) from satellite dish vendor that front yard installation is necessary for reception.
8. Prior to installation the resident must contact the Maintenance Department and schedule a pre-installation on site meeting to establish a location acceptable to HHA in order to avoid underground utilities and to establish consistency.
9. Upon completion of the installation the resident must schedule, with the Maintenance Department, a post-installation inspection.
10. All installations must be by a contractor pre-approved by the Authority.
11. The contractor must attend both the pre-installation and post-installation inspection.

12. All work is subject to the Authority's approval. Residents are required to properly maintain the installation and to immediately correct deficiencies noted by the Authority.
13. Residents, upon vacating the unit, must remove antennas, mounting and all wiring. All lawns and buildings must be restored to their original condition. Permanently mounted exterior junction boxes, sleeves and interior recessed outlet boxes shall not be removed and shall become the property of the Authority.
14. The resident shall pay, to the Authority, the cost of both pre-installation and post-installation inspections. These costs shall be as listed in the current Schedule of Resident Charges.
15. All material and installation costs shall be the responsibility of the resident.
16. Building orientation, trees, and other obstacles shall not be reason to deviate from these standards. Orientation/location of some units may preclude satellite dish installation.
17. The resident, by installing a dish, shall hold the Authority harmless from all liabilities resulting from damages to, or caused by, the installation of a satellite dish.

21.3 SNOW AND ICE REMOVAL

Residents at family units are responsible to remove snow and ice from walks, stoops, and steps leading to the unit. Residents sharing a walk shall clear their half or share the responsibility. If a resident fails to remove snow/ice within 24 hours, the Authority may do so and charge the resident.

21.4 STORAGE STANDARDS

In general, it is the Authority's intent that the leased apartment be utilized in a form and physical manner in which it is intended. That the unit is used primarily as a safe and decent dwelling for resident "habitation" (as opposed to a bulk storage area) and that storage of an acceptable and "normal" quantity of items is mainly limited to the properly designated space for such items – e.g. Closets, pantries, exterior storage bins, etc. --- in order to minimize safety hazards associated with fire, tripping, accessibility, etc. It is noted that storage of excessive quantities of refuse and materials (cardboard boxes, paper, etc) additionally contributes to the presence and infestation of pest insects (roaches, spiders, flies, etc).

GENERAL FLOOR AREA –

Miscellaneous "floor storage" of items neatly packaged and arranged so as not to impede normal access throughout, along with egress to or from, the apartment is permitted within acceptable limits as listed herein. Electric panels, appliances and plumbing fixtures must

be accessible for use and servicing. Floor storage of items shall not block doorways, window egress, bathroom/closet access or general area of travel.

Miscellaneous “floor storage” is material (ie: boxes, bags, hampers, containers, etc.) which is stored outside assigned storage spaces (pantries, closets, storage containers) in other areas normally viewed as living spaces (living rooms, bedrooms, kitchens and bathrooms).

Acceptable miscellaneous floor storage is viewed as material NOT EXCEEDING 15% of square footage living space, or exceeding three feet in height. (Pantry and closet areas excluded).

KITCHEN AREA

COUNTER AREA

Storage of kitchen utensil and supply items only at the kitchen area, NOT blocking GFCI receptacle outlets. Counters are primarily a work space.

STOVE AREA

NO storage of combustible materials on the stovetop surface or in close proximity to the stove burners.

PANTRY AREA

Additional storage of miscellaneous items along with food and kitchen items is permitted so long as such storage is neat and contained within the door opening area. Pantry doors, where applicable, must remain operable. Shelving area must be accessible for use.

LIVING ROOM

This area is primary living space, as opposed to storage area. However, minimal storage of miscellaneous items is permitted provided it is placed in a neat manner at appropriate wall areas. See “general floor area” limitation listed above.

BEDROOM AREA

CLOTHES CLOSET AREA

Storage of items is limited to available floor or shelf capacity within the door opening area. Closet doors MUST be operable. All items are to be neatly stacked or placed.

BATHROOM AREA

No storage of items is permitted on the commode or within the bathtub/shower areas, which would limit their intended use and purpose.

EXTERIOR BALCONY (HI-RISE)

See Section 20.1 Balconies at Walnut and Potomac Towers

EXTERIOR PATIOS (Family)

For aesthetic and safety purposes all patio items not used on a recurring basis should be stored in exterior metal storage sheds if provided. Acceptable storage items at rear yard patio areas include: covered trash receptacles, patio furniture, one barbecue grille and operable lawn equipment. Non acceptable stored items include automobile tires, rusted or inoperable lawn equipment, cardboard and paper material, plastic trash bags, etc

20.22 TELEVISION/TELEPHONES

- 1) Residents are encouraged to contract with the local cable service. Cabling and outlets may only be installed by the local cable company or their subcontractors and must comply with the Authority's policies.
- 2) Although a cable system connected to a community antenna system is presently available to residents at no charge, the Authority has no obligation to maintain this system and does not guarantee availability of any or all channels or quality of the signal.
- 3) Residents must comply with the Satellite Dish TV Antenna Policy, see paragraph 20.19
- 4) Residents are not permitted to tamper with any TV or telephone wiring/cable within their units that is not their property. Residents may not access attic spaces.
- 5) The resident must arranged for telephone service. This service is strictly between the resident and the telephone company. The Authority does not supply or repair telephone jacks or wiring. Access to mechanical spaces required by the telephone company will be provided by HHA at no cost, provided 24 hours advance notice is given and access is requested during regular business hours. Access shall not be given after hours or on weekends.

20.23 UNIT LANDSCAPING

- 1) The Authority will trim and maintain foundation plantings and planting beds. Residents are not to trim plants.
- 2) Residents may plant flower strips along the front of planting beds. Any supplemental plantings must be properly maintained, watered, weed free, and neat in appearance. Improvements by residents may not interfere with mowing operations.
- 3) Vegetable gardens are permitted only if the Authority has issued written approval.
- 4) Grounds must be returned to their original condition prior to the resident vacating the unit.

20.24 VANDALISM TO OCCUPIED UNITS

Residents are responsible for all damage and vandalism to the unit caused by the resident, other members of the household, guests, acquaintances, or others. A resident may not be responsible for the following if:

Exterior graffiti/damage or damage from forced entry is immediately reported to the police and the Maintenance Department. Resident must furnish the Authority with a copy of the detailed police report.

20.25 WATER

In order to conserve, all residents must promptly report any leaks or dripping faucets, hoses or fixtures to the Maintenance Department **301/733-6916**. Insure all faucets are turned completely off when you are not drawing water.

21.3 WATERBEDS

Waterbeds are not permitted in Housing Authority communities due to the potential for leaks and property damage.

21.4 WINDOW AIR CONDITIONERS

Window air conditioners furnished by the resident at the family communities must be properly installed and secure. Panels must be finished to match the color of either the air conditioner or the window frame. Cardboard or unfinished plywood is unacceptable. Units must be compatible with existing electrical outlets.

Walnut Towers and Potomac Towers window air conditioners may be installed by the resident. Potomac Towers air conditioners must be installed using an air conditioner port specifically designed for this purpose. The cost of the port is the resident's responsibility. The resident is responsible for a safe installation. Contact the Maintenance Department if you need advice. Air conditioners must be compatible with exiting electrical outlets. Air conditioners must be removed at the time the resident vacates the unit.

20.28 WINDOW GLASS & SCREENS

Repair/replacement of window glass and screens is the resident's responsibility. Maintenance will make the repair at the Resident's expense or the resident has the option of having the repair made locally. All new work and materials must match existing.

20.29 WINDOW TREATMENT

The Authority does not provide window treatment. In the interest of uniformity of appearance, residents in family communities must install window shades, blinds or draperies in all windows in the dwelling unit. They are to be installed in a manner not to damage the window frame. Screws that are provided with the drapery rods and/or shades or blinds should not be substituted with nails or larger screws. It is the resident's responsibility to maintain these items in a manner that shall not deface the appearance of the community. Windows must be treated uniformly and maintained in a neat and orderly fashion at all times. White backing (exterior side) is preferred. Upon vacating the unit the window treatment shall be carefully removed.

21.0 TERMINATIONS

21.1 TERMINATION BY RESIDENT

The resident may terminate the lease at any time upon submitting a 30-day written notice. If the resident vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

21.2 TERMINATION BY THE HOUSING AUTHORITY

Landlord shall not terminate or refuse to renew this lease other than for serious or repeated violations of material terms of this lease, such as, but not limited to:

- a) Violation of any Tenant Obligation as outlined in the Public Housing Dwelling Lease.
- b) Violation of any HUD regulations and or Housing Authority Policies contained in this lease or the ACOP by reference, as determined by Landlord based on the seriousness of the offense or offenses.
- c) Failure to pay rent and other charges when due and repeated late payment of rent, which shall be defined as failure to pay rent before the issuance of the *Notice to Vacate*.
- d) During any twelve (12) month period, if the Tenant has more than three (3) Judgments of Possessions entered against the Tenant, the Housing Authority, as part of the fourth (4th) Summary Ejectment proceeding filed during that same twelve (12) month period, will request the Foreclosure of the Right of Redemption. If this fourth (4th) Judgment of Possession is granted, the Tenant will be evicted regardless of whether the Tenant pays the rent prior to the scheduled set-out.
- e) Repeated late payment of a Repayment Agreement, which is defined as failure to make payment prior to the issuance of *the Notice of Late Payment of Repayment Agreement*.
- f) Misrepresentation to Landlord of family income, assets, or composition and failure to report increases in income within fourteen (14) calendar days as required by Interim Policy set forth in ACOP.
- g) Failure to supply, when required by Landlord, any certification, release of information, or documentation on family income or composition needed to process annual reexaminations or interim determinations.
- h) Possession of illegal firearms, weapons (as defined by Maryland State Law) or illegal drugs seized in an Authority unit by a law enforcement officer.
- i) Any fire on Authority premises caused by Tenant's negligence, household members or guests' actions or neglect.

- j) Repeated failure to attend scheduled appointments for reexaminations, special certifications, appointments for lease violations, or any other appointment required by Landlord to determine continued eligibility in accordance with ACOP.
- k) Repeated incidents of denying access for any type of inspection or failing to prepare for extermination. Repeated incidents means more than two (2) times per 12 consecutive months. Denying access and failing to prepare for extermination include but are not limited to cluttered rooms, poor housekeeping, unruly pets and latched doors.
- l) Violation of any provisions of this lease resulting in a material breach of Lease as determined by Landlord based on the seriousness of the offense or offenses, which may include one violation or the combination of one or more violations of the Tenant Obligations.

21.3 ABANDONMENT POLICY

Upon the abandonment of the Premises, the Tenant appoints Landlord and/or Landlord's employees, as Tenant's agent, to remove all personal property of whatever nature, including furniture and equipment left in or about the Premises. Landlord shall inventory the property of the abandoned Premises prior to removal and shall have the making of the inventory witnessed. The Tenant hereby further appoints Landlord and/or Landlord's employees, as Tenant's agent(s), to hold the said property for a period of thirty (30) calendar days, and, if not claimed by the Tenant within such time, after the Tenant has abandoned the Premises, then Landlord is hereby authorized to donate said property to a charitable institution or otherwise dispose of said property.

21.4 FORECLOSURE OF RIGHT OF REDEMPTION

The Housing Authority will request the Court to foreclose the right of redemption on any resident receiving more than three judgments in a twelve month period. This means the resident will be set out on the fourth judgment, regardless of whether rent is paid.

21.5 SET OUT PROCEDURE

The Housing representative and the Maintenance Department will meet the constable at the scheduled set out. The Constable must be present for the Authority to begin the set out. The tenant may pay the rent up to the time the Housing Authority arrives to do the set out unless the court has ordered No Right of Redemption. If No Right of Redemption is ordered, the eviction will continue regardless of payment. Housing Authority staff will not wait for money or receipts. If tenant does not have money or a receipt. the set out will begin.

All items will be set out, except food, glass, knives, medicines and flammable substances. Residents may obtain items remaining in unit within 24 hours by contacting the Maintenance Department. Remaining items will be taken to county landfill following the 24 hour period.

Items will be set on the public curb for 24 hours, at which time, what is remaining will be taken to the County landfill.

21.6 GRIEVANCE PROCEDURES

21.6.1. APPLICABILITY (24 CFR Section 966.51)

- A. This Grievance Procedure shall be applicable to all individual grievances as defined below in Paragraph III, A., between the resident and the Authority.
- B. Because of resident's right to a hearing under elements of due process in District Court, prior to eviction, this Authority will exclude from its administrative grievance procedure any grievance concerning an eviction or termination of tenancy that involves:
 - 1. Any activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the Authority, or
 - 2. Any drug-related criminal activity on or off the premises.
- C. This Grievance Procedure shall not be applicable to disputes between residents not involving the Authority or to class grievances.
- D. This Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the Authority's Board of Commissioners.

21.6.2. REQUIREMENTS (24 CFR Sec 966.52)

- A. This Grievance Procedure is incorporated by reference in all resident dwelling leases and will be furnished to each resident and all resident organizations.
- B. Any changes proposed in this Grievance Procedure must provide for at least 30 days notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. The Authority shall consider comments submitted before any revisions are made to the Grievance Procedure.

21.6.3. DEFINITIONS (24 CFR Sec 966.53)

- A. **Grievance (or Complaint)** shall mean any dispute which a resident may have with respect to the Authority's action or failure to act in accordance with the resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status.

- B. **Complainant** shall mean any resident whose grievance is presented to the Authority.
- C. **Elements of Due Process** shall mean an eviction action or a termination of tenancy in Court in which the following procedural safeguards are required:
1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 2. Right of the resident to be represented by counsel;
 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
 4. A decision on the merits.
- D. **Hearing Officer** shall be an impartial person appointed by the Authority, other than a person who made or approved the Authority action under review, or a subordinate of that person.
- E. **Resident** shall mean the adult person (or persons) (other than a live-in aide):
1. Who resides in the unit, and who executed the lease with the Authority as lessee of the dwelling unit, or, if no such person now resides in the unit,
 2. Who resides in the unit, and who is the remaining head of household of the resident family residing in the dwelling unit.
- F. Resident organization includes a resident management corporation.

21.6.4 INFORMAL SETTLEMENT OF GRIEVANCE (24 CFR Sec 966.54)

Any grievance shall be personally presented, either in writing or orally, to the Authority's Central Office at 35 West Baltimore Street, Hagerstown, Maryland, so that an informal conference can be scheduled. The goal of the informal conference is to attempt to resolve the grievance without a formal grievance hearing. The procedures governing the Grievance Hearings (Paragraph VI) do not apply to the informal conferences.

- A. Administrative Grievances are all grievances that relate to non-Maintenance Department issues.

HOUSING AUTHORITY OF THE CITY OF HAGERSTOWN 2002 STATEMENT OF PROGRESS IN MEETING FIVE-YEAR PLAN MISSION AND GOALS

The Board of Commissioners and staff of the Hagerstown Housing Authority are pleased to provide this progress report. We have made substantial progress regarding our mission and goals.

Our mission statement is being met as evidenced by our most recent, Physical Assessment score (27.6), increased enrollment of our FSS participants, and the unprecedented growth of participation and number of programs being delivered to each of our communities. We are particularly proud of the physical results due to some of our communities approaching the age of fifty. Efficient utilization of PHDEP and the FSS and Service Coordinator grants, along with a portion of our Capital Fund for our in-house security effort has reaped benefits to our residents and the City of Hagerstown as a whole. We have made substantial progress with our partners in providing and assisting our residents with the services and programs designed to help them help themselves. Our five-year plan consists of thirteen goals and twenty-five specific objectives. Twenty-one objectives have been met and we are making good progress on the remaining objectives.

We are particularly excited by the fact that we were awarded with a HOPE VI Grant this year. The grant will not only assist in our effort to provide a great community for our folks to reside, but will dramatically improve the West End of Hagerstown. Although initially an objective to assess the possibility of, our effort to revitalize our oldest community has turned into a primary focus of the Authority. We believe the project that we have designed epitomizes and embodies all the concepts of HOPE VI. Such a project demands all the talents and relationships the Authority possesses. Therefore our focus in the following three years, in addition to maintaining a high performing operation and pursuing the final four objectives, is to make our vision of the revitalization of West End of Hagerstown a reality.

RESIDENT ADVISORY BOARD MEMBERS
HAGERSTOWN HOUSING AUTHORITY

NAME:

COMMUNITY REPRESENTED:

Monique Evans

Resident Commissioner

Monique Evans

Scattered Sites/Parkside/Douglass Court

Vacant

Noland Village

Tracy Hodges

Westview Homes

Linda Luther, Chair

Section 8

Charles Miller

Walnut Towers

Betty Perrin

Potomac Towers

Denise Smith

Frederick Manor

Eugene Smith

Section 8

**RESIDENT MEMBER OF THE PHA GOVERNING BOARD (NAME,
SELECTION, AND TERM OF APPOINTMENT)**

Ms. Monique Evans is the resident member of the Hagerstown Housing Authority Board of Commissioners. Ms. Evans joined the Board on October 15, 2001 as a replacement for our former resident member Ms. Christine Howe whose term expired August 18, 2001.

Ms. Evans was selected via the following process:

1. Recommendations were sought from the Resident Advisory Board who were elected from each of the communities and the Section 8/Voucher portfolio. The Resident Advisory Board voted to recommend Ms. Monique Evans for recommendation to the Board of Commissioners.
2. The Authority Board of Commissioners approved the RAB recommendation and submitted her name along with a recommendation to the City of Hagerstown Mayor. The Mayor appointed Ms. Evans.

The Authority intends to utilize the process that allows the Resident Advisory Board to select candidates for the Resident Commissioner. The Resident Advisory Board members are elected as representatives from each of our communities and two representatives from the voucher community. We believe that this process allows the residents to select their representative. The existing Mayor has honored this method and we are optimistic that future Mayors will do the same.