

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

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# PHA Plans

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

**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)** 10/2004

**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 2004**  
[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.

**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:

- Admissions Policy for Deconcentration
- TAB 10**  FY 2003 Capital Fund Program Annual Statement (**md006a01, md006b01 & md006c01, md006d01 & md006e01**)
- 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
- TAB 7**  Statement of Progress in Meeting Five-Year Plan Mission and Goals (**md006f01**)
- TAB 8**  Resident Advisory Board List (**md006g01**)
- TAB 9**  Resident Membership of Board (**md00h01**)

Optional Attachments:

- TAB 2**  Operations & Management/PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan (**md006i01**)
- 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 4** PHA Pet Policy
- TAB 5** Certifications
- TAB 6** Fiscal Audit
- TAB 11** 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
√	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
√	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
√	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
√	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
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
√	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
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
√	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
√	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
√	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
√	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
√	Public housing management and maintenance policy	Annual Plan: Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
√	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
√	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
√	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
√	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
√	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
√	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
√	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,368	5	N/A	N/A	N/A	1	N/A
Income >30% but <=50% of AMI	793	3	N/A	N/A	N/A	1	N/A
Income >50% but <80% of AMI	393	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	535	5	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity – White	2,242	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	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*The total combined waiting lists for Public Housing and Section 8 totaled 2,705 applicants. Of those applicants, 535 families (20%) claimed a disability (either physical or mental) on their application.*

*Applicants receiving disability income (i.e. SSI and TEMHA) fall within the Very Low Income guidelines for eligibility.*

*More than 90% of the total number of disable applicants are classified as Very Low Income. Based on this, affordability is a major need for this group.*

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)  
*Combined Section 8 and Public Housing waiting lists*

**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	2,705		400
Extremely low income <=30% AMI	2,088	77.2%	
Very low income (>30% but <=50% AMI)	551	20.4%	
Low income (>50% but <80% AMI)	66	2.4%	
Families with children	1,790	66.2%	
Elderly families	94	3.5%	
Families with Disabilities	535	19.8%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity – White	1,645	60.8%	
Race/ethnicity - Black	1,023	37.8%	
Race/ethnicity - Hispanic	100	3.7%	
Race/ethnicity - Other	37	1.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	250	27.7%	
2 BR	371	41%	
3 BR	223	24.7%	
4 BR	54	6%	
5 BR	6	.7%	
5+ BR	0	0%	
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			

*The Housing Authority states that 535 families with disabilities are on the combined Public Housing and Section 8 waiting list. However, HHA did not provide a figure on the “Housing Needs of Families in the Jurisdictions by Family Type” table.*

*There are 535 families with disabilities on the combined waiting list, however the information on the “Housing Needs of Families in the Jurisdictions by Family Type” is obtained from the City of Hagerstown Consolidated Plan. This information is not addressed in the Consolidated Plan and HHA does not have this information for the entire jurisdiction, only for families that have applied for Public Housing or Section 8 and appear on the HHA Waiting List.*

*Also, HHA did not rate the impact of factors such as affordability, supply, quality, accessibility, size and location for families within the jurisdiction. It is requested that HHA reassess the housing needs within the authority’s jurisdiction to determine if families with disabilities have a housing need and include this figure on the appropriate table, if applicable.*

*The information requested is for the jurisdiction and would be obtained from the City of Hagerstown Consolidated Plan. This is not addressed in the Consolidated Plan and therefore is non-applicable.*

### 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	1,949,842	
b) Public Housing Capital Fund	1,930,384	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,962,245	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	66,138	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI Revitalization	14,419,815	PH Capital Improvements
CFP 2002	884,977	PH Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
Excess Utilities	52,000	PH Operations
<b>4. Other income (list below)</b>		
Interest	85,625	PH Operations
Non-Dwelling Rental	15,000	PH Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>26,516,026</b>	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

### **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)

**Internet Access to application & by mail**

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? **1**

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? **1**

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? **3**

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 next question.

b.  Yes  No: Do any of these covered development 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 development as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Westview	210	Note: Received 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)  
 95<sup>th</sup> percentile rents  
 75 percent of operating costs  
 100 percent of operating costs for general occupancy (family) developments  
 Operating costs plus debt service  
 The "rental value" of the unit  
 Other (list below)

f. Rent re-determinations:

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

- Never
- At family option – **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	970	Average 20 per month
Section 8 Vouchers	884	Average 20 per month
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	16	
Special Purpose Section 8 Certificates/Vouchers (list individually)	20 – Terminally Ill Vouchers 30 – Homeless Vouchers	Included with Section 8 Vouchers Included with Section 8 Vouchers
Other Federal Programs(list individually)	1. Service Coordinator for Elderly and Persons with Disabilities – 450 2. Family Self-Sufficiency - 97	

### **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) **md006a01, md006b01, md006c01, md006d01 & md006e01**

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) **md006i01**

-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: **Gateway Crossing**

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:
- Gateway Crossing 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.)

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by

elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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
Scattered Site (010)	20

*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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 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 (1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA has 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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Job Training Institute</i>	<i>5</i>	<i>Specific Criteria</i>	<i>Hagerstown Community College</i>	<i>Public Housing</i>
<i>Computer Program</i>	<i>20</i>	<i>Specific Criteria</i>	<i>Business For Learning Center</i>	<i>Public Housing</i>
<i>GED Program</i>	<i>10</i>	<i>Specific Criteria</i>	<i>Hagerstown Community College</i>	<i>Public Housing</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<b>0</b>	<b>49 as of 12/30/2003</b>
Section 8	<b>25</b>	<b>42 as of 12/30/2003</b>

- 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 use 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**

**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**  
**Gateway Crossing**

### **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**  
**Gateway Crossing**



**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 2000 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**

- ***Fire Safety***
  - 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***
  - Information boxes on site
  - Web page information link
  - Emergency Number Magnet
  - Home Safety Check List/Tips
  - Crime Safety Tips
  - Self Protection Presentations
    - HPD
    - CASA
  - Safe Kids Campaign
    - Safe Kids Identification
    - Halloween Safety Program
    - Bicycle Safety

- Community Safety
  - Safety Information for Family
  - Safety Information for Seniors
  - Community Safety Program
  - Articles in newsletter to introduce event
- **Crime**
  - Display poster for communities
  - Crime Prevention Tips
  - Resident information gathering/reporting workshop
    - Host workshop
    - Provide reporting form
    - Informational Flyer
    - Articles in newsletter to introduce event
  - Promote Crime Watch
    - Host Community Watch Meeting
    - HPD Presentation
    - Articles in newsletter to introduce event
- **Materials**
  - Informational Flyers/Brochures/Youth Activities
    - Fire/Crime/Safety
  - Gadgets
    - Magnets, key chains etc.

## ❖ WORKSHOP

- **Training on:**
  - Aggressive Child
  - Physical Abuse
  - Sexual Abuse
- **MAHRA Conferences on Housing Issues**
- **Drug Prevention**
- **Leadership Training**

## ❖ 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. FY 2003 Capital Fund Program 5 Annual Statement (md006a01, md006b01, md006c01, md006d01 & md006e01)**
- 2. Statement of Progress in Meeting Five-year Plan Mission and Goals (md006f01)**
- 3. Resident Advisory List (md006g01)**
- 4. Resident Membership of Board (md006h01)**
- 5. FY 2003 Capital Fund Program 5 Year Action Plan (md006i01)**

# **CAPITAL FUNDS PROGRAM**

**Housing Authority of the City of Hagerstown, MD**

## **ANNUAL STATEMENT**

**Fiscal Year 2004**





Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages						
PHA Name: Housing Authority of the City of Hagerstown, Maryland			Grant Type and Number Capital Fund Program Grant No: MD06P00650104 Replacement Housing Factor Grant No.: N/A			
[X] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement (revision no.: ) [ ] Performance and Evaluation Report for Period Ending: [ ] Final performance and Evaluation Report						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
HA-Wide	<b>Operations</b>					
	Operations - Misc. Soft Costs	1406		98,000		
	Operations - Misc. Hard Costs	1406		11,000		
	<b>SUBTOTAL</b>			<b>109,000</b>		
	<b>Management Improvements</b>					
	Boys and Girls Club	1408		100,000		
	Character Counts	1408		3,000		
	Homework Club	1408		10,000		
	Staff Salaries (Dir. Prog. Coord.)	1408		21,000		
	Staff Salaries (FSS Coordinator)	1408		70,000		
	Resident Youth Camp	1408		12,000		
	Welfare to Work Initiative	1408		20,000		
	Computer Software/Misc.	1408		15,300		
	Computer Upgrade	1408		220,000		
	Management Training	1408		34,000		
	Security	1408		325,000		
	Misc. Consulting Fees	1408		1,000		
	PHAS Improvements	1408		1,000		
	<b>SUBTOTAL</b>			<b>832,300</b>		
	<b>Administration</b>					
	MOD Administration Salaries (5)	1410		234,000		
	A&E Travel	1410		6,000		
	<b>SUBTOTAL</b>			<b>240,000</b>		
	<b>Fees and Costs</b>					
	Engineering Fees	1430		10,000		
	A&E Sundry	1430		5,000		
	<b>SUBTOTAL</b>			<b>15,000</b>		
HA-Wide	Vehicle Replacement	1475		24,000		
	Contingency	1502		6,784		
	<b>SUBTOTAL</b>			<b>30,784</b>		



Annual Statement/Performance and Evaluation Report						
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[X] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement (revision no.: )						
[ ] Performance and Evaluation Report for Period Ending: [ ] Final performance and Evaluation Report						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
<b>Douglass Court</b>	Site Improvements	1450	LS	7,000		
<b>6-05</b>	PHAS Site Labor (Force Account)	1450	LS	6,000		
	PHAS Site Materials	1450	LS	2,000		
	PHAS Dwelling Labor (Force Account)	1460	LS	11,000		
	PHAS Dwelling Materials	1460	LS	4,000		
	Misc. Dwelling Improvements (Sec. 504, etc.)	1460	LS	3,000		
	Misc. Appliance & Equipment Replacement	1465	30 +/-	2,000		
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000		
	<b>SUBTOTAL</b>			<b>36,000</b>		
<b>Walnut Towers</b>	Site Improvements	1450	LS	7,000		
<b>6-06</b>	PHAS Site Labor (Force Account)	1450	LS	6,000		
	PHAS Site Materials	1450	LS	2,000		
	PHAS Dwelling Labor (Force Account)	1460	LS	11,000		
	PHAS Dwelling Materials	1460	LS	4,000		
	Misc. Dwelling Improvements (Sec. 504, etc.)	1460	LS	5,000		
	HVAC/Plumbing Renovations	1460	LS	5,000		
	Trash Compactor 'B' Building	1460	30	20,000		
	Vinyl Tile Floor	1460	LS	36,000		
	Misc. Appliance & Equipment Replacement	1465	150 +/-	8,000		
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000		
	<b>SUBTOTAL</b>			<b>105,000</b>		

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages						
PHA Name: Housing Authority of the City of Hagerstown, Maryland			Grant Type and Number Capital Fund Program Grant No: MD06P00650104 Replacement Housing Factor Grant No.: N/A			
[X] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement (revision no.: )						
[ ] Performance and Evaluation Report for Period Ending: [ ] Final performance and Evaluation Report						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
<b>Noland Village</b>	Site Improvements (Landscaping/fence removal)	1450	LS	75,000		
<b>6-07</b>	PHAS Site Labor (Force Account)	1450	LS	6,000		
	PHAS Site Materials	1450	LS	2,000		
	PHAS Dwelling Labor (Force Account)	1460	LS	11,000		
	PHAS Dwelling Materials	1460	LS	4,000		
	Misc. Dwelling Improvements (Sec. 504, etc.)	1460	LS	7,000		
	Water Heater Replacement	1460	LS	1,000		
	Misc. Appliance & Equipment Replacement	1465	150 +/-	17,000		
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000		
	<b>SUBTOTAL</b>			<b>124,000</b>		
<b>Potomac Towers</b>	Site Improvements	1450	LS	7,000		
<b>North 6-08</b>	PHAS Site Labor (Force Account)	1450	LS	6,000		
	PHAS Site Materials	1450	LS	2,000		
	PHAS Dwelling Labor (Force Account)	1460	LS	11,000		
	PHAS Dwelling Materials	1460	LS	4,000		
	Misc. Dwelling Improvements (Sec. 504, etc.)	1460	LS	6,000		
	Vinyl Tile Replacement	1460	8	8,000		
	HVAC/Plumbing/Electric Renovation	1460	LS	20,000		
	Trash Compactor	1460	LS	20,000		
	Boiler/Hot Water	1460	LS	20,000		
	Misc. Appliance & Equipment Replacement	1465	200 +/-	13,000		
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000		
	<b>PTN-Bldg. 300</b>					
	Site Improvements	1450	LS	1,000		
	Misc. Interior Improvements	1470	LS	2,000		
	HVAC Equipment	1470	LS	1,000		
	Reglazing Skylight	1470	LS	13,000		
	<b>SUBTOTAL</b>			<b>135,000</b>		

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages						
PHA Name: Housing Authority of the City of Hagerstown, Maryland				Grant Type and Number Capital Fund Program Grant No: MD06P00650104 Replacement Housing Factor Grant No.: N/A		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no.: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final performance and Evaluation Report						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised	
<b>Scattered Sites</b>	Site Improvements	1450	LS	7,000		
<b>6-09</b>	PHAS Site Labor (Force Account)	1450	LS	6,000		
	PHAS Site Materials	1450	LS	2,000		
	PHAS Dwelling Labor (Force Account)	1460	LS	11,000		
	PHAS Dwelling Materials	1460	LS	4,000		
	Misc. Dwelling Improvements (Sec. 504, etc.)	1460	LS	1,000		
	Water Heater Replacement	1460	LS	1,000		
	New Siding & Windows	1460	LS	35,000		
	Misc. Appliance & Equipment Replacement	1465	30 +/-	2,000		
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000		
	<b>SUBTOTAL</b>			<b>70,000</b>		
<b>Scattered Sites</b>	Site Improvements	1450	LS	2,000		
<b>6-10</b>	PHAS Site Labor (Force Account)	1450	LS	6,000		
	PHAS Site Materials	1450	LS	2,000		
	PHAS Dwelling Labor (Force Account)	1460	LS	11,000		
	PHAS Dwelling Materials	1460	LS	4,000		
	Misc. Dwelling Improvements (Sec. 504, etc.)	1460	LS	1,000		
	New Siding & Windows	1460	LS	35,000		
	Water Heater Replacement	1460	LS	1,000		
	Misc. Appliance & Equipment Replacement	1465	20 +/-	1,300		
	Non-Dwelling Improvements (Force Account or Other)	1470	LS	1,000		
	<b>SUBTOTAL</b>			<b>64,300</b>		







# **Annual Performance & Evaluation Report**

**For the Period Ending: March 31, 2003**

Capital Funds Program

FY2001 – CFP No. MD06P006501-01



The Housing Authority of the  
City of Hagerstown, Maryland

Ted Shankle, Executive Director

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part I: Summary**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P00650101 Replacement Housing Factor Grant No.:	Federal FY of Grant: 2001
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number \_\_\_\_  Performance and Evaluation Report for Program Year Ending 3/31/03  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Maximum 10% of line 19)	74,700	70,834	70,834	70,334
3	1408 Management Improvements Soft Costs (708) Management Improvements Hard Costs (718)	481,300	486,678	486,678	486,495
4	1410 Administration (Max.10% - Excludes In-House A&E)	205,000	193,863	193,863	193,863
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	27,830	27,830	23,764
8	1440 Site Acquisition				
9	1450 Site Improvement	148,200	197,597	197,597	187,038
10	1460 Dwelling Structures	925,000	796,553	796,553	765,012
11	1465 Dwelling Equipment - Non-expendable	103,000	143,046	143,046	143,046
12	1470 Non-dwelling Structures	29,000	65,918	65,918	65,918
13	1475 Non-dwelling Equipment	44,000	76,427	76,427	76,427
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Development Activities	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 19)	23,546	0	0	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$ 2,058,746</b>	<b>\$ 2,058,746</b>	<b>2,058,746</b>	<b>2,011,898</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance		0		
23	Amount of line 20 Related to Security - Soft Costs		325,000	300,000	
24	Amount of line 20 Related to Security - Hard Costs		0		
25	Amount of line 20 Related to Energy Conservation Measures		0		
26	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
2) To be completed for the Performance and Evaluation Report.

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650101		Federal FY of Grant: 2001			
				Replacement Housing Factor Grant No.:					
Development Number/Name Wide Activities	HA General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
MD6-01 Parkside Homes	PHAS Exterior Labor (force account)	1450	LS	2,000	3,526	3,526	3,526	Completed	
	PHAS Exterior Materials	1450	LS	3,000	560	560	560	Completed	
	Site Improvements	1450	LS	4,800	6,412	6,412	5,137	In Progress	
	PHAS Interior Labor (force account)	1460	LS	4,000	19,172	19,172	19,172	Completed	
	PHAS Interior Materials	1460	LS	2,000	4,605	4,605	4,605	Completed	
	Misc. Interiors	1460	LS	0	15,015	15,015	15,015	Completed	
	Appliances/Water Heaters/Equipment	1465	LS	15,000	10,065	10,065	10,065	Completed	
	Water Heater Replacement	1460	LS	0	1,760	1,760	1,760	Completed	
	CB Floor Tile/Improvements	1470	LS	3,000	4,880	4,880	4,880	Completed	
<b>Subtotal</b>				<b>33,800</b>	<b>65,995</b>	<b>65,995</b>	<b>64,720</b>		
MD6-02 Westview Homes	PHAS Exterior Labor (force account)	1450	LS	2,000	25	25	25	Completed	
	PHAS Exterior Materials	1450	LS	5,000	0	0	0	Cancelled/HOPE VI	
	Site Improvements	1450	LS	4,800	0	0	0	Cancelled/HOPE VI	
	PHAS Interior Labor (force account)	1460	LS	4,000	718	718	718	Completed	
	PHAS Interior Materials	1460	LS	5,000	47	47	46	Completed	
	Misc. Interior	1460	LS	2,000	0	0	0	Cancelled/HOPE VI	
	Furnaces	1460	LS	25,000	0	0	0	Cancelled/HOPE VI	
	Piping Replacement	1460	LS	10,000	0	0	0	Cancelled/HOPE VI	
	Appliance/Equipment Replacement	1465	LS	16,000	155	155	155	Completed	
Community Space Improvements	1470	LS	3,000	0	0	0	Cancelled/HOPE VI		
<b>Subtotal</b>				<b>76,800</b>	<b>945</b>	<b>945</b>	<b>944</b>		
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____					

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

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650101		Federal FY of Grant: 2001		
				Replacement Housing Factor Grant No.:				
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-04</b>	PHAS Exterior Labor (force account)	1450	LS	8,000	8,834	8,834	8,834	Completed
Frederick	PHAS Exterior Materials	1450	LS	10,000	6,476	6,476	6,476	Completed
Manor Homes	Site Improvements	1450	LS	5,000	16,860	16,860	14,610	In Progress
	PHAS Interior Labor (force account)	1460	LS	30,000	18,915	18,915	18,915	Completed
	PHAS Interior Materials	1460	LS	50,000	74,606	74,606	74,606	Completed
	Misc. Interior	1460	LS	5,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	32,000	20,360	20,360	0	In Progress
	Appliance/Equipment Replacement	1465	LS	10,000	9,780	9,780	9,780	Completed
	Comm. Space Improvements	1470	LS	5,000	0	0	0	Cancelled
	<b>Subtotal</b>			<b>155,000</b>	<b>155,831</b>	<b>155,831</b>	<b>133,221</b>	
<b>MD6-05</b>	PHAS Exterior Labor (force account)	1450	LS	2,000	1,610	1,610	1,610	Completed
Douglass	PHAS Exterior Materials	1450	LS	3,000	101	101	101	Completed
Court	Site Improvements	1450	LS	4,800	4,472	4,472	4,087	In Progress
	PHAS Interior Labor (force account)	1460	LS	2,000	2,841	2,841	2,841	Completed
	PHAS Interior Materials	1460	LS	2,000	1,046	1,046	1,046	Completed
	Misc. Interior (dryer vents)	1460	LS	2,000	11,550	11,550	11,550	Completed
	Appliance/Equipment Replacement	1465	LS	3,000	3,000	3,000	3,000	Completed
	<b>Subtotal</b>			<b>18,800</b>	<b>24,620</b>	<b>24,620</b>	<b>24,236</b>	
Signature of Executive Director and Date X _____				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				
Ted Shankle, Executive Director								

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

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number	Capital Fund Program Grant No.	Federal FY of Grant: 2001
	MD06P00650101		
		Replacement Housing Factor Grant No.:	

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-06</b>	PHAS Exterior Labor (force account)	1450	LS	4,000	1,140	1,140	1,140	Completed
Walnut Towers	PHAS Exterior Materials	1450	LS	5,000	272	272	272	Completed
	Site Improvements	1450	LS	4,800	16,246	16,246	14,696	In Progress
	PHAS Interior Labor (force account)	1460	LS	22,000	23,667	23,667	23,667	Completed
	PHAS Interior Materials	1460	LS	25,000	14,418	14,418	14,418	Completed
	Misc. Interior	1460	LS	3,000	20,837	20,837	20,837	Completed
	Solar System Upgrade	1460	LS	15,000	900	900	900	Completed
	Elevator Upgrade	1460	LS	150,000	0	0	0	Funded 2000
	EPDM Roofing	1460	LS	150,000	10,140	10,140	10,140	Completed
	Switchgear	1460	LS	0	66,995	66,995	66,995	Completed
	Appliance/Equipment Replacement	1465	LS	12,000	66,451	66,451	66,451	Completed
	Comm. Space Improvements	1470	LS	5,000	1,462	1,462	1,462	Completed
	<b>Subtotal</b>			<b>395,800</b>	<b>222,528</b>	<b>222,528</b>	<b>220,978</b>	
<b>MD6-07</b>	PHAS Exterior Labor (force account)	1450	LS	12,000	14,382	14,382	14,382	Completed
Noland Village	PHAS Exterior Materials	1450	LS	7,000	11,245	11,245	11,245	Completed
	Site Improvements	1450	LS	4,800	24,654	24,654	22,054	In Progress
	PHAS Interior Labor (force account)	1460	LS	60,000	27,875	27,875	27,875	Completed
	PHAS Interior Materials	1460	LS	20,000	14,590	14,590	14,590	Completed
	Misc. Interior	1460	LS	5,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	40,000	40,720	40,720	29,540	In Progress
	Appliance/Equipment Replacement	1465	LS	19,000	16,595	16,595	16,595	Completed
	Comm. Space Improvements	1470	LS	3,000	0	0	0	Cancelled
	<b>Subtotal</b>			<b>170,800</b>	<b>150,061</b>	<b>150,061</b>	<b>136,281</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supportive Pages**

Development Number/Name HA-Wide Activities				Grant Type and Number Capital Fund Program Grant No.		Federal FY of Grant:		Status of Proposed Work (2)
				MD06P00650101		2001		
General Description Major Work Categories				Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
Development Account Number				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Quantity								
<b>MD6-08</b>	PHAS Exterior Labor (force account)	1450	LS	4,000	2,347	2,347	2,347	Completed
Potomac	PHAS Exterior Materials	1450	LS	10,000	2,972	2,972	2,972	Completed
Towers	Exterior Caulking	1450	LS	2,000	0	0	0	Cancelled
North	Site Improvements	1450	LS	4,800	10,882	10,882	10,282	In Progress
	PHAS Interior Labor (force account)	1460	LS	8,000	25,910	25,910	25,910	Completed
	PHAS Interior Materials	1460	LS	30,000	20,337	20,337	20,337	Completed
	Misc. Interior	1460	LS	3,000	16,196	16,196	16,196	Completed
	Floor Tile	1460	LS	10,000	8,500	8,500	8,500	Completed
	Elevator Upgrade	1460	LS	150,000	123,842	123,842	123,842	Completed
	Appliance/Equipment Replacement	1465	LS	15,000	19,527	19,527	19,527	Completed
	Comm. Space Improvements	1470	LS	5,000	59,576	59,576	59,576	Completed
	<b>Subtotal</b>			<b>241,800</b>	<b>290,089</b>	<b>290,089</b>	<b>289,489</b>	
<b>MD6-09</b>	PHAS Exterior Labor (force account)	1450	LS	2,000	864	864	864	Completed
Scattered	PHAS Exterior Materials	1450	LS	3,000	203	203	203	Completed
Sites	Site Improvements	1450	LS	4,800	44,114	44,114	43,464	In Progress
Sites	PHAS Interior Labor (force account)	1460	LS	1,000	2,331	2,331	2,331	Completed
	PHAS Interior Materials	1460	LS	2,000	746	746	746	Completed
	Misc. Interior	1460	LS	1,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	5,000	4,886	4,886	4,886	Completed
	Appliance/Equipment Replacement	1465	LS	3,000	5,000	5,000	5,000	Completed
	<b>Subtotal</b>			<b>21,800</b>	<b>58,144</b>	<b>58,144</b>	<b>57,494</b>	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				
X _____ Ted Shankle, Executive Director				X _____				

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

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

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650101  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2001

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-10</b> Scattered Sites	PHAS Exterior Labor (force account)	1450	LS	1,000	718	718	718	Completed
	PHAS Exterior Materials	1450	LS	3,000	6	6	6	Completed
	Site Improvements	1450	LS	4,800	10,578	10,578	9,928	In Progress
	PHAS Interior Labor (force account)	1460	LS	1,000	827	827	827	Completed
	PHAS Interior Materials	1460	LS	2,000	342	342	342	Completed
	Vinyl Tile (2nd floor)	1460	LS	15,000	24,466	24,466	24,466	Completed
	Misc. Interior	1460	LS	1,000	0	0	0	Cancelled
	Attic Insulation	1460	LS	5,000	3,261	3,261	3,261	Completed
	Appliance/Equipment Replacement	1465	LS	1,000	5,000	5,000	5,000	Completed
	<b>Subtotal</b>				<b>33,800</b>	<b>45,198</b>	<b>45,198</b>	<b>44,547</b>
<b>MD6-11</b> Potomac Towers South	PHAS Exterior Labor (force account)	1450	LS	2,000	2,126	2,126	2,126	Completed
	PHAS Exterior Materials	1450	LS	5,000	1,295	1,295	1,295	Completed
	Exterior Caulking	1450	LS	5,000	0	0	0	Cancelled
	Site Improvements	1450	LS	4,800	4,677	4,677	4,077	In Process
	PHAS Interior Labor (force account)	1460	LS	8,000	19,405	19,405	19,405	Completed
	PHAS Interior Materials	1460	LS	15,000	17,856	17,856	17,856	Completed
	Misc. Interior	1460	LS	3,000	65,086	65,086	65,086	Completed
	Reroofing @ PTS/03 (funged from 503)	1460	LS	0	71,785	71,785	71,785	Completed
	Appliance/Equipment Replacement	1465	LS	9,000	7,473	7,473	7,473	Completed
	Comm. Space Improvements	1470	LS	5,000	0	0	0	Cancelled
<b>Subtotal</b>				<b>56,800</b>	<b>189,703</b>	<b>189,703</b>	<b>189,103</b>	

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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

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

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650101  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2001

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>PHA-Wide</b>	Operations (Prorated Staff Salaries [MOD/PHAS/QHAWRA] and unexpected work items)	1406	1	74,700	70,834	70,834	70,334	In Progress
	<b>Subtotal</b>			<b>74,700</b>	<b>70,834</b>	<b>70,834</b>	<b>70,334</b>	
<b>PHA-Wide</b>	Security Services	1408	1	300,000	300,000	300,000	300,000	Completed
Management	Community Policing	1408	1	25,000	0	0	0	Cancelled
Improvement	D.A.R.E. Officer	1408	1	25,000	25,000	25,000	25,000	Completed
	Easter Seals	1408	1	12,000	111	111	111	Completed
	PHAS Improvements	1408	1	1,000	0	0	0	Cancelled
	Computer Systems Upgrade	1408	1	30,000	75,302	75,302	75,302	Completed
	Computer Systems Hardware	1408	1	0	31,458	31,458	31,276	In Progress
	Computer Software	1408	1	0	10,008	10,008	10,008	Completed
	Consulting Fees (Misc)	1408	1	50,000	2,365	2,365	2,365	Completed
	<b>Training</b>							
	Executive Dept.	1408	1	6,000	16,491	16,491	16,491	Completed
	Housing Dept.	1408	1	7,000	7,203	7,203	7,203	Completed
	Accounting Dept.	1408	1	3,000	3,000	3,000	3,000	Completed
	Properties Dept.	1408	1	3,000	3,612	3,612	3,611	Completed
	Resident Services Dept.	1408	1	5,000	4,128	4,128	4,128	Completed
	Information Systems Dept.	1408	1	8,000	8,000	8,000	8,000	Completed
	Resident (Westview, etc.)	1408	1	6,300	0	0	0	Cancelled
	<b>Subtotal</b>			<b>481,300</b>	<b>486,678</b>	<b>486,678</b>	<b>486,495</b>	

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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



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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P00650101 Replacement Housing Factor Grant No.: Federal FY of Grant: 2001
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Development Number/Name HA Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MOD Administration</b>	Staff Architect (75%)	1410	1	54,000	46,004	46,004	46,004	Completed
	Grants Secretary (50%)	1410	1	33,000	53,761	53,761	53,761	Completed
	Grants Coordinator (100%)	1410	1	85,000	52,443	52,443	52,443	Completed
	MOD Clerk/Expditor (90%)	1410	1	26,000	34,655	34,655	34,655	Completed
	A & E Travel	1410	1	7,000	7,000	7,000	7,000	Completed
	<b>Subtotal</b>				<b>205,000</b>	<b>193,863</b>	<b>193,863</b>	<b>193,863</b>
<b>A &amp; E</b>	Outside Engineering Misc.	1430	1	20,000	22,001	22,001	17,935	In Progress
	A & E Sundry	1430	1	5,000	5,829	5,829	5,829	Completed
	<b>Subtotal</b>			<b>25,000</b>	<b>27,830</b>	<b>27,830</b>	<b>23,764</b>	
	<b>Vehicle Replacement</b>	1475	1	19,000	41,102	41,102	41,102	Complete
	Truck '90 GMC							
	Appliance/Equipment Replacement (Loader Replacement w/Bobcat, etc.)	1475	1	25,000	34,242	34,242	34,242	Complete
	Admin. Furniture	1475	LS	0	1,083	1,083	1,083	Complete
<b>Subtotal</b>				<b>44,000</b>	<b>76,427</b>	<b>76,427</b>	<b>76,427</b>	
<b>Contingency</b>	Unknown cost increases	1502	1	23,546	0	0	0	Cancelled
	<b>Subtotal</b>			<b>23,546</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____ form HUD-52837 (10/96) ref Handbook 7485.30
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1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2) To be completed for the Performance and Evaluation Report.

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

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650101  
 Replacement Housing Factor Grant No: Federal FY of Grant: 2001

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA-Wide	9/30/2003		9/22/2003	9/30/2005			

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Direction'/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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

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

**Part I: Summary**

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

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	

Signature of Executive Director and Date  
 X\_\_\_\_\_

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
 X\_\_\_\_\_

# **Annual Performance & Evaluation Report**

**For the Period Ending: March 31, 2003**

**Capital Funds Program**

**FY2002 – CFP No. MD06P006501-02**



**The Housing Authority of the  
City of Hagerstown, Maryland**

**Ted Shankle, Executive Director**

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

**Part I: Summary**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P00650102 Replacement Housing Factor Grant No.:	Federal FY of Grant: 2002
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number \_\_\_\_  Performance and Evaluation Report for Program Year Ending 3/31/03  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Maximum 10% of line 20)	75,000	54,734	56,462	53,786
3	1408 Management Improvements Soft Costs (708) Management Improvements Hard Costs (718)	532,000	539,000	467,974	440,733
4	1410 Administration (Max.10% - Excludes In-House A&E)	193,000	200,000	198,500	183,299
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,000	30,000	21,925	15,389
8	1440 Site Acquisition				
9	1450 Site Improvement	137,500	137,500	191,140	15,982
10	1460 Dwelling Structures	926,500	927,248	792,311	461,278
11	1465 Dwelling Equipment - Non-expendable	40,000	42,948	63,058	63,058
12	1470 Non-dwelling Structures	44,000	48,570	56,840	24,776
13	1475 Non-dwelling Equipment	28,000	28,000	16,134	16,134
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Development Activities	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	6,962	6,962	0	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$ 2,014,962</b>	<b>\$ 2,014,962</b>	<b>\$ 1,864,344</b>	<b>\$ 1,274,435</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance	21,500	21,500	0	0
23	Amount of line 20 Related to Security - Soft Costs	325,000	325,000	74,633	74,633
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	64,000	30,595	24,947	0
26	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X _____ <b>Ted Shankle, Executive Director</b>	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2) To be completed for the Performance and Evaluation Report.

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P00650102	Federal FY of Grant:
	Replacement Housing Factor Grant No.:	2002

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-01</b>	PHAS Exterior Labor	1450	LS	1,000	1,000	2,128	128	In Process
Parkside	PHAS Exterior Materials	1450	LS	1,000	1,000	0	0	Cancelled
Homes	Site Improvements	1450	LS	8,000	8,000	6,375	475	In Process
	Meter Screening	1450	LS	3,000	3,000	0	0	Cancelled
	Exterior Painting	1450	LS	3,500	3,500	5,500	0	In Process
	PHAS Interior Labor	1460	LS	3,000	9,500	15,234	8,612	In Process
	PHAS Interior Materials	1460	LS	2,000	2,000	1,700	1,700	Completed
	Electrical Uipgrade ©	1460	LS	1,000	1,000	0	0	Cancelled
	Basement Drains	1460	LS	6,000	1,000	156	156	Completed
	Flexline/Valves	1460	LS	2,500	500	0	0	Cancelled
	Window Rehab (Energy Item)	1460	LS	7,000	3,400	894	894	Completed
	Appliance/Equip.	1465	LS	1,000	6,600	6,905	6,905	Completed
	Comm. Bldg. Kitchen Upgrade	1470	LS	6,000	6,000	0	0	Cancelled
	<b>Subtotal</b>			<b>45,000</b>	<b>46,500</b>	<b>38,892</b>	<b>18,870</b>	
<b>MD6-04</b>	PHAS Exterior Labor	1450	LS	2,000	2,000	8,995	7,090	In Process
Frederick	PHAS Exterior Materials	1450	LS	2,000	2,000	0	0	Cancelled
Manor	Site Improvements	1450	LS	10,000	10,000	18,655	0	In Process
	Exterior Painting	1450	LS	5,000	5,000	5,500	0	In Process
	Gas Regulators	1450	LS	9,000	9,000	0	0	Cancelled
	PHAS Interior Labor	1460	LS	13,000	68,300	98,021	96,829	In Process
	PHAS Interior Materials	1460	LS	9,000	10,141	11,166	11,166	Completed
	Entry deadbolts/weatherstripping	1460	LS	15,000	153	153	153	Completed
	Shutters	1460	LS	22,000	22,000	8,928	8,928	Completed
(Energy Item)	Casement Window Rplcmnt (partial)	1460	LS	53,000	17,646	22,474	22,474	Completed
	Dryer Vents	1460	LS	38,000	37,796	55,800	0	In Process
	Appliance/Equip.	1465	LS	5,500	5,697	5,959	5,959	Completed
	Gym Renovations	1470	LS	4,500	4,500	25,706	6	In Process
	<b>Subtotal</b>			<b>188,000</b>	<b>194,233</b>	<b>261,358</b>	<b>152,605</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650102		Federal FY of Grant: 2002		Status of Proposed Work (2)
				Replacement Housing Factor Grant No.:				
Development Number/Name HA- Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-05</b> Douglass Court	PHAS Exterior Labor	1450	LS	1,000	1,000	2,127	127	In Process
	PHAS Exterior Materials	1450	LS	1,000	1,000	0	0	Cancelled
	Site Improvements	1450	LS	7,000	7,000	6,943	0	In Process
	Exterior Painting	1450	LS	2,000	2,000	5,500	0	In Process
	Meter Bank Screening	1450	LS	2,500	2,500	0	0	Cancelled
	PHAS Interior Labor	1460	LS	2,000	5,265	8,428	4,806	In Process
	PHAS Interior Materials	1460	LS	2,000	2,000	915	915	Completed
	Window Rehab (Energy Item)	1460	LS	3,000	7,999	7,999	7,999	Completed
	Flexline/Valves	1460	LS	2,000	1,001	0	0	Cancelled
	Electrical Upgrades	1460	LS	1,000	1,000	0	0	Cancelled
	Appliance/Equip.	1465	LS	1,500	1,500	1,570	1,570	Completed
	<b>Subtotal</b>				<b>25,000</b>	<b>32,265</b>	<b>33,482</b>	<b>15,417</b>
<b>MD6-06</b> Walnut Towers	PHAS Exterior Labor	1450	LS	1,000	1,000	2,150	150	In Process
	PHAS Exterior Materials	1450	LS	1,000	1,000	0	0	Cancelled
	Site Improvements	1450	LS	5,000	5,000	6,263	373	In Process
	Underground Pipe Investigation	1450	LS	5,000	5,000	0	0	Cancelled
	Exterior Painting	1450	LS	0	0	5,500	0	In Process
	PHAS Interior Labor	1460	LS	6,000	15,000	27,235	12,185	In Process
	PHAS Interior Materials	1460	LS	5,000	2,634	2,129	2,129	Completed
	Bathroom piping Upgrade	1460	LS	37,000	35,150	0	0	Cancelled
	504 Upgrades	1460	LS	10,500	3,500	0	0	Pending
	Trash Chute Room Lighting	1460	LS	2,500	2,500	0	0	Cancelled
	HVAC/Electrical Upgrades	1460	LS	1,000	5,011	5,011	5,011	Completed
	Solar Sys. Upgrade (Funged 502)	1460	LS	0	1,100	20,611	6,532	In Process
	Dwelling Units Imprv. (VT funged 504)	1460	LS	0	0	36,000	0	In Process
	Boiler Replacements	1460	2	154,000	154,000	170,305	76,369	In Process
	Appliance/Equip.	1465	LS	6,500	6,500	12,172	12,172	Completed
A/C Laundries	1470	LS	10,000	14,000	13,200	13,200	Completed	
<b>Subtotal</b>				<b>244,500</b>	<b>251,395</b>	<b>300,576</b>	<b>128,121</b>	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number    Capital Fund Program Grant No. MD06P00650102	Federal FY of Grant: 2002
Replacement Housing Factor Grant No.:		2002

Development Number/Name	HA- Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-07</b>		PHAS Exterior Labor	1450	LS	5,000	7,000	2,554	554	In Process
Noland		PHAS Exterior Materials	1450	LS	4,000	2,000	0	0	Cancelled
Village		Site Improvements	1450	LS	24,000	24,000	22,441	903	In Process
		Exterior Painting	1450	LS	5,500	5,500	6,000	0	In Process
		PHAS Interior Labor	1460	LS	20,000	81,500	71,248	64,626	In Process
		PHAS Interior Materials	1460	LS	19,000	16,505	18,681	18,681	Completed
		CO's & Access Panels	1460	LS	20,500	55	55.17	55	Completed
		Flexline/Valves	1460	LS	9,000	2,223	2,492	2,492	Completed
		Shutters (partial)	1460	40	7,500	7,579	0	0	Cancelled
		Ext. Door Replacement (partial)	1460	80	38,500	8,366	8,366	8,366	Completed
		Appliance/Equip.	1465	LS	10,000	9,803	10,547	10,547	Completed
		<b>Subtotal</b>			<b>163,000</b>	<b>164,531</b>	<b>142,383</b>	<b>106,223</b>	
<b>MD6-08</b>		PHAS Exterior Labor	1450	LS	1,000	1,000	2,000	0	In Process
PTN		PHAS Exterior Materials	1450	LS	1,000	1,000	22	22	Completed
		Site Improvements	1450	LS	5,000	5,000	8,949	679	In Process
		Exterior Painting	1450	LS	0	0	5,500	0	Pending
		PHAS Interior Labor	1460	LS	9,000	53,680	39,007	32,385	In Process
		PHAS Interior Materials	1460	LS	8,000	3,000	2,544	2,544	Completed
		Floor Tile at Units - 2003	1460	LS	17,000	14,320	9,060	9,060	Completed
		Floor Tile at Units - 2004	1460	LS	0	0	8,000	0	Pending
		HVAC/Electrical Upgrades	1460	LS	20,000	20,000	3,809	3,809	Completed
		504 Improvements	1460	LS	6,000	6,000	3,832	1,680	In Process
		Unit Door Replacement (partial)	1460	100	60,000	23,000	22,809	22,809	Completed
		Pipe Replacement at Baths	1460	LS	61,500	61,500	0	0	Cancelled
		Appliance/Equip.	1465	LS	8,000	8,000	20,526	20,526	Completed
		Mills Bldg. Roof Repairs	1470	LS	1,000	1,000	0	0	Cancelled
		Mills Bldg. Interior Repairs	1470	LS	3,000	3,000	0	0	Cancelled
		HVAC Computer Room Bldg. 300	1470	LS	8,000	4,218	4,218	4,218	Completed
		HVAC Controls Building 300 (Energy Item)	1470	LS	3,000	7,352	7,352	7,352	Completed
		Bldg. 300 Carpet	1470	LS	0	0	0	0	Funged to 2003
		Paint Building 300	1470	LS	3,500	3,500	0	0	Pending
		<b>Subtotal</b>			<b>215,000</b>	<b>215,570</b>	<b>137,630</b>	<b>105,085</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650102		Federal FY of Grant: 2002		Status of Proposed Work (2)
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-09</b> Scattered Sites	PHAS Exterior Labor	1450	LS	1,000	1,000	2,075	75	In Process
	PHAS Exterior Materials	1450	LS	1,000	1,000	0	0	Cancelled
	Site Improvements	1450	LS	6,000	6,000	23,637	2,367	In Process
	Exterior Painting	1450	LS	0	0	5,500	0	Pending
	PHAS Interior Labor	1460	LS	2,000	3,500	8,397	1,775	In Process
	PHAS Interior Materials	1460	LS	2,000	1,500	994	944	Completed
	Hosebib Retrofit	1460	LS	2,500	2,500	0	0	Cancelled
	Flexlines/Valves	1460	LS	2,500	500	401	401	Completed
	New Rangehoods	1460	30	3,500	3,500	0	0	Cancelled
	Appliance/Equipment Replacement	1465	LS	1,500	1,500	1,570	1,570	Completed
	A/C - Funged to 2006	1465	LS	0	0	0	0	Funged to 2006
<b>Subtotal</b>				<b>22,000</b>	<b>21,000</b>	<b>42,574</b>	<b>7,132</b>	
<b>MD6-10</b> Scattered Sites	PHAS Exterior Labor	1450	LS	1,000	1,000	4,038	2,038	In Process
	PHAS Exterior Materials	1450	LS	1,000	1,000	8	8	Completed
	Site Improvements	1450	LS	5,000	5,000	14,199	959	In Process
	Exterior Painting	1450	LS	0	0	5,500	0	Pending
	PHAS Interior Labor	1460	LS	1,500	1,500	7,447	825	In Process
	PHAS Interior Materials	1460	LS	1,500	1,000	396	396	Completed
	Hosebib Retrofit	1460	LS	1,000	1,000	0	0	Cancelled
	Flexlines/Valves	1460	LS	1,000	776	0	0	Cancelled
	Shutters	1460	LS	3,500	3,500	2,059	2,059	Completed
	Appliance/Equipment Replacement	1465	LS	1,000	1,000	1,046	1,046	Completed
	A/C - Funged to 2006	1465	LS	0	0	0	0	
<b>Subtotal</b>				<b>16,500</b>	<b>15,776</b>	<b>34,692</b>	<b>7,330</b>	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____ form HUD-52837 (10.96) ref Handbook 7485.30				

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

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650102  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2002

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-11</b>	PHAS Exterior Labor	1450	LS	1,000	1,000	2,035	35	In Process
Potomac	PHAS Exterior Materials	1450	LS	1,000	1,000	0	0	Cancelled
Towers	Site Improvements	1450	LS	5,000	5,000	5,545	0	In Process
South	Exterior Painting	1450	LS	0	0	5,500	0	Pending
	PHAS Interior Labor	1460	LS	6,000	6,000	9,232	2,610	In Process
	PHAS Interior Materials	1460	LS	5,000	3,000	3,114	3,114	Completed
	504 Upgrades	1460	LS	5,000	5,000	42	42	Completed
	HVAC Upgrades	1460	LS	7,000	7,000	525	525	Completed
	New Roof	1460	LS	99,000	89,648	0	0	Funged to 501/502
	Vinyl wall Covering	1460	LS	60,000	60,000	30,042	15,223	In Process
	Dwelling Units Imprv (VT Funged 504)	1460	LS	0	0	27,000	0	Pending
	Canopy	1460	LS	30,000	30,000	19,600	0	In Process
	Appliance/Equip.	1465	LS	5,000	2,348	2,762	2,762	Completed
	HVAC Stockroom	1470	LS	5,000	5,000	6,364	0	In Process
	<b>Subtotal</b>			<b>229,000</b>	<b>214,996</b>	<b>111,761</b>	<b>24,310</b>	

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650102 Replacement Housing Factor Grant No.: Federal FY of Grant: 2002				
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>PHA-Wide</b>	Operations (Prorated Staff Salaries [MOD/PHAS/QHAWRA] and unexpected work items)	1406	1	75,000	41,600	41,600	41,600	In Process
	Operations - Hard Costs	1406	1	0	13,134	14,862	12,186	Pending
	<b>Subtotal</b>			<b>75,000</b>	<b>54,734</b>	<b>56,462</b>	<b>53,786</b>	
<b>PHA-Wide Management Improvement</b>	Security Services	1408	1	300,000	300,000	300,000	300,000	Completed
	Community Policing	1408	1	25,000	25,000	25,000	2,964	In Process
	D.A.R.E. Officer	1408	1	25,000	25,000	25,000	25,000	Completed
	Easter Seals	1408	1	12,000	0	0	0	Cancelled
	PHAS Improvements	1408	1	1,000	1,000	0	0	Cancelled
	Computer Systems Upgrade	1408	1	30,000	30,000	25,718	20,393	In Process
	Misc. Consulting Fees	1408	1	10,000	10,000	8,136	8,136	Completed
	<b>Training</b>							
	Executive Dept.	1408	1	6,000	18,700	18,700	18,700	Completed
	Housing Dept.	1408	1	7,000	7,000	4,335	4,335	In Process
	Accounting Dept.	1408	1	5,000	5,000	1,723	1,723	In Process
	Properties Dept.	1408	1	3,000	3,000	3,000	3,000	Completed
	Resident Services Dept.	1408	1	5,000	5,000	3,070	3,070	In Process
	Information Systems Dept.	1408	1	8,000	8,000	8,000	8,000	Completed
	Westview Resident Training	1408	1	0	6,300	0	0	Pending
<b>Subtotal</b>			<b>437,000</b>	<b>444,000</b>	<b>422,682</b>	<b>395,321</b>		
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

Annual Statement/Performance and Evaluation Report  
 Capital Fund program and Capital Fund program Replacement Housing Factor (CFP/CFPRHF)  
 Supportive pages

Part II:

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650102				Federal FH Grant: 2002
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>PHA-Wide</b>	<b>Resident Programs</b>							
Management	Boys/Girls Club	1408	1	32,500	32,500	21,211	21,211	In Process
Improvement	Character Counts	1408	1	2,500	2,500	13	13	Completed
	Resident Youth Camp	1408	1	10,000	10,000	0	0	Pending
	Welfare to Work Initiative	1408	1	20,000	20,000	2,467	2,467	In Process
	Homework Club	1408	1	10,000	10,000	1,601	1,721	In Process
	Programs Coordinator (50%)	1408	1	20,000	20,000	20,000	20,000	Completed
	<b>Subtotal</b>			<b>95,000</b>	<b>95,000</b>	<b>45,292</b>	<b>45,412</b>	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

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

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

**Part II: Supportive Pages**

Grant Type and Number Capital Fund Program Grant No. MD06P00650102  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2002

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

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MOD Administration</b>	Staff Architect (75%)	1410	1	54,000	54,000	54,000	54,000	Completed
	Grants Secretary (50%)	1410	1	33,000	33,000	33,000	33,000	Completed
	Grants Coordinator (100%)	1410	1	45,000	45,000	45,000	45,000	Completed
	MOD Clerk/Expditor (90%)	1410	1	34,000	34,000	34,000	24,162	In Process
	Architect Sec. (75%)	1410	1	27,000	27,000	27,000	21,636	In Process
	A & E Travel	1410	1	0	7,000	5,500	5,500	Code Change
	<b>Subtotal</b>				<b>193,000</b>	<b>200,000</b>	<b>198,500</b>	<b>183,299</b>
<b>A &amp; E</b>	Outside Engineering Misc.	1430	1	20,000	25,000	16,178	11,378	In Process
	A & E Sundry	1430	1	5,000	5,000	5,747	4,012	In Process
	A & E Travel	1430	1	7,000	0	0	0	Code change
	<b>Subtotal</b>			<b>32,000</b>	<b>30,000</b>	<b>21,925</b>	<b>15,389</b>	
	<b>Vehicle Replacement</b>							
	Truck '92 Chev PU (Replace w/van)	1475	1	23,000	23,000	16,134	16,134	Completed
	Appliance/Equipment Replacement	1475		5,000	5,000	0	0	Cancelled
<b>Subtotal</b>				<b>28,000</b>	<b>28,000</b>	<b>16,134</b>	<b>16,134</b>	
<b>Contingency</b>	Unknown cost increases	1502	1	6,962	6,962	0	0	Cancelled
	<b>Subtotal</b>			<b>6,962</b>	<b>6,962</b>	<b>0</b>	<b>0</b>	

Signature of Executive Director and Date

X \_\_\_\_\_

Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X \_\_\_\_\_

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650102  
 Replacement Housing Factor Grant No: Federal FY of Grant: 2002

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	Reasons for Revised Target Dates (2)
PHA-Wide	6/12/2004			6/12/2006			

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Direction/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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

# **Annual Performance & Evaluation Report**

**For the Period Ending: March 31, 2003**

Capital Funds Program

FY2002 – CFP No. MD06P006501-03



The Housing Authority of the  
City of Hagerstown, Maryland

Ted Shankle, Executive Director

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

**Part I: Summary**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P00650103 Replacement Housing Factor Grant No.:	Federal FY of Grant: 2003
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number \_\_\_\_  Performance and Evaluation Report for Program Year Ending 3/31/04  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Maximum 10% of line 19)	70,200	0	60,660	18,150
3	1408 Management Improvements Soft Costs (708) Management Improvements Hard Costs (718)	567,000	0	135,696	124,387
4	1410 Administration (Max.10% - Excludes In-House A&E)	189,000	0	191,000	59,236
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	15,000	0	1,662	1,238
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	135,000	0	117,000	0
10	1460 Dwelling Structures	504,000	0	366,588	94,467
11	1465 Dwelling Equipment - Non-expendable	54,000	0	26,899	19,470
12	1470 Non-dwelling Structures	40,000	0	3,991	3,003
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Development Activities	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 19)	35,396	0	0	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$ 1,609,596</b>	<b>\$ -</b>	<b>\$ 903,496</b>	<b>\$ 319,951</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security - Soft Costs	325,000			
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2) To be completed for the Performance and Evaluation Report.



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

**Part II: Supportive Pages**

Development Number/Name HA-Wide Activities				Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650103		Federal FY of Grant: 2003		
				Replacement Housing Factor Grant No.:				
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	Status of Proposed Work (2)
<b>MD6-01</b>	Site Improvements	1450	LS	1,000		0	0	Pending
Parkside	Asphalt Paving	1450	LS	1,000		0	0	Pending
Homes	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process
	PHAS Int. Labor	1460	LS	26,000		26,000	1,345	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	11	In Process
	Misc. Interior Improvements	1460	LS	2,000		0	0	Pending
	Telephone/TV Cable - 2nd floor	1460	39	0		0	0	Cancelled
	Exterior Painting - Materials (FoceAcct)	1460	LS	2,000		0	0	Pending
	Water Heater Replacement	1460	LS	1,000		1,000	1,000	Completed
	Misc. Appliance/Equip Replacement	1465	39 +/-	6,000		6,000	6,000	Completed
	Non-Dwelling Improvements	1470	LS	2,000		0	0	Pending
	<b>Subtotal</b>			<b>58,000</b>	<b>0</b>	<b>50,000</b>	<b>8,357</b>	
<b>MD6-04</b>	Site Improvements	1450	LS	1,000		0	0	Pending
Frederick	Asphalt Paving	1450	LS	1,000		0	0	Pending
Manor	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	Pending
	PHAS Int. Labor	1460	LS	26,000		26,000	16,124	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	571	In Process
	Misc. Int. Improvements	1460	LS	2,000		0	0	Pending
	Telephone/TV Cable - 2nd floor	1460	125	0		0	0	Cancelled
	Attic Insulation	1460	125	0		0	0	Funged to 502
	Bathroom Upgrade - Materials	1460	LS	44,000		0	0	Pending
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Kirtchen Piping/Valves - Materials	1460	LS	9,000		0	0	Pending
	Water Heater Replacement	1460	LS	1,000		1,000	704	In Process
	Misc. Appliance & Equip Replacement	1465	125 +/-	6,000		6,000	338	In Process
	Non-Dwelling Improvements	1470	LS	2,000		550	550	In Process
	Gym Floor Replacement	1470	4,000 sf	0		0	0	Funged to 503
	<b>Subtotal</b>			<b>111,000</b>	<b>0</b>	<b>50,550</b>	<b>18,287</b>	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650103		Federal FY of Grant:		Status of Proposed Work (2)
				Replacement Housing Factor Grant No.:		2003		
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-05</b> Douglass Court	Site Improvements	1450	LS	1,000		0	0	Pending
	Asphalt Paving	1450	LS	1,000		0	0	Pending
	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process
	PHAS Int. Labor	1460	LS	26,000		26,000	1,635	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	282	In Process
	Misc. Interior Improvements	1460	LS	2,000		990	0	In Process
	Telephone/TV Cable - 2nd floor	1460	30	0		0	0	Cancelled
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Bath Drains - Materials	1460	LS	5,000		0	0	Pending
	Water Heater Replacement	1460	LS	1,000		408	0	In Process
	Misc. Appliance & Equip Replacement	1465	30 +/-	6,000		6,000	4,232	In Process
	Non-Dwelling Improvements	1470	LS	1,000		0	0	Pending
	<b>Subtotal</b>				<b>62,000</b>	<b>0</b>	<b>50,398</b>	<b>6,148</b>
<b>MD6-06</b> Walnut Towers	Site Improvements	1450	LS	1,000		0	0	Pending
	Asphalt Paving	1450	LS	1,000		0	0	Pending
	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process
	PHAS Int. Labor	1460	LS	26,000		26,000	5,332	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	1,617	In Process
	Misc. Interior Improvements	1460	LS	2,000		709	660	In Process
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Unit Doors (partial) - Materials	1460	LS	10,000		0	0	Pending
	Water Heater Replacement	1460	LS	1,000		0	0	Pending
	Section 504 Upgrades	1460	LS	0			67	In Process
	Misc. Appliance & Equip Replacement	1465	LS	6,000		6,000	6,000	Completed
	Non-Dwelling Improvements	1470	LS	2,000		70	70	In Process
	<b>Subtotal</b>				<b>68,000</b>	<b>0</b>	<b>49,779</b>	<b>13,747</b>

Signature of Executive Director and Date

X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X \_\_\_\_\_

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number    Capital Fund Program Grant No. MD06P00650103	Federal FY of Grant: 2003
	Replacement Housing Factor Grant No.:	

Development Number/Name    HA	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-07</b>	Site Improvements	1450	LS	1,000		0	0	Pending
Noland	Asphalt Paving	1450	LS	1,000		0	0	Pending
Village	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process
	PHAS Int. Labor	1460	LS	26,000		26,000	22,847	In Process
	PHAS Int. Materials	1460	LS	4,000		4,079	663	In Process
	Misc. Interior Improvements	1460	LS	2,000		0	0	Pending
	Telephone/TV Cable	1460	250	0		0	0	Cancelled
	Attic Insulation	1460	LS	0		0	0	Funged to 502
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Unit Doors - Materials	1460	LS	60,000		59,400	0	In Process
	Valve Replacement - Materials	1460	LS	6,000		0	0	Pending
	Kitchen Piping - Materials	1460	LS	13,000		5,698	5,175	In Process
	Tubs - Materials	1460	LS	2,000		0	0	Pending
	Water Heater Replacement	1460	LS	1,000		0	0	Pending
	Misc. Appliance & Equip Replacement	1465	250 +/-	6,000		1,172	1,172	In Process
	Non-Dwelling Improvements	1470	LS	2,000		141	141	In Process
	<b>Subtotal</b>			<b>139,000</b>	<b>0</b>	<b>109,489</b>	<b>29,998</b>	
<b>MD6-08</b>	Site Improvements	1450	LS	1,000		0	0	Pending
PTN	Asphalt Paving	1450	LS	1,000		0	0	Pending
	PHAS Ext. Labor	1450	LS	11,000		11,000	0	Pending
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	Pending
	PHAS Int. Labor	1460	LS	26,000		26,000	5,436	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	1,107	In Process
	Misc. Interior Improvements	1460	LS	2,000		471	471	In Process
	Vinyl Tile Replacement	1460	LS	8,000		0	0	Pending
	Unit Doors - Materials	1460	LS	30,000		25,754	19,831	In Process
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Water Heater Replacement	1460	LS	1,000		0	0	Pending
	Section 504 Upgrades	1460	LS	0			32	In Process
	Misc. Appliance & Equip Replacement	1465	200 +/-	6,000		119	119	In Process
	Non-Dwelling Improvements	1470	LS	2,000		3,230	2,242	In Process
	Carpet Replacement - Bldg. 300	1470	LS	10,000		0	0	Pending
	<b>Subtotal</b>			<b>106,000</b>	<b>0</b>	<b>72,574</b>	<b>29,238</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____ _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number    Capital Fund Program Grant No. MD06P00650103	Federal FY of Grant: 2003
	Replacement Housing Factor Grant No.:	

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>MD6-09</b>	Site Improvements	1450	LS	500		0	0	Pending
Scattered Sites	Asphalt Paving	1450	LS	1,000		0	0	Pending
	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process
	PHAS Int. Labor	1460	LS	26,000		26,000	3,530	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	1,141	In Process
	Misc. Interior Materials	1460	LS	2,000		550	0	In Process
	Attic Insultation	1460	30	0		0	0	Funged 502
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Kitchen Faucets - Materials	1460	LS	2,000		9	9	In Process
	Water Heater Replacements	1460	LS	1,000		0	0	Pending
	Misc. Appliance & Equip Replacement	1465	30 +/-	6,000		119	119	In Process
	Non-Dwelling Improvements	1470	LS	1,000		0	0	Pending
	<b>Subtotal</b>			<b>58,500</b>	<b>0</b>	<b>43,678</b>	<b>4,800</b>	
<b>MD6-10</b>	Site Improvements	1450	LS	500		0	0	Pending
Scattered Sites	Asphalt Paving	1450	LS	1,000		0	0	Pending
	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process
	PHAS Int. Labor	1460	LS	26,000		26,000	613	In Process
	PHAS Int. Materials	1460	LS	4,000		4,000	33	In Process
	Misc. Interior Materials	1460	LS	2,000		0	0	Pending
	Attic Insultation	1460	20	0		0	0	Funged 502
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending
	Water Heater Replacements	1460	LS	1,000		0	0	Pending
	Misc. Appliance & Equip Replacement	1465	20 +/-	6,000		119	119	In Process
	Non-Dwelling Improvements	1470	LS	1,000		0	0	Pending
	<b>Subtotal</b>			<b>56,500</b>	<b>0</b>	<b>43,119</b>	<b>766</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650103 Replacement Housing Factor Grant No.: Federal FY of Grant: 2003					
Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
MD6-11 Potomac Towers South	Site Improvements	1450	LS	1,000		0	0	Pending	
	Asphalt Paving	1450	LS	2,000		0	0	Pending	
	PHAS Ext. Labor	1450	LS	11,000		11,000	0	In Process	
	PHAS Ext. Materials	1450	LS	2,000		2,000	0	In Process	
	PHAS Int. Labor	1460	LS	26,000		26,000	2,917	In Process	
	PHAS Int. Materials	1460	LS	4,000		4,000	792	In Process	
	Misc. Interior Materials	1460	LS	2,000		471	471	In Process	
	Exterior Painting - Materials	1460	LS	2,000		0	0	Pending	
	Water Heater Replacement	1460	LS	1,000		0	0	Pending	
	Misc. Appliance & Equip Replacement	1465	126 +/-	6,000		1,369	1,369	In Process	
	Maintenance Floor	1470	LS	15,000		0	0	Pending	
	Non-Dwelling Improvements	1470	LS	2,000		0	0	Pending	
	Section 504 Upgrades	1460	LS				49	49	In Process
		<b>Subtotal</b>			<b>74,000</b>	<b>0</b>	<b>44,889</b>	<b>5,599</b>	
PHA-Wide	Operations (Prorated Staff Salaries [MOD/PHAS/QHAWRA] and unexpected work items)	1406	1	60,000		60,000	18,150		
	Operations - Hard Costs	1406	1	10200		660	0		
	<b>Subtotal</b>			<b>70,200</b>	<b>0</b>	<b>60,660</b>	<b>18,150</b>		
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____ HUD-52837 (10./96) ref Handbook 7485.30					

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650103  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2003

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
<b>PHA-Wide</b> Management Improvement	<b>Resident Programs</b>								
	Boys and Girls Club	1408		100,000		0	0	Pending	
	Character Counts	1408		3,000		0	0	Pending	
	Homework Club	1408		10,000		0	0	Pending	
	Staff Salaries (Dir. Prog. Coord.)	1408		31,000		23,000	11,692	In Process	
	Resident Youth Camp	1408		12,000		0	0	Pending	
	Welfare to Work Initiative	1408		20,000		0	0	Pending	
	<b>Management Improvements</b>								
	Computer Upgrade	1408		30,000		0	0	Pending	
	Management Training	1408		34,000		6,805	6,805	In Process	
	Security	1408		325,000		105,891	105,891	In Process	
	Misc. Consulting Fees	1408		1,000		0	0	Pending	
	PHAS Improvements	1408		1,000		0	0	Pending	
	<b>Subtotal</b>				<b>567,000</b>	<b>0</b>	<b>135,696</b>	<b>124,387</b>	
	<b>Administration</b>								
	MOD Administration Salaries (5)	1410			183,000		191,000	59,236	In Process
	A&E Travel	1410			6,000		0	0	Pending
<b>Subtotal</b>				<b>189,000</b>	<b>0</b>	<b>191,000</b>	<b>59,236</b>		

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650103  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2003

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
A & E	Outside Engineering Misc.	1430	1	10,000		240	240	In Process
	A & E Sundry	1430	1	5,000		1,422	998	In Process
	<b>Subtotal</b>			<b>15,000</b>	<b>0</b>	<b>1,662</b>	<b>1,238</b>	
	<b>Vehicle Replacement</b>							
		1475	1	0	0	0	0	Cancelled
	<b>Subtotal</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Contingency	Unknown cost increases	1502	1	35,396	0	0	0	
	<b>Subtotal</b>			<b>35,396</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_

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

PHA Name: Housing Authority of the City of Hagerstown, Md  
 Grant Type and Number Capital Fund Program Grant No. MD06P00650103  
 Replacement Housing Factor Grant No: Federal FY of Grant: 2003

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA-Wide	9/16/2005			9/16/2007			

Signature of Executive Director and Date  
 X \_\_\_\_\_  
 Ted Shankle, Executive Director

Signature of Public Housing Direction/Office of Native American Programs Administrator and Date  
 X \_\_\_\_\_



# Annual Performance & Evaluation Report

For the Period Ending: March 31, 2003

Capital Funds Program

FY2003 – CFP No. MD06P006502-03



The Housing Authority of the  
City of Hagerstown, Maryland

Ted Shankle, Executive Director



Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part I: Summary**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number Capital Fund Program Grant No. MD06P00650203 Replacement Housing Factor Grant No.:	Federal FY of Grant: 2003
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Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number \_\_\_\_  Performance and Evaluation Report for Program Year Ending 3/31/03  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (Maximum 10% of line 20)	5,000	0	0	0
3	1408 Management Improvements Soft Costs (708) Management Improvements Hard Costs (718)	0	0	0	0
4	1410 Administration (Max.10% - Excludes In-House A&E)	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	10,000	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	122,000	0	0	0
10	1460 Dwelling Structures	172,000	0	0	0
11	1465 Dwelling Equipment - Non-expendable	0	0	0	0
12	1470 Non-dwelling Structures	6,000	0	0	0
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Development Activities	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	5,788	0	0	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$ 320,788</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 2) To be completed for the Performance and Evaluation Report.

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

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650203		Federal FY of Grant: 2003	
				Replacement Housing Factor Grant No.:			

Development Number/Name HA Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MD6-01 Parkside Homes	Site Improvements	1450	LS	7,000	0	0	0	
	Asphalt Paving	1450	LS	1,000	0	0	0	
	<b>Subtotal</b>			<b>8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-04 Frederick Manor	Site Improvements	1450	LS	7,000	0	0	0	
	Non-Dwelling Imprv (gym lighting)	1470	LS	6,000	0	0	0	
	<b>Subtotal</b>			<b>13,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-05 Douglass Court	Site Improvements	1450	LS	7,000	0	0	0	
	<b>Subtotal</b>			<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-06 Walnut Towers	Site Improvements	1450	LS	7,000	0	0	0	
	Rplcmnt of Entry Doors/Storefronts	1460	LS	30,000	0	0	0	
	<b>Subtotal</b>			<b>37,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

**Part II: Supportive Pages**

PHA Name: Housing Authority of the City of Hagerstown, Md				Grant Type and Number Capital Fund Program Grant No. MD06P00650203		Federal FY of Grant: 2003		Status of Proposed Work (2)
				Replacement Housing Factor Grant No.:				
Development Number/Name HA- Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MD6-07 Noland Village	Site Improvements	1450	LS	25,000	0	0	0	
	Mailboxes	1450	LS	40,000	0	0	0	
	<b>Subtotal</b>			<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-08 Potomac Towers North	Site Improvements	1450	LS	7,000	0	0	0	
	Hotwater Systems Upgrades	1460	LS	30,000	0	0	0	
	Re-glaze Skydeck	1460	LS	12,000	0	0	0	
	<b>Subtotal</b>			<b>49,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-09 Scattered Sites	Site Improvements	1450	LS	7,000	0	0	0	
	<b>Subtotal</b>			<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-10 Scattered Sites	Site Improvements	1450	LS	7,000	0	0	0	
	Window/Siding Replacement	1460	20	100,000	0	0	0	
	<b>Subtotal</b>			<b>107,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MD6-11 Potomac Towers South	Site Improvements	1450	LS	7,000	0	0	0	
	<b>Subtotal</b>			<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Signature of Executive Director and Date X _____ Ted Shankle, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____				

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

**Part II: Supportive Pages**

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

Grant Type and Number Capital Fund Program Grant No. MD06P00650203  
 Replacement Housing Factor Grant No.: Federal FY of Grant: 2003

Development Number/Name HA-Wide Activities	General Description Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Costs		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	<b>Operations</b>	1406	LS	5,000	0	0	0	
	Operations - Misc. Hard Costs							
	<b>Subtotal</b>			<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Fees &amp; Costs</b>	1430	LS	10,000	0	0	0	
	Engineering Fees							
	<b>Subtotal</b>			<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Contingency	Unknown cost increases	1502	1	5,788		0	0	

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Director/Office of Native American Programs Administrator and Date X _____
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Hagerstown, Md	Grant Type and Number    Capital Fund Program Grant No.    MD06P00650203 Replacement Housing Factor Grant No: <span style="float: right;">Federal FY of Grant: 2003</span>
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Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	Reasons for Revised Target Dates (2)
PHA-Wide	2/12/2006			2/12/2008			

Signature of Executive Director and Date X _____ Ted Shankle, Executive Director	Signature of Public Housing Direction'/Office of Native American Programs Administrator and Date X _____
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## **HOUSING AUTHORITY OF THE CITY OF HAGERSTOWN 2004 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. During the past four years 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-two objectives have been met and we are making good progress on the remaining objectives.

We are particularly excited by the fact that we have made significant progress with our HOPE VI Grant this year. The grant is assisting in our effort to provide a great community for our folks to reside, and is starting to dramatically improve the West End of Hagerstown. Although initially an objective to assess the possibility of, our effort to revitalize our oldest community continues to be the 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 past two years and in the coming year, in addition to maintaining a high performing operation and pursuing the final three 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

Yvonne Parsons

Scattered Sites/Parkside/Douglass Court

Paula Cope

Noland Village

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.

# **CAPITAL FUNDS PROGRAM FIVE YEAR ACTION PLAN**

Housing Authority of the City of Hagerstown, MD

**Fiscal Year Period 2004 - 2008**  
**(See Annual Statement for Year 2004 Listing)**

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the City of Hagerstown				[ ] Original 5-Year Plan [ X ] Revision No.:1	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
	<b>Annual Statement</b>				
PHA-Wide		1,027,084	1,048,084	1,055,084	1,079,084
Parkside Homes 6-01		60,000	92,000	116,000	60,000
Frederick Manor 6-04		75,000	73,000	229,000	75,000
Douglass Court 6-05		103,000	56,000	58,000	56,000
Walnut Towers 6-06		160,000	190,000	148,000	103,000
Noland Village 6-07		79,000	79,000	89,000	174,000
Potomac Towers North 6-8		174,000	175,000	98,000	133,000
Scattered Sites 6-09		90,000	55,000	55,000	55,000
Scattered Sites 6-10		84,300	49,300	81,300	49,300
Potomac Towers South 6-11		78,000	113,000	1,000	96,000
Gateway Crossing 6-12		0	0	0	50,000
CFP Funds Listed for 5-year planning		1,930,384	1,930,384	1,930,384	1,930,384
Replacement Housing Factor Funds					

<\\hha1\AHouseholder\CFP04 505\5 YR PLAN FEB 2004 adh.xls>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 (506) FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 (507) FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>PHA Wide</b>	Operations	105,000	<b>PHA Wide</b>	Operations	108,000
		Mod Administration	242,000		Mod Administration	251,000
		A&E Sundry	5,000		A&E Sundry	5,000
		A&E Travel	6,000		A&E Travel	6,000
		Engineering Fees	10,000		Engineering Fees	10,000
		Vehicle Replacement	24,000		Vehicle Replacement	28,000
		Boys n' Girls Club	100,000		Boys n' Girls Club	100,000
		Character Counts	3,000		Character Counts	3,000
		Homework Club	10,000		Homework Club	10,000
		Program Coordinator	21,000		Program Coordinator	21,000
		Resident Youth Camp	12,000		Resident Youth Camp	12,000
		Welfare to Work	20,000		Welfare to Work	20,000
		Computer Upgrade	86,000		Computer Upgrade	89,000
		Management Training	34,000		Management Training	34,000
		Security	325,000		Security	325,000
		Misc. Consulting Fees	1,000		Misc. Consulting Fees	1,000
		PHAS Improvements	1,000		PHAS Improvements	1,000
		Contingency	22,084		Contingency	24,084
		<b>SUBTOTAL</b>	<b>1,027,084</b>		<b>SUBTOTAL</b>	<b>1,048,084</b>
	<b>Parkside Homes 6-01</b>	Misc. Appliance/Equip. Rplcmnt.	2,000	<b>Parkside Homes 6-01</b>	Misc. Appliance/Equip. Rplcmnt.	2,000
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		Site Improvements	8,000		Site Improvements	8,000
		PHAS Int. Labor (force account)	26,000		PHAS Int. Labor (force account)	26,000
		PHAS Int. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Comm. Space Improvements	1,000		Misc. Interior Improvements	5,000
		Misc. Interior Improvements	5,000		Comm. Space Improvements	1,000
					Landscape Renovation	32,000
		<b>SUBTOTAL</b>	<b>60,000</b>		<b>SUBTOTAL</b>	<b>92,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$1,087,084</b>	XX		<b>1,140,084</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 (508) FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 (509) FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>PHA Wide</b>	Operations	114,000	<b>PHA Wide</b>	Operations	126,000
		Mod Administration	259,000		Mod Administration	268,000
		A&E Sundry	5,000		A&E Sundry	5,000
		A&E Travel	6,000		A&E Travel	6,000
		Engineering Fees	10,000		Engineering Fees	10,000
		Vehicle Replacement	24,000		Vehicle Replacement	24,000
		Boys n' Girls Club	100,000		Boys n' Girls Club	100,000
		Character Counts	3,000		Character Counts	3,000
		Homework Club	10,000		Homework Club	10,000
		Program Coordinator	21,000		Program Coordinator	21,000
		Resident Youth Camp	12,000		Resident Youth Camp	12,000
		Welfare to Work	20,000		Welfare to Work	20,000
		Computer Upgrade	92,000		Computer Upgrade	92,000
		Management Training	34,000		Management Training	34,000
		Security	325,000		Security	325,000
		Misc. Consulting Fees	1,000		Misc. Consulting Fees	1,000
		PHAS Improvements	1,000		PHAS Improvements	1,000
		Contingency	18,084		Contingency	21,084
		<b>SUBTOTAL</b>	<b>1,055,084</b>		<b>SUBTOTAL</b>	<b>1,079,084</b>
	<b>Parkside Homes 6-01</b>	Misc. Appliance/Equip. Rplcmnt.	2,000	<b>Parkside Homes 6-01</b>	Misc. Appliance/Equip. Rplcmnt.	2,000
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		Site Improvements	8,000		Site Improvements	8,000
		PHAS Int. Labor (force account)	26,000		PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	5,000		Misc. Interior Improvements	5,000
		Gas Valve & Riser Replacement (MS)	8,000		Comm. Space Improvements	1,000
		Roofing	48,000			
		Comm. Space Improvements	1,000			
		<b>SUBTOTAL</b>	<b>116,000</b>		<b>SUBTOTAL</b>	<b>60,000</b>
<b>Total CFP Estimated Cost</b>			<b>\$1,171,084</b>	XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	<b>\$1,139,084</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<b>Frederick Manor 6-04</b>	PHAS Int. Labor (force account)	26,000	<b>Frederick Manor 6-04</b>	PHAS Int. Labor (force account)	26,000
<b>Annual</b>		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
<b>Statement</b>		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	5,000		Misc. Interior Improvements	5,000
		Site Improvements	18,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	7,000		Misc. Appliance/Equip. Rplcmnt	7,000
		Comm. Space Improvements	1,000		Ext. Doors at Gym	3,000
		Water Heater Replacement	1,000		Exhaust Fan at Gym	5,000
					Comm. Space Improvements	1,000
					Water Heater Replacement	1,000
		<b>SUBTOTAL</b>	<b>75,000</b>		<b>SUBTOTAL</b>	<b>73,000</b>
	<b>Douglass Court 6-05</b>	PHAS Int. Labor (force account)	26,000	<b>Douglass Court 6-05</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	4,000		Misc. Interior Improvements	2,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	1,000		Misc. Appliance/Equip. Rplcmnt	1,000
		Comm. Space Improvements	1,000		Comm. Space Improvements	1,000
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		Replace Roofs	45,000			
		<b>SUBTOTAL</b>	<b>103,000</b>		<b>SUBTOTAL</b>	<b>56,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$178,000</b>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<b>\$129,000</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>	<b>Frederick Manor 6-04</b>	PHAS Int. Labor (force account)	26,000	<b>Frederick Manor 6-04</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	5,000		Misc. Interior Improvements	5,000
		Site Improvements	18,000		Site Improvements	18,000
		Misc. Appliance/Equip. Rplcmnt	7,000		Misc. Appliance/Equip. Rplcmnt	7,000
		Roofing	150,000		Comm. Space Improvements	1,000
		Comm. Building A/C	4,000		Water Heater Replacement	1,000
		Comm. Space Improvements	1,000			
		Water Heater Replacement	1,000			
		<b>SUBTOTAL</b>	<b>229,000</b>		<b>SUBTOTAL</b>	<b>75,000</b>
	<b>Douglass Court 6-05</b>	PHAS Int. Labor (force account)	26,000	<b>Douglass Court 6-05</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	1,000		Misc. Appliance/Equip. Rplcmnt	1,000
		Comm. Space Improvements	1,000		Comm. Space Improvements	1,000
		Unit Numbers (MS)	2,000		Water Heater Replacement	1,000
		Water Heater Replacement	1,000			
		<b>SUBTOTAL</b>	<b>58,000</b>		<b>SUBTOTAL</b>	<b>56,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$287,000</b>	XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX	<b>\$131,000</b>



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>	<b>Walnut Towers 6-06</b>	PHAS Int. Labor (force account)	26,000	<b>Walnut Towers 6-06</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	40,000		Misc. Appliance/Equip. Rplcmnt	2,000
		HVAC/Plumbing Renovations	17,000		HVAC/Plumbing Renovations (MS)	23,000
		Vinyl Floor	36,000		Water Tank	22,000
		Furniture Replacement	7,000		Caulking	12,000
		Comm. Space Improvements	1,000		Vinyl Floor Tile	36,000
		Misc. Interior Improvements	7,000		Misc. Interior Improvements	7,000
		Section 504 Improvements	1,000		Comm. Space Improvements	1,000
					Furniture	5,000
					Section 504 Improvements	1,000
					Replace water/heat lines	30,000
		<b>SUBTOTAL</b>	<b>160,000</b>		<b>SUBTOTAL</b>	<b>190,000</b>
	<b>Noland Village 6-07</b>	PHAS Int. Labor (force account)	26,000	<b>Noland Village 6-07</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	8,000		Misc. Interior Improvements	8,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	16,000		Misc. Appliance/Equip. Rplcmnt	16,000
		Community Room Miscellaneous	2,000		Community Room Miscellaneous	2,000
		Comm. Space Improvements	1,000		Comm. Space Improvements	1,000
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		<b>SUBTOTAL</b>	<b>79,000</b>		<b>SUBTOTAL</b>	<b>79,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$239,000</b>	XX		<b>269,000</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>	<b>Walnut Towers 6-06</b>	PHAS Int. Labor (force account)	26,000	<b>Walnut Towers 6-06</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	2,000		Misc. Appliance/Equip. Rplcmnt	2,000
		HVAC/Plumbing Renovations (MS)	5,000		HVAC/Plumbing Renovations (MS)	5,000
		Misc. Interior Improvements	7,000		Misc. Interior Improvements	7,000
		Comm. Space Improvements	1,000		Comm. Space Improvements	1,000
		Ranges	45,000		Vinyl Floor Tile	36,000
		Section 504 Improvements	1,000		Section 504 Improvements	1,000
		Vinyl Floor Tile	36,000			
		<b>SUBTOTAL</b>	<b>148,000</b>		<b>SUBTOTAL</b>	<b>103,000</b>
	<b>Noland Village 6-07</b>	PHAS Int. Labor (force account)	26,000	<b>Noland Village 6-07</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	8,000		Misc. Interior Improvements	8,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	16,000		Misc. Appliance/Equip. Rplcmnt	16,000
		Community Room Miscellaneous	2,000		Community Room Miscellaneous	2,000
		Community Building Fire Alarm	10,000		Comm. Space Improvements	1,000
		Comm. Space Improvements	1,000		Water Heater Replacement	1,000
		Water Heater Replacement	1,000		Landscaping	95,000
		<b>SUBTOTAL</b>	<b>89,000</b>		<b>SUBTOTAL</b>	<b>174,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$237,000</b>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<b>\$277,000</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<b>Potomac Towers North</b>	PHAS Int. Labor (force account)	26,000	<b>Potomac Towers North</b>	PHAS Int. Labor (force account)	26,000
<b>Annual</b>		PHAS Ext. Labor (force account)	11,000		<b>6-08</b>	PHAS Ext. Labor (force account)
<b>Statement</b>	<b>6-08</b>	PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	8,000		Misc. Interior Improvements	6,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	13,000		Misc. Appliance/Equip. Rplcmnt	13,000
		Floor Tile	8,000		Floor Tile	8,000
		HVAC/Plmbg/Elec Renov.(MS)	20,000		HVAC/Plmbg/Elec Renov. (MS)	25,000
		Comm. Space Improvements	1,000		Caulking	10,000
		Section 504 Improvements	1,000		Comm. Space Improvements	1,000
					Section 504 Improvements	1,000
		<b>PTN-Bldg. 300</b>			<b>PTN-Bldg. 300</b>	
		PHAS Int. Labor (force account)	26,000		PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000
		Site Improvements	1,000		Site Improvements	1,000
		HVAC	1,000		HVAC	12,000
		Carpet at Offices	25,000		Humidifier	2,000
		<b>SUBTOTAL</b>	<b>174,000</b>		<b>SUBTOTAL</b>	<b>175,000</b>
<b>Total CFP Estimated Cost</b>			<b>\$174,000</b>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<b>\$175,000</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>Potomac Towers North</b>	PHAS Int. Labor (force account)	26,000	<b>Potomac Towers North</b>	PHAS Int. Labor (force account)	26,000
	<b>6-08</b>	PHAS Ext. Labor (force account)	11,000	<b>6-08</b>	PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	8,000		Misc. Interior Improvements	8,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	13,000		Misc. Appliance/Equip. Rplcmnt	13,000
		Floor Tile	0		Floor Tile	0
		HVAC/Plmbg/Elec Renov. (MS)	20,000		HVAC/Plmbg/Elec Renov. (MS)	20,000
		Comm. Space Improvements	1,000		Comm. Space Improvements	1,000
		Section 504 Improvements	1,000		Section 504 Improvements	1,000
					Fire Alarm Upgrade	35,000
		<b>PTN-Bldg. 300</b>			<b>PTN-Bldg. 300</b>	
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000
		Site Improvements	1,000		Site Improvements	1,000
		HVAC	1,000		HVAC	1,000
					<b>SUBTOTAL</b>	<b>133,000</b>
		<b>SUBTOTAL</b>	<b>98,000</b>			
		<b>Total CFP Estimated Cost</b>	<b>\$98,000</b>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<b>\$133,000</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<b>Scattered Sites 6-09</b>	PHAS Int. Labor (force account)	26,000	<b>Scattered Sites 6-09</b>	PHAS Int. Labor (force account)	26,000
<b>Annual</b>		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
<b>Statement</b>		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	1,000		Misc. Appliance/Equip. Rplcmnt	1,000
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		New siding & windows (partial)	35,000			
		<b>SUBTOTAL</b>	<b>90,000</b>		<b>SUBTOTAL</b>	<b>55,000</b>
	<b>Total CFP Estimated Cost</b>		<b>\$90,000</b>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<b>\$55,000</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>Scattered Sites 6-09</b>	PHAS Int. Labor (force account)	26,000	<b>Scattered Sites 6-09</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	1,000		Misc. Appliance/Equip. Rplcmnt	1,000
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		<b>SUBTOTAL</b>	<b>55,000</b>		<b>SUBTOTAL</b>	<b>55,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$55,000</b>			

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006				
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost		
<b>See</b>	<b>Scattered Sites 6-10</b>	PHAS Int. Labor (force account)	26,000	<b>Scattered Sites 6-10</b>	PHAS Int. Labor (force account)	26,000		
<b>Annual</b>		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000		
<b>Statement</b>		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000		
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000		
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000		
		Site Improvements	3,000		Site Improvements	3,000		
		Misc. Appliance/Equip. Rplcmnt	300		Misc. Appliance/Equip. Rplcmnt	300		
		Water Heater Replacement	1,000		Water Heater Replacement	1,000		
		New siding & windows (partial)	35,000					
						<b>SUBTOTAL</b>	<b>49,300</b>	
		<b>SUBTOTAL</b>	<b>84,300</b>					
		<b>Potomac Towers South 6-11</b>	PHAS Int. Labor (force account)		26,000	<b>Potomac Towers South 6-11</b>	PHAS Int. Labor (force account)	26,000
			PHAS Ext. Labor (force account)		11,000		PHAS Ext. Labor (force account)	11,000
	PHAS Int. Materials		4,000	PHAS Int. Materials	4,000			
	PHAS Ext. Materials		2,000	PHAS Ext. Materials	2,000			
	Misc. Interior Improvements		4,000	Misc. Interior Improvements	4,000			
	Site Improvements		8,000	Site Improvements	8,000			
	Misc. Appliance/Equip. Rplcmnt		8,000	Misc. Appliance/Equip. Rplcmnt	8,000			
	Vinyl Floor Tile		14,000	Vinyl Floor Tile	27,000			
	Section 504 Improvements		1,000	Caulking	10,000			
				HVAC	12,000			
				Section 504 Improvements	1,000			
	<b>SUBTOTAL</b>		<b>78,000</b>		<b>SUBTOTAL</b>		<b>113,000</b>	
	<b>Total CFP Estimated Cost</b>		<b>\$162,300</b>	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	<b>\$162,300</b>		

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>	<b>Scattered Sites 6-10</b>	PHAS Int. Labor (force account)	26,000	<b>Scattered Sites 6-10</b>	PHAS Int. Labor (force account)	26,000
		PHAS Ext. Labor (force account)	11,000		PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	2,000		Misc. Interior Improvements	2,000
		Site Improvements	3,000		Site Improvements	3,000
		Misc. Appliance/Equip. Rplcmnt	300		Misc. Appliance/Equip. Rplcmnt	300
		Water Heater Replacement	1,000		Water Heater Replacement	1,000
		Siding/Trim	32,000			
		<b>SUBTOTAL</b>	<b>81,300</b>		<b>SUBTOTAL</b>	<b>49,300</b>
	<b>Potomac Towers South</b>	PHAS Int. Labor (force account)	26,000	<b>Potomac Towers South</b>	PHAS Int. Labor (force account)	26,000
	<b>6-11</b>	PHAS Ext. Labor (force account)	11,000	<b>6-11</b>	PHAS Ext. Labor (force account)	11,000
		PHAS Int. Materials	4,000		PHAS Int. Materials	4,000
		PHAS Ext. Materials	2,000		PHAS Ext. Materials	2,000
		Misc. Interior Improvements	4,000		Misc. Interior Improvements	4,000
		Site Improvements	8,000		Site Improvements	8,000
		Misc. Appliance/Equip. Rplcmnt	8,000		Misc. Appliance/Equip. Rplcmnt	8,000
		Vinyl Floor Tile (units)	27,000		Vinyl Floor Tile (units)	27,000
		HVAC/Plmbng/Elec Upgrades	5,000		HVAC/Plmbng/Elec Upgrades	5,000
		Vinyl Floor Tile Corridor	35,000		Section 504 Improvements	1,000
		Fire Alarm Upgrade	24,000			
		Section 504 Improvements	1,000			
		<b>SUBTOTAL</b>	<b>155,000</b>		<b>SUBTOTAL</b>	<b>96,000</b>
		<b>Total CFP Estimated Cost</b>	<b>\$82,300</b>	<b>XXXXXXXXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXXXXXXXX</b>	<b>\$49,300</b>



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year : 3 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>	<b>Gateway Crossing</b>			<b>Gateway Crossing</b>		
	6-12		0	6-12		0
	<b>Total CFP Estimated Cost</b>		<b>\$0</b>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<b>\$0</b>

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages - Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year : 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>Gateway Crossing</b>			<b>Gateway Crossing</b>	Site Improvements	20,000
	<b>6-12</b>		0	<b>6-12</b>	Misc. Interior Improvements	20,000
					Misc. Equip. Replacement	10,000
					<b>SUBTOTAL</b>	<b>50,000</b>
	<b>Total CFP Estimated Cost</b>		<b>\$0</b>			<b>\$50,000</b>