

PHA Plans
Streamlined Annual
Version

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

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

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

Streamlined Annual PHA Plan
for Fiscal Year: 2008

PHA Name:

ELKTON HOUSING AUTHORITY

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

Streamlined Annual PHA Plan Agency Identification

PHA Name: ELKTON HOUSING AUTHORITY

PHA Number: MD016

PHA Fiscal Year Beginning: (07/2008)

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units: **150**
 Number of S8 units: **40**

Section 8 Only

Number of S8 units:

Public Housing Only

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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)

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

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[24 CFR 903.7(r)]

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

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

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

A. Site-Based Waiting Lists-Previous Year

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

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

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

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

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

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

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

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

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

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

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

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

2. Program Description:

a. Size of Program

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

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

b. PHA-established eligibility criteria

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

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

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below:)
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: (State of Maryland)

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

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	necessary)	Maintenance and Community Service & Self-Sufficiency
Yes	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
Yes	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
Yes	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
Yes	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary 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 (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
Yes	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
Yes	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
Yes	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
Yes	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy Attached
Yes	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943	Joint Annual PHA Plan for Consortia: Agency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	pursuant to an opinion of counsel on file and available for inspection.	Identification and Annual Management and Operations

ELKTON HOUSING AUTHORITY'S
 FOLLOW UP PLAN RASS SURVEY 2005 (Not required for 2006 Small PHA Deregulation, no survey done in 2007)

March 28, 2006

The following information is submitted and attached to the PHA Plan FYE 6/30/06, in an effort to address the required follow up plan in the areas listed below.

EHA conducted an independent survey of all residents in 11/05 seeking comments and concerns about particular areas they would like to see improvements and/or to provide some recommendations for improvements. Responses were minimal and not very much help. The staff has made these recommendations in an effort to address the issues.

COMMUNICATION

Mgmt. providing information re maintenance & repair : Data sheets will be provided to all tenants encased in a plastic cover and placed in all utility rooms designating the location of water shut-off valves, heater emergency switches, breaker boxes, emergency telephone numbers plus other useful information.

Mgmt. providing information rules of lease: Mgmt. now presenting each new tenant with a copy of lease and back-up paperwork at the completion of lease-up meeting instead of later at resident coordinator's contact and introduction. In addition, to refresh provided data to existing tenants we will designate a page in the monthly newsletter reviewing segments of the lease. All information regarding upcoming meetings or events will continue to be placed in the monthly newsletter and/or distribution of a flyer to each unit.

Mgmt. providing information re: meeting and events: Always provided in the monthly newsletter and if the event warrants special notification – a flyer is sent to each household. Monthly utility bills, notices and Individual meeting information are hand delivered to each residence.

Mgmt. responsive to questions and concerns: We are advising tenants in April-2006 newsletter that we have placed a new suggestion box in the front lobby (by drop off payment slot) at our 150 East Main Street location. Reminding resident's at RP and WV that there is currently suggestion boxes in their community rooms and the location of them. In addition, periodically a member of our administrative staff will verify work order completion of our maintenance staff and to confirm that work was completed and performed to their satisfaction.

Mgmt. courteous and responsive: Reminding residents of our open door policy and they are always allotted time if they present a written request and allow for scheduling of a meeting. We continue to be good listeners to their concerns and addressing their questions – providing a full explanation of our actions. In addition, our resident coordinator is always available to address their concerns.

Mgmt. Supportive of resident/tenant organization: Resident Coordinator, Maintenance Supervisor and Assistant Director will meet with the tenant committee's each month to address issues or concerns of the residents or management that either party may have and attempt to reach a workable solution. EHA will prepare and provide to staff and tenant committee an outline of topics for discussion and group collectively will determine subject-matter for the next meeting.

NEIGHBORHOOD APPEARANCE

How satisfied w/upkeep of property – common areas – spring is here – maintenance will be trimming overgrown shrubs and cutting grass on a regular basis. Mgmt. has contacted Public Works inquiring as to whether we can have speed humps installed.

How satisfied are you w/upkeep – exterior of bldgs. – Maintenance will be power-washing units, painting exterior doors, trim, and outside sheds. Consideration is also being given to adding new shrubs at community room entrance and each unit. As project, resident coordinator is overseeing the children of the community will again this year be planting a vegetable garden. In addition, she will be adding a few raised beds, which they will proceed to plant with flower seeds brightening up the area.

How satisfied are you w/upkeep of parking areas – WV tenant committee has agreed that they will, over a space of approx. 4 days, repaint curbs and parking spaces. If for some reason this does not take place maintenance will procure the project and complete. Maintenance will be restriping parking areas and painting curbs in RP.

How satisfied w/recreation area-playgrounds, etc. – Replacement swings have been purchased and will be installed and existing playground equipment will be repainted.

Broken glass a problem – Maintenance will be placing a couple of community trashcans for generalized use and will begin 2006 yard inspection.

Graffiti a problem – There is a small at properties and will be eliminated with the power-washing project.

Noise in the community – WV, problems should be eliminated with the enforcement of curfew. Prior tenant committee president elected not to have curfew but new committee has voted to enforce it. RP, Children will be requested to play in the parks provided. If the children continue to use the community streets to play they will be taken to their parents by the resident coordinator and if problem is not addressed parents will be violated and continue to be violated to either clear the problem or the family could face eviction.

Rodent & insects – The problem is usually ants and bees with maintenance eliminating by spraying when tenants call in work order.

Trash/litter? Recently each household was provided a new trash can (with house number painted on) and community trashcans will be placed for generalized use.

Vacant units a problem? Do not understand concern. Only vacant units for an extended period are units that are under contract and being rehabbed.

PET OWNERSHIP POLICY

The Elkton Housing Authority has established this policy per the requirements of Section 526 of the Quality Housing and Work Responsibility Act of 1998, with regard to pet ownership by residents of its public housing communities. This policy does not apply to Section 8 privately owned housing.

INTRODUCTION

Pets are not allowed unless approved and authorized in writing by the Elkton Housing Authority, and must be in full compliance with this policy. Violation of the Housing Authority pet policy will be grounds for termination of lease.

This policy does not apply to animals that are trained for the purpose of assisting people with disabilities. In order to qualify as an animal that is used to assist a person with a disability, that animal must have been trained to assist the person with that specific disability and actually be used to assist the person. Because animals trained and actually used to assist a person with a disability are not considered pets, a person with a disability who uses a specially trained animal for assistance is entitled to pet ownership in accordance with this policy. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe and sanitary manner and to refrain from disturbing their neighbors or destroying the property.

All pets are considered owned by the head of household of the unit and that head of household is responsible for complying with the Pet Ownership Policy of the Elkton Housing Authority. . The term "head of household" includes the terms "resident" and "pet owner" when used in this policy.

In addition to the Elkton Housing Authority's Pet Ownership Policy, all owners must comply with (Chapter 6.04 of the Town of Elkton Ordinances, Section 209 of Cecil County, Maryland Ordinances), and must maintain each pet responsibly and in accordance with all other applicable state and local public health, animal control and animal anti-cruelty laws and regulations.

I. REGISTRATION AND APPROVAL OF PET

A. All pets must be registered with the Elkton Housing Authority before being brought to reside in the development. The registration must include:

1. A notarized Pet Data Sheet naming two (2) persons accepting responsibility for the care of the pet in case of owner's illness, hospitalization, incarceration, death, or other emergencies when owner is absent. The Pet Data Sheet shall be updated each year at annual recertification
2. Proof of current license. Every dog and cat must have a current license and a valid rabies tag and must wear a collar with rabies tag and a tag bearing the owner's name, address and telephone number. This information must be updated at time of each annual recertification, and at such other times as may be reasonably requested by the Housing Authority.
3. A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable state and local law. This information is required to be updated at each recertification or at other times as may be reasonably requested by the Housing Authority.
4. A color photograph of each pet is required and shall be retained by the Housing Authority. (No smaller than 3X5) Resident shall provide a new picture at each annual recertification.
5. A certificate signed by a licensed veterinarian or a state or local authority empowered to provide proof of spaying and/or neutering of dogs and cats (after 6 months of age). Tentative approval may be given with the requirement that the resident provide documentation of spay/neuter by the time the animal attains six (6) months of age. Any animal tentatively approved under this subparagraph shall lose its approval if the required documentation is not received by the required date.
6. A letter of reference for the pet from previous landlord, if applicable.

B. Residents in family housing developments shall pay a pet damage deposit in advance or on the acceptance of said pet in the amount of \$300.00 for each dog, cat, or bird. Seniors at Home for the Elderly shall pay \$100.00 for each dog, cat, or bird. This deposit will be deposited in an escrow account and is refundable if

no damage is done as verified by the Housing Authority, after the Resident disposes of the pet or moves, and upon completion of an inspection by the Housing Authority.

C. Ownership of pets is subject to the following limitations:

1. The Elkton Housing Authority will only allow and the term pets shall be limited to domesticated dogs, cats, birds, and fish in aquariums in units.
2. Limit of one (1) dog, one (1) cat, one (1) bird, or one (1) aquarium per household.
 - a. Dogs-Domesticated, maximum mature weight not to exceed twenty (20) pounds in weight and eighteen (18) inches high at full growth. These limitations shall be verified annually or at any time evidence indicates a pet has exceeded these limitations. Resident must provide a statement from a Licensed Veterinarian stating the dog will not exceed the above requirements.
 - b. Cats – Domesticated, maximum mature weight not to exceed twenty (10) pounds in weight and eighteen (18) inches high at full growth. These limitations shall be verified annually or at any time evidence indicates a pet has exceeded these limitations. Resident must provide a statement from a Licensed Veterinarian stating the cat will not exceed the above requirements.
 - c. Birds-The only birds permitted under this policy are parakeets and birds that are no larger than a canary. Parakeet means the specific breed of bird and not any other member of the Parrot family.
 - d. Fish in Aquarium cannot exceed 40 gallons. At no time are fish to be kept that are considered to be vicious. For example, piranha or any other fish that is considered extremely voracious are prohibited.
3. Animals considered vicious, aggressive or intimidating will NOT be approved. Breeds of dogs specifically prohibited under this paragraph are Pit Bulls, Bull Mastiffs and Rottweilers. The Elkton Housing Authority specifically reserves the right to determine if any other breed of pet is vicious or intimidating.

D. The Housing Authority reserves the right to refuse or revoke previously approved privileges if:

1. The pet is NOT a common household pet as identified above.
2. The keeping of the pet will violate any rule set forth in this policy.
3. The presence of the pet will constitute a serious threat to another resident or a member of his/her family as detailed in section IV.A.1 of this policy, or due to its disposition or demonstrated behavior, could reasonably cause injury to another human or animal, including an animal that has bitten or attacked another human being or animal.
4. The resident fails to comply with the terms of this policy, or if the Elkton Housing Authority has a reasonable basis or good cause to believe that a resident should not be permitted to own and maintain a pet.
5. The resident has a history of poor housekeeping habits.
6. Pets that have been previously certified as complying with the mature height and weight restrictions may lose their status as an approved and authorized animal if that certification is later determined to have been an incorrect assessment of the pets mature weight and height.

- E. If the Housing Authority revokes the approval and authorization for a pet, or if the resident maintains any pet that has not been previously approved, the pet owner shall be required to permanently remove the pet from the premises and may lose pet ownership privileges for six (6) months, or longer if the Housing Authority deems necessary.
1. Residents who have lost pet ownership privileges on two (2) or more occasions may be precluded from pet ownership during the remainder of their residency with the Elkton Housing Authority.
 2. The failure to remove an animal from the premises after being notified to do so is grounds for terminating the lease. Grievance procedures will be afforded the resident in the event that the Housing Authority attempts to terminate the lease.
- F. Additional requirements related to the pet:
1. Each dog and cat must be on a leash or in a pet carrier and under full control by their owners anytime they are outside the owner's unit. Leash must be not longer than five (5) feet. Pets are not allowed on elevators unless no one on the elevator objects to their presence. Non-pet owners shall always have priority use of the elevator. The only exception to this regulation is permitted in case of dogs which are trained specifically to assist handicapped persons. Such dogs may accompany handicapped pet owners on elevators.
 2. All female dogs and cats shall be spayed and all male dogs and cats neutered. Exceptions may be granted only upon medical certification that permanent harm may result from this procedure.
 3. All cats must be declawed or have a scratching post.
 4. All fur bearing pets must wear flea collars at all times or provide proof that the pet has a preventative flea treatment on a regular basis as recommended by a veterinarian. This rule must be adhered to for the protection of non-pet owning residents.
 5. Upon approval of a pet by the Housing Authority, written authorization will be issued to the resident and will apply ONLY to that animal and ONLY to that resident. A resident must obtain approval and authorization for a new animal in that resident's unit. A resident wishing to receive a previously approved and authorized animal owned by another resident must obtain approval and reauthorization for that animal.

II. OBLIGATIONS OF PET OWNER

- A. Every pet must be re-registered annually with the Housing Authority Management Office at the time of the family's reexamination. Registration requires the following:
- a. Proof of current license
 - b. Recent photograph of pet (no smaller than 3" X 5").
 - c. Proof of inoculations received in the previous year.
 - d. Updated Pet Data Sheet
- B. Residents must display a pet sign or sticker, provided by Management, in the front window or where designated by Management at his or her unit, and on the collar of the pet in readily visible location.
- C. The animal must be a house pet and housed inside the resident's unit. No pets shall be tied up on the outside of the unit or left unattended, at any time on Housing Authority Property.
- D. Yards are considered part of a unit. The resident shall insure that feces are removed immediately and disposed of in properly sealed containers. Yards must be maintained in an acceptable manner. Residents shall insure that no holes or bare spots exist due to an animal's use of this space.

- E. No dog houses, kennels, or similar structures will be permitted on the premises. Residents shall not alter their unit to create an enclosure for an animal.
- F. At no time will pets be allowed in the lobbies, hallways, community rooms, laundry rooms, playgrounds or outside events unless it is necessary to access these areas in the normal travel to and from the resident's unit. If this is necessary, pet must be on a lease as specified in this policy.
- G. Animals shall not be left unattended in a parked vehicle.
- H. Residents are responsible for all damages caused by an animal to any Housing Authority property, including any unit (inside and outside) or common area. Damage outside a unit or in a common area includes but is not limited to all damage caused by a pet to any physical structure, furniture, equipment, shrub, grass, or plant on the Authority's property. Also, any pet-related insect infestation or cleaning in the pet owner's unit or other areas where it is deemed to be the cause of the pet of a particular unit, will be the financial responsibility of the pet owner. Housing Authority reserves the right to exterminate and/or clean and charge the resident.
- I. The pet owner is responsible for any and all bodily injury to any and all persons whatsoever, that may be caused by their pet. The pet owner agrees to hold harmless the Elkton Housing Authority, its personnel, contractor or other person(s) it designates for the purpose of performing services, from any claims caused by an action or inaction by the resident or their pet.
- J. Residents are responsible for complying with all local, state and federal laws and regulations governing the possession of their pets.
- K. **RESIDENT'S PET SHALL NOT INTERFERE WITH THE AUTHORITY'S RESPONSIBILITIES OR OPERATIONS INCLUDING MAINTENANCE AND EXTERMINATION.** Residents shall be responsible for removing the animal from the unit or containing the pet in another room at all times that Housing Authority personnel, contractor or other designee are performing tasks in the unit. If tasks are being performed outside the unit, the resident is responsible for keeping the animal in the unit while the task is being performed. Residents accept that if pet becomes vicious to a point which threatens the safety of a Housing Authority employee or their designated representative, it may be sprayed with mace for the protection of the employee or designee.

III. CARE AND MAINTENANCE OF PET

- A. Dogs and cats shall not be permitted to excrete anywhere in the building (other than cats using a litter box in resident's unit). Pet owners shall be responsible for immediately removing feces dropped anywhere in the building or on the grounds.
 - 1. Waste must be placed in a sealed bag, tied securely and deposited in the designated trash receptacle.
 - 2. Animals are to be prevented from urinating on shrubs, bushes, plants, etc., while being transported through the community.
 - 3. Residents owning a cat must provide a litter box for their cat, and it shall be cleaned on a daily basis, disposing of feces in a proper manner. Litter to be changed at least weekly.
 - 4. **AT NO TIME WILL PET WASTE BE PLACED IN TRASH CHUTES OR IN TOILETS.**
 - 5. Birds are to be maintained so as not to create a problem with their feeding material or feces that may create a health or sanitation problem. For example birdseed or feces accumulating on the floor of the unit, on the patio or elsewhere.

6. Food and water for all pets must be kept in containers intended for this purpose. The floor must be kept clean around the feeding area in order to discourage infestation by pests and rodents.
- B. Residents shall take adequate precautions to ensure that the pet and its living quarters are at all times maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
- C. Residents are responsible for the proper and humane care of their pet.
- D. If a report is received indicating that any person is neglecting, beating, ill-treating, tormenting or otherwise abusing any animal, or if a report is received of any person causing, instigating or permitting any dogfight or other combat between animals or between animals and humans, the reports will be turned over to the SPCA or other appropriate authorities. If the reports are found to be valid the animal shall be removed from the unit immediately.
- E. If pets are left unattended and are creating a nuisance or appear to be uncared for or otherwise unhealthy, the Housing Authority may enter to remove the pet and transfer it to the proper Authorities subject to the provisions of Chapter 6.04 of THE CODE of the Town of Elkton, and Chapter 209 of THE ORDINANCE of Cecil County, Maryland. The Housing Authority accepts no responsibilities for pets so removed.
- F. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this paragraph include, but shall not be limited to:
 1. Personal injury or property damage caused by the pet.
 2. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for ½ hour or more to the disturbance of any person at any time of day or night.
 3. Pets outside the unit who are not under the complete control of a responsible human companion, and on a hand-held leash or in a pet carrier.
 4. Animals who relieve themselves on walls or floors of common areas.
 5. Animals who exhibit aggressive or vicious behavior.
 6. Pets who are conspicuously unclean or parasite infested.
- G. If pet poses a nuisance as stated above, which is deemed to disturb, interfere or diminish the peaceful enjoyment of the premises by other residents, pet owner will immediately correct the situation. Upon request by Management of pet owner, pet owner shall remove the pet from the premises within ten (10) days. The terms disturb, interfere or diminish shall include but are not limited to barking, howling, chirping, biting, scratching and other like activities. In the event of the above incidents, and provided the owner can immediately correct the situation, the owner shall receive a written notice of violation of this policy. Upon issuance of the third written notice of violation within any twelve month period, the Housing Authority may take actions to evict the pet and/or the pet owner.

IV. HEALTH THREATS AND EMERGENCY SITUATIONS

- A. Health threats to other residents:
 1. The Housing Authority will not permit the presence of a common household pet to constitute a serious threat to the health of another resident or any member of his or her family. A pet will be deemed to constitute a serious threat to the health of such an individual only if the individual (or his/her parent or guardian) has filed with the Housing Authority a certificate signed by a licensed physician indicating that exposure to the pet will cause an allergic reaction that will constitute such a threat to the individual. The certificate must describe the type of exposure (such as direct

contact or presence in the same room, elevator or common area), duration of exposure and types or groups of animals (such as long-haired, fur bearing animals) or any other information relevant to ascertaining the nature and extent of the circumstances that will cause such a reaction.

2. The Housing Authority will take reasonable measures to ensure that the presence of a pet does not constitute such a threat. These measures may include designating buildings, floors of buildings, or sections of buildings as no-pet areas, and may include requiring residents to move to suitable alternative dwelling units within the same development restricting the presence of the pet or types of pets in hallways, elevators and common areas.

B. Emergencies

1. If a pet becomes vicious, displays symptoms of severe illness or demonstrates other behavior that constitutes an immediate threat to health or safety of the residents as a whole, the Housing Authority may request the pet owner to immediately remove the pet from the housing development. If the pet owner refuses to remove the pet or if the Housing Authority is unable to contact the pet owner, the Housing Authority may contact the appropriate State or Local Authority to have the pet immediately removed from the development.
2. If an animal attacks any person, and Health Department investigation substantiates the attack, the animal shall be permanently removed from the premises by the owner within 24 hours after pet owner's notification of the findings. It is the responsibility of all residents to report such attack to the Health Department.
3. If the health or safety of a pet is threatened by the owner's absence, confinement, death or other incapacity, or by other factors that render the pet owner unable to care for the pet, the Housing Authority may contact the responsible party listed in the pet registration. If attempt has been made to contact the responsible party, but the party is unwilling or unable to care for the pet, the Housing Authority may contact the appropriate State or Local Authority authorized to remove a pet under these circumstances. Resident agrees to accept all associated cost related to care and services for their pet.

V. OTHER RESTRICTIONS

- A. Pets other than those permitted in accordance with this pet policy and the lease shall not be permitted anywhere on the property. All residents are responsible for ensuring that their guests do not bring any animal into the unit or onto the Housing Authority property. Residents will not be allowed to pet sit or house a pet without fully complying with this policy.
- B. Residents shall not feed or harbor any stray animals. The feeding or keeping of stray or un-registered animals shall constitute having a pet without permission of the Housing Authority.
- C. Unauthorized pets shall include but are not limited to the following;
 1. Reptiles, insects and spiders.
 2. Any warm-blooded or fur bearing animals other than a domestic cat or a domestic dog.
 3. Any bird, other than a parakeet or a bird of canary size or smaller.
- D. Any resident who violates the terms of this policy shall receive a written notice of violation. Unless otherwise stated in the notice, the resident must correct the violation immediately. Each day that the violation exists, following the expiration of the time to correct the violation set forth in the notice, shall be considered a repeat violation.
- E. Violations of this policy constitute a serious and material breach of the lease.

- F. Neither the Housing Authority nor any of its personnel or contractors shall be responsible for any injury, death or loss of a pet as a result of performing tasks inside or outside the unit. Residents are on notice that exterminating, fumigating, fertilizing, or other chemicals or substances used by Housing Authority personnel or contractors may be hazardous to pets.

I have reviewed and understand the above regulation and agree to conform to the same and understand that violation of the pet rules may result in a requirement to permanently remove the pet from the unit within ten (10) days or vacate the dwelling.

Executive Director

Date

Witness

Date

Tenant

Date

Witness

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: ELKTON HOUSING AUTHORITY		Grant Type & Number Capital Fund Program Grant No: MD06P016501-05 Replacement Housing Factor Grant No:			Federal FY Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 0	\$ 49,682.00	\$ 49,682.00	\$ 49,682.00
3	1408 Management Improvements				
4	1410 Administration	\$ 24,000.00	\$ 24,836.00	\$ 24,836.00	\$ 24,836.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 0	\$ 20,700.00	\$ 20,700.00	\$ 20,700.00
10	1460 Dwelling Structures	\$154,114.00	\$ 153,178.00	\$ 153,178.00	\$ 153,178.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 50,000.00	\$ 0	\$ 0	\$ 0
13	1475 Nondwelling Equipment	\$ 20,272.00	\$ 0	\$ 0	\$ 0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$248,386.00	\$248,386.00	\$248,386.00	\$248,386.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 20,000.00	\$ 20,000.00		
24	Amount of line 21 Related to Security – Soft Costs	\$ 5,000.00	\$ 5,000.00		
25	Amount of Line 21 Related to Security – Hard Costs	\$ 20,000.00	\$ 20,000.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$ 10,000.00	\$ 10,000.00		

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Elkton Housing Authority			Grant Type and Number Capital Fund Program Grant No: MD05P016501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty	Total Estimated Cost		Total Actual Cost		Status of Work
				Orig.	Revised	Funds Obligated	Funds Expended	
Administration	Administration Expenses			\$78,000	\$24,836	\$ 24,836	\$24,836	Completed
	Operations			\$0	\$49,672	\$ 49,672	\$49,672	Completed
WV Phase 4 Rehab	WV Phase 4 Rehab of 10 units			0	\$153,178	\$153,178	\$153,178	Completed
Admin Office-Entrnce	Separate entrnc dmin/residents Upgrade frt uilding/conincide with dwntwn revitalztn, rnvte exist space	05 01		\$68,000	\$0	\$ 0	\$ 0	Pending
	Site Improvements		02	\$66,000	\$20,700	\$20,700	\$20,700	Completed
	Upgrd systms/eqpment for expansn		03	\$68,000	\$ 0	\$ 0	\$ 0	Pending
Totals				\$280,000	\$248,386	\$248,386	\$248,386	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: ELKTON HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: MD06P016501-05 Replacement Housing Factor No:				Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ALL ITEMS	06/30/07	3/31/07	3/31/07	06/30/09	3/31/07	3/31/07	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: ELKTON HOUSING AUTHORITY		Grant Type & Number Capital Fund Program Grant No: MD06P016501-06 Replacement Housing Factor Grant No:			Federal FY Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 0	\$ 0	\$ 0	\$ 0
3	1408 Management Improvements	\$ 0	\$ 0		
4	1410 Administration	\$ 21,974.00	\$ 21,974.00	\$ 21,974.00	\$ 21,974.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 70,000.00	\$ 0	\$ 0	\$ 0
10	1460 Dwelling Structures	\$ 0	\$ 204,231.00	\$ 204,231.00	\$ 73,793.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$127,740.00	\$ 0	\$ 0	\$ 0
13	1475 Nondwelling Equipment	\$ 0	\$ 0	\$ 0	\$ 0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$219,714.00	\$226,205.00	\$ 226,205.00	\$ 95,767.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 10,000.00	\$ 10,000.00		
24	Amount of line 21 Related to Security – Soft Costs	\$ 15,000.00	\$ 15,000.00		
25	Amount of Line 21 Related to Security – Hard Costs	\$	\$		
26	Amount of line 21 Related to Energy Conservation Measures	\$ 5,000.00	\$ 5,000.00		

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Elkton Housing Authority		Grant Type and Number Capital Fund Program Grant No: MD05P016501-06 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Administration Expenses			\$21,974	\$21,974	\$21,974	\$21,974	
Operations	Operations Expenses			\$	\$			
Management Imprvmt	Management Improvements			\$	\$			
	2006 Set Aside Funds			\$6,491.00	\$6,491	\$6,491.00	\$6,491.00	
WV Phase 5 Unit Rhb	WV Phase 5 Unit Rehab-10 units			\$ 0	\$177,740	\$177,740.00	\$67,302.00	
Admin Office-Entranc	Separate entranc admin/residents Upgrade frt bdng/conincide with dwntwn revitalztn, renovate ext space			\$127,740	\$ 0			
	Site Improvements			\$70,000	\$20,000	\$0	\$0	
	Upgrd systms/eqpmt for expansn			\$	\$			
Totals	Totals			\$226,205	\$226,205	\$206,205	\$95,767	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: ELKTON HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: MD06P016501-06 Replacement Housing Factor No:				Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ALL ITEMS	06/30/08	12/31/07	12/31/07	06/30/10	09/30/08		

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: ELKTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MD06P016501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 0	\$ 0	\$ 0	\$ 0
3	1408 Management Improvements				
4	1410 Administration	\$ 23,154.00	\$ 0	\$ 23,154.00	\$ 23,154.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 0	\$ 0	\$ 0	\$ 0
10	1460 Dwelling Structures	\$ 85,000.00	\$ 0	\$ 36,057.00	\$ 0
11	1465.1 Dwelling Equipment—Nonexpendable	\$110,391.00			
12	1470 Nondwelling Structures	\$ 0	\$ 0	\$ 0	\$ 0
13	1475 Nondwelling Equipment	\$ 13,000.00	\$ 0	\$ 0	\$ 0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$231,545.00	\$ 0	\$ 59,211.00	\$ 23,154.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 20,000.00	\$ 20,000.00		
24	Amount of line 21 Related to Security – Soft Costs	\$ 5,000.00	\$ 5,000.00		
25	Amount of Line 21 Related to Security – Hard Costs	\$ 20,000.00	\$ 20,000.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$ 10,000.00	\$ 10,000.00		

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Elkton Housing Authority		Grant Type and Number Capital Fund Program Grant No: MD05P016501-07 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Administration Expenses			\$ 23,154	\$	\$23,154	\$23,154	
Operations	Operations Expenses			\$	\$			
Management Imprvmt	Management Improvements			\$	\$			
WV	Phase 5-Unit Rehab-10 units			\$ 70,000	\$	\$36,057	\$0	
	New Deadbolts for Entry Drs			\$ 15,000	\$	\$0	0	
	Replace unit furnaces			\$110,391	\$	\$0	\$0	
	Replace Comm. Bldg Heater			\$ 1,000	\$			
EH	Replace Exhst Fan-Mc/El Rm			\$ 5,000	\$0			
	Flood Prevention-Rear Door			\$ 2,500	\$			
	Replace Boiler Room Door			\$ 1,000	\$			
	Replace Bridge Railing			0	\$2500			
RP	Replace Comm. Bldg Heater			\$ 3,500				
	Porch Roof Repairs			0	\$5,000			
Totals				\$231,545	\$	\$ 59,211	\$23,154	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: ELKTON HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: MD06P016501-07 Replacement Housing Factor No:				Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ALL ITEMS	06/30/09			06/30/11			

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: ELKTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MD06P016501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009
<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					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$ 22,669.00		\$0	\$0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 204,023.00		\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 226,692.00		\$0	\$0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$ 20,000.00			
24	Amount of line 21 Related to Security – Soft Costs	\$ 5,000.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$ 20,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$ 10,000.00			

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

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Elkton Housing Authority			Grant Type and Number Capital Fund Program Grant No: MD05P016501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Administration Expenses			\$ 22,669		\$0	\$0	
Operations	Operations Expenses			\$				
Management Imprvmt	Management Improvements			\$				
WV	Phase 6-Unit Rehab-8 units			\$ 204,023		\$0	\$0	
Totals				\$226,692		\$0	\$0	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: ELKTON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: MD06P016501-08 Replacement Housing Factor No:				Federal FY of Grant: 2009	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
ALL ITEMS	06/30/10			06/30/10			

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

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name ELKTON HOUSING AUTHORITY			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2010	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2011	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2012	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2013
	Annual Statement				
16-01 WINDSOR VILLAGE		\$ 74,400.00	\$ 26,000.00	\$ 114,100.00	\$ 75,000.00
16-02 HOME FOR THE ELDERLY		\$ 55,000.00	\$ 45,000.00	\$ 33,500.00	\$ 10,000.00
16-03 RUDY PARK		\$ 61,000.00	\$ 153,000.00	\$ 76,400.00	\$ 139,000.00
ADMINISTRATION		\$ 23,800.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
OPERATIONS		\$ 23,800.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

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

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>2009</u> FFY Grant: 2009 PHA FY: 2010			Activities for Year: <u>2010</u> FFY Grant: 2010 PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	16-01 WINDSOR VILLAGE	REPLACE PROPERTY BOUNDARY FENCE	\$ 10,000.00	16-01 WINDSOR VILLAGE	SIDEWALK RPR/RPLCMNT	\$ 8,000.00
Annual		PLAYGROUND UPGRADES	\$ 10,000.00		UPGRADE LANDSCAPNG	\$ 15,000.00
Statement		GUTTER/DWNSPOUT REPLCMNT	\$ 6,000.00		NEW BUS SHELTER	\$ 3,000.00
		ENTRY DOOR REPLACEMENT	\$ 48,400.00			
	16-02 HOME FOR ELDERLY	REPLACE UNIT ENTRY DOORS	\$ 30,000.00	16-02 HOME FOR ELDERLY	PATIO FURNTURE REPLC	\$ 5,000.00
		RPR/REPLACE TRASH CMPCTR	\$ 25,000.00		UPGRADE HALL CARPET	\$ 40,000.00
	16-03 RUDY PARK	UPGRD LANDSCAPING/LIGHTS	\$ 25,000.00	16-03 RUDY PARK	REPLCE GAS FURNACES	\$ 132,000.00
		ENTRY/STORM DR REPLCMNT	\$ 30,000.00		REPL PROP BNDRY FENCE	\$ 10,000.00
		GUTTER/DWNSPOUT REPLCMNT	\$ 6,000.00		SIDEWALK RPR/RPLCMNT	\$ 8,000.00
					NEW BUS SHELTER	\$ 3,000.00
	ADMINISTRATION	ADMIN. EXPENSES	\$ 23,800.00	ADMINISTRATION	ADMIN. EXPENSES	\$ 28,000.00
	OPERATIONS	OPERATIONS EXPENSE	\$ 23,800.00	OPERATIONS	OPERATIONS EXPENSES	\$ 28,000.00
	Total CFP Estimated Cost		\$238,000.00			\$280,000.00

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

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : <u>2011</u> FFY Grant: 2011 PHA FY: 2012			Activities for Year: <u>2012</u> FFY Grant: 2012 PHA FY: 2013		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
16-01 WINDSOR VILLAGE	REPLACE ROOFS	\$ 79,600.00	16-01 WINDSOR VILLAGE	SIDING REPLACEMENT	\$ 75,000.00
	REPLACE STORM DOORS	\$ 10,000.00			
	STORAGE SHED UPGRDS	\$ 5,500.00			
	TREE TRIM/MAINT	\$ 10,000.00			
	INST. CO2 DETECTORS	\$ 9,000.00			
16-02 HOME FOR ELDERLY	LAUNDRY RM PARTITION	\$ 4,500.00	16-02 HOME FOR ELDERLY	ROOF HEATER/AC REPLACEMENT	\$ 10,000.00
	LANDSCAPING/SITE IMPR	\$ 20,000.00			
	INST. CO2 DETECTORS	\$ 9,000.00			
16-03 RUDY PARK	PLAYGROUND UPGRDS	\$ 15,500.00	16-03 RUDY PARK	WINDOW REPLACEMENT	\$ 139,000.00
	INST SEC CAMERA'S @ PROPERTY PERIMETER	\$ 20,000.00			
	STORAGE SHED UPGRDS	\$ 21,900.00			
	TREE TRIM/MAINT	\$ 10,000.00			
	INST. CO2 DETECTORS	\$ 9,000.00			
ADMINISTRATION	ADMIN. EXPENSES	\$ 28,000.00	ADMINISTRATION	ADMIN. EXPENSES	\$ 28,000.00
OPERATIONS	OPERATIONS EXPENSES	\$ 28,000.00	OPERATIONS	OPERATIONS EXPENSES	\$ 28,000.00
Total CFP Estimated Cost		\$ 280,000.00			\$280,000.00