

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

Housing Authority Of Baltimore City

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

BOARD APPROVED APRIL 8, 2003

HUD Revised July 17, 2003

**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 Baltimore City*

PHA Number: *MD002*

PHA Fiscal Year Beginning: *07/2003*

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
*417 East Fayette Street, Suite 266
Baltimore, MD 21202*
- 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
*417 East Fayette Street, Suite 266
Baltimore, MD 21202*
- 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
*Enoch Pratt Free Library, Central Branch
The Maryland Room
400 Cathedral Street
Baltimore, MD 21201*
- PHA website
www.habc.org
- Other (list below)
*HABC Rental and Assisted Housing Office
300 Cathedral Street
Baltimore, MD 21201*

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

Main business office of the PHA
*417 East Fayette Street, Suite 266
Baltimore, MD 21202*

PHA development management offices

Other (list below)

*The Administrative Plan for the Housing Choice Voucher Program
is also available for inspection at:*

*HABC Rental and Assisted Housing Office
300 Cathedral Street, Suite 500
Baltimore, MD 21201*

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[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)
Through participation of the HABC stakeholders, especially staff and residents, to provide quality housing and related services in a professional manner, emphasizing self-sufficiency, caring and affordable environments.

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)
Apply for additional vouchers to serve special purpose needs
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **79.0 (2002)**
 - Improve voucher management: (SEMAP score) **5.0 (2001)***
***2002 not confirmed or published by HUD.**

- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions (list; e.g., public housing finance; voucher unit inspections)
 - ***Strict enforcement of voucher unit inspection (HQS)***
 - ***Partner with outside organizations that can provide housing search assistance and mobility counseling services***
 - ***Be more responsive in correcting unit deficiencies***
 - ***Improve rent collection***
 - ***Improve vacancy turnaround***
 - ***Improve percentage of work order completion***
 - ***Reinforce property standards through asset management***
 - ***Expand financial resources for public housing***

- Renovate or modernize public housing units
- Demolish or dispose of obsolete public housing
- Provide replacement public housing
- Provide replacement vouchers
- Other: (list below)
 - Create and maintain the replacement housing required by the Partial Consent Decree entered in Thompson v. HUD***

- 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
 - ***For mixed finance developments.***
 - Convert public housing to vouchers:
 - Other: (list below)
 - ***Seek partners to provide mobility and counseling services***

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)
Provide education, information and resources to address health disparities in public housing communities

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)

Annual PHA Plan
PHA Fiscal Year

[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.

HABC's major initiatives and discretionary policies covered in this Annual Plan include:

- *Revision of its Section 8 Administrative Plan for the purpose of better managing this program consistent with industry norms and HUD regulation.*
- *Initiatives to comply with the Thompson v. HUD Partial Consent Decree requirements.*
- *Plans to develop additional financial opportunities to fund the improvement of its housing stock.*
- *Sustaining and preserving existing public housing developments*
- *Expanding housing opportunities for low and moderate-income households*
- *Expanding homeownership opportunities*
- *Coordinating with the Community Development Corporations (CDCs) to revitalize communities*
- *Reducing the concentration of poverty within public housing*
- *Supporting families making the transition from welfare to work*
- *Raising performance standards for Section 8 and public housing programs*
- *Transforming the public housing stock through planned demolition, disposition, replacement housing and mixed finance projects*
- *Renovating units consistent with the Uniform Federal Accessibility Standards*

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:

- A. HABC Statement of Policy on Deconcentration
- B. (1) FFY 2003 Capital Fund Program Annual Statement
(2) FFY 2003 Replacement Housing Factor Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- C. PHA Management Organizational Chart
- D. (1) FFY 2003 Capital Fund Program 5 Year Action Plan
 - (2) FFY 2002 Capital Program Performance & Evaluation Report
 - (3) FFY 2002 Replacement Housing Factor Performance & Evaluation Report
 - (4) FFY 2001 Capital Program Performance & Evaluation Report
 - (5) FFY 2001 Replacement Housing Factor Performance & Evaluation Report
 - (6) FFY 2000 Capital Program Performance & Evaluation Report
 - (7) FFY 2000 Replacement Housing Factor Performance & Evaluation Report
 - (8) FFY 1999 Capital Program Performance & Evaluation Report
 - (9) FFY 1999 Replacement Housing Factor Performance & Evaluation Report
- E. Comments of Resident Advisory Board and Letter of Support
- Other (List below, providing each attachment name)
 - F. HABC Administrative Plan for Thompson v. HUD Partial Consent Decree Section 8 Programs***
 - G. HABC Criteria for Determining Substantial Deviation and Significant Amendment or Modification***
 - H. Responses to Comments from Public Hearing on the Annual Plan***
 - I. Deconcentration & Income Mixing Chart***
 - J. Pet Policies***
 - K. New (Section 8) Housing Choice Voucher Program Application and General Information Guide***
 - L. New Public Housing Application and General Information Guide***
 - M. RASS Implementation Plan***
 - N. Community Service Requirement***
 - O. Administrative Plan for the Housing Choice Voucher Program***
 - P. Notification of Attachment Removal***

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	development <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Section 8 Payment Standard	(specify as needed) Annual Plan: Eligibility, Selection and Admissions Policies

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	21,602	5	5	5	3	3	5
Income >30% but <=50% of AMI	10,888	5	5	5	3	3	5
Income >50% but <80% of AMI	14,625	1	2	2	1	2	2
Elderly families below 80% AMI	21,927	4	3	2	3	1	2
Black Families < 80% of AMI	41,332	5	5	5	3	3	5
White Families < 80% of AMI	23,444	5	5	5	3	3	5
Other Families below 80% AMI(1)	3,877	5	5	5	3	3	5
Hispanic Families < 80% of AMI	389	5	5	5	3	3	5
Families with disabilities < 80% of AMI	See (2) Below	5	4	3	5	2	2

Source: "Overall" – HUD 2002 CHAS Table 1c (<http://www.comcon.org/resources/chas/reports.asp>)

Notes:

(1) Asian, Pacific Islander, Native American, and Other Races. These categories are not reported separately in the CHAS Databook source.

(2) No estimate of income-eligible families that include a person or persons with disabilities is available from conventional and reliable sources, such as the US Census Bureau. The 2000 Census identifies persons with disabilities in the City of Baltimore, but does not further identify families, income segment, housing tenure, or type of disability, all of which are essential to estimating demand for affordable rental housing by low income families. Accordingly, it is not possible to provide an estimate of need in this table. Notwithstanding the methodological difficulty in establishing need, the HABC recognizes that it has an affirmative responsibility to meet the needs of families with disabilities, and has ranked these needs appropriately high in the table.

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: June 2001 – June 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

HABC recently conducted a survey of the Public Housing and Section 8 Waiting Lists. This took the form of new applications being mailed to over 26,000 waiting list participants. (See Attachments K and L).

The data, at this time, is incomplete because of a significant number of applicants not responding to the survey, and many surveys which were returned with incomplete information.

HABC will re-submit the survey to those on its waiting lists. Due to the foregoing, the data provided following the applications review will very likely change the data in the tables for both Public Housing and Section 8 below.

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 PUBLIC HOUSING			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input 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 (as of 12/31/02)	% of total families	Annual Turnover* (See Also **)
Waiting list total	11,664		1,560
Extremely low income <=30% AMI	11,384	97.6%	
Very low income (>30% but <=50% AMI)	167	1.4%	
Low income (>50% but <80% AMI)	35	0.3%	
Families with children	4,003	34.3%	
Elderly families	115	1.0%	
Families with Disabilities	591	5.1%	
Race/ethnicity – White	612	5.2%	

Housing Needs of Families on the Waiting List PUBLIC HOUSING			
	# of families (as of 12/31/02)	% of total families	Annual Turnover* (See Also **)
Race/ethnicity – Black	10,930	93.7%	
Race/ethnicity – American Indian	29	0.2%	
Race/ethnicity – Asian	35	0.3%	
Race/ethnicity – Hawaiian	54	0.5%	
Race/ethnicity – Hispanic	25	0.2%	
Characteristics by Bedroom Size (Public Housing Only)	<i>This information is from Annual Plan 2002. The Waiting List Survey will provide new information.</i>		
0BR (Efficiency)		0.3%	
1BR		27.2%	
2 BR		54.0%	
3 BR		15.5%	
4 BR		2.4%	
5 BR		0.3%	
5+ BR		0.3%	
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			

****HABC interprets turnover as the number of families leaving the program annually.***

*****For Public Housing, the number of families leaving the program annually is calculated based on the move-outs per month, as provided in the Monthly Vacancy Report.***

Housing Needs of Families on the Waiting List SECTION 8			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input 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 <i>(as of 12/31/02)</i>	% of total families	Annual Turnover*
Waiting list total	14,698		173
Extremely low income <=30% AMI	13,635	92.8%	
Very low income (>30% but <=50% AMI)	710	4.8%	
Low income (>50% but <80% AMI)	247	1.7%	
Families with children	4,872	33.1%	
Elderly families	703	4.8%	
Families with Disabilities	1,569	10.7%	
Race/ethnicity – White	623	4.2%	
Race/ethnicity – Black	13,917	94.7%	
Race/ethnicity – American Indian	26	0.2%	
Race/ethnicity – Asian	21	0.1%	
Race/ethnicity – Natural Hawaiian	10	0.1%	
Race/ethnicity – Hispanic	34	0.2%	

**HABC interprets turnover as the number of families leaving the program annually*

Housing Needs of Families on the Waiting List
SECTION 8

Is the waiting list closed (select one)? No Yes

HABC closed the waiting list for Section 8 in February 2003. Only the following categories of people will be allowed to apply:

1. Emergency Preferences

- *Family displaced due to Natural Disaster*
- *Family displaced due to Public Action*
- *Intimidated Victim or Witness of a Crime*
- *Public Housing residents with household member who has a disability*

2. Disabled Families

In January of 2003, Section 8 initiated the Application Update Project in order to collect preference information from all applicants already on the waiting list. To date, the Application Update Project is ongoing, and more than 10,000 applications have been updated documenting preferences as indicated by the returned applications. As a result of this project, Section 8 has adopted the 6 preferences listed below:

- *Emergency Preference*
- *State Rental Allowance Program (RAP) Participant Preference*
- *Rent Hardship Preference*
- *Working Family Preference, including elderly families and families with person with disabilities*
- *Families where head of household, spouse, or other family member has disability.*
- *Veterans (Families where head of household has received an honorable discharge from the United States Armed Services and received combat incentive pay).*

See Attachment K: New Housing Choice Voucher Program Application and General Information Guide

If yes:

How long has it been closed (# of months)? ***2 months (since 2/15/03)***

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes* ***(See 6 Preferences listed above)***

Persons may be living in Public Housing and still be on Section 8 Waiting List.

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)
 - ***Apply for State of Maryland Partnership Rental Housing funds***
 - ***Support applications by private partners for Low Income Housing Tax Credits***
 - ***Create and maintain replacement housing required by the Partial Consent Decree entered in Thompson v. HUD***
 - ***Apply for additional vouchers to serve special purpose needs***

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 *(Section 8 only)*
- 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 *(Section 8 only)*
- 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)
Seek renewal of existing designation of the Terraces Garden Cooperative Apts. and Pleasant View Gardens senior buildings, as required by the Mixed-Finance development funding sources.

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
- 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)
Set-aside of existing vouchers for families where head of household, spouse, or other family member has a disability.

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)
Affirmatively market to race/ethnicities under-represented on our waiting lists.

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)

None

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Sources (In Thous)*	Planned Uses
1. FY 2004 BUDGET (FFY 2003)	Through June 30, 2004	
a) Public Housing Operating Fund	34,931	At 70% proration
b) Public Housing Capital Fund (incl. RHF estimates)	29,806	Pending HUD approval
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	1,800	C.K. Anderson
e) Annual Contributions for Section 8 Tenant-Based Assistance	82,014	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self- Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2002 CFP	25,143	Capital Improvements
2002 Replacement Housing Factor	4,663	Capital Improvements
2001 CFP	2,217	Capital Improvements
2001 Replacement Housing Factor	4,179	Capital Improvements
2000 Replacement Housing Factor	1,750	Capital Improvements
2000 PHDEP	2,000	Security/Supportive Services
HOPE VI – Affordable Housing Initiative (AHI)	17,357	Capital Improvements

Financial Resources: Planned Sources and Uses		
Sources	Sources (In Thous)*	Planned Uses
HOPE VI – Claremont	19,353	Capital Improvements
HOPE VI – Flag	5,364	Capital Improvements
HOPE VI – Broadway	4,991	Capital Improvements
ROSS 00	730	Entrepreneurial Dev.
ROSS 99	300	Supportive Services
3. Public Housing Dwelling Rental Income	26,000	Operations
4. Other Income – (list below) Federal Grants		
Congregate Housing	385	Supportive Services
Elderly Service Coordinator	300	Supportive Services
4. Non – Federal Sources		
Vending Machines	60	Operations
Antennas	480	Operations
Interest on investments	400	Operations
Tenant Charges – Court Costs	489	Operations
Various State Grants	2,868	Supportive Services
Private Grants (Friends of Family)	233	Supportive Services
Bond Fund	100,000	Capital Improvements
Total resources	<u>367,813</u>	

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)
Within the top 100 applications
- 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)

May conduct home visits and credit checks on applicant listed as head of household.

- 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)

****HABC uses the Judicial Information System (JIS) which provides us with the ability to search District Court and Circuit Court records for the State of Maryland. A District Court records search is completed for all applicants and household members age 14 and older. Circuit Court record search may be completed when information gleaned from the District Court indicates that a case was transferred to the Circuit Court for processing.***

(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

Mixed Finance sites, and Thompson v. HUD Partial Consent Decree programs only

Other (describe)

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

- PHA main administrative office
*HABC Rental and Assisted Housing Office
300 Cathedral Street
Baltimore, MD 21201*

PHA development site management office

Other (list below)

Applications may also be obtained from:

*417 East Fayette Street, Suite 266
Baltimore, MD 21202*

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? 5

- *HOPE VI*
 - *Heritage Crossing*
 - *Flag House*
 - *The Broadway*
- *40 units created in compliance with the Thompson v. HUD Partial Consent Decree*
- *57 units created in compliance with the amendment to the Thompson v. HUD Partial Consent Decree*

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? 7
Public Housing Waiting List
Housing Choice Voucher Program Waiting List
Section 8 Site-Based Waiting Lists
 - Moderate Rehabilitation
 - Project-Based
HOPE VI Waiting List (1 of 3, if displaced – See (2)c.1. above)
Asset Managed Waiting List (2 – See (2)c.1. above)

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
Relocation Office
417 East Fayette Street, Suite 1001B
Baltimore, MD 21202
 - 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 (*See Other*)
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

If HABC initiates transfer for the following emergencies:

- *Habitability/Structural damage/Safety*
- *In response to a reasonable accommodation request by a resident whose household has a family member with a disability*
- *HABC demolition/disposition of unit*
- *Government action*
- *Intimidated crime victim or intimidated witness of crime referred by the MD Office of the State's Attorney and/or police agencies.*

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 (Natural Disaster, Government Action)
- 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 (Families where head of household has received an honorable discharge from the United States Armed Services and received combat incentive pay).
- 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)

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.

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 (Families where head of household has received an honorable discharge from the United States Armed Services and received combat incentive pay).
- 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)

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)

(6) Deconcentration and Income Mixing

Questions in this section have been revised per PIH-2001-4

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

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If not, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
<i>REHAB Housing</i>	<i>2461</i>	<i>Scattered Site Locations</i>	<i>See HABC Policy on Deconcentration (Attachment A)</i>
<i>Cahela</i>	<i>360</i>	<i>Scattered Site Locations</i>	<i>See HABC Policy on Deconcentration (Attachment A)</i>

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)
- ***Rent history and Tenancy History for prior occupants of Public Housing and the Section 8 Moderate Rehabilitation Program***
 - ***Baltimore City Fire Department Records for families claiming emergency preference due to natural disasters***
- 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)
- Only as required by law and regulation, such as current address. Also name and address (if known) of landlord at family's current and prior addresses.***

(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)

- ***HABC Rental & Assisted Housing Office
300 Cathedral Street
Baltimore, MD 21201***

(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:

***HABC grants the full 180-day authorized search period all at once.
In addition, HABC grants the following extensions:***

- ***An additional 30 days as a reasonable accommodation to make the program accessible to and usable by a family member with a disability.***
- ***The Special Mobility Counseling Program created in compliance with the Thompson v. HUD Partial Consent Decree will grant a 120-day search period all at once. Upon the expiration of the initial search period, at the request of the applicant, the term may be extended for an additional 60 day term with the total not to exceed 180 days. The request for an extension does not need to be in writing; however, the applicant must provide the reason for the requested extension. Additional extensions may be granted to households needing more time because of the need for a unit that accommodates a disabled household member or because of the difficulty in finding a very large unit (i.e., four or more bedrooms) needed by the household.***

(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)

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(62+) or disability
- Veterans (Families where head of household has received an honorable discharge from the United States Armed Services and received combat incentive pay).
- 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)

- ***Intimidated crime victims and intimidated witnesses of crime referred by the MD Office of the State's Attorney and/or police agencies***
- ***Families in HABC Public Housing units where the head of household, spouse, or other family member has a disability and requests a voucher as a reasonable accommodation***
- ***Families where head of household, spouse or other family member has a disability***
- ***State Rental Allowance Program (RAP) participants***

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

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

Other preferences (select all that apply)

- 4** Working families and those unable to work because of age(62+) or disability
- 5** Veterans(Families where head of household has received an honorable discharge from the United States Armed Services and received combat incentive pay)
- 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
- 1** Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 1** *Intimidated crime victims and intimidated witnesses of crime referred by the MD Office of the State's Attorney and/or police agencies*
 - 1** *Families in HABC Public Housing units where the head of household, spouse, or other family member has a disability and requests a voucher as a reasonable accommodation.*
 - 2** *State Rental Allowance Program(RAP) participants*
 - 4** *Families where head of household, spouse or other family member has a disability*

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)

Applicant documents required when responding to NOFA for special purpose funding.

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

- Through published notices
 Other (list below)

Outreach performed by service providers as applicable.

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:
Under flat rents, it is possible for a tenant to pay less than 30% of their adjusted monthly income

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- 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) _____
- Other (list below)

- 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)

Reviewed fair market rents in the area

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)

HUD has approved this payment standard, specifically the Thompson Consent Decree exception rents, which are based on designated census tracts, and also the Success Rate Payment Standards. These payment standards and exception rents range from 110%, 115%, to 120%.

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)

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)

(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. *See Attachment C*
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover*
Public Housing	<i>11,505</i>	<i>1,512</i>
Section 8 Vouchers	<i>8,104</i>	<i>385</i>
Section 8 Certificates	<i>0</i>	<i>0</i>
Section 8 Mod Rehab	<i>683</i>	<i>37</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)	<i>Uplands – 27</i> <i>Schoolhouses – 34</i>	<i>0</i> <i>0</i>
Public Housing Drug Elimination Program (PHDEP)	<i>0</i>	<i>0</i>
Other Federal Programs(list individually) Family Self-Sufficiency	<i>490</i>	
Partial Consent Decree-Tenant-Based	<i>60</i>	<i>0</i>
Partial Consent Decree-Project-Based	<i>3</i>	<i>0</i>
Contract Admin.	<i>1,045</i>	<i>48</i>

**HABC interprets turnover as the number of families leaving the program annually.*

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)
 - *HABC Dwelling Lease*
 - *Operating Order Index*
 - *Statement of Policies and Standards Governing Admissions to and Continued Occupancy of Low-Income Public Housing operated by HABC (present policy)*

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

Residents

- PHA main administrative office
*417 East Fayette St., Suite 266
Baltimore, MD 21202*
- PHA development management offices
- Other (list below)

Applicants

- PHA main administrative office
*HABC Rental and Assisted Housing Office
Customer Relations
300 Cathedral Street, Suite 102
Baltimore, Maryland 21201
Phone: (410) 545-1937 or (410) 361-9118
TDD/TDY: 1-800-735-2258*

Persons with disabilities needing a reasonable accommodation to participate in the informal review process should call the number listed above.

- 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:

When the HABC denies a preference to an applicant, and the applicant disagrees with the decision, the HABC will offer the applicant an informal review.

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)

*HABC Rental and Assisted Housing Office
Customer Relations
300 Cathedral Street, Suite 102
Baltimore, Maryland 21201
Phone: (410) 545-1937 or (410) 361-9118
TDD/TDY: 1-800-735-2258*

Persons with disabilities needing a reasonable accommodation to participate in the informal review process should call the number listed above.

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 B

-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 -D

-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)

Development name: ***Flag House***

Development (project) number: ***MD002P016***

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
-

Development name: ***Murphy Homes (Heritage Crossing)***

Development (project) number: ***MD002P018***

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
-

Development name: ***Lexington (The Terraces)***

Development (project) number: ***MD002P019***

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
-

Development name: ***The Broadway Overlook***

Development (project) number: ***MD002P025***

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

Development name: ***Affordable Housing Initiative***

Development (project) number: ***To be determined***

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

Development name: ***Claremont Homes***

Development (project) number: ***MD002P014/039***

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:

Murphy Homes (Heritage Crossing)
Broadway Overlook
Consent Decree Production of New Units
Scattered Site Disposition and Redevelopment

Flag House
Claremont Homes
O'Donnell Heights

- 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:

REPLACEMENT HOUSING FACTOR FUND PROJECT

40 Units

The HABC is required by the Partial Consent Decree entered in Thompson v. HUD to create forty (40) public housing units in non-impacted areas identified in the Partial Consent Decree. The forty (40) units are being funded in part by funds made available through the State of Maryland's Partnership Rental Housing Program (PRHP). Replacement Housing Factor Funds also are being used for acquisition and capital improvement costs.

The forty (40) units will all be located in Baltimore City, consistent with the appropriations language passed by the State Legislature when it set aside PRHP funds for these units. Five (5) of the units have been created and are occupied.

At least twenty (20) of the units will be single family homes (row houses, semi-detached houses, and detached houses) that will be acquired, renovated, owned and managed by a reputable non-profit organization experienced in renovating and managing properties.

These houses will be acquired and renovated as part of a larger effort to improve neighborhoods by purchasing one hundred (100) abandoned homes, renovating them and selling eighty (80) of these homes at market rates to home buyers who will occupy the homes.

The balance of the forty (40) will be located in multi-family development(s) in the process of undergoing substantial renovation and possibly in townhouses in near proximity to one another. HABC will fund the renovation of no more than ten percent (10%) of the units in the multifamily developments using PRHP money and possibly other funds including Replacement Housing Factor Funds.

A Declaration of Trust will attach to each of the forty (40) units to assure their long-term availability for HABC residents.

57 Off-site Broadway Homes Units

In May, 1999 the parties to the Thompson v. HUD lawsuit entered into a consent order which provides that in connection with the redevelopment of the Broadway Homes, HABC will create fifty-seven (57) off-site units in non-impacted areas. Currently, HABC anticipates that these units will be completely owned and operated by a non-profit housing development corporation for the exclusive use by HABC families. Using its own financing, the non-profit corporation will acquire and rehabilitate properties. Upon approving the units for HABC families, HABC will replace the non-profit corporation's private financing with Capital Replacement Housing Factor Funds. A Declaration of Trust will attach to each of the fifty-seven (57) units to assure their long-term availability for HABC residents.

Affordable Housing Initiative (AHI)

In compliance with the Partial Consent Decree, HABC's contractor, the Innovative Housing Institute (IHI) is working to create 646 Project-based Section 8 rental units and 168 homeownership units for HABC families. The program established to create these units is the Affordable Housing Initiative (AHI). The AHI Homeownership Plan consists of a direct-purchase program (with or without Section 8 subsidy), which includes a second mortgage program, and a lease-purchase program (the AHI Homeownership Plan is described more fully in Attachment F). Because HOPE VI funds will be used for the second mortgage program, HABC will be required to submit a mixed finance plan to HUD for this program.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Scattered Site Units 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 12/03
5. Number of units affected: 689
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 04/02 - Applications for 13 of the 689 units have been submitted and 4 of the units have been approved (2 were sold and 2 remain to be sold). - An application will be submitted 01/03 for 3 units. - Applications will be submitted by 06/03 for 373 units and by 12/03 for the remaining units. b. Projected end date of activity: 12/03

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites Units 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 12/03
5. Number of units affected: 23 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/03 b. Projected end date of activity: 12/04

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites Units 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Conditional 10/99 Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted , or planned for submission: 09/98
5. Number of units affected: 297 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: b. Actual or projected start date of activity: 9/02 Memorandum of Agreement established for completing the environmental review requirement b. Projected end date of activity: 02/03

Demolition/Disposition Activity Description
1a. Development name: Scattered Site Units 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved , submitted, or planned for submission: 12/01 and 9/02
5. Number of units affected: 101 (22 units conditionally approved pending completed environmental reviews)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Eight units have been sold, 67 units have settlement dates pending and 4 units were declined by requestor. The environmental reviews are expected to be completed 02/03 for the conditionally approved units. b. Projected end date of activity: 4/03

Demolition/Disposition Activity Description
1a. Development name: Scattered Site Units 1b. Development (project) number: MD002064
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved , submitted, or planned for submission: 10/01
5. Number of units affected: 5
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01 b. Projected end date of activity: Property Sold 4/02

Demolition/Disposition Activity Description	
1a. Development name: Scattered Site Units 1b. Development (project) number: MD002040, MD002058, MD002059, MD002065, MD002067, MD002069, MD002072, MD002076	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved , submitted, or planned for submission: 02/02	
5. Number of units affected: 18	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 02/02 b. Projected end date of activity: Property Sold 05/02	

Demolition/Disposition Activity Description	
1a. Development name: Charles K. Anderson 1b. Development (project) number: MD002073	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved , submitted, or planned for submission: 11/8/02	
5. Number of units affected: 122	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: TO BE DETERMINED b. Projected end date of activity: TO BE DETERMINED	

1a. Development name: Hollander Ridge 1b. Development (project) number: MD002045
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted , or planned for submission: Modification letter sent to HUD requesting approval on 11/13/02
5. Number of units affected: 1000
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: TO BE DETERMINED b. Projected end date of activity: TO BE DETERMINED

Demolition/Disposition Activity Description
1a. Development name: Claremont 1b. Development (project) number: MD002014 Low Rise Units
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 12/03
5. Number of units affected: 292
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: TO BE DETERMINED b. Projected end date of activity: TO BE DETERMINED

Demolition/Disposition Activity Description
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1a. Development name: O'Donnell Heights 1b. Development (project) number: MD002009
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 5/03
5. Number of units affected: 98 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: TO BE DETERMINED b. Projected end date of activity: TO BE DETERMINED

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Pleasant View Gardens 1b. Development (project) number: MD002P110
2. Designation type: Occupancy by only the elderly <input checked="" 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"/> <i>Planned renewal of original approval</i> <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY) <i>Date of original approval: (10/10/97)</i>
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? No, previously approved application, no changes. <input checked="" type="checkbox"/> <i>Renewal with no changes to previously approved application</i>
6. Number of units affected: 110 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: Terraces Garden Cooperative Apts. 1b. Development (project) number: MD002P019
2. Designation type: Occupancy by only the elderly <input checked="" 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"/> <i>Planned renewal of original approval</i> <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY) <i>Date of original approval: (10/06/98)</i>
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? No, previously approved application, no changes. <input checked="" type="checkbox"/> <i>Renewal with no changes to previously approved application</i>
7. Number of units affected: 47 7. Coverage of action (select one) <input checked="" 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. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: <i>Cherry Hill Homes</i>
1b. Development (project) number: <i>MD 002 P017</i>
2. Federal Program authority: <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <i>02/1999</i>
5. Number of units affected: <i>76</i>
6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: <i>Murphy Homes (Heritage Crossing)</i>	
1b. Development (project) number: <i>MD 002 P018</i>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" 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: <i>10/1997</i>	
5. Number of units affected: <i>185</i>	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: <i>Scattered Sites Units</i>	
1b. Development (project) number: <i>MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089.</i>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <i>04/03</i>	
5. Number of units affected: <i>150</i>	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: <i>Scattered Sites Units</i>	
1b. Development (project) number: <i>MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089.</i>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: <u>04/1996</u>	
5. Number of units affected: 9	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
<p><i>Three properties of the nine were rehabilitated and sold to eligible families. These houses were part of a re-development strategy for the 2000 block of East Baltimore Street in the Butchers Hill community. Six properties remain to be sold and one addition to the list, 123 West Hamburg St. is being requested.</i></p>	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: <i>Scattered Sites Units</i>	
1b. Development (project) number: <i>MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089.</i>	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: <i>1997</i>	
5. Number of units affected: <i>10</i>	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
<i>Eight out of ten of these properties were developed in conjunction with the Peoples Homesteading Group and sold to very low-income families. The ninth property is awaiting approval of Home funds for rehabilitation. The tenth property is the subject of a substitution request.</i>	

B. Section 8 Tenant Based Assistance

See Attachment - F - Administrative Plan for Thompson v HUD Partial Consent Decree Section 8 Programs

HABC is currently reviewing changes mandated by the new HUD rule of October, 2002.

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:

- ***Family must be eligible for the Housing Choice Voucher program***
- ***Family must qualify as a first-time homeowner, or may be a co-operative member***
- ***Family must meet the Federal minimum income requirement. Family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement***

- *Family must meet the Federal minimum employment requirement:*
 - *At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance*
 - *HUD regulations define “full time employment” as not less than an average of 30 hours per week*

HABC will impose the following additional initial requirements:

- *Family has had no family-caused violations of HUD’s Housing Quality standards within the last 1 year*
- *Family is not within the initial 1-year period of a HAP Contract*
- *Family does not owe money to the HABC*
- *Family has not committed any serious or repeated violations of a HABC-assisted lease within the past 3 year/specified time period*

HABC is in the process of developing this program. No specific criteria have been established at this time.

In addition to the HABC Section 8 Homeownership Program, the Affordable Housing Initiative (AHI) is creating a separate homeownership program pursuant to the Thompson v. HUD Partial Consent Decree. For a description of the proposed AHI Homeownership Plan, see Attachment F.

12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **02/26/2003**

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)

Jobs Plus Program in effect at Gilmor Homes

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
<i>Family Self-sufficiency Program</i>	<i>450</i>	<i>Recruitment</i>	<i>Development Office</i>	<i>Section 8</i>
<i>Family Investment Center Program</i>	<i>Open</i>	<i>Voluntary</i>	<i>Development Office</i>	<i>Public housing</i>
<i>Child Daycare Teacher Certification Program</i>	<i>50</i>	<i>Established criteria</i>	<i>Development Office</i>	<i>Both</i>
<i>Jobs Plus Gilmore Homes</i>	<i>75</i>	<i>Established Criteria</i>	<i>Gilmore only</i>	<i>Public housing</i>
<i>Skills Training Program</i>	<i>50</i>	<i>Established Criteria</i>	<i>Development office</i>	<i>Public housing</i>
<i>PACE (People Accessing Continued Education)</i>	<i>600</i>	<i>Established Criteria</i>	<i>Development office</i>	<i>Public housing</i>
<i>Business Development Program</i>	<i>80</i>	<i>Established Criteria</i>	<i>Development office</i>	<i>Both</i>
<i>Step-Up</i>	<i>10</i>	<i>Established Criteria</i>	<i>Development office</i>	<i>Public Housing</i>
<i>Youth Build</i>	<i>30</i>	<i>Established Criteria</i>	<i>Development office</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	<i>0</i>	<i>121 As of 01/01/03</i>
Section 8	<i>550</i>	<i>450 As of 01/01/03</i>

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 the appropriate TANF agency regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with the appropriate TANF agency
- Other: (list below)

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

In Fiscal Year 2002 the HUD/VA Appropriations Act temporarily suspended the Community Service and Self-sufficiency Requirement, except for residents of HOPE VI developments. The Community Service Requirement submitted as part of the Housing Authority of Baltimore City's annual plan was consistent with the law as written at that time. Since then, the Community Service Requirement has been reinstated for traditional public housing developments as part of the HUD/VA Appropriations Act of 2003. HUD Notice PIH-2003-17 issued June 20, 2003 instructs PHA's to implement the first of these provisions by July 31, 2003 with full implementation by October 31, 2003. As such, the Authority is preparing to notify residents of the community service requirements and to require that impacted residents perform community service by these dates, respectively.

The Housing Authority of Baltimore City, in concert with the Resident Advisory Board, has developed a model of community service called "Neighbor to Neighbor Care". This model conforms to the requirements of the QHWRA and Notice PIH 2003-17 (HA).

SEE ATTACHMENT N

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

- Safety and security survey of residents
HUD conducted a RASS survey; please see Attachment M
- 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)

- | | |
|-------------------|-----------------------|
| Cherry Hill Homes | Perkins Homes |
| Westport Homes | Gilmor Homes |
| O'Donnell Heights | Brooklyn Homes |
| Latrobe Homes | McCulloh Homes |
| Somerset Homes | Poe Homes |
| Douglass Homes | Pleasant View Gardens |
| The Terraces | Claremont 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)

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

- | | |
|-------------------|-----------------------|
| Cherry Hill Homes | Perkins Homes |
| Westport Homes | Gilmor Homes |
| O'Donnell Heights | Brooklyn Homes |
| Latrobe Homes | McCulloh Homes |
| Somerset Homes | Poe Homes |
| Douglass Homes | Pleasant View Gardens |
| The Terraces | Claremont Homes |

C. Coordination between PHA and the police

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

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

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

ALL public housing developments

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.

A budget revision was requested because the entitlement was based on data from 1998 and 1999. In the 2000 Plan we requested the following positions in PHDEP:

13	Police Officers
18	Building Monitors
3	Police Dispatchers
1	Police Dispatcher Supervisor
1	Tenant On Patrol Coordinator (Part-Time)

36 Total PHDEP Positions

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

HABC has Pet Policies that are QHWRA compliant. These policies permit pets in units under specified conditions, including payment of a security deposit, inoculations for the pet, and the pet must meet certain size and weight requirements. One policy is for the general resident population, and a separate policy addresses the specific needs of the elderly and disabled. The pet policies are also an attachment to the lease.

Our pet policies are presented in this Plan as an Attachment J

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 903.79 (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? ***FY2001***

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? ***10***

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)
 - Regular PHAS inspections and reports*
 - HousingStat – a new internal monthly review process*

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?

Comments were received from resident members of Annual Plan committee regarding various components. The Resident Advisory Board has indicated their comments will be submitted during the comment period.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) **Attachment E**
 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)

This plan has been developed in concert with resident members of the HABC Annual Plan committee. Some of these members also serve on the Annual Plan Sub-Committee on Capital Improvements, and all members of the Committee were given open invitations to attend all Sub-Committee meetings.

During the course of the meetings, HABC addressed questions and concerns raised as delineated in Attachment E. During the public comment period, HABC will consider all comments received and make changes where appropriate.

HABC has received a copy of a letter addressed to the Director of the Baltimore Office of HUD, signed by the RAB President, in which that organization supports the HABC Annual Plan 2003.

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)

Baltimore City

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)

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

The jurisdiction of the HABC is primarily within the City of Baltimore's territorial boundary. Pursuant to State law, the HABC also may operate outside of the City of Baltimore's territorial boundary with respect to the administration of rent subsidy payments and housing assistance programs for both eligible landlords and tenants; the ownership or management of housing projects that were in operation before 1/1/1990 and housing projects developed, owned, or operated at the request of and within the territorial boundaries of another local jurisdiction.

Both the City of Baltimore Consolidated Plan and the HABC Annual Plan were developed in concert with one another to ensure consistency in the Plans.

HABC has signed a statement of agreement of consistency with the Consolidated Plan June 2000- June 2005.

D. Other Information Required by HUD

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

ATTACHMENT K

**New (Section 8) Housing Choice Voucher
Program Application and
General Information Guide**

Received on [date]_____ at [time stamp]_____

HOUSING AUTHORITY OF BALTIMORE CITY
300 Cathedral Street
Baltimore, MD 21201
Telephone: (410) 396-4046; TTY 1-800-735-2258

APPLICATION FOR HOUSING ASSISTANCE

Check your housing choice. You may choose more than one. If you want both, check both. If you check both, complete both the blue and green applications.

Public Housing. _____ (Please initial)

Housing owned by HABC. Complete the **BLUE** application to be added to the waiting list for Public Housing. Please see the Public Housing Program General Information Guidebook for information about the Public Housing Program.

Section 8 Voucher. _____ (Please initial)

Housing Choice Voucher (Section 8) Program provides vouchers to be used for housing owned by private landlords. Please see the Housing Choice Voucher (Section 8) Program General Information Guidebook for descriptions of all of the programs and complete the **GREEN** application to be added to the waiting list for Housing Choice Voucher (Section 8) assistance.

Please sign and date this form and return it with your application(s).

SIGNATURE _____ DATE _____

and please print your name: _____

NOTE: In 2003 the Housing Authority of Baltimore City plans to close the Housing Choice Voucher (Section 8) Program waiting list. Applications will only be taken for certain conditions. The Public Housing waiting list will remain open.



HOUSING AUTHORITY OF BALTIMORE CITY



**Rental & Assisted Housing
Housing Choice Voucher (Section 8) Program**

**300 Cathedral Street
Baltimore, MD 21201**

Telephone: (410) 396-4046; TTY 1-800-735-2258

Application Process Instructions

These instructions explain how to fill out this application for housing assistance. Please keep it for future reference. For general information about the Housing Authority of Baltimore City (HABC) Housing Choice Voucher (Section 8) Program, please see the Housing Choice Voucher (Section 8) Program General Information Guide.

Please check this box if you need help with this application, because you have a disability. If you have a disability, you may tell the staff person at the desk of the Customer Relations Center (300 Cathedral Street, Suite 102). If you need assistance or a reasonable accommodation in connection with applying for housing assistance, arrangements will be made to provide you with assistance. You may also call 410/396-4046; TTY 1-800-735-2258 and the person that answers the telephone will assist you.

1. Filling out the application to apply for Housing Choice Voucher (Section 8) Program assistance.

Please complete the entire application and then mail it to this address:

Housing Authority of Baltimore City
Customer Relations Center
300 Cathedral Street, Suite 102
Baltimore, MD 21201

You may also personally deliver it to this address.

2. After you fill out the application.

After HABC receives your completed application, HABC will put your name on the waiting list for Housing Choice Voucher (Section 8) Program assistance (unless the application is incomplete). HABC will mail you a letter with your APPLICATION NUMBER. **Keep this number.** Use it any time you call HABC about your application.

If your application is incomplete, it will be returned to you. The section(s) of the application that you need to complete will be highlighted. You will not be placed on the waiting list until you return the completed application.

3. While you are on the waiting list.

While you are on the waiting list, HABC may send you letters requesting additional information. The letters may ask if you still want HABC housing program assistance. You **must** answer these letters. If you do not, HABC will take you off the waiting list.

If your home, mailing address, or emergency contact information changes, you must send a letter to the HABC Customer Relations Center (see address above) with your new information. If you have a disability, you may make arrangements to provide this information in person.

4. Meeting with the HABC.

When you reach the top of the waiting list, HABC will send you a notice. This notice will give you a date and time to meet with HABC for an eligibility interview. **You must attend the eligibility interview.** If you cannot meet at the time in your notice, you must call HABC right away for another meeting time. Call (410) 396-4046 or TTY 1-800-735-2258 to reschedule. If you miss your meeting, HABC will deny your application and you will be taken off of the waiting list.

HABC will tell you what papers to bring to the eligibility interview. Bring **all** of the requested papers to the interview. During the meeting, HABC will ask you questions about your family/household. After the interview, HABC will check the information you have provided. If you do not bring all of the requested papers, you will have 14 days to provide them to HABC. HABC staff will check your information to determine whether you are eligible for housing assistance. You will be notified by mail of the decision.

If your application is denied you will be notified in writing and offered an opportunity to request an informal review. Requests for an informal review must be made no later than 14 days from the date of the HABC notification of denial for assistance. You may call or write the Customer Relations Center to request an informal review.

5. If you think HABC has not been fair or has discriminated against you.

HABC is an equal opportunity housing provider. It does not discriminate on the basis of race, color, origin, religion, sex, age, disability, family status or any other basis prohibited by law.

If you believe that HABC has treated you unfairly or has made a mistake, you may request an informal review. Call the Housing Choice Voucher (Section 8) Customer Relations Center at (410) 396-4046 to find out how to schedule an informal review.

If you think you have been discriminated against when applying for housing assistance, call one of these numbers:

- The HABC Fair Housing and Equal Opportunity Office (410) 396-3246
- U.S. Department of Housing and Urban Development Fair Housing Hotline 1-888-799-2085 or TTY (215) 656-3450
- Housing Discrimination Hotline 1-800-669-9777
- State Human Relations Commission 1-800-637-6247
- Baltimore Neighborhoods, Inc. (410) 243-4400



Housing Authority of Baltimore City
 Customer Relations Center
 300 Cathedral Street Suite 102
 Baltimore, Maryland 21201
 410-396-4046 TTY 1-800-735-2258



APPLICATION FOR HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

If you have a disability and need help with reading or filling out this form, please call the Customer Relations Center at 410-396-4046 or TTY 1-800-735-2258. You may also refer to the Housing Choice Voucher Program Information Guide for a list of organizations that will assist you. If at any time your address/contact information changes, please contact the Customer Relations Center to change your information.

Print information in ink

Last Name of Applicant		First Name of Applicant		Middle Initial	Soc. Sec. # of Applicant
Home Address:			Mailing Address (if different; can be PO. Box, family, friend or Service Provider)		
Home Telephone:			Work Telephone:		
<p>Note: In 2002 the HABC plans to close the Section 8 waiting list except for emergency preferences. This means that you may not be able to apply for Section 8 unless you meet emergency preferences. However, the Public Housing list will remain open.</p>			Emergency Contact: <i>(may be your caseworker or family friend)</i> Name: _____ Phone: _____ Address: _____		
Options: <input type="checkbox"/> Tenant Based <input type="checkbox"/> Project Based <i>(Please see General Information Guide for information on these options - you may apply for both)</i>					
Family Information: First list applicant, then co-applicant and then all children <i>(who will live with you)</i> in order of age starting with the oldest. Then list all others who will live with you.					
First and Last Name		Relationship to Applicant	Date of Birth	Sex M/F	Soc. Sec. # of All Household Members 6 years of age and older
1.		Self			
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

If you need more room, use the back. If you expect more people to live with you, please explain (e.g., live-in aide, pregnancy, custody change)

WHAT ARE YOUR CURRENT LIVING CONDITIONS

(Please refer to Guidebook before completing this section. Then check all that apply)

- I am homeless:
 - Living in transitional housing.
 - Living in a licensed shelter for the homeless.
 - I do not have a fixed address.
- I have been or will be displaced due to government action, disaster (such as fire or flood), or actions taken by owner.
- I am an intimidated victim of, or witness to, a crime as verified by Maryland States Attorney's office.
- I have been or will be displaced due to recent or continuing hate crimes.
- I have been evicted or am facing eviction.
- I am living in a unit unfit for habitation and it has building/housing code violations.
- I am currently paying more than 50% of my income toward rent and utilities.
- I am unable to fully use my current housing due to inaccessibility of my unit because I or a member of my family has a mobility or other impairment.

Your Family Information - I (applicant) and/or co-applicant is/are
(Check all that apply)

- Currently working at least 30 hours per week;
- Currently self-employed;
- Participating in a verifiable job training program;
if so, please identify program _____
- 62 years of age or older; or
- Disabled.

Criminal History:
(Check Yes or No)

- Yes No Have you or any member of your family ever been convicted of a violent and/or drug related crime?
- Yes No Have you or any member of your family ever been required to register as a sex offender?

Public/Assisted Housing History: (Check Yes or No)

- Yes No I am a state Rental Allowance Program (RAP) participant.
- Yes No Have you or any household member ever lived in public or assisted housing?
If yes, please provide the name and address of the Development. _____
- Yes No Have you or any household member of your family ever been evicted from public or assisted housing? If yes, state reason and date. _____

HOUSEHOLD INCOME: List Below Income For ALL Household Members

Family Member Name	Type of Income TANE, SSI, SSDI, TEMHA, Veteran's Disability, Employment, Other	Amount Received Per Month
1. <i>Head of household</i>		
2. <i>Co-applicant</i>		
3.		
4.		
5.		

Race: (For statistical purposes only)

- White
- Black
- Other _____
- American Indian/Alaskan
- Asian or Pacific Islander

Ethnicity

- Hispanic
- Non-Hispanic

Continued on next page

REASONABLE ACCOMMODATION INFORMATION

DISABILITY: (Check Yes or No)

- Yes No Do you or your co-applicant have a disability?
(for example: physical, developmental, emotional or mental health)
- Yes No Do you or any member of your household need an accessible unit because
of a mobility impairment?
(for example: wheelchair or difficulty walking)

If you answered yes to the above question(s), please check what type of accommodations you need.

- Yes No A unit all on one level, with no steps, including to enter/exit.
- Yes No A ramp to gain entry/exit the unit.
- Yes No A bedroom and bathroom on the first floor.
- Yes No Modifications to bathroom.
- Yes No A unit accessible to a person using a wheelchair.
- Yes No Accessible parking space.
- Yes No Do you or your co-applicant need help understanding or using the
Housing Choice Voucher (*Section 8 Program*) because of your disability?
- Yes No Do you or does anyone in your household need a unit for persons with
vision impairments? (blind, limited vision)
- Yes No Do you or anyone in your household need a unit for persons who are
deaf or hard of hearing?
- Yes No Do you or anyone in your household need an extra bedroom for a live-in
aide/attendant?
- Yes No Other modifications; please describe _____

(Please read carefully and signed)

I understand that the HABC requests this information as part of the preliminary application. Some information is being obtained for statistical purposes only. The HABC is an equal opportunity housing provider and does not discriminate on the basis of race, color, origin, religion, sex, age, disability, family status or on any other basis prohibited by law in the administration of programs and activities.

All HABC services are implemented in compliance with Title VI of the Civil Rights Act of 1964; Title II of the Americans with Disabilities Act of 1990; Title VII of the Civil Rights Act of 1968, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Fair Housing Amendments Act of 1988; and all other applicable Civil Rights and Fair Housing requirements.

If you believe you have been discriminated against, you may call:

- The HABC Fair Housing and Equal Opportunity Office at 410-396-3246
- U.S. Department of Housing and Urban Development Fair Housing Hotline at 1-888-799-2085 or TTY 215-656-3450
- State Human Relations Commission at 1-800-637-6247
- Baltimore Neighborhoods, Inc. at 410-243-4400

By signing below, I/We certify that the information given to the HABC in this application form is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements of information are punishable under Federal Law and grounds for the HABC denying housing assistance.

I/We also understand that a criminal background check will be performed for members of my household, fourteen (14) years and older according to the Federal Law.

Continued on next page

(Please signed)

Head of household

Date

Co-applicant

Date

**NO MONEY WILL BE ACCEPTED TO PROCESS ANY APPLICATION FOR PUBLIC HOUSING
OR SECTION 8 SUBSIDY PROGRAMS IN BALTIMORE CITY.**





Housing Authority of Baltimore City

General Information Guide

Housing Choice Voucher (Section 8) Program

Martin O'Malley, Mayor
Johnny Magwood, Acting Chairman
Paul T. Graziano, Executive Director
Lyle Schumann, Deputy Executive Director
Michael Kramer, Associate Deputy Director





Housing Authority of Baltimore City Housing Choice Voucher (Section 8) Program General Information Guide

Thank you for your interest in the Housing Authority of Baltimore City (HABC) Housing Choice (Section 8) Voucher Program. The Housing Choice Voucher Program (the Voucher Program) was created to assist lower income families in obtaining a decent and safe place to live at a rent that they can afford. Under this program, the HABC pays part of the rent each month for an eligible family, who has been given a voucher, in accordance with the rules and regulations of the United States Department of Housing and Urban Development (HUD). An eligible family will be required to pay a portion of its gross monthly income towards its rent and utilities.

Who can apply for the Housing Choice Voucher (Section 8) Program?

NOTE: *If you are currently living outside of Baltimore City and do not work in Baltimore City, please apply in the jurisdiction in which you reside.*

Until Further Notice: The Housing Authority of Baltimore City is no longer accepting Housing Choice Voucher (Section 8) Program applications except from people in one of the three emergency categories listed below:

- 1. Family Displaced due to Natural Disaster**
- 2. Family Displaced due to Public Action**
- 3. Intimidated Victim or Witness of a Crime**

How do I know if I am eligible for voucher assistance in one of the first two emergency categories?

Any family being forced from its home due to a Public Action (for example: the home is being condemned or purchased by the city government) or

Natural Disaster (for example: the home can no longer be lived in due to severe structural damage caused by a natural disaster such as flooding from a storm may be eligible for voucher assistance). The family's emergency must be verified as a "NO FAULT EMERGENCY". This means that the reason the family is being forced out of its home cannot be the result of damage to the home caused by the family. A family forced to relocate due to damage caused by the family will not be eligible.

How do I apply for voucher assistance in one of the emergency categories if the waiting list is closed?

Families displaced due to Natural Disaster or Public Action must be referred directly by one of the following:

- Housing & Community Development Office of Homeless Services
- Housing & Community Development Relocation Office
- Housing & Community Development Office of the Ombudsman

Families who are Intimidated Victims or Witnesses of Crime must be referred by the Housing and Community Development Ombudsman's Office, via the Maryland Office of the State's Attorney and/or by police agencies.

A representative from one of the offices listed above will be assigned to the family according to the nature of the emergency displacement. The representative will verify the emergency and make the referral for voucher assistance. In addition to this referral, the family must meet all program requirements for eligibility.

If you fail to submit an application before the waiting list is closed and you are a person with a disability, you may be given additional time to submit an application after the closing deadline, as a reasonable accommodation. This accommodation is to give you the opportunity to submit an application in cases when a social service organization provided you with inaccurate or untimely information about the closing date.

In addition to falling into one of the above emergency categories you must meet the eligibility requirements of the HABC.

You are probably eligible if:

You constitute a family. The term "family" as used by the HABC means:

- A single person
- A family with or without a child or children (for example: a husband & wife).
- Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship (for example: a mother or father and an adult child).
- A group of persons consisting of two or more elderly persons or disabled persons living together (for example: two sisters).
- An elderly or disabled person assisted by a live-in aide. (Live-in aides are not considered family members, but are required to provide the same information as adult family members (for example: signatures on federal forms, declaration of citizenship and criminal background checks). The live-in aides income will not be used in determining the family's income or the amount of the rent to be paid by the family. In addition, if the voucher holder dies or is institutionalized, the live-in aide will not be able to keep that voucher.)

NOTE: The HABC determines if any other group of persons qualifies as a "family".

Your family meets the income standards for the Voucher Program if your family does not exceed the income limits shown below:

Persons in Family	Income Limits	Persons in Family	Income Limits
1 person	23,250	5 persons	35,850
2 persons	26,550	6 persons	38,500
3 persons	29,900	7 persons	41,150
4 persons	33,200	8 persons	43,800

What is the process when applying for Housing Choice Voucher (Section 8) Program assistance?

The application process involves two phases:

- First is the initial application for assistance. The purpose of the application process is to permit the HABC to gather information it

needs about your household so that it may determine whether you are eligible to receive a Housing Choice Voucher and to place you on the waiting list. For these reasons, the application contains questions about your household. In addition, your completed application will be date and time stamped when you return it to the Customer Relations Center so that you may be placed on the waiting list in the order in which you have applied.

Any family who wants to be placed on the waiting list may pick up an application from the Customer Relations Center located at 300 Cathedral Street, Suite 102. Families may also call the Customer Relations Center at 410-396-4046 and ask to have an application mailed to them. Applications will be made available in an accessible format upon request from a person with a disability.

- Second is the eligibility interview. The eligibility interview is scheduled when the family reaches the top of the waiting list. Families reach the top of the waiting list based on the following:
 1. The date and time that the completed application is submitted.
 2. The availability of vouchers.
 3. Whether the family qualifies for any preferences.

During the eligibility interview, HABC collects all information required to determine if a family qualifies for voucher assistance. If all information cannot be collected at the time of the interview, the HABC will give the family 14 days from the date of the eligibility interview to supply all required information. Once all information is collected, HABC verifies this information and mails the family notice of the interview results.

What are the preferences?

The following are the preferences and the order in which they are considered:

- 1) Emergencies:
 - (a) Any family displaced due to Natural Disaster
 - (b) Any family displaced due to Public Action

Continued on next page

(c) Intimidated Crime Victims and Intimidated Witnesses of Crime referred by the Housing and Community Development Ombudsman's Office, via the Maryland Office of the State's Attorney and/or Police Agencies .

- 2) State Rental Allowance Program (RAP) participants
- 3) Home Ownership - families who are eligible to participate in the HABC Home Ownership Initiative
- 4) Rent Hardship - families whose rent payment is greater than 50% of their adjusted gross income
- 5) Working Family - a family whose head of household (head of household also means spouse or sole member) is:
 - (a) Employed
 - (b) Age 62 or older
 - (c) Person(s) with a disability (NOTE: individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence)
 - (d) Enrolled in an approved Job Training Program
- 6) Residency - a family who lives and/or works, or has been hired to work, in Baltimore City.

What is Project Based or Moderate Rehabilitation housing assistance?

The Project Based Program is a component of the Voucher Program in which voucher-type assistance is attached to specific units. In this program, the HABC has contracts with specific landlords to offer units to families from the HABC's waiting list at lower rents.

The HABC keeps a separate waiting list for families who are interested in project-based units. Therefore, all families interested in a project-based unit must mark this choice on the application.

The participating landlord selects families from the project-base waiting list and requests that they begin the eligibility process, which is handled by

HABC. If found eligible, the family can then be housed in the landlord's project-based unit. The family pays the reduced rent as long as it lives in this unit. Because the assistance is tied to the units, the applicant cannot move the assistance to another unit. However, a family may apply for both a regular voucher and project-based units at the same time. The family will remain on the waiting list for a regular voucher even if it accepts a project-based unit. The list of project-based providers is as follows:

- Alcott Place** - 2702 Keyworth Avenue
- Associated Catholic Charities - Holden Hall** - 716 W. Hamburg Street
- Bellview Manchester** - 342 Bloom Street
- Bretton Terrace** - 3641, 3701, 3707 & 3711 Greenmount Ave.
- Caring Limited Partnership** - 3701 Cottage Avenue
- City Homes** - Scattered sites throughout the city
- * **Coleman Manor** - 2201 Walbrook Avenue
- Collington Square Dayspring Program** - 1200 N. Collington Avenue
- Harford House** - 1517 E. North Avenue
- Harlem Park Revitalization** - 903, 906, 925 & 926 Bennett Place
- Montpelier Kennedy** - 1400 blocks of Montpelier Street, 2670 Kennedy Avenue
- Woman's Housing Coalition - Calverton House** - 119 East 25th Street
 - **Margaret J. Bennett House** - 14 East Franklin Street
- Marian House** - 949 Gorsuch Avenue
- Southwest Visions** - 103 Poppleton St.
- Lanvale Ltd. Partnership** - 1600 Rultand Avenue
- MD Center for Veterans - Education & Training** - 301 North High Street
- Project Plase** - 1814 Maryland Avenue
- * **Cherry Hill Senior Housing** - 901 Cherry Hill Road
- St. Ambrose Housing Aid Center**
 - **Buena Vista Apartments** - 1420 - 1436 Union Avenue, 7-32 Bruce Street
 - **Sharon Towers** - 4 N. Carey Street
 - **Saint Wenscelaus** - 814 N. Collington Avenue, 900-904 Bevan Street, 323 E. 24th Street & 416 E. 28th Street
- Saint Vincent DePaul** - 2600 - 2604 Ulman Avenue
- * **Oaks at Liberty** - 4801 Liberty Heights Avenue, 3501 Howard Park Avenue
- Volunteers of America**
 - **Paca House** - 116 North Paca Street

Volunteers of America

- **Pratt Street Transitional** - 1701 West Pratt Street

YWCA Druid Hill Transitional - 1621, 1906 & 1909 Druid Hill Avenue; 1711, 1819, 1820, 1906 & 1909 McCulloh Street

Micah House - 5207 York Road

Lawrence Cager - 1351 E. North Avenue

Neighborhood Rental Services - Scattered site throughout the city

Hersch Lauren - scattered sites throughout the City

Concorde Apartments -2500 West Belvedere Avenue

Janet Blair - 2238 West North Avenue

Jeff Sekulow - 1704-1718 Latrobe Street

Epiphany House - 5601 York Road

Coel Grant Higgs - 1700 Gay Street

Westminster House - 524 N. Charles Street

Who can I contact if I need assistance in filling out my application, due to a disability?

If you are a person with a disability who needs assistance in completing and/or filing this application, our Customer Relations Center will help you contact an appropriate accommodation service:

- **Making Choices for Independent Living** 410-444-1400
5807 Harford Road
Baltimore, MD 21214
- **Community Housing Associates** 410-545-4429
(Only by Appointment on Fridays)
201 E Baltimore Street, 9th Floor
Baltimore, MD 21202
- **Baltimore Mental Health System** 410-837-2647
(Only by Appointment on Fridays)
201 E. Baltimore Street, Suite 1340
Baltimore, MD 21202
- **Brown's Community Outreach** 410-542-5700
3215 Belvedere Avenue
Baltimore, MD 21215
- **Maryland Public Mental Health System** 1-800-888-1965

Who can I contact for other assistance due to a disability?

- MTA Bus/Metro/Call-a-Lift 410-682-5438
- MTA Mobility 410-539-5000
- Maryland Relay Center 1-800-552-7724 or 711 in Maryland
- Maryland Disability Law Center 410-727-6352 or 1-800-233-7201

What happens when my application reaches the top of the waiting list?

When your application reaches the top of the waiting list the following occurs:

- A criminal background check of all household members 14 years of age or older is conducted. If you pass the criminal background check, an eligibility interview will be scheduled.
- During the eligibility interview the HABC will determine your family size and composition, total family income and citizenship and immigration status. The HABC may conduct a landlord and/or home visit as part of the eligibility process.

NOTE: It is important that you have all verification papers such as birth certificates and social security numbers ready prior to your interview and that you bring them with you to the interview.

- If the HABC determines that you are eligible to receive a Housing Choice Voucher you will be scheduled for a briefing. At the briefing, the voucher will be issued and the Housing Choice Voucher Program explained.

Who should I contact regarding the status of my application?

You should contact the Customer Relations Center for any information

(continued on the next page)

regarding your application. Please give the Customer Relations Center your application number when you call for information about your application.

What happens if I do not pass the criminal background check on my application or is denied for other reasons?

If your application is denied you will be notified, in writing, of the reason for the denial and you will be offered an opportunity to request an informal review. Requests for an informal review must be received in writing no later than 14 days from the date of the HABC's notification of denial for assistance. An informal review request must be sent to the Customer Relations Center.

The HABC will schedule the informal review and notify you in writing of the date and time of the appointment. An informal review may be conducted over the telephone or by mail if both the HABC and the applicant agree. During the informal review the applicant has the opportunity to present oral or written objections to the eligibility decision. Applicants may use an attorney or other representative, at the applicant's own expense, to assist in presenting their objections.

The results of the informal review will be provided, in writing, to the applicant. This notice will include the decision of the Review Officer and an explanation for the decision.

Will I be a HABC tenant if I am accepted for the Voucher Program?

No. As a Voucher Program participant you will be receiving a rent subsidy (assistance to pay your rent) from the HABC. Because you will be receiving this rent assistance from the HABC, you will have to follow the Voucher Program rules. You will be given a booklet that lists the Voucher Program rules when you receive your voucher. However, you will be the tenant of the landlord who owns the unit where you will be living. You will enter into a private lease with the landlord. You will have to abide by the terms of the lease you enter into with the landlord.

Does my voucher guarantee that I will find affordable housing for which I can get Voucher Program assistance?

No. Upon receiving the voucher you will have 120 Days to find a decent, safe and sanitary unit. Please remember that it is your responsibility to find a unit. The HABC does provide listings of properties that accept vouchers. However, properties on the list may not have vacant units when you are looking.

If you have a disability, as a reasonable accommodation, HABC will extend the time you have to search for a unit for an additional 90 days so that you will have a total of 210 days to search.

If I need an accessible unit or a unit with accessible features because I or a member of my family has a disability, how do I find such a unit?

The application allows you to inform HABC of your need for an accessible unit or accessible features. If you become disabled while you are on the waiting list, please call the Customer Relations Center and request a Reasonable Accommodations form, complete the form and return it to the Customer Relations Office so that your file may be updated to include your reasonable accommodation request.

The HABC will provide you with a list of apartment complexes known to have accessible units or units with accessible features. In addition, if necessary, HABC will provide you with assistance in locating an accessible unit.

Is a landlord that takes a voucher required to make a unit accessible for my family if I or a member have a disability?

No. But a landlord is required to allow you to make reasonable modifications, at your expense, to the unit to make it more accessible. The land

(Continued on the next page)

lord may require you to restore the unit to the way it was before you made your modifications if you move.

Does a landlord have to rent to me if I have a voucher?

No. A landlord does not have to participate in the Housing Choice Voucher Program. In addition, the landlord may perform a background check to determine your credit, rent payment, utility payment and tenancy history. If the landlord finds you have bad credit, have not paid your rent or utilities in a timely manner in the past or have had other problems as a tenant (for example, poor housekeeping), the landlord does not have to rent a unit to you.

However, the landlord may not refuse to rent to you on the basis of your race, color, sex, religion, national origin, ancestry, age, familial status, marital status, handicap, disability or sexual orientation. If you believe that a landlord has denied you the opportunity to rent a unit based on any of these reasons, you may contact the **HABC Fair Housing & Equal Opportunity Office** located at:

417 E. Fayette Street
Suite 922
Baltimore, MD 21202
(410) 396-3246

You may also contact one of the following agencies:

Baltimore Neighborhoods, Inc.
2217 St. Paul Street
6 St. Paul Street, 9th Floor
Baltimore, MD 21218
(410) 243-4400

**Maryland Commission on
Human Rights**
Baltimore, MD 21202
(410) 767-8600

**US Dept of Housing and
Urban Development**
10 South Howard Street
Baltimore, MD 21201
(410) 962-2520, ext. 3056

**Baltimore Community
Relations Commission**
10 N. Calvert Street, Suite 915
Baltimore, MD 21202
(410) 396-3141

Must I move in order to receive Voucher Program assistance?

No, you may remain in your current unit, but only if the following conditions are present:

- You have been found eligible and received a voucher.
- Your current unit meets HUD's/HABC's inspection and rent reasonableness standards.
- Your current landlord agrees to accept the voucher.
- HABC approves your lease.

Who is responsible for making repairs in my unit?

The HABC inspects all units before a family with a voucher moves in (otherwise known as initial inspections) and units currently occupied by voucher holders (otherwise known as annual inspections). The units are inspected according to HUD Housing Quality Standards (HQS) to ensure that tenants are living in safe and sanitary housing conditions. All inspection results are maintained as a part of the tenant's permanent record. The landlord is responsible for making repairs to the unit, unless the family is found to be responsible for the unit damage.

- **Initial Inspections** - HABC inspects all units before giving move-in approval. HABC will not make any payments on a unit before giving move-in approval. If a family moves into a unit before HABC has given move-in approval, the tenant will have to pay the total amount of the rent. If a unit fails the initial inspection, the landlord will be given one opportunity to correct the items that caused the unit to fail inspection and then have the unit reinspected. If the unit fails the second inspection, the tenant will need to search for a new unit.
- **Annual Inspections** - HABC inspects all units being occupied by a Voucher Program participant once a year. Both the family and the landlord are notified of the scheduled inspection in writing. The family is responsible for being at home for the inspection. If the family misses two scheduled inspections, without contacting HABC to reschedule, termination procedures will begin. Failing to be at home for an annual reinspection is considered a violation of the

family's obligations.

Once the inspection is conducted, the results fall into one of two categories:

1. **"PASS"** - this means that the unit has satisfied all Housing Quality Standards.
2. **"FAIL"** - this means that the unit has not satisfied all Housing Quality Standards.

When a unit **"FAILS"** inspection, the landlord is notified of the items that are in need of repair and given a period of time to repair them. At the end of that time period, another inspection will be scheduled to reevaluate the repaired items. If the unit **"FAILS"** the second inspection, the family will have to move.

How much rent can a landlord charge?

The rent a landlord charges must be reasonable under HUD standards. Therefore, the HABC must make sure that the rent the landlord requests for a unit assisted by the Voucher Program is the same as or very similar to the rent charged for a unit that is the same size in the same neighborhood that is not assisted by the Voucher Program.

If the HABC determines that the rent charged by the landlord is not reasonable and the landlord refuses to lower the rent, then HABC will tell the family to search for another unit.

If the rent is reasonable, the HABC calculates the gross rent for the unit, which is the amount of rent requested by the landlord and the utilities the tenant must pay (the utility allowance). This utility allowance is based on the size of the unit and the type of utilities the unit uses (for example: natural gas, oil, electricity and water). Then the gross rent (unit rent and utilities) is compared to the payment standards established by HUD, which are based on unit size. If the gross rent (unit rent and utilities) is less than the HABC payment standard for the unit, then the rent is affordable and may be approved. If the gross rent is more than the HABC payment standard, the family may be permitted to pay the excess amount as long as the amount does not exceed 40% of its monthly adjusted income.

The HABC payment standards are listed below by unit size.

Voucher Payment Standards Effective					
0 BR	1BR	2BR	3BR	4BR	5BR
\$623	\$760	\$928	\$1229	\$1406	\$1617

Certain census tracts may have higher payment standards.

The HABC will grant exceptions to the payment standards if the family requests and the HABC determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances.

What portion of my income will be required to pay for rent if qualify for a voucher?

As indicated in the previous answer the family's rent payment is usually based on 30% of its monthly-adjusted gross income. However, in cases where the unit's gross rent exceeds the HABC's payment standard, the family will be allowed to pay up to 40% of its monthly-adjusted gross income if the family is able to do so. Income means all monies received on behalf of the family to support the household. Usually, income is reviewed and calculated annually, meaning for the entire year. Gross income means all earnings before taxes and HUD approved deductions. Adjusted gross income means the family's total earnings minus the deductions allowed by HUD. The allowable deductions are listed below:

- **Dependent** - \$480 is deducted for each family member (excluding the head of household and spouse) who is under the age of 18, a full-time student or disabled person.
- **Elderly/Disabled** - \$400 is allowed for a family whose head of household or spouse/co-applicant is 62 years of age or older, or disabled.
- **Medical Expenses** - amounts paid for medical expenses in excess of 3% of the family's gross annual income.

- **Child Care Expenses** - the sum of paid expenses are deducted for the care of children under the age of 13 when this care is required to allow the parent or guardian to attend school, work or seek employment.

Who pays future rent increases from the landlord?

Under the Voucher Program, landlords can request rent increases. All rent increases must be approved by the HABC as reasonable. Rent reasonableness involves the HABC gathering information on area rental units that have similar characteristics, but not being assisted by the Voucher Program.

HABC may also, with permission from HUD, adjust payment standards thereby increasing the amount of housing assistance to families. All adjustments are made so that rents remain affordable for all families participating in the Voucher Program.

All families' situations are reviewed once a year during the recertification process. At this time, families must report all changes (for example: income decreases and increases, changes in family size). Requests from landlords for rent increases are also reviewed. In the event that a rental increase is granted to the landlord, the family is still only required to pay 30% of its monthly-adjusted income. Depending on the family's situation, one of four things may occur:

1. The tenant's rent portion may decrease and the HABC will absorb the rental increase.
2. The tenant's rent portion may stay the same and the HABC will absorb the rental increase.
3. The tenant's rent portion may increase slightly, meaning that the tenant is sharing the rental increase with the HABC.
4. The tenant's rent portion will increase, meaning that the tenant has absorbed all of the rental increase.

HOUSING DISCRIMINATION IS **AGAINST THE LAW**

The Housing Authority of Baltimore City is pledged to the letter and spirit of the law for the achievement of equal housing opportunity throughout the city, state and nation. In the selection of families and in the provision of services, there shall be no discrimination against any person on the grounds of race, color, religion, national origin, sex, sexual orientation, age, marital status, disability, lawful occupation, citizenship or because children may be or will be residing with the individual.

In Baltimore City it is against the law to discriminate against people with disabilities. The law treats AIDS as it does any other disability. This means the law protects you:

- If you have AIDs
- If you are HIV positive or have a related disease
- If other people think any of the above is true about you

IMPORTANT NOTICE

NO PAYMENT OR FEE SHOULD BE GIVEN
TO ANYONE IN CONNECTION WITH THE
PREPARATION, FILING OR PROCESSING OF
AN APPLICATION FOR THE
HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM



Housing Authority Of Baltimore City

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007
Annual Plan for Fiscal Year 2003

ATTACHMENTS VOLUME I

**BOARD APPROVED APRIL 8, 2003
REVISED PER HUD COMMENTS JULY 17, 2003**

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

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D	(1) FFY 2003 Capital Fund Program 5 Year Plan (2003 through 2007)
	(2) FFY 2002 Capital Program Performance & Evaluation Report (Revised)
	(3) FFY 2002 Replacement Housing Factor Performance & Evaluation Report
	(4) FFY 2001 Capital Program Performance & Evaluation Report (Revised)
	(5) FFY 2001 Replacement Housing Factor Performance & Evaluation Report
	(6) FFY 2000 Capital Program Performance & Evaluation Report (Revised)
	(7) FFY 2000 Replacement Housing Factor Performance & Evaluation Report
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F	HABC Administrative Plan for <i>Thompson v HUD</i> Partial Consent Decree Section 8 Programs
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H	Responses to Comments from Public Meeting on the Annual Plan
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L	New Public Housing Application and General Information Guide
M	RASS Implementation Plan
N	Community Service Requirement

Volume II

O	Administrative Plan for the Housing Choice Voucher Program
P	Notice of Withdrawal of Attachment

ATTACHMENT B (1)

**FFY 2003 Capital Fund Program Annual
Statement**

Includes revisions requested by HUD, July 17, 2003

Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds	\$100,000,000			
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$4,805,290			
4	1410 Administration	\$1,674,469			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$4,586,338			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$1,210,435			
10	1460 Dwelling Structures	\$1,440,935			
11	1465.1 Dwelling Equipment -- Non-expendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$3,125,500			
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 Expenses or Debt Service	\$8,300,000			
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-19)	\$25,142,967			
22	Amount Related to LBP Activities	\$225,000			
23	Amount Related to Section 504 Compliance	\$24,442,363			
24	Amount Related to Security - Soft Costs				
25	Amount Related to Security - Hard Costs	\$1,945,977			
26	Amount Related to Energy Conservation Measures	\$13,469,319			

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHYSICAL IMPROVEMENTS	Transfer to Operations	NCFP		\$3,000,000				
MD 2-01 Latrobe	Repair Canopies and Replace Roofs	NCFP	45 Buildings	\$2,805,000				
	Replace Windows	NCFP	701 DU's	\$1,018,064				
	Replace Pressure Reducing Valves	NCFP	45 Buildings	\$25,000				
	Electrical Distribution System	NCFP	701 DU's	\$3,100,000				
MD 2-02 McCulloh	Replace Condensate Tanks	NCFP	3	\$81,000				
MD 2-03 Perkins Homes	Landscaping	NCFP	11.5 Acres	\$450,000				
	Lighting	NCFP	11.5 Acres	\$409,977				
	Replace Roofs	NCFP	48 Buildings	\$2,618,095				
	Electrical Distribution System	NCFP	688 DU's	\$3,200,000				
MD 2-04 Poe Homes	Install Security Lighting	NCFP	5 Acres	\$65,000				
MD 2-05 Douglass Homes	Install Security Lighting	NCFP	7.8 Acres	\$65,000				
MD 2-06 Gilmor Homes	Security Cameras	NCFP	10	\$145,000				
	Security Lighting	NCFP	34 Buildings	\$260,000				
	Replace Fence	NCFP	TBD	\$30,000				
	Replace Condensate Tanks	NCFP	1	\$25,000				

Annual Statement / Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Acutal Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-09 O'Donnell Heights	Relocation	NCFP	100	\$200,000				
	Hydrology Study	1430.0	1	\$50,000				
	Pave Parking Area	NCFP	6.2 acres	\$21,900				
MD 2-10 Somerset Homes	Planning and Consulting Fees	1430.0	1	\$150,000				
	Replace Roofs	NCFP	17 Buildings	\$1,600,000				
	Relocation	NCFP	1	\$2,000				
	Vacancy Renovation	NCFP	10 Units	\$290,000				
MD 2-11 Cherry Hill Homes	Replace Underground Heating Distribution Systems	NCFP	1237 DU's	\$3,048,520				
	Investigate and Install Security System for Apt. Build	NCFP	1 Building	\$63,000				
MD 2-12 Cherry Hill Homes Ext. 1	Replace Underground Heating Distribution Systems	1450.0	1237 DU's	\$1,210,435				
	Replace Underground Heating Distribution Systems	NCFP	1237 DU's	\$1,838,084				
MD 2-13 Westport Homes Ext.	Pave Parking Area	NCFP	1 Acre	\$35,712				
	Repair Streets and Drives	NCFP	1 Acre	\$44,160				
MD 2-14 Claremont	Relocation	NCFP	222	\$444,000				
MD 2-17 Cherry Hill Homes Ext.II	Mod. To Secondary Distribution System	NCFP	1394 DU's	\$1,000,000				
MD 2-21 Brooklyn Homes	Repair Walks, Streets and Drives	NCFP	13 Acre	\$158,684				

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PHA Name: Housing Authority of Baltimore City		Grant Type and Number Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Acutal Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replace Community & Maint. Building Roof	NCFP	1	\$140,000				

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PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-23 McCulloh Homes Ext. (LR)	Relocation	NCFP	5	\$10,000				
	Upgrade Exterior Lighting	NCFP	8 Acres	\$70,000				
MD 2-25 The Broadway	Relocation	NCFP	50	\$99,000				
MD 2-27 Spencer Gardens	Repair Walks & Pave Parking Area	NCFP	1 Acre	\$10,800				
MD 2-31 Rosemont/ Dukeland	Repair Parking Area , Walks and Drives	NCFP	2 Acres	\$17,640				
MD 2-33 Lakeview Tower	Install Additional Security Lighting in Parking Lot	NCFP	.5 Acres	\$10,000				
MD 2-39 Claremont Extension	Revitalization	NCFP	152 DU's	\$2,000,000				
MD 2-41 West Twenty	Upgrade Call Station	NCFP	357 DU's	\$200,000				
	Install Fire Management System	NCFP	357 DU's	\$2,000,000				
MD 2-42 Somerset Extension	Grading/Fills	NCFP	1.5 Acres	\$15,000				
	Identify Landscaping Needs	NCFP	1	\$10,000				
MD 2-43 Monument East	Repair Parking Area & Exit Doors	NCFP	.25 Acres/1	\$8,640				
	Call Station	NCFP	1	\$200,000				
MD 2-44 Wyman House	Replace Condensate Tanks	NCFP	3	\$85,000				

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PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-46 Chase House	Replace Elevators	NCFP	2	\$650,000				
MD 2-47 Govans Manor	Install Fire Management System	NCFP	199 DU's	\$1,400,000				
	Lighting Parking Area	NCFP	.25 Acres	\$52,000				
	Replace Fan Coil Units	NCFP	199 DU's	\$200,000				
MD 2-51 B.E. Mason	Replace Elevators	NCFP	2	\$650,000				
MD 2-53 Ellerslie	Replace Elevators	NCFP	2	\$450,000				
MD 2-54 Bel-Park Tower	Replace Potable Water Lines	NCFP	274 DU's	\$100,000				
	Replace Entrance Door and Card Reader System	NCFP	1	\$36,000				
	Install Fire Management System	NCFP	274 DU's	\$2,000,000				
	Replace Elevators	NCFP	3	\$650,000				
MD 2-56 The Brentwood	Replace Chiller	NCFP	1	\$300,000				
MD 2-59 Scattered Sites	Vacancy Renovation	NCFP	208 DU's	\$13,319,243				
	Replace Roofs	NCFP	99 DU's	\$794,204				
	Demolition	NCFP	75 DU's	\$600,000				
	Relocation	NCFP	25	\$50,000				
	Homeownership	NCFP	28 DU's	\$276,317				

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PHA Name: Housing Authority of Baltimore City		Grant Type and Number Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Acutal Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Community Center	NCFP	1	\$300,000				

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PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD-69 Homewood House	Pavement Repairs	NCFP	.20 Acres	\$13,143				
MD 2-69 Laurens House	Replace Elevators	NCFP	1	450,000				
MD 2-70 Rosemont Tower	Install Fire Management System	NCFP	203 DU's	\$650,000				
	Upgrade Call Station	NCFP	203 DU's	\$200,000				
	Replace Elevators	NCFP	2	350,000				
MD 2-71 Primrose Place	Upgrade Pull Station	NCFP	125 DU's	\$50,000				
	First Floor Burglar Alarm Sysytem	NCFP	1	\$50,000				
	Install Fire Management System	NCFP	125 DU's	\$500,000				
	Replace Elevators	NCFP	2	\$350,000				
MD 2-72 Carey House	Landscaping	NCFP	.25 Acres	\$15,000				
	Replace Furnace	NCFP	1	\$40,000				
	Install Fire Management System	NCFP	61 DU's	350,000				
MD 2-73 Charles K. Anderson Village	Demolition	NCFP	122 DU's	\$1,800,000				
MD 2-74 Hollins House	Install Fire Management System	NCFP	130 DU's	\$500,000				
	Replace Elevators	NCFP	2	\$350,000				

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PHA Name: Housing Authority of Baltimore City		Grant Type and Number Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Acutal Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Repair and upgrade Card System	NCFP	130 DU's	\$60,000				

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PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2- 75 Allendale	Upgrade Security System (2nd & 3rd Floors)	NCFP	1	\$60,000				
	Replace Elevators	NCFP	1	\$350,000				
AUTH-WIDE	Auth-Wide PHAS Improvements (Site)	NCFP	TBD	\$498,824				
	Auth-Wide Waterproofing and Tuckpointing	NCFP	TBD	\$250,000				
	Auth-Wide Vacancy Renovation	NCFP	63 DU's	\$3,339,436				
	Waste Water Discharge Equipment	NCFP	TBD	\$50,000				
	Central Maintenance Facility	NCFP	1	\$500,000				
	HABC Central Office Renovation and Relocation	NCFP	1	\$1,000,000				
	HABCO Relocation	NCFP	1	\$200,000				
	Cathodic Protection Inspection Of Gas Mains	NCFP	TBD	\$552,300				
	Water Distribution System: Install Discharge	NCFP	TBD	\$206,963				
	Physical Accessibility Modifications	NCFP	500 DU's	\$22,401,428				
	Physical Accessibility Modifications	1460.0	33 DU's	\$1,440,935				
MANAGEMENT IMPROVEMENTS	Utility Consultant	1408.0	1	\$30,000				

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PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency Plan	Improve PHAS Scores	1408.0	4 Positions and Sundry	\$210,400				
	Scattered Site Agency Liasons	1408.0	2 Positions and Sundry	\$126,200				
	Agency Plan - Program Management Costs	1408.0	1 Position	\$33,075				
Employment and Empowermen	Establish and Operate Small Businesses	1408.0	2	\$75,000				
	RM Leadership Training/Develop.of CDC/Retail Tra	1408.0	1	\$150,000				
	Learning Centers Program Expense & Salaries	1408.0	1 Position	\$50,000				
	Step-Up Program (Apprentice Program)	1408.0	5 Part Time Pos	\$325,000				
	PACE Program Structure/Operating Costs/Training	1408.0	8 Positions and Sundry	\$600,000				
	Human Services Coordinators and Supervisors	1408.0	2 Positions	\$100,000				
	Anti-Drug Program	1408.0	N/A	\$25,000				
	Anti- Drug Program	1408.0	3 positions	\$181,650				
Information Technology	Software Licenses for Servers and Related Products	1408.0	Auth-Wide	\$9,600				
	Update Operating System to Windows	1408.0	Auth-Wide	\$522,000				
	Update Servers and CALS to Windows 2000	1408.0	Auth-Wide	\$525,000				
	Acquisition of New System(Phase II)	1408.0	Auth-Wide	\$82,000				
	Update Operating System & CALS to Windows	1408.0	Auth-Wide	\$107,270				
	Veritas Backup Software	1408.0	Auth-Wide	\$147,473				
	Acquisition of New System (Phase 1)	1408.0	Auth-Wide	\$500,000				

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PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Information Technology continued	Centralized Storage and Tape Library	1408.0	Auth-Wide	\$86,498				
	Centralized Storage-Terabyte (Tape Library)	1408.0	Auth-Wide	\$283,000				
	Purchase additional Hardware	1475.0	Auth-Wide	\$2,409,402				
	HABnet Upgrade Network Support	1408.0	Auth-Wide	\$27,678				
	Software	1408.0	Auth-Wide	\$95,946				
	Salaries (MIS Project Manager)	1410.0	Prorata - 1 Position	\$52,659				
	Consulting/Professional Services	1430.0	1	\$454,300				
Training	Job Skills	1408.0	Auth-Wide	\$100,000				
	Technical Training	1408.0	Auth-Wide	\$76,500				
	Agency Wide Computer Training	1408.0	Auth-Wide	\$50,000				
	Miscellaneous Division Level Training	1408.0	Auth-Wide	\$286,000				
Administration Engineering Services	Engineering Services Non-Technical Positions	NCFP	19 Positions	\$603,855				
	Engineering Services Non-Technical Positions	1410.0		\$603,854				
	Allocated Rent	1410.0	N/A	\$100,000				
	Retirees Benefits	1410.0	N/A	\$60,000				
	Capital Program Audit	1410.0	1	\$25,000				
	Sundry	1410.0	N/A	\$310,000				

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PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Development Services	Planning and Development Planning and Development	NCFP 1410.0	Pro-rated-3 Position	\$226,625 \$226,625				
Finance and Accounting	Finance and Accounting Positions	1410.0	2 Positions	\$100,154				
Office of Legal Affairs	Office of Legal Affairs Positions	1410.0	2 Positions	\$196,177				
Authority Wide-Consultant Fees	Lead Based Paint Testing	NCFP	Auth-Wide	\$225,000				
	Asbestos Testing and Monitoring	1430.0	Auth-Wide	\$200,000				
	Other Environmental Areas - Consultants	1430.0	Auth-Wide	\$100,000				
Fees & Costs - Authority Wide	Erosion and Sediment Consultant	NCFP	1	\$75,000				
	Exterior Building Renovation/Restoration Consultant	NCFP	1	\$100,000				
	A/E Consultant for 504 Compliance	NCFP	3	\$600,000				
	Elevator Consultant	1430.0	1	\$60,000				
	Auth-Wide Planning and Other Environmental Cons	1430.0	TBD	\$65,408				
	In-House Technical Staff	1430.0	37 Positions	\$2,471,630				
	In-House Technical Staff	NCFP		\$257,033				
	JOC Consultant	1430.0	1	\$220,000				
	Needs Assessment of HABC Inventory	1430.0	1	\$250,000				
	Financial Modeling and Market Analysis	1430.0	1	\$250,000				

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PHA Name: Housing Authority of Baltimore City		Grant Type and Number Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Legal Fees (Consent Decree), HABC Specialty Item	1430.0	3	\$315,000				

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PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-03 Replacement Housing Factor Grant N			2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Equipment	Equipment	1475.0	N/A	\$66,098				
	Replacement of Maintenance Vehicles	1475.0	24	\$600,000				
	Replacement of Relocation Vehicles	1475.0	2	\$50,000				
Relocation	Relocation	NCFP	582	\$1,164,000				
	Relocation Staff	NCFP	3 Positions	\$194,353				
Collateralization and/or Debt Service	Collateralization and/or Debt Service	1501.0	N/A	\$8,300,000				
Contingency	Authority-Wide	NCFP	N/A	\$1,914,000				
Contingency	conducting Planning Activities at various HABC sites. Funds leveraged from the proposed Bond issues will be used to support HABC's redevelopment activities. Upon completion of planning activities and preparation of sources and uses budgets, these funds will be more clearly defined.)	NCFP	N/A	\$6,756,000				

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PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-01 Latrobe							
Repair Canopies and Replace Roofs	Oct-04			Oct-05			
Replace Windows	Oct-04			Oct-05			
Electrical Distribution System	Oct-04			Oct-05			
Replace Pressure Reducing Valves	Oct-04			Oct-05			
MD 2-02 McCulloh							
Replace Condensate Tanks	Oct-04			Oct-05			
MD 2-03 Perkins Homes							
Replace Roofs	Oct-04			Oct-05			
Install Lighting	Oct-04			Oct-05			
Electrical Distribution System	Oct-04			Oct-05			
Install Landscaping	Oct-04			Oct-05			
MD 2-04 Poe Homes							
Install Security Lighting	Oct-04			Oct-05			
MD 2-05 Douglass Homes							
Security Lighting	Oct-04			Oct-05			
MD 2-06 Gilmor Homes							
Security Cameras	Oct-04			Oct-05			
Security Lighting	Oct-04			Oct-05			
Replace Fence	Oct-04			Oct-05			
Replace Condensate Tanks	Oct-04			Oct-05			
MD 2-09 O'Donnell Heights							
Pave Parking Area	Oct-04			Oct-05			
MD 2-10 Somerset Homes							
Replace Roofs	Oct-04			Oct-05			
Vacancy Renovation	Oct-04			Oct-05			
MD 2-11 Cherry Hill Homes							
Replace Underground Heating Distribution Systems	Oct-04			Oct-05			
Investigate and Install Security System for Apt. Buildings	Oct-04			Oct-05			
MD 2-12 Cherry Hill Homes Ext. 1							

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Part III: Implementation Schedule							
PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	<u>Original</u>	<u>Revised #1</u>	<u>Actual</u>	<u>Original</u>	<u>Revised #1</u>	<u>Actual</u>	
Replace Underground Heating Distribution Systems	Jun-05			Jun-07			

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PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-13 Westport Homes Ext. Pave Parking Area	Oct-04			Oct-05			
Repair Streets and Drives	Oct-04			Oct-05			
MD 2-17 Cherry Hill Homes Ext.II Mod. To Secondary Distribution System	Oct-04			Oct-05			
MD 2-21 Brooklyn Homes Repair Walks, Streets and Drives	Oct-04			Oct-05			
Replace Community and Maintenance Roof	Oct-04			Oct-05			
MD 2-23 McCulloh Homes Ext. (LR) Upgrade Exterior Lighting	Oct-04			Oct-05			
MD 2-27 Spencer Gardens Repair Walks and Pave Parking Area	Oct-04			Oct-05			
MD 2-31 Rosemont/ Dukeland Repair Parking Area, Walks and Drives	Oct-04			Oct-05			
MD 2-33 Lakeview Tower Install Additional Security Lighting in Parking Lot	Oct-04			Oct-05			
MD 2-39 Claremont Extension Revitalization	Oct-04			Oct-05			
MD 2-41 West Twenty Upgrade Call Station Install Fire Management System	Oct-04 Oct-04			Oct-05 Oct-05			
MD 2-42 Somerset Extension Grading/Fills	Oct-04			Oct-05			
MD 2-43 Monument East Repair Parking Area and Exit Doors Call Station	Oct-04 Oct-04			Oct-05 Oct-05			
MD 2-44 Wyman House Replace Condensate Tanks	Oct-04			Oct-05			
MD 2-46 Chase House Replace Elevators	Oct-04			Oct-05			

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Part III: Implementation Schedule							
PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-47 Govans Manor Install Fire Management System	Oct-04			Oct-05			
Parking Area Lighting	Oct-04			Oct-05			
Replace Fan Coil Units	Oct-04			Oct-05			
MD 2-51 B.E. Mason Replace Elevators	Oct-04			Oct-05			
MD 2-53 Ellerslie Replace Elevators	Oct-04			Oct-05			
MD 2-54 Bel-Park Tower Replace Potable Water Lines	Oct-04			Oct-05			
Replace Entrance Door and Card Reader System	Oct-04			Oct-05			
Install Fire Management System	Oct-04			Oct-05			
Replace Elevators	Oct-04			Oct-05			
MD 2-56 The Brentwood Replace Chiller	Oct-04			Oct-05			
MD 2-59 Scattered Sites Vacancy Renovation	Oct-04			Oct-05			
Replace Roofs	Oct-04			Oct-05			
Demolition	Oct-04			Oct-05			
Homeownership	Oct-04			Oct-05			
Community Center	Oct-04			Oct-05			
MD-69 Homewood House Pavement Repairs	Oct-04			Oct-05			
MD 2-69 Laurens House Replace Elevators	Oct-04			Oct-05			

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Part III: Implementation Schedule							
PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-70 Rosemont Tower							
Install Fire Management System	Oct-04			Oct-05			
Upgrade Call Station	Oct-04			Oct-05			
Replace Elevators	Oct-04			Oct-05			
MD 2-71 Primrose Place							
Install Fire Management System	Oct-04			Oct-05			
Replace Elevators	Oct-04			Oct-05			
Upgrade Pull Station	Oct-04			Oct-05			
First Floor Burglar Alarm System	Oct-04			Oct-05			
MD 2-72 Carey House							
Landscaping	Oct-04			Oct-05			
Replace Furnace	Oct-04			Oct-05			
Install Fire Management System	Oct-04			Oct-05			
MD 2-73 Charles K. Anderson Village							
Demolition	Oct-04			Oct-05			
MD 2-74 Hollins House							
Install Fire Management System	Oct-04			Oct-05			
Replace Elevators	Oct-04			Oct-05			
Repair and Upgrade Card System	Oct-04			Oct-05			
MD 2-75 Allendale							
Upgrade Security System (2nd and 3rd Floors)	Oct-04			Oct-05			
Replace Elevators	Oct-04			Oct-05			

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PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
AUTH-WIDE							
Auth-Wide PHAS Improvements (Site)	Oct-04			Oct-05			
Auth-Wide Waterproofing and Tuckpointing	Oct-04			Oct-05			
Auth-Wide Vacancy Renovation	Oct-04			Oct-05			
Waste Water Discharge Equipment	Oct-04			Oct-05			
Water Distribution System: Install Discharge Equipment	Oct-04			Oct-05			
Central Maintenance Facility	Oct-04			Oct-05			
HABC Central Office Renovation and Relocation	Oct-04			Oct-05			
HABCO Relocation	Oct-04			Oct-05			
Cathodic Inspection of Gas Mains	Oct-04			Oct-05			
Physical Accessibility Modifications	Nov-04			Oct-05			
Planning and Other Environmental Consultant Fees	Jun-05			Jun-07			
MANAGEMENT IMPROVEMENTS							
Utility Consultant	Jun-05			Jun-07			
Agency Plan							
Improve PHAS Scores	Jun-05			Jun-07			
Scattered Site Agency Liasons	Jun-05			Jun-07			
Agency Plan - Program Management Costs	Jun-05			Jun-07			
Employment and Empowermen							
Establish and Operate Small Businesses	Jun-05			Jun-07			
RM Leadership Training/Develop.of CDC/Retail Training	Jun-05			Jun-07			
Learning Centers Program Expense & Salaries	Jun-05			Jun-07			
Step-Up Program (Apprentice Program)	Jun-05			Jun-07			
PACE Program Structure/Operating Costs/Training	Jun-05			Jun-07			
Anti-Drug Program	Jun-05			Jun-07			

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 Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
Human Services Coordinators and Supervisors	Jun-05			Jun-07			

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 Baltimore City			Grant Type and Number: Capital Fund Program No: Replacement Housing Factor 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 Date:
	Original	Revised #1	Actual	Original	Revised #1	Actual	
Information Technology							
Software Licenses for Servers and Related Products	Jun-05			Jun-07			
Update Operating System to Windows	Jun-05			Jun-07			
Update Servers and CALS to Windows 2000	Jun-05			Jun-07			
Acquisition of New System(PhaseI)	Jun-05			Jun-07			
Acquisition of New System(PhaseII)	Jun-05			Jun-07			
Centralized Storage-Terabyte (Tape Library)	Jun-05			Jun-07			
Veritas Backup Software	Jun-05			Jun-07			
Purchase Additional Hardware	Jun-05			Jun-07			
HABnet Upgrade Network Support	Jun-05			Jun-07			
Software	Jun-05			Jun-07			
Training							
Job Skills	Jun-05			Jun-07			
Technical Training	Jun-05			Jun-07			
Agency Wide Computer Training	Jun-05			Jun-07			
Miscellaneous Division Level Training	Jun-05			Jun-07			

ATTACHMENT B (2)

FFY 2003 Replacement Housing Factor Statement

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant: MD06R00250103	Federal FY of Grant: FY 2003
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/3
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration	\$50,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$511,075			
8	1440 Site Acquisition	\$412,094			
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$123,493			
11	1465.1 Dwelling Equipment -- Non-expendable	\$11,942			
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 Replacement Housing				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency	\$3,553,985			
21	Amount of Annual Grant (Sum of lines 2-19)	\$4,662,589			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No:			FY 2003			
		Replacement Housing Factor Grant No: MD06R00250103						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AUTHORITY WIDE Development Activities	Development of 57 Replacement Housing Units. (Broadway Homes)	1410.0	57 Units	\$50,000				Pre-Development Budget submitted to HUD for Approval. Also funded in 1999, 2000, 2001, 2002
		1430.0	57 Units	\$511,075				
		1440.0	57 Units	\$412,094				
		1460.0	57 Units	\$123,493				
		1465.0	57 Units	\$11,942				
	Replacement Housing	1499.0	TBD	\$3,553,985				

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 Baltimore City		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No: MD06R00250103					Federal FY of Grant: FY 2003	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised #1	Actual	Original	Revised #1	Actual		
AUTHORITY- WIDE Development Activities	Jun-05			Jun-06				

ATTACHMENT C

HABC Management Organization Chart

ATTACHMENT D (1)

**Capital Fund Program 5 Year Plan
(2003 through 2007)**

Includes revisions requested by HUD, July 17, 2003

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority of Baltimore City

Original 5-Year Plan
 Revision No:

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
Operating					
Management Improvements		\$2,277,208	\$1,643,744	\$1,467,681	\$1,312,501
Agency-Wide Capital Improvements		\$804,450	\$1,101,350	\$650,000	\$150,033
Administrative		\$2,554,686	\$2,605,270	\$2,586,653	\$2,588,071
Other		\$4,581,091	\$5,074,994	\$5,445,633	\$4,776,801
Collateralization and/or Debt Service		\$8,300,000	\$8,300,000	\$8,300,000	\$8,300,000
Demolition		\$300,000	\$50,000		
Development			\$1,513,607	\$5,485,000	\$5,585,000
MD2-01, Latrobe Homes		\$944,736	\$199,000		\$100,000
MD2-02, McCulloh Homes			\$240,000		
MD2-03, Perkins Homes					
MD2-04, Poe Homes			\$75,000		\$600,000
MD2-05, Douglass Homes			\$155,000		\$100,000
MD2-06, Gilmore Homes			\$16,000		
MD2-09, O'Donnell Heights		\$200,000			
MD2-10, Somerset Homes		\$1,090,000		\$114,000	\$100,000
MD2-11, Cherry Hill			\$120,000		
MD2-12, Cherry Hill Ext I		\$1,000,000			
MD2-13, Westport Homes		\$150,000			
MD2-14, Claremont					
MD2-16, Flag House					
MD2-17, Cherry Hill				\$105,000	
MD2-21, Brooklyn Homes			\$100,000		
MD2-22, Westport Homes					
MD2-23, McCulloh		\$125,000	\$50,000	\$100,000	\$330,000
MD2-25, The Broadway					
MD2-27, Emerson Julian		\$15,000	\$95,000		
MD2-31, Rosemont/Dukeland		\$150,000			
MD2-33, Lakeview Towers			\$68,000		\$350,000
MD2-39 Claremont Ext.		\$1,150,000			
MD2-41, West Twenty		\$125,000	\$68,000		\$500,000
MD2-42, Somerset Court			\$86,000	\$60,000	
MD2-43, Monument East		\$25,000	\$263,000		
MD2-44, Wyman House			\$122,000	\$100,000	
MD2-45 Hollander Ridge					
MD2-46, Chase House			\$90,000		
MD2-47, Govans Manor		\$45,000	\$115,000		\$100,000
MD2-51, Mason			\$257,523		
MD2-52 Lakeview Tower			\$50,000		
MD2-53, Ellerslie			\$720,000	\$50,000	
MD2-54, Bel Park Tower			\$41,000	\$100,000	
MD2-56, The Brentwood			\$189,000		
MD2-59, Scattered Site		\$255,796	\$581,627	\$500,000	\$225,561
MD2-69, Laurens House		\$450,000	\$500,000		
MD2-70, Rosement Homes			\$226,000		
MD2-71, Primrose			\$55,000		
MD2-72, Carey House			\$25,000		
MD2-74, Hollins House			\$175,000	\$54,000	
MD2-75, Allendale		\$600,000	\$171,852	\$25,000	\$25,000
TOTAL		\$25,142,967	\$25,142,967	\$25,142,967	\$25,142,967
CFP Funds Listed for 5-year planning		\$25,142,967	\$25,142,967	\$25,142,967	\$25,142,967
Non CFP Funds List in 5-year planning					
Replacement Housing Factor Funds		\$4,662,589	\$4,662,589	\$4,662,589	\$4,662,589

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	Major Work	Estimated	Development	Major Work	Estimated
	Name/Number	Categories	Cost	Name/Number	Categories	Cost
See Annual Statement	Agency-Wide	Management Improvements Employee Development and Training - Training activities will focus on the following areas: -Increase PHAS scores and reduce audit findings, -EEO complaints and grievances; -Focus on Agency's primary mission; -Increase the quality and efficiency of services to our customers; -Reduce Agency Liability	\$326,500		Management Improvements	
	Agency-Wide	Resident Initiatives - Pace program Structure/Operating costs/Training, Skills Training, RM Leadership Trng, & Business Development	\$400,000	Agency-Wide	Utility Management - Funding for a consultant to assist in developing utility management plans. Consultants	\$80,000
	Agency-Wide	Utility Management - Funding for a consultant to assist in developing utility management plans. Consultants	\$30,000	Agency-Wide	Resident Initiatives - Pace program Structure/Operating costs/Training, Skills Training, RM Leadership Trng, & Business Development	\$200,000
		Computer Hardware and Software - Computer hardware and software must be upgraded and systems redesigned to respond to the changing needs of HABC.	\$1,040,000		Computer Hardware and Software - Computer hardware and software must be upgraded and systems redesigned to respond to the changing needs	\$815,000
	Agency-Wide	Salaries	\$53,976	Agency-Wide	Salaries	\$55,325
	Agency-Wide	In-House Internet Service	\$120,000	Agency-Wide	In-House Internet Service	\$170,000
		Capital Improvements		Agency-Wide	Capital Improvements Relocation Staff	\$204,193
	Agency-Wide	Relocation Staff	\$199,212			
	Agency-Wide	Agency-Wide Physical Accessibility Cost 504	\$200,000	Agency-Wide	Agency-Wide Physical Accessibility Cost 504	\$700,000
	Agency-Wide	Energy Conservation and Utility Programs Waste Water Discharge Equipment - The State of Maryland environmental codes require all boiler wastewater to be filtered and treated before it is released into the sewer system. The HABC intends to install waster water treatment equipment and repiping heating and cooling systems to comply with state requirements. (partially funded)	\$50,000	Agency-Wide	Energy Conservation and Utility Programs Waste Water Discharge Equipment - The State of Maryland environmental codes require all boiler wastewater to be filtered and treated before it is released into the sewer system. The HABC intends to install waster water treatment equipment and repiping heating and cooling systems to comply with state requirements. (partially funded)	\$50,000
	Agency-Wide	Cathodic Protection Inspection of Gas Mains - Federal Regulations require all gas mains be inspected periodically and the cathodic protection on these mains be repaired if damaged or deteriorated for prevention of gas leaks, explosions and fires. Contract with certified cathodic protection firm for two-year period to inspect and repair all gas meters.	\$200,000			
	Agency-Wide	Waterproofing and Tuckpointing	\$250,000	Agency-Wide	Waterproofing and Tuckpointing	\$250,000

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	Major Work	Estimated	Development	Major Work	Estimated
	Name/Number	Categories	Cost	Name/Number	Categories	Cost
See Annual Statement	MD2-01, Latrobe Homes	Window Replacement	\$944,736	MD2-01, Latrobe Homes	Replace Interior Stairways (incl. Lead Control)	\$60,000
					Install Smoke Detectors	\$109,000
					Install Playground Equipment	\$30,000
				MD2-02, McCulloh Homes	Replace Screen and Security Doors	\$140,000
					Repair Porches and Railings	\$100,000
				MD2-04, Poe Homes	Secure Rails in Hallway with Blocking	\$75,000
				MD2-05, Douglass Homes	Waterproofing and Tuckpointing	\$90,000
					Security Lighting	\$65,000
				MD2-06, Gilmore Homes	Oil Tank Removal	\$16,000
	MD2-09, O'Donnell Heights	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs.	\$200,000	MD2-09, O'Donnell Heights	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$350,000
	MD2-10, Somerset Homes	Roof Replacement	\$1,090,000	MD2-10, Somerset Homes	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$2,000
		Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs.	\$2,000	MD2-11, Cherry Hill	Replace 30 brick porch walls	\$120,000
	MD2-12, Cherry Hill Ext I	Revitalization	\$1,000,000			
	MD2-13, Westport Homes Ext	Repair Porches, Stoops and Drives	\$150,000	MD2-13, Westport Homes	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$86,000
		Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs.	\$86,000	MD2-21, Brooklyn Homes	Electrical Distribution	\$100,000
	MD2-23, McCulloh	Card Access Reader	\$25,000	MD2-23, McCulloh	Carpeting	\$50,000
		Emergency Generators	\$100,000		Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$60,000
		Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs.	\$60,000	MD2-27, Spencer Gardens	New Floor Tile	\$65,000
	MD2-27, Spencer Gardens	Roof Replacement	\$15,000		Roof Replacement	\$30,000
	MD2-31, Rosemont/Dukeland	Planning and Consulting Fees	\$150,000	MD2-33, Lakeview Towers	Beautification	\$50,000
MD2-39 Claremont Ext.	Replace Elevators	\$650,000		Remove Oil Tank	\$18,000	
	Replace Chiller	\$350,000				
	Replace Roof Deck on High Rise	\$150,000				

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	Major Work	Estimated	Development	Major Work	Estimated
	Name/Number	Categories	Cost	Name/Number	Categories	Cost
See Annual Statement	MD2-41, West Twenty	Emergency Generators	\$100,000	MD2-41, West Twenty	Remove Oil Tank	\$18,000
		Card Access Reader	\$25,000		Beautification - Upgrade lighting in lobby and residential hallways	\$50,000
	MD2-43, Monument East	Card Access Reader	\$25,000	MD2-42, Somerset Extension	Exterior Security Lights	\$50,000
				MD2-43, Monument East	Replace Exterior Doors	\$36,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000		MD2-43, Monument East	Beautification
				MD2-44, Wyman House	Emergency Lighting in Hallways	\$38,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-44, Wyman House	Replace Domestic Hot Water Riser	\$200,000
				MD2-46, Chase House	Oil Tank Removal	\$12,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-46, Chase House	Beautification	\$25,000
				MD2-47, Govans Manor	Waterproofing and Tuckpointing	\$85,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-47, Govans Manor	Oil Tank	\$40,000
				MD2-47, Govans Manor	Beautification	\$50,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-47, Govans Manor	Beautification - Replace carpet and flooring in	\$50,000
				MD2-51, Mason	Replace Drain Pans in all Units and Common Areas	\$65,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-51, Mason	Repave Concrete on Walkways	\$47,523
				MD2-52 Lakeview Tower	Oil Tank Removal	\$15,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-52 Lakeview Tower	Beautification	\$25,000
				MD2-53, Ellerslie	Waterproofing and Tuckpointing	\$120,000
	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-53, Ellerslie	Patio Door Replacement 5th Floor	\$50,000
				MD2-54, Bel Park Tower	Beautification - Replace carpet and flooring in	\$50,000
MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-54, Bel Park Tower	Beautification - Replace Windows and Frames in Hallways and Common Areas	\$50,000	
			MD2-56 The Brentwood	Replace Boilers	\$45,000	
MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-56 The Brentwood	Existing Heating and Cooling System	\$625,000	
			MD2-56 The Brentwood	Oil Tank Removal	\$16,000	
MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-56 The Brentwood	Beautification	\$25,000	
			MD2-56 The Brentwood	Oil Tank Removal	\$24,000	
MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-56 The Brentwood	Upgrade Laundry Room Facility	\$55,000	
			MD2-56 The Brentwood	Replace Hallway carpet with tile	\$50,000	
MD2-47, Govans Manor	Replace Hot Water Tank and System	\$45,000	MD2-56 The Brentwood	Frost Free Refrigerators	\$60,000	
			MD2-56 The Brentwood			

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	Major Work	Estimated	Development	Major Work	Estimated
	Name/Number	Categories	Cost	Name/Number	Categories	Cost
See Annual Statement	MD2-59, Scattered Site	Demolition	\$300,000	MD2-59, Scattered	Vacancy Renovation	\$331,627
		Roof Replacement	\$255,796		Demolition	\$300,000
		Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$50,000		Roof Replacement	\$250,000
					Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$50,000
				MD2-70, Rosemont	Upgrade Security Alarm	\$21,000
					Replace Refrigerator in all Units	\$65,000
					Waterproofing and Tuckpointing	\$90,000
					Replace Flooring Throughout Common Areas	\$50,000
				MD2-71, Primrose	Provide Additional Parking Spaces	\$30,000
					Beautification	\$25,000
				MD2-72 Carey House	Beautification	\$25,000
				MD2-74, Hollins	Replace Boilers	\$45,000
					Waterproofing and Tuckpointing	\$80,000
			Beautification - Recarpet Throughout with tile		\$50,000	
	MD2-75, Allendale	Install Fire Management System	\$600,000	MD2-75, Allendale	Resurface Park, Lot, Walkways, Storm Drain, Remove	\$76,852
					Replace Hot Water System	\$45,000
					Replace Kitchen Cabinets	\$25,000
				Beautification	\$25,000	
	MD2-69 Laurens House	Install Fire Management System	\$450,000	MD2-69 Homewood	Beautification	\$25,000
					Install Fire Management System	\$450,000
				MD2-69 Laurens	Beautification	\$25,000

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	Major Work	Estimated	Development	Major Work	Estimated
	Name/Number	Categories	Cost	Name/Number	Categories	Cost
See Statement		Administrative			Administrative	
	Agency-Wide	Engineering Services Non-Technical Positions	\$1,237,901	Agency-Wide	Engineering Services Non-Technical Positions	\$1,268,849
	Agency-Wide	Finance & Accounting Positions	\$102,658	Agency-Wide	Finance & Accounting Positions	\$105,224
	Agency-Wide	Office of Legal Affairs Positions	\$201,081	Agency-Wide	Office of Legal Affairs Positions	\$206,109
	Agency-Wide	Planning and Development	\$461,705	Agency-Wide	Planning and Development	\$470,373
	Agency-Wide	Miscellaneous Administrative Expenditures	\$337,365	Agency-Wide	Miscellaneous Administrative Expenditures	\$339,390
	Agency-Wide	Allocated Rent	\$100,000	Agency-Wide	Allocated Rent	\$100,000
	Agency-Wide	Retirees Benefits	\$60,000	Agency-Wide	Retirees Benefits	\$60,000
		Hazardous Materials Abatement Programs			Hazardous Materials Abatement Programs	
	Agency-Wide	Lead Based Paint Testing- LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. Based on an annual projection of 950	\$225,000	Agency-Wide	Lead Based Paint Testing- LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. Based on an annual projection of 950	\$200,000
	Agency-Wide	Asbestos Testing & Monitoring - Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly. Annual funding has been established to remove these materials when encountered.	\$100,000	Agency-Wide	Asbestos Testing & Monitoring - Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly. Annual funding has been established to remove these materials when encountered.	\$75,000
		Planning and Consulting Fees			Planning and Consulting Fees	
	Agency-Wide	JOC Consultant	\$116,000	Agency-Wide	JOC Consultant	\$140,000
	Agency-Wide	Financial Modeling and Market Analysis	\$200,000	Agency-Wide	Financial Modeling and Market Analysis	\$200,000
	Agency-Wide	Erosion and Sediment Consultant	\$75,000	Agency-Wide	Erosion and Sediment Consultant	\$50,000
	Agency-Wide	Auth Wide Planning and Other Environmental	\$31,000	Agency-Wide	Auth Wide Planning and Other Environmental	\$31,000
	Agency-Wide	Other Environmental Areas - Consultant	\$100,000	Agency-Wide	Other Environmental Areas - Consultant	\$100,000
	Agency-Wide	Exterior Building Renovations/Restoration Consultant	\$100,000	Agency-Wide	A/E Consultant for 504 Compliance	\$50,000
	Agency-Wide	A/E Consultant for 504 Compliance	\$100,000	Agency-Wide	Legal Fees (Consent Decree)	\$215,000
	Agency-Wide	Legal Fees (Consent Decree)	\$215,000	Agency-Wide	Legal Fees (HABC Specialty Items)	\$100,000
	Agency-Wide	Legal Fees (HABC Specialty Items)	\$100,000	Agency-Wide	Equipment	\$101,350
	Agency-Wide	In House Technical Staff	\$2,796,879	Agency-Wide	Capital Program Audit	\$25,000
	Agency-Wide	Equipment	\$104,450	Agency-Wide	In-House Technical Staff	\$2,886,801
	Agency-Wide	Capital Program Audit	\$25,000	Agency-Wide	Improve PHAS Scores	\$220,563
	Agency-Wide	Improve PHAS Scores	\$210,060			
	Agency-Wide	Scattered Site Agency Liasons	\$115,920	Agency-Wide	Scattered Site Agency Liasons	\$121,716
	Agency-Wide	Agency Plan - Program Management Costs	\$34,728	Agency-Wide	Agency Plan - Program Management Costs	\$36,465
Agency-Wide	Collateralization and/or Debt Service	\$8,300,000	Agency-Wide	Collateralization and/or Debt Service	\$8,300,000	
			Agency-Wide	Development - HABC will be conducting Master Planning Activities at various HABC sites. Funds leveraged from the proposed Bond issue will be used to support HABC's redevelopment activities. Upon completion of master planning activities and preparation of sources and uses budgets, these funds will be more clearly defined.	\$1,513,607	

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages-Work Activities					
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
Agency-Wide	Management Improvements Utility Management - Funding for a consultant to assist in developing utility management plans. Consultants	\$30,000	Agency-Wide	Management Improvements Utility Management - Funding for a consultant to assist in developing utility management plans. Consultants	\$80,000
Agency-Wide	Computer Hardware and Software - Computer hardware and software must be upgraded and systems redesigned to respond to the changing needs	\$1,040,000	Agency-Wide	Computer Hardware and Software - Computer hardware and software must be upgraded and systems redesigned to respond to the changing needs	\$815,000
Agency-Wide	Salaries	\$56,708	Agency-Wide	Salaries	\$58,126
	Capital Improvements				
Agency-Wide	Relocation Staff	\$209,297			
Agency-Wide	Agency-Wide Physical Accessibility Cost 504	\$300,000			
	Energy Conservation and Utility Programs				
Agency-Wide	Waste Water Discharge Equipment - The State of Maryland environmental codes require all boiler wastewater to be filtered and treated before it is released into the sewer system. The HABC intends to install waster water treatment equipment and repiping heating and cooling systems to comply with state requirements. (partially funded)	\$50,000			
Agency-Wide	Cathodic Protection Inspection of Gas Mains - Federal Regulations require all gas mains be inspected periodically and that the cathodic protection on these mains be repaired if damaged or deteriorated for prevention of gas leaks, explosions and fires. Contract with certified cathodic protection firm for two-year period to inspect and repair all gas meters.	\$200,000			
Agency-Wide	Vacancy Renovation	\$100,000	Agency-Wide	Vacancy Renovation	\$150,033

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
			MD2-01, Latrobe Homes	Replace Underground Heating Distribution Systems	\$100,000
			MD2-04, Poe Homes	Electrical Distribution	\$100,000
				Replace Roofs	\$500,000
MD2-09, O'Donnell Heights	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs.	\$450,000	MD2-05, Douglass Homes	Electrical Distribution	\$100,000
MD2-10, Somerset Homes	Window Replacement	\$114,000	MD2-10, Somerset Homes	Underground Heating Distribution Systems	\$100,000
	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$2,000			
MD2-13, Westport Homes	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$86,000			
MD2-17, Cherry Hill Ext II	Cherry Hill Homes Erosion Plan	\$105,000			
MD2-23, McCulloh	Electrical Distribution System	\$100,000	MD2-23, McCulloh Homes Ext	Ext Replace Kitchen Cabinets (Senior)	\$330,000
	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs	\$60,000	MD2-33, Lakeview Towers	Replace Kitchen Cabinets and Counters	\$350,000
MD2-42, Somerset Extension	Replace Windows	\$60,000	MD2-41, West Twenty	Replace Chiller	\$500,000
MD2-44, Wyman House	Replace Kitchen Cabinets, Countertops & Floor Tiles	\$100,000			
MD2-53, Ellerslie	Window Replacement	\$50,000	MD2-47, Govans Manor	Replace Hot Water Tank and System	\$100,000
MD2-54, Bel Park Tower	Emergency Generators	\$100,000			
MD2-59, Scattered Site	Vacancy Renovation	\$250,000			
	Roof Replacement	\$250,000	MD2-59, Scattered Site	Roof Replacement	\$225,561
	Relocation Expenses - To fund the moving and associated expenses of residents being relocated as a result of revitalization or modernization programs.	\$50,000		Vacancy Renovation	\$250,000
MD2-74, Hollins House	Window Replacement	\$54,000			
MD2-75, Allendale	Replace Kitchen Cabinets	\$25,000	MD2-75, Allendale	Replace Kitchen Cabinets	\$25,000

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
Agency-Wide	Administrative Engineering Services Non-Technical Positions	\$1,268,849	Agency-Wide	Administrative Engineering Services Non-Technical Positions	\$1,268,849
Agency-Wide	Finance & Accounting Positions	\$105,224	Agency-Wide	Finance & Accounting Positions	\$105,224
Agency-Wide	Office of Legal Affairs Positions	\$206,109	Agency-Wide	Office of Legal Affairs Positions	\$206,109
Agency-Wide	Planning and Development	\$470,373	Agency-Wide	Planning and Development	\$470,373
Agency-Wide	Miscellaneous Administrative Expenditures	\$339,390	Agency-Wide	Miscellaneous Administrative Expenditures	\$339,390
Agency-Wide	Allocated Rent	\$100,000	Agency-Wide	Allocated Rent	\$100,000
Agency-Wide	Retirees Benefits	\$40,000	Agency-Wide	Retirees Benefits	\$40,000
Agency-Wide	Hazardous Materials Abatement Programs Lead Based Paint Testing- LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. Based on an annual projection of 950 turnovers.	\$111,985	Agency-Wide	Hazardous Materials Abatement Programs Lead Based Paint Testing- LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. Based on an annual projection of 950 turnovers.	\$200,000
Agency-Wide	Asbestos Testing & Monitoring - Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly. Annual funding has been established to remove these materials when encountered.	\$75,000	Agency-Wide	Asbestos Testing & Monitoring - Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly. Annual funding has been established to remove these materials when encountered.	\$75,000
Agency-Wide	Planning and Consulting Fees JOC Consultant	\$140,000	Agency-Wide	Planning and Consulting Fees JOC Consultant	\$140,000
Agency-Wide	Other Environmental Areas - Consultant	\$50,000	Agency-Wide	Other Environmental Areas - Consultant	\$50,000
Agency-Wide	A/E Consultant for 504 Compliance	\$50,000	Agency-Wide	A/E Consultant for 504 Compliance	\$50,000
Agency-Wide	Legal Fees (HABC Specialty Items)	\$100,000	Agency-Wide	Legal Fees (HABC Specialty Items)	\$50,000
Agency-Wide	In House Technical Staff	\$2,886,801	Agency-Wide	In House Technical Staff	\$2,886,801
Agency-Wide	Equipment	\$149,550	Agency-Wide	Equipment	\$50,000
Agency-Wide	Capital Program Audit	\$25,000	Agency-Wide	Capital Program Audit	\$25,000
Agency-Wide	Improve PHAS Scores	\$231,591	Agency-Wide	Improve PHAS Scores	\$243,107
Agency-Wide	Scattered Site Agency Liasons	\$127,802	Agency-Wide	Scattered Site Agency Liasons	\$134,192
Agency-Wide	Agency Plan - Program Management Costs	\$38,288	Agency-Wide	Agency Plan - Program Management Costs	\$40,202
Agency-Wide	Collateralization and/or Debt Service	8300000	Agency-Wide	Collateralization and/or Debt Service	\$8,300,000
Agency-Wide	Development Activities	\$5,485,000	Agency-Wide	Development Activities	\$5,585,000
Agency-Wide	Contingency	\$ 1,000,000	Agency-Wide	Contingency	\$ 1,000,000

ATTACHMENT D (2)

**FFY 2002 Capital Program Performance &
Evaluation Report**

Includes revisions requested by HUD, July 17, 2003

Annual Statement / Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: MD06P00250102 Replacement Housing Factor Grant:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds	\$30,000,000			
2	1406 Operations		\$2,500,000		
3	1408 Management Improvements	\$3,232,186	\$1,860,646	\$250,000	\$98,524
4	1410 Administration	\$1,409,659	\$1,565,565		
5	1411 Audit	\$25,000	\$25,000		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$3,264,684	\$5,268,390		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$542,657	\$1,644,291		
10	1460 Dwelling Structures	\$1,230,000	\$11,349,254		
11	1465.1 Dwelling Equipment -- Non-expendable				
12	1470 Nondwelling Structures		\$206,238		
13	1475 Nondwelling Equipment	\$685,025	\$469,926		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$293,500	\$253,657		
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service	\$14,460,256			
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$25,142,967	\$25,142,967	\$250,000	\$98,524
22	Amount of line 21 Related to LBP Activities	\$325,000	\$264,571		
23	Amount of line 21 Related to Section 504 Compliance	\$400,000	\$2,923,294		
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs	\$347,977	\$400,000		
26	Amount of line 21 Related to Energy Conservation Measures	\$4,640,000	\$2,028,883		

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:				2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operating Transfer								
	Vacancy Reduction	NCFP	N/A	\$2,500,000	\$0	\$0	\$0	Funding source modified to CAP
	Vacancy Reduction	1406.0	N/A	\$0	\$2,500,000	\$0	\$0	Funds Moved from NCFP to CAP
MD 2-01 Latrobe								
	Repair Streets and Drives & Walks	NCFP	N/A	\$40,248	\$0	\$0	\$0	Funds Moved from 2002 to 1999
	Repair Canopies and Replace Roofs	1460.0	N/A	\$230,000	\$0	\$0	\$0	Moved to 2003
	Repair Canopies and Replace Roofs	NCFP	N/A	\$970,000	\$0	\$0	\$0	Moved to 2003
MD 2-02 McCulloh								
	Repair Parking Area, Street & Drives	NCFP	N/A	\$44,640	\$0	\$0	\$0	Funds Moved from 2002 to 1999
	Vacancy Renovation	1460.0	4 D.U.'s	\$0	\$180,000	\$0	\$0	HAC-1346, Reallocated from Authority Wide Vacancy Renovation
MD 2-03 Perkins Homes								
	Landscaping	1450.0	N/A	\$200,000	\$0	\$0	\$0	Funds moved to 2003
	Lighting	1450.0	N/A	\$259,977	\$0	\$0	\$0	Funds moved to 2003
	Pave Parking Area	1450.0	N/A	\$22,680	\$0	\$0	\$0	Funds Moved from 2002 to 1999
	Replace Fence	1450.0	TBD	\$30,000	\$30,000	\$0	\$0	
	Reasonable Accommodations	1460.0	1 D.U.	0	\$20,000	\$0	\$0	HAE-1192 - 504 work. Moved from 1999
MD 2-04 Poe Homes								
	Pave Streets and Drives and Parking Area	NCFP	N/A	\$47,916	\$0	\$0	\$0	Funds Moved from 2002 to 2000
	Window Replacement	1460.0	N/A	\$1,000,000	\$0	\$0	\$0	Funds moved to 2001
MD 2-05 Douglass Homes								
	Replace Fence	1450.0	1000 l.f.	\$30,000	\$200,000	\$0	\$0	HAC - 1280
	Pave Parking Area	NCFP	N/A	\$21,060	\$0	\$0	\$0	Funds Moved from 2002 to 1999
	Repair/Replace Storm Drains	NCFP	N/A	\$100,000	\$0	\$0	\$0	Funds Moved to 2005
MD 2-06 Gilmor Homes								
	Pave Streets, Drives & Walks	NCFP	N/A	\$37,080	\$0	\$0	\$0	Funds Moved from 2002 to 1999
	Replace Fence	NCFP	N/A	\$30,000	\$0	\$0	\$0	Funds moved to 2003
	Vacancy Renovation (1 DU)	1460.0	1 D.U.	\$0	\$45,000	\$0	\$0	HAC-1346 Reallocated from Authority Wide Vacancy Renovation
MD 2-09 O'Donnell Homes								
	Hydrology Study	NCFP	N/A	\$50,000	\$0	\$0	\$0	Moved to 2003
	Pave Parking Area	NCFP	N/A	\$121,900	\$0	\$0	\$0	Scope decreased to handle urgent issues only, pending results of Master Planning Process, moved to 2003
	Repair Streets and Drives	NCFP	N/A	\$158,260	\$0	\$0	\$0	Scope decreased to handle urgent issues only, pending results of Master Planning Process, funding source changed to CFP.
	Repair Streets and Drives	1450.0	4 Acres	\$0	\$80,160	\$0	\$0	Funding Source Modified from NCFP to CFP

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:			2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-10 Somerset Homes								
	Repair Street, Drives & Pave Parking Area	NCFP	N/A	\$21,564	\$0	\$0	\$0	Funds Moved from 2002 to 1999
	Electrical Distr. System (Meter Center Replacem	NCFP	N/A	\$1,200,000	\$0	\$0	\$0	HAE-1128, Partial Funds moved to 2001
	Electrical Distr. System	1450.0	257 D.U.'s	\$0	\$200,000	\$0	\$0	HAE-1005, Funds reallocated from Elec Distribution System
	Vacancy Renovation	NCFP	N/A	\$290,000	\$0	\$0	\$0	Funds Moved to 2003
	Vacancy Renovation	1460.0	6 D.U.'s	\$0	\$270,000	\$0	\$0	HAC-1346 Reallocated from Authority Wide Vacancy Renovation
MD 2-11 Cherry Hill Homes								
	Repair Streets and Walks	NCFP	N/A	\$72,000	\$0	\$0	\$0	Funds moved from 2002 to 1999
	Replace Under Ground Heating Distribution	NCFP	N/A	\$1,500,000	\$0	\$0	\$0	Contract split (See HAE-1212 in 2000) - Funds moved to 2000
	Replace Under Ground Heating Distribution	1450.0	1237 D.U.'s	\$0	\$500,000	\$0	\$0	HAE-1232, Funding source modified to CFP, Also Funded in 2003
	Replace Community Building Roof	1460.0	1 BLDG.	0	\$300,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions, Emergenc
MD 2-12 Cherry Hill Homes								
	Replace Under Ground Heating Distribution System	NCFP	N/A	\$1,500,000	\$0	\$0	\$0	Contract split (See HAE-1212 in 2000 & HAE-1285 in 2001) - Funds moved to 2000, 2001 and 2003
	Pavement & Walk	NCFP	N/A	\$7,200	\$0	\$0	\$0	Funds moved to 2000
MD 2-13 Westport Homes Ext.								
	Repair Street, Drives & Pave Parking Area	NCFP	N/A	\$44,928	\$0	\$0	\$0	
	Repair Street, Drives & Pave Parking Area	1450.0	1.0 Acre	\$0	\$44,928	\$0	\$0	HAE-1351, Funding source modified to CFP
MD 2-14 Claremont								
	Repair Street, Drives, Walks & Pave Parking Area	1450.0	1.0 Acre	0	\$137,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions-Urgent
MD 2-16 Flag House Courts								
	Emergency Blockup - DPW Building	1460.0	1 BLDG.	0	\$22,493	\$0	\$0	Emergency
	Technical Salaries	1430.0	2 Pos - Pro-rata	0	\$50,000	\$0	\$0	Funds reallocated from technical salaries
MD 2-21 Brooklyn Homes								
	Repair Walks, Streets and Drives	NCFP	N/A	\$158,684	\$0	\$0	\$0	Funds moved to 2003
	Upgrade Substation	1450.0	500 D.U.'s	\$0	\$165,895	\$0	\$0	HAE - 1129 and HAE-1323, Work Item Moved from 2000
MD 2-22 Westport Homes								
	Repair Streets, Porches and Stoops	NCFP	N/A	\$36,360	\$0	\$0	\$0	
	Repair Streets, Porches and Stoops	1450.0	200 D.U.'s	\$0	\$101,000	\$0	\$0	HAE-1351, Funding Source Modified
	Upgrade Substation	1450.0	200 D.U.'s	\$0	\$162,988	\$0	\$0	HAE - 1129 and HAE-1323, Work Item Moved from 2000

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:			2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-23 McCulloh Homes Ext.								
	Replace Elevator Door Operators	NCFP	N/A	\$40,000	\$0	\$0	\$0	Work Item Moved to 2001
	Repair Drives and Side Walks	NCFP	N/A	\$16,200	\$0	\$0	\$0	Work Item Moved to 2000
	Emergency Call Station	1460.0	394 D.U.'s	\$0	\$400,000	\$0	\$0	Emergency
	Replace Under Ground Heating Distribution	1460.0	394 D.U.'s	\$0	\$1,000,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions
	Planning and Consulting Fees	1430.0	394 D.U.'s	\$0	\$150,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions
	Vacancy Renovation	1460.0	1	\$0	\$21,390	\$0	\$0	Reallocated from Authority Wide Vacancy Renovation
	Repairing Vandalism Damage	1460.0	1	\$0	\$9,338	\$0	\$0	HAE-1363, Emergency
MD 2-25 The Broadway								
	Relocation	1495.0	16	\$66,000	\$33,000	\$0	\$0	Funds moved to 2003
	Technical Salaries	1430.0	2 Pos - Pro-rata	\$0	\$50,000	\$0	\$0	Funds reallocated from technical salaries
MD 2-27 Emerson Julian								
	Repair Walks & Pave Parking Area	NCFP	N/A	\$10,800	\$0	\$0	\$0	Funds moved to 2003
MD 2-29 Mount Winans								
	Repair Drives, Walks and Parking Area	NCFP	N/A	\$22,320	\$0	\$0	\$0	Funding Source Modified to CFP
	Repair Drives, Walks and Parking Area	1450.0	.50 Acre	\$0	\$22,320	\$0	\$0	HAE - 1351
MD 2-31 Rosemont/ Dukeland								
	Repair Parking Area, Walks and Drives	NCFP	N/A	\$17,640	\$0	\$0	\$0	Funds Moved to 2003
	Install Playground Equipment	1470.0	1	0	\$111,335	\$0	\$0	Funds moved from 2005.
	Vacancy Renovation	1460.0	10 D.U.'s	0	\$517,972	\$0	\$0	HAC-1348, Funds moved from 2003
MD 2-33 Lakeview Tower								
	Install Fire Management System	1460.0	161 D.U.'s	\$0	\$1,200,000	\$0	\$0	Emergency
	Asbestos Abatement for Fire Supression System	1460.0	161 D.U.'s	\$0	\$50,000	\$0	\$0	Emergency
	Installation of Smoke Detectors and Pull Stations in Common Areas	1460.0	161 D.U.'s	\$0	\$75,000	\$0	\$0	Emergency
	Repair fire Sprinkler Standpipe	1460.0	161 D.U.'s	\$0	\$1,400	\$0	\$0	Emergency
MD 2-39 Claremont Extension								
	Pave Parking Area, Streets, Drives and Walks	NCFP	N/A	\$14,040	\$0	\$0	\$0	Work Item Moved to 2000 under Grinding Contract
	Vacancy Renovation	1460.0	1	\$0	\$4,653	\$0	\$0	Reallocated from Authority Wide Vacancy Renovation
MD 2-41 West Twenty								
	Replace Front Entrance Doors	NCFP	N/A	\$20,000	\$0	\$0	\$0	Work item moved to 2001
	Repair Spalling Concrete in Parking Garage	1470.0	1 BLDG.	\$0	\$94,903	\$0	\$0	Emergency - Work Item Moved from 2001
MD 2-42 Somerset Ext.								
	Identify Landscaping Needs	NCFP	N/A	\$10,000	\$0	\$0	\$0	Work Item Moved to 2003
	Repair Parking Area, Drives and Walks	NCFP	N/A	\$18,000	\$0	\$0	\$0	Work Item Moved from 2002 to 1999

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:				2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-43 Monument East								
	Upgrade Fire Alarm Systems	NCFP	N/A	\$575,000	\$0	\$0	\$0	Funds moved to 2001
	Repair Parking Area & Exit Doors	NCFP	N/A	\$8,640	\$0	\$0	\$0	Work Item Moved to 2003
	Upgrade Emergency Pull Station	NCFP	N/A	\$60,000	\$0	\$0	\$0	Work Item Moved to 2003
MD 2-44 Wyman House								
	Repair Parking Area, Streets and Drives	NCFP	N/A	\$4,680	\$0	\$0	\$0	Work Item Moved to 2001
	Upgrade Fire Alarm System	NCFP	N/A	\$550,000	\$0	\$0	\$0	Work Item Moved to 2000
	Replace Elevators	1460.0	2	\$0	\$650,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions
MD 2-46 Chase House								
	Upgrade Fire Alarm System	NCFP	189 D.U.'s	\$575,000	\$0	\$0	\$0	Work Item Moved to 2001
	Repair Parking Area and Drives	NCFP	416 I.f.	\$3,060	\$0	\$0	\$0	Work Item Moved to 2001
MD 2-47 Govans Manor								
	Lighting Parking Area	NCFP	N/A	\$52,000	\$0	\$0	\$0	Work Item Moved to 2003
	Replace Elevators	1460.0	2	\$0	\$650,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions
MD 2-51 B.E. Mason								
	Install Fire Management System	1460.0	223 D.U.'s	\$0	\$669,400	\$0	\$0	HAE - 1284 Work Item Moved from 2001 - Contract Awarded 1/03
MD 2-52 Lakeview Towers Ext.								
	Upgrade Fire Alarm System	NCFP	N/A	\$500,000	\$0	\$0	\$0	Work Item Moved to 2001
	Replace Elevators	1460.0	2	\$0	\$662,796	\$0	\$0	Work item added during 2003 Capital Planning Sessions
MD 2-53 Ellerslie								
	Upgrade Fire Alarm System	NCFP	N/A	\$375,000	\$0	\$0	\$0	Work Item moved to 2001
MD 2-54 Bel Park Tower								
	Pave Parking Area	NCFP	N/A	\$2,520	\$0	\$0	\$0	Work Item Moved to 1999
	Replace Entrance Door and Card Reader System	NCFP	N/A	\$36,000	\$0	\$0	\$0	Work Item Moved to 2003
MD 2-56 The Brentwood								
	Upgrade Fire Alarm System	NCFP	N/A	\$450,000	\$0	\$0	\$0	Work Item Moved to 2001
MD 2-59 Scattered Sites								
	Homeownership	NCFP	N/A	\$276,317	\$0	\$0	\$0	Work Item Moved to 2003
	Replace Roofs	NCFP	N/A	\$350,000	\$0	\$0	\$0	Work Item Moved to 2003
	Vacancy Renovation	NCFP	N/A	\$3,750,000	\$0	\$0	\$0	Work Item Moved to 2003
	Vacancy Renovation	1460.0	29	\$0	\$2,396,518	\$0	\$0	Funds reallocated from Scattered Sites Revitalization
	Community Center	NCFP	N/A	\$300,000	\$0	\$0	\$0	Work Item Moved to 2003
	Demolition Non- Viable Units	NCFP	N/A	\$300,000	\$0	\$0	\$0	Work Item Moved to 2003
	Relocation	1495.0	25	\$50,000	\$50,000	\$0	\$0	

Annual Statement / Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name:			Grant Type and Number			Federal FY of Grant:		
Housing Authority of Baltimore City			Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:			2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-69 Laurens House	Pave Parking Area	NCFP	N/A	\$90,000	\$0	\$0	\$0	Funds moved to 1999
MD 2-71 Primrose Place	Repair Parking Area, Streets, Drives and Walks	NCFP	N/A	\$5,760	\$0	\$0	\$0	Funds moved to 1999
MD 2-72 Carey House	Replace Furnace	NCFP	N/A	\$40,000	\$0	\$0	\$0	Funds Moved to 2003
MD 2-73 C.K. Anderson	Demolition	NCFP	N/A	\$1,800,000	\$0	\$0	\$0	Funds moved to 2003
MD 2-74 Hollins House	Repair Parking Area and Walks	NCFP	N/A	\$5,760	\$0	\$0	\$0	Funds moved to 1999
Auth-Wide	Planning and Other Environmental Consultant Fees	NCFP	N/A	\$31,000	\$0	\$0	\$0	Work Item Moved to 2003
	Cathodic Protection Inspection Of Gas Mains	NCFP	N/A	\$400,000	\$0	\$0	\$0	Work Item Moved to 2003
	Water Distribution System: Install Discharge Equipment	NCFP	N/A	\$250,000	\$0	\$0	\$0	Work Item Moved to 2003
	Physical Accessibility Modifications	NCFP	N/A	\$400,000	\$0	\$0	\$0	Funding Modified to CFP
	Physical Accessibility Modifications	1460.0	49 D.U.'s	\$0	\$2,203,294	\$0	\$0	Funds increased for UFAS modifications.
	Vacancy Reduction Program	NCFP	N/A	\$1,584,944	\$0	\$0	\$0	Funds Reallocated to Specific Projects
	Replacement of Maintenance Vehicles	1475.0	N/A	\$500,000	\$0	\$0	\$0	Work Item Moved to 2003
MANAGEMENT IMPROVEMENTS								
Utility Management								
	Consultants	1408.0	1	\$80,000	\$80,000	\$0	\$0	
	Utility Mgmt. Testing Lab	1408.0	N/A	\$198,000	\$0	\$0	\$0	Funds reallocated to other work items
Agency Plan	Program Management Costs	1408.0	1 Pos.	\$0	\$31,500	\$0	\$0	Work item added during 2003 Capital Planning Sessions
Reengineering Financial Systems	Consultant	1408.0	1	\$250,000	\$250,000	\$250,000	\$98,524	

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:			2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Employment and Empowerment								
	Resident Business Development							
	Establish and Operate Small Businesses	1408.0	1	\$100,000	\$100,000	\$0	\$0	
	Resident Management Initiative							
	Learning Lab	1408.0	1	\$75,000	\$75,000	\$0	\$0	
	Resident Management Leadership Training	1408.0	N/A	\$150,000	\$0	\$0	\$0	Funds moved to 2003.
	Digital Divide	1408.0	1	\$0	\$160,000	\$0	\$0	Funds moved from 2001.
	Economic Development							
	PACE Program Structure & Training (Lawn Care and Pesticide)	1408.0	N/A	\$300,000	\$0	\$0	\$0	Funds moved to 2003.
	Apprenticeship and Customized Training & Landscape	1408.0	0 Part Time Pos	\$420,000	\$253,191	\$0	\$0	
	Skills Training	1408.0	1	\$150,000	\$104,415	\$0	\$0	
	General Admin. Costs	1408.0	N/A	\$0	\$43,715	\$0	\$0	Funds Moved from 2001
Family Support Services								
	Human Services Coordinators and Supervisors	1408.0	12 Pos.	\$223,350	\$86,498	\$0	\$0	Positions being moved to Operating Budget
	Anti- Drug Program	1408.0	N/A	\$181,650	\$0	\$0	\$0	Moved to 2003
Management Information Services								
	Purchase In-House Internet Services and Add'l upgrades	1408.0	Auth-Wide	\$120,000	\$94,058	\$0	\$0	
	Update Operating System & CALS to Windows	1408.0	Auth-Wide	\$210,000	\$3,331	\$0	\$0	
	Veritas Backup Software	1408.0	N/A	\$150,000	\$0	\$0	\$0	Funds Moved to 2003
	Acquisition of New System (Phase 1)	NCFP	N/A	\$730,814	\$0	\$0	\$0	Funds Moved to 2003
	Acquisition of New System (Phase 2)	NCFP	N/A	\$379,997	\$0	\$0	\$0	Funds Reallocated for other Work items -Phase 2 Moved to 2003
	Acquisition of New System (Phase 2)	1408.0	N/A	\$89,189	\$0	\$0	\$0	Funds Reallocated for other Work items -Phase 2 Moved to 2003
	Centralized Storage and Tape Library	NCFP	N/A	\$60,003	\$0	\$0	\$0	Funds Moved to 2003
	Centralized Storage and Tape Library	1475.0	Auth-Wide	\$0	\$11,455	\$0	\$0	Funds moved from 1475 MIS Hardware
	Centralized Storage and Tape Library	1408.0	Auth-Wide	\$201,997	\$27,047	\$0	\$0	
	Salaries (MIS Project Mgr.)	1410.0	Auth-Wide	\$52,659	\$52,659	\$0	\$0	
	Consulting	1430.0	1	\$247,341	\$6,000	\$0	\$0	
	Purchase additional Hardware	NCFP	N/A	\$2,000,000	\$0	\$0	\$0	Funds Moved to 2003
	Purchase additional Hardware	1475.0	Auth-Wide	\$0	\$269,602	\$0	\$0	Funds moved from 1475 MIS Hardware
	Purchase additional Hardware	1408.0	Auth-Wide	\$0	\$72,295	\$0	\$0	Funds reallocated from Acquisition of New System
	Cisco Network Intrusion and Host Based Server	1408.0	Auth-Wide	\$0	\$146,042	\$0	\$0	Work item added during 2003 Capital Planning Sessions
	Software	1408.0	Auth-Wide	\$0	\$55,505	\$0	\$0	Funds reallocated from Hardware
	HABnet Upgrade Network Support	1408.0	Auth-Wide	\$0	\$50,481	\$0	\$0	Funds reallocated from Hardware

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name:			Grant Type and Number			Federal FY of Grant:		
Housing Authority of Baltimore City			Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:			2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Training	Training activities will focus on the following areas: -Increase PHAS scores and reduce audit finds, EEO complaints and grievances -Focus on Agency 's primary mission -Increase the quality and efficiency of services to our customers -Reduce Agency Liability	1408.0	Auth-Wide	\$333,000	\$225,168	\$0	\$0	
Administrative Engineering Services								
	Non-Technical Salaries and Benefits	1410.0	16 Pos.	\$880,000	\$900,287	\$0	\$0	
	Constr. & Engineering Technical Salaries and B	1430.0	31 Pos.	\$1,457,343	\$2,661,031	\$0	\$0	
	Constr. & Engineering Technical Salaries and B	NCFP	N/A	\$1,042,657	\$0	\$0	\$0	
	Equipment	1475.0	N/A	\$185,025	\$188,869	\$0	\$0	
	Equipment	1408.0	N/A	\$0	\$2,400	\$0	\$0	
Finance and Accounting								
	Non-Technical Salaries and Benefits	1410.0	2 Pos.	\$94,000	\$66,861	\$0	\$0	
Office of Legal Affairs								
	Non-Technical Salaries and Benefits	1410.0	2 Pos.	\$183,000	\$162,208	\$0	\$0	
Other Admin. Expenses								
	Retirees Benefits	1410.0	N/A	\$60,000	\$30,000	\$0	\$0	
	Sundry	NCFP	N/A	\$310,000	\$0	\$0	\$0	Funding source modified to CFP
	Sundry	1410.0	N/A	\$0	\$303,550	\$0	\$0	Funds reallocated from Sundry
	Allocated Rent	1410.0	N/A	\$140,000	\$50,000	\$0	\$0	
	CGP Audit	1411.0	1	\$25,000	\$25,000	\$0	\$0	
Consultant Fees								
	JOC Contract Consultant	1430.0	N/A	\$100,000	\$0	\$0	\$0	Funds moved to 2003
	Legal Fees - External	1430.0	1	\$315,000	\$315,000	\$0	\$0	
	Other Environmental Consulting Fees	1430.0	1	\$0	\$100,000	\$0	\$0	
	Asbestos Testing and Monitoring	1430.0	Auth-Wide	\$70,000	\$70,000	\$0	\$0	
	Planning and Consulting Fees	1430.0	1	\$750,000	\$510,003	\$0	\$0	Partial funds reallocated to specific projects
	Lead Based Paint Testing and Abatement (approx. 1250 D. U.'s)	1430.0	Auth-Wide	\$325,000	\$264,571	\$0	\$0	
	Consultant for 504 Compliance	1430.0	1	\$0	\$700,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions
	Elevator Consultant	1430.0	1	\$0	\$340,000	\$0	\$0	Work item added during 2003 Capital Planning Sessions
	Cathodic Inspection of Gas Mains	1430.0	Auth-Wide	\$0	\$51,785	\$0	\$0	Funds reallocated from Lead Based Testing

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06000250102 Replacement Housing Factor Grant No:				2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Relocation	Non-Technical Salaries and Benefits	1495.0	3 Pos.	\$177,500	\$170,657	\$0	\$0	
Development	HABC will be conducting Master Planning Activities at various HABC sites. Funds leveraged from the proposed Bond issue will be used to support HABC's redevelopment activities. Upon completion of master planning activities and preparation of sources and uses budgets, these funds will be more clearly	NCFP	N/A	\$3,580,008	\$0	\$0	\$0	Funds reallocated for other capital and development improvements in 2002
	Collateralization and/ or Debt Service	1501.0	N/A	\$14,460,256	\$0	\$0	\$0	Moved to 2003

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PHA Name:		Grant Type and Number:					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P00250102 Replacement Housing Factor					2002
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
Operating Transfer Vacancy Reduction	Jun-04	Jun-04		Jun-06	Jun-06		
MD 2-01 Latrobe Repair Streets and Drives & Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 1999
Repair Canopies and Replace Roofs	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved to 2003
MD 2-02 McCulloh Repair Parking Area, Street & Drives	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 1999
Vacancy Renovation	N/A	Jun-04		N/A	Jun-06		Reallocated from Authority Wide Renovations
MD 2-03 Perkins Homes Landscaping	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Fudns Moved to 2003
Lighting	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Fudns Moved to 2003
Pave Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 1999
Replace Fence	Jun-04	Jun-04		Jun-06	Jun-06		
Reasonable Accommodations	N/A	Jun-04		N/A	Jun-06		504 work. Moved from 1999
MD 2-04 Poe Homes Pave Streets and Drives and Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 2000
Window Replacement	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2001
MD 2-05 Douglass Homes Replace Fence	Jun-04	Jun-04		Jun-06	Jun-06		
Pave Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 1999
Repair/Replace Storm Drains	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved to 2005
MD 2-06 Gilmor Homes Pave Streets, Drives & Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 1999
Replace Fence	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003
Vacancy Renovation	N/A	Jun-04		N/A	Jun-06		Reallocated from Authority Wide Renovations

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PHA Name:		Grant Type and Number:					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P00250102 Replacement Housing Factor					2002
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-09 O'Donnell Homes							
Hydology Study	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2003
Repair Streets and Drives and Parking Areas	Jun-04	Jun-04		Jun-06	Jun-06		
MD 2-10 Somerset Homes							
Repair Street, Drives & Pave Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved from 2002 to 1999
Electrical Distr. System	N/A	Jun-04		N/A	Jun-06		
Meter Bank Relocation	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Contract funded in 2001.Funds to be made available for other Capital Improvements.
Vacancy Renovation	Jun-04	Jun-04	Jun-04	Jun-06	Jun-06		
MD 2-11 Cherry Hill Homes							
Replace Under Ground Heating Distribution	Jun-04	Jun-04		Jun-06	Jun-06		
Replace Community Building Roof	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
MD 2-12 Cherry Hill Homes							
Replace Under Ground Heating Distribution System	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Contract split (See HAE-1212 in 2000 & HAE-1285 in 2001) - Funds moved to 2000, 2001 and 2003
Pavement & Walk (1 Site)	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2000
MD 2-13 Westport Homes Ext.							
Repair Street, Drives & Pave Parking Area	Jun-04	Jun-04		Jun-06	Jun-06		
MD 2-14 Claremont							
Repair Street, Drives, Walks & Pave Parking	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
MD 2-16 Flag House Court							
Emergency Block-Up DPW Building	N/A	Jun-04		N/A	Jun-06		Emergency
MD 2-21 Brooklyn Homes							
Repair Walks, Streets and Drives	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Moved to 2003
Upgrade Substation	N/A	Jun-04		N/A	Jun-06		Work Item Moved from 2000
MD 2-22 Westport Homes							
Repair Streets, Porches and Stoops	Jun-04	Jun-04	Jun-04	Jun-06	Jun-06		
Upgrade Substation	N/A	Jun-04		N/A	Jun-06		Work Item Moved from 2000. JOC Book due 2/14/03

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PHA Name:		Grant Type and Number:					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P00250102 Replacement Housing Factor					2002
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-23 McCulloh Homes Ext.							
Replace Elevator Door Operators	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2001
Repair Drives and Side Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2000
Upgrade Exterior Lighting	N/A	Jun-04		N/A	Jun-06		Emergency
Emergency Call Station	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
Replace Under Ground Heating Distribution	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
Vacancy Renovation	N/A	Jun-04		N/A	Jun-06		Reallocated form Vacancy Wide Renovation
Repairing Vandalism Damage	N/A	Jun-04		N/A	Jun-06		HAE - 1363 Emergency
MD 2-27 Emerson Julian							
Repair Walks & Pave Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003
MD 2-29 Mount Winans							
Repair Drives, Walks and Parking Area	Jun-04	Jun-04		Jun-06	Jun-06		
MD 2-31 Rosemont/ Dukeland							
Repair Parking Area , Walks and Drives	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003
Install Playground Equipment	N/A	Mar-03	Mar-03	N/A	Jun-06		Funds moved from 2005.
Vacancy Renovation	N/A	Jun-04		N/A	Jun-06		HAC-1348, Funds moved from 2003
MD 2-33 Lakeview Tower							
Install Fire Management System	N/A	Jun-04		N/A	Jun-06		Emergency
Asbestos Abatement for Fire Suplestion System	N/A	Jun-04		N/A	Jun-06		Emergency
Installation of Smoke Detectors and Pull Stations in Common Areas	N/A	Jun-04		N/A	Jun-06		Emergency
Repair fire Sprinkler Standpipe	N/A	Jun-04		N/A	Jun-06		Emergency
MD 2-39 Claremont Extension							
Pave Parking Area, Streets, Drives and Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2000
Vacancy Renovation	N/A	Jun-04		N/A	Jun-06		Reallocated from Authority Wide Vacancy
MD 2-41 West Twenty							
Replace Front Entrance Doors	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2001
Repair Concrete in Parking Garage	N/A	Jun-04		N/A	Jun-06		Emergency - Work Item Moved from 2001

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PHA Name:		Grant Type and Number:					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P00250102 Replacement Housing Factor					2002
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-42 Somerset Ext. Repair Parking Area, Drives and Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved from 2002 to 1999
MD 2-43 Monument East Upgrade Fire Alarm Systems	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2001
Repair Parking Area & Exit Doors	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
Upgrade Emergency Pull Station	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
MD 2-44 Wyman House Repair Parking Area, Streets and Drives	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2001
Upgrade Fire Alarm System	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2000
Replace Elevators	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
MD 2-46 Chase House Upgrade Fire Alarm System	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2001
Repair Parking Area and Drives	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2001
MD 2-47 Govans Manor Lighting Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
Replace Elevators	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
MD 2-51 B. E. Mason Install Fire Management System	N/A	Jun-04		N/A	Jun-06		Work Item Moved from 2001 , HAE-1284
MD 2-52 Lakeview Towers Ext. Upgrade Fire Alarm System	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2001
Replace Elevators	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
MD 2-53 Ellerslie Upgrade Fire Alarm System	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item moved to 2001
MD 2-54 Bel Park Tower Pave Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 1999
Replace Entrance Door and Card Reader	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003

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PHA Name:		Grant Type and Number:					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P00250102 Replacement Housing Factor					2002
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-56 The Brentwood Upgrade Fire Alarm System	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item Moved to 2001
MD 2-59 Scattered Sites Homeownership	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
Replace Roof	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
Vacancy Renovation	Jun-04	Jun-04		Jun-06	Jun-06		Work item moved to 2003 also funds reallocated from Scattered Sites Renovation
Community Center	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
Demolition Non- Viable Units	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work item moved to 2003
MD 2-69 Laurens House Pave Parking Area	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 1999
MD 2-71 Primrose Place Repair Parking Area, Streets,Drives and Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 1999
MD 2-72 Carey House Replace Furnace	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item moved to 2003
MD 2-73 K.C. Anderson Demolition	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003
MD 2- 74 Hollins House Repair Parking Area and Walks	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 1999
Auth-Wide Cathodic Protection Inspection Of Gas Mains	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item moved to 2003
Water Distribution System: Install Discharge Equipment	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Work Item moved to 2003
Physical Accessibility Modifications	Jun-04	Jun-04		Jun-06	Jun-06		
Vacancy Reduction Program	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds reallocated to specific projects

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PHA Name:		Grant Type and Number:					Federal FY of Grant:
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MANAGEMENT IMPROVEMENTS							
Utility Management							
Consultants	Jun-04	Jun-04		Jun-06	Jun-06		
Utility Mgmt. Testing Lab	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds reallocated to other work items
Agency Plan							
Program Management Costs	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
Reengineering Financial Systems							
Consultant	Jun-04	Dec-02	Dec-02	Jun-06	Jun-06		
Employment and Empowerment							
Resident Business Development							
Establish and Operate Small Businesses	Jun-04	Jun-04		Jun-06	Jun-06		
Resident Management Initiative							
Learning Lab	Jun-04	Jun-04		Jun-06	Jun-06		
Resident Management Leadership Training	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003.
Digital Divide	N/A	Jun-04		N/A	Jun-06		Funds moved from 2001
Economic Development							
PACE Program Structure & Training	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003.
Apprenticeship and Customized Training	Jun-04	Jun-04		Jun-06	Jun-06		
Skills Training	Jun-04	Jun-04		Jun-06	Jun-06		
General Admin. Costs	N/A	Jun-04		N/A	Jun-06		Funds Moved from 2001
Family Support Services							
Human Services Coordinators and Supervs	Jun-04	Jun-04		Jun-06	Jun-06		
Anti- Drug Program	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Moved to 2003

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Part III: Implementation Schedule							
PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: MD06P00250102 Replacement Housing Factor			Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
Management Information Services							
Purchase In-House Internet Services and Add'l upgrades	Jun-04	Jun-04		Jun-06	Jun-06		
Update Operating System & CALS to Windows	Jun-04	Jun-04		Jun-06	Jun-06		
Veritas Backup Software	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003
Acquisition of New System (Phase 1)	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds moved to 2003
Acquisition of New System (Phase 2)	Jun-04	N/A	N/A	Jun-06	N/A	N/A	Funds Reallocated
Centralized Storage and Tape Library	Jun-04	Jun-04		Jun-06	Jun-06		
Purchase additional Hardware (Servers, Memory, Switches, Fiber)	Jun-04	Jun-04		Jun-06	Jun-06		
Cisco Network Intrusion and Host Based Server Software	N/A	Jun-04		N/A	Jun-06		Work item added during 2003 Capital Planning Sessions
	N/A	Jun-04		N/A	Jun-06		Funds reallocated from Hardware
HABnet Upgrade Network Support	N/A	Jun-04		N/A	Jun-06		Funds reallocated from Hardware
Training							
Training activities will focus on the following	Jun-04	Jun-04		Jun-06	Jun-06		
-Increase PHAS scores and reduce audit finds, EEO complaints and grievances							
-Focus on Agency 's primary mission							
-Increase the quality and efficiency of services to our customers							
-Reduce Agency Liability							

ATTACHMENT D (3)

**FFY 2002 Replacement Housing Factor
Performance & Evaluation Report**

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant: MD06R00250102	Federal FY of Grant: FY 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/3
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration		\$66,000	\$66,000	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$85,000	\$85,000	
8	1440 Site Acquisition		\$3,790,973	\$3,790,973	
9	1450 Site Improvement				
10	1460 Dwelling Structures		\$610,421	\$610,421	
11	1465.1 Dwelling Equipment -- Non-expendable		\$45,059	\$45,059	
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 Replacement Housing	\$4,662,589			
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency		\$65,137	\$65,137	
21	Amount of Annual Grant (Sum of lines 2-19)	\$4,662,589	\$4,662,589	\$4,662,589	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No:		Replacement Housing Factor Grant No: MD06R00250102		FY 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AUTHORITY WIDE Development Activities	Development of 57 Replacement Housing Units. (Broadway Homes)	1410.0	57 Units		\$66,000			Pre-Development Budget submitted to HUD for Approval. Also funded in 1999. 2000. 2001. 2003
		1430.0	57 Units		\$85,000			
		1440.0	57 Units		\$3,790,973			
		1460.0	57 Units		\$610,421			
		1465.0	57 Units		\$45,059			
		1502.0	57 Units		\$65,137			
		1499.0	57 Units	\$4,662,589	\$0	\$0	\$0	

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 Baltimore City		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No: MD06R00250102				Federal FY of Grant: FY 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
AUTHORITY- WIDE Development Activities	Jun-03	Jun-04		Jun-05	Jun-06		Revised to reflect statutory deadlines.

ATTACHMENT D (4)

**FFY 2001 Capital Program Performance &
Evaluation Report**

Includes revisions requested by HUD, July 17, 2003

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant:	Federal FY of Grant:2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending:12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations	\$2,500,000	\$2,685,000	\$2,685,000	\$0
3	1408 Management Improvements	\$3,914,500	\$3,861,469	\$3,151,325	\$736,873
4	1410 Administration	\$1,829,000	\$1,220,473	\$1,186,809	\$964,548
5	1411 Audit	\$25,000	\$17,796	\$0	\$0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$3,295,979	\$3,591,641	\$3,008,861	\$1,717,822
8	1440 Site Acquisition				
9	1450 Site Improvement	\$1,900,000	\$1,574,216	\$1,358,962	\$0
10	1460 Dwelling Structures	\$13,465,261	\$14,263,781	\$13,706,729	\$51,192
11	1465.1 Dwelling Equipment -- Non-expendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		\$93,289	\$71,763	
14	1485 Demolition	\$300,000	\$0	\$0	\$0
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$297,000	\$216,505	\$141,291	\$141,291
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency	\$1,000	\$3,570	\$0	\$0
21	Amount of Annual Grant (Sum of lines 2-19)	\$27,527,740	\$27,527,740	\$25,310,739	\$3,611,726
22	Amount of line 21 Related to LBP Activities		\$118,719	\$118,719	\$92,786
23	Amount of line 21 Related to Section 504 Compliance	\$400,000	\$833,037	\$833,036	\$6,367
24	Amount of line 21 Related to Security - Soft Costs		\$183,440	\$183,440	\$0
25	Amount of line 21 Related to Security - Hard Costs	\$20,000	\$37,165	\$37,165	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$1,407,000	\$2,021,477	\$1,669,123	\$0

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

PHA Name:		Grant Type and Number			Federal FY of Grant: 2001			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operating Transfer Vacancy Reduction	1406.0		\$2,500,000	\$2,685,000	\$2,685,000	\$0	Funds increased to cover boarding up at O'Donnell Heights
MD 2-01 Latrobe Homes	Reasonable Accomodations	1460.0	21 D.U.'s	\$0	\$25,420	\$25,420	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1293
MD 2-02 McCulloh Homes	Vacancy Renovation	1460.0	1 D.U.	\$0	\$38,705	\$38,705	\$137	Reallocated from Auth-Wide Vacancy Renovation. HAE-
MD 2-3 Perkins Homes	Landscaping	1450.0	N/A	\$250,000	\$0	\$0	\$0	Funds moved to 2002
	Lighting	1450.0	N/A	\$150,000	\$0	\$0	\$0	Funds moved to 2002
	Repair Porches and Stoops	1460.0	N/A	\$211,000	\$0	\$0	\$0	Work item moved to 2000
	Reasonable Accomodations	1460.0	71 D.U.'s	\$0	\$40,953	\$40,953	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1293
	Planning and Consulting Fees	1430.0		\$0	\$33,780	\$0	\$0	Work item moved from 2002
MD 2-5 Douglass Homes	Replace Fencing	1450.0	TBD	\$0	\$75,000	\$0	\$0	Work Item moved from 2002 - HAC-1280-RON
	Repair Porches and Stoops	1460.0	N/A	\$173,000	\$0	\$0	\$0	Work moved to 2000
	Reasonable Accomodations	1460.0	9 D.U.'s	\$0	\$15,830	\$15,830	\$0	Funds Reallocated from Auth-Wide 504 Contingency. - HAE-1293
MD 2-06 Gilmor Homes	Reasonable Accomodations	1460.0	10 D.U.'s	\$0	\$12,966	\$12,966	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1290
MD 2-10 Somerset Homes	Meter Center Replacement and A/C	1450.0	257 D.U.'s	\$1,300,000	\$1,493,091	\$1,352,837	\$0	Contract Awarded 1/02 - HAE-1128
	Reasonable Accomodations	1460.0	4 D.U.'s	\$0	\$31,703	\$31,703	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1303
	Vacancy Renovation	1460.0	7 D.U.'s	\$0	\$191,326	\$191,326	\$40,010	Reallocated from Auth-Wide Vacancy Renovation- HAC-1230,HAC-1279 and HAC-1320
MD 2-11 Cherry Hill Homes	Repair Streets and Walks	1450.0	N/A	\$200,000	\$0	\$0	\$0	Work item moved to 1999 - HAE-1117
	Repair Heating Lines	1460.0	1237 D.U.'s	\$0	\$106,050	\$0	\$0	Work moved from 2002 - HAE-1285
	Reasonable Accomodations	1460.0	23 D.U.'s	\$0	\$48,485	\$48,485	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1301
MD 2-12 Cherry Hill Homes	Repair Heating Lines	1460.0	1237 D.U.'s	\$0	\$106,050	\$0	\$0	Work item moved from 2002 - HAE-1285
	Planning and Consulting Fees	1430.0	1	\$0	\$156,754	\$156,754	\$0	Work item moved from 2000
MD 2-13 Westport Homes Ext.	Reasonable Accomodations	1460.0	5 D.U.'s	\$0	\$17,621	\$17,621	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1301

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

PHA Name:		Grant Type and Number				Federal FY of Grant: 2001		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-13,22,29	Westport Homes,Ext. and Mt.Winans Planning and Consulting Fees	1430.0	1	\$0	\$168,000	\$0	\$0	Work item moved from 2002 - HAE-1065 D
MD 2-14	Claremont Homes Relocation	1495.0	9	\$70,000	\$19,999	\$6,464	\$6,464	
MD 2-15	Flag House Technical Salaries	1430.0	2 Pro-Rata	\$0	\$118,529	\$118,529	\$0	Reallocated from Consultant Fees in 2000
MD 2-17	Cherry Hill Homes Ext. 11 Relocation	1495.0	1	\$0	\$819	\$819	\$819	Complete December 2002
MD 2-18	Murphy Homes Technical Salaries	1430.0	2 Pro-Rata	\$0	\$61,492	\$61,492	\$0	Reallocated from Consultant Fees in 2000
MD 2-21	Brooklyn Homes Reasonable Accomodations	1460.0	9 D.U.'s	\$0	\$15,163	\$15,163	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1301
MD 2-23	McCulloh Homes Ext. Learning Center Improvements	1460.0	1 D.U.	\$0	\$6,000	\$6,000	\$2,834	Funds reallocated from Learning Center for modifications of Unit to house Learning Center Activities - HAC-1301
	Reasonable Accomodations	1460.0	27 D.U.'s	\$0	\$142,875	\$142,875	\$0	Funds Reallocated from Auth-Wide 504 Contingency.
	Install Stainless Steel Elevator Doors	1460.0	60 Doors	\$0	\$170,000	\$0	\$0	Funds Reallocated from 2005 - HAE-1345
	Consulting Fees	1430.0	1	\$0	\$800	\$800	\$0	Emergency
MD 2-25	The Broadway Relocation	1495.0	7	\$0	\$14,000	\$0	\$0	Work item also Funded in 2000
	Technical Salaries	1430.0	2 Pro-Rata	\$0	\$202,314	\$202,314	\$0	Reallocated from Consultant Fees in 2000
Md 2-31	Rosemont / Dukeland Reasonable Accomodations	1460.0	10 D.U.'s	\$0	\$2,867	\$2,867	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1290
	Vacancy Renovation	1460.0	3 D.U.'s	\$0	\$190,010	\$190,010	\$1,629	Reallocated from Auth-Wide Vacancy Renovation- HAC-1279 and HAC-1320
Md 2-33	Lakeview Tower Replace Door Operators and Controllers (Replace Elevator)	1460.0	1	\$20,000	\$695,555	\$695,555	\$0	Funds moved from 2003- NCFP Contingency - HAE-1283
	Reasonable Accomodations	1460.0	16 D.U.'s	\$0	\$9,549	\$9,549	\$318	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1303 & PO36137
MD 2-39	Claremont Extension Replace Door Operators and Controllers	1460.0	N/A	\$120,000	\$0	\$0	\$0	Work item moved to 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:		Grant Type and Number			Federal FY of Grant: 2001			
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101						
Replacement Housing Factor Grant No:								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-41 West Twenty								
	Replace Elevators	1460.0	3	\$0	\$1,118,221	\$1,118,221	\$0	Funds Moved from 2003- NCFP Contingency - HAE-1286
	Replace Automatic Entrance Doors	1460.0	1 BLDG.	\$0	\$20,000	\$20,000	\$0	Funds Moved from 2003 - HAE-1339
	Reasonable Accomodations	1460.0	19 D.U.'s	\$0	\$27,173	\$27,173	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1290
MD 2-42 Somerset Ext.								
	Vacancy Renovation	1460.0	3 D.U.'s	\$0	\$104,247	\$104,247	\$216	Reallocated from Auth-Wide Vacancy Renovation- HAC-1279 and HAC-1320
MD 2-43 Monument East								
	Replace underground Sanitary System- Sewers	1450.0	1 BLDG.	\$0	\$6,125	\$6,125	\$0	Work item Moved from 2000 - HAE-1168
	Replace Door Operators and Controllers (Replace Elevator)	1460.0	2	\$120,000	\$735,204	\$735,204	\$0	Funds Moved from 2003- NCFP Contingency - HAE-1274
	Replace Fire Management System	1460.0	187 D.U.'s	\$575,000	\$1,405,588	\$1,405,588	\$0	Funds moved from 2002 - HAE-1272
	Reasonable Accomodations	1460.0	6 D.U.'s	\$0	\$8,506	\$8,506	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1303
MD 2-44 Wyman House								
	Replace Fire Management System	1460.0	N/A	\$550,000	\$0	\$0	\$0	Funds moved to 2000
	Repair Elevator Door and Controllers	1460.0	N/A	\$70,000	\$0	\$0	\$0	Work item moved to 2002
	Reasonable Accomodations	1460.0	6 D.U.'s	\$0	\$7,325	\$7,325	\$0	Funds Reallocated from Auth-Wide 504 Contingency.-HAE-1303
MD 2-45 Hollander Ridge								
	Relocation	1495.0	2	\$10,000	\$3,163	\$3,163	\$3,163	Complete December 2002
MD 2-46 Chase House								
	Replace Fire Management System	1460.0	189 D.U.'s	\$575,000	\$1,277,546	\$1,277,546	\$0	Funds moved from 2002 - HAE-1272
	Waterproof Exterior	1460.0	N/A	\$170,000	\$0	\$0	\$0	Investigation Conducted and work not required at this time.
	Replace Door Operators and Controllers	1460.0	N/A	\$120,000	\$0	\$0	\$0	Work item moved to 2002
	Reasonable Accomodations	1460.0	11 D.U.'s	\$0	\$20,454	\$20,454	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1294
MD 2-47 Govans Manor								
	Waterproof Exterior	1460.0	1 BLDG.	\$150,000	\$401,653	\$401,653	\$0	Contract awarded 12/02
	Replace Door Operators and Controllers	1460.0	N/A	\$120,000	\$0	\$0	\$0	Work Item Moved from 2002
	Reasonable Accomodations	1460.0	11 D.U.'s	\$0	\$46,927	\$46,927	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1303 and HAE-1288
MD 2-51 B. E. Mason								
	Replace/Upgrade Elevator Door Oper & Controllers	1460.0	N/A	\$150,000	\$0	\$0	\$0	Work item moved to 2002
	Repair Existing Fire Alarm System	1460.0	N/A	\$200,000	\$0	\$0	\$0	Work item moved to 2002
	Repair Balcony Concrete and Railings	1460.0	223 D.U.'s	\$64,000	\$731,075	\$731,075	\$0	Scope of Work and funding increased following site visit - HAE-1228
	Repair Dryvit	1460.0	N/A	\$25,000	\$0	\$0	\$0	Work item combined with HAE-1229
	Waterproof Exterior - Apply Coating	1460.0	N/A	\$34,000	\$0	\$0	\$0	Work item combined with HAE-1229
	Reasonable Accomodations	1460.0	4 D.U.'s	\$0	\$11,860	\$11,860	\$0	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1294

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

PHA Name:		Grant Type and Number				Federal FY of Grant: 2001		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-52 Lakeview Towers Ext.								
	Replace Fire Management System	1460.0	144 D.U.'s	\$500,000	\$512,213	\$512,213	\$0	Funds moved from 2002 - HAE-1271
	Repair Balcony Concrete and Railings	1460.0	N/A	\$517,000	\$0	\$0	\$0	Investigation Conducted and work not required at this time.
	Waterproof Exterior	1460.0	N/A	\$160,000	\$0	\$0	\$0	Investigation Conducted and work not required at this time.
	Replace Door Operators and Controllers	1460.0	N/A	\$120,000	\$0	\$0	\$0	Work Item Moved to 2002
MD 2-53 Ellerslie								
	Repair Existing Fire Alarm System	1460.0	125 D.U.'s	\$375,000	\$1,109,308	\$1,109,308	\$0	Funds moved from 2002 - HAE-1271
	Replace Elev. Contr. & Hydraulic Valve	1460.0	N/A	\$50,000	\$0	\$0	\$0	Work Item Moved to 2002
	Reasonable Accommodations	1460.0	5 D.U.'s	\$0	\$82,360	\$82,360	\$0	Emergency - 504 Work - HAE-1292
MD 2-54 Bel Park Tower								
	Replace Elevator Door Operators Controllers	1460.0	N/A	\$120,000	\$0	\$0	\$0	Work Item Moved to 2002
	Reasonable Accommodations	1460.0	8 D.U.'s	\$0	\$21,213	\$21,213	\$2,105	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1294 and PO 36153
MD 2-56 The Brentwood								
	Replace Elevator	1460.0	2	\$120,000	\$571,000	\$571,000	\$0	Contract 1% Complete - HAE-1253
	Replace Fire Management System	1460.0	N/A	\$450,000	\$0	\$0	\$0	Funds moved to 2000
	Waterproof Exterior	1460.0	N/A	\$110,000	\$0	\$0	\$0	Investigation Conducted and work not required at this time.
	Reasonable Accommodations	1460.0	7 D.U.'s	\$0	\$12,765	\$12,765	\$1,118	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1303
MD 2-59 Scattered Sites								
	Replace Roof	1460.0	39 D.U.'s	\$350,000	\$258,060	\$258,060	\$0	Contract 10 % Complete - HAE-1270
	Vacancy Renovation	1460.0	56 D.U.'s	\$4,196,568	\$3,476,160	\$3,370,621	\$0	Funds reallocated from Scattered Sites Revitalization
	Demolition Non- Viable Units	1485.0	N/A	\$300,000	\$0	\$0	\$0	Work Item Moved to 2002
	Relocation	1495.0	24	\$50,000	\$47,679	\$0	\$0	Work item also funded in 2002,2003,2004,2005 and 2006
MD 2-69 Laurens House								
	Upgrade Security System	1460.0	N/A	\$10,000	\$0	\$0	\$0	Work Item Moved to 2000
	Replace Elevator Controllers and Hydraulic Valve (Homewood)	1460.0	N/A	\$40,000	\$0	\$0	\$0	Work Item Moved to 2002
	Replace Elevator Door Operators Controllers (Laurens House)	1460.0	N/A	\$40,000	\$0	\$0	\$0	Work Item Moved to 2002
	Repair Existing Fire Alarm System	1460.0	N/A	\$275,000	\$0	\$0	\$0	Work Item Moved to 2002
	Roof Replacement	1460.0	N/A	\$120,000	\$0	\$0	\$0	Work Item Moved to 1999
	Install Boiler and Chiller	1460.0	1	\$0	\$95,629	\$95,629	\$0	Also funded in 2000 - HAE-1216
MD 2-70 Rosemont Tower								
	Upgrade Elevator Contr., Motors and Door Operators	1460.0	N/A	\$126,000	\$0	\$0	\$0	Work Item Moved to 2002
	Security Alarm System	1460.0	1 BLDG.	\$0	\$16,224	\$16,224	\$0	Funds moved from 2005. Contract 5% Complete - HAE-
	Reasonable Accommodations	1460.0	18 D.U.'s	\$0	\$13,213	\$13,213	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1290

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

PHA Name:		Grant Type and Number				Federal FY of Grant: 2001		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-71 Primrose Place	Replace Kitchen Cabinets and Equipment	1460.0	N/A	\$240,000	\$0	\$0	\$0	Work moved to 1999 and 2000
	Upgrade Elevator Controllers and Door Operators	1460.0	N/A	\$145,000	\$0	\$0	\$0	Work Item Moved to 2002
	Reasonable Accommodations	1460.0	125 D.U.'s	\$0	\$205,849	\$205,849	\$0	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1294
MD 2-72 Carey House	Upgrade Security System	1460.0	1 BLDG.	\$10,000	\$20,941	\$20,941	\$0	Contract 100 % Complete. Processing Final Payment - HAE 1227
MD 2-74 Hollins House	Upgrade Elevator Contr., Motors and Door Operators	1460.0	N/A	\$160,000	\$0	\$0	\$0	Work Item Moved to 2002
MD 2-75 Allendale	Reasonable Accommodations	1460.0	4 D.U.'s	\$0	\$11,960	\$11,960	\$2,827	Funds Reallocated from Auth-Wide 504 Contingency.- HAE-1294 & PO36169
Auth-Wide	Water Distribution System: Install Discharge Equipment	1460.0	N/A	\$150,000	\$0	\$0	\$0	Funds moved to 2002
	Physical Accessibility Cost 504 : Modifications will be contracted for on an as needed basis	1460.0	N/A	\$400,000	\$0	\$0	\$0	Portion of funds moved to 2002. Reallocated to Specific Projects
	Vacancy Reduction: Pool of funds for Auth-Wide Vacancy Renovation - Sites that may be addressed include but are not limited to: Latrobe, Somerset & Ext., O'Donnell Heights, Westport & Ext., Mt. Winans, MCCulloh Homes Ext., Claremont, Rosemont/Dukeland.	1460.0	N/A	\$1,233,693	\$0	\$0	\$0	Funds reallocated to Specific Projecrs
	Housing Stat- Construction	1460.0	1 unit	\$0	\$73,980	\$4,568	\$0	Funds allocated from Contingency- New work item added
	Contingency	1502.0		\$1,000	\$3,570	\$0	\$0	
Management Improvements	Utility Mgmt. Testing Lab	1408.0	N/A	\$107,000	\$0	\$0	\$0	Funds reallocated for Physical Improvements
	Utility Management- Consultant	1408.0	1	\$0	\$220,657	\$220,657	\$0	Also Funded in 1999 and 2000
Agency Plan	Agency Plan- Program Management Costs	1408.0	1 Pos	\$0	\$30,000	\$6,845	\$6,845	Funds reallocated from Sundry

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant: 2001		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Emplovmnt and Empowerment								
	Office Staff Salaries	1408.0	8 Pos.	\$483,000	\$355,687	\$355,687	\$0	Portion of funds moved to 2000. Positions moved to Operating Budget- Funds to be reallocated.
	Digital Divide Implementation	1408.0	1	\$0	\$160,000	\$0	\$0	Work item added as part of Training Program
	Apprenticeship and Customized Training	1408.0	1	\$125,000	\$1,606	\$0	\$0	Funds moved to 2000
	Skills Training Program	1408.0	1	\$225,000	\$106,315	\$99,900	\$35,673	Portion of funds moved to 2000
	Learning Center - Program Expense	1408.0	1	\$0	\$85,796	\$19,900	\$19,900	Funds reallocated from Customer Retailing. Funds also moved from 2000
	Employment Opportunities- Security Guard Training	1408.0	N/A	\$0	\$183,440	\$183,440	\$0	Work item reallocated from Apprenticeship Training
	Conduct Internal and External Performance Evaluations	1408.0	1	\$25,000	\$12,353	\$9,473	\$0	Portion of funds moved to Learning Lab
	Establish and Operate Small Businesses	1408.0	1	\$100,000	\$153,682	\$32,263	\$10,167	Funds moved from 2002
	General Administrative Costs	1408.0	N/A	\$144,000	\$90,048	\$89,744	\$509	Funds moved to 2002
	PACE Program Structure							
	Lawn Care and Pesticide Program	1408.0	10 Pos.	\$270,000	\$258,279	\$258,279	\$0	Portion of funds moved to 2000
	Skills Training	1408.0	10 Pos.	\$300,000	\$277,763	\$263,885	\$0	Portion of funds moved to 2000
	Resident Management Leadership Training	1408.0	1	\$150,000	\$151,853	\$95,750	\$64,710	Funds moved from 2000
	Equipment	1475.0	N/A	\$0	\$16,624	\$0	\$0	Moved from 2000
Family Support Services								
	Activities Program Coordinator (1 Position)	1408.0	N/A	\$61,000	\$0	\$0	\$0	Combined with Human Service Coordinators in 2001
	Human Services Coordinators (11 Positions)	1408.0	11 Pos.	\$532,500	\$93,852	\$93,852	\$93,852	Staff positions moved to Operating Budget. Funds also moved to 2000. Complete December 2002
	Resident Management Aides	1408.0	2 Pos.	\$45,000	\$6,333	\$6,333	\$6,333	Complete September 2002
	Anti- Drug Program	1408.0	2 Pos.	\$300,000	\$164,751	\$26,176	\$4,321	Staff positions moved to Operating Budget. Funds also moved to 2000
	Family Support Services	1410.0	N/A	\$97,000	\$0	\$0	\$0	Salaries funded by Operations- Funds reallocated for Physical Improvements
	Youthbuild Program	1408.0	N/A	\$0	\$0	\$0	\$4,587	Journalizing Expenses to another Grant.
Management and Information Services								
	Purchase additional Hardware (Servers, Memory,Switches,Fiber)	1408.0	Auth-Wide	\$100,000	\$4,178	\$4,178	\$0	Funds moved to 2000. Also funded in 2002,2003,2004 and 2005
	Software Licenses for Services and related Products	1408.0	Auth-Wide	\$0	\$212,776	\$212,776	\$210,445	Allocated from in house Internet Services and Add'l upgrades. Complete October 2002
	Network upgrade Phase II Replacement of Routers	1408.0	Auth-Wide	\$0	\$471,543	\$471,543	\$124,531	Allocated from in house Internet Services and Add'l upgrades and Hardware.
	Consulting Services for Housing Management	1408.0	1	\$0	\$81,905	\$81,905	\$0	Reallocated from MIS Software. Also funded in 2000
	HABC Website Design and Development	1408.0	Auth-Wide	\$0	\$43,715	\$43,715	\$0	Reallocated from MIS Software in 2002
	Phase III and Phase IV of IT Strategic Planning	1408.0	Auth-Wide	\$0	\$28,170	\$28,170	\$0	Reallocated from MIS Software.
	Housing Stat. Verizon Networking	1408.0	Auth-Wide	\$0	\$3,000	\$3,000	\$0	Funds moved from 2002
	Engineering Sftware	1408.0	ECl	\$0	\$4,716	\$0	\$0	Funds moved from 2000
	Purchase In-House Internet Services and Add'l upgrades	1408.0	Auth-Wide	\$370,000	\$0	\$0	\$0	Funds moved to 2000. Also funded in 2002,2003,2004 and 2005
	Hardware	1475.0		\$0	\$66,390	\$61,488	\$0	Reallocated from MIS

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant: 2001		
Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P00250101 Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost 1		Total Actual Cost 1		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Training	Training Salaries and Benefits	1408.0	3 Pos.	\$244,000	\$246,671	\$246,671	\$126,646	On-Going
	Division Level Training	1408.0	Auth-Wide	\$100,000	\$124,997	\$93,654	\$0	Funds moved from 2000
	Agency Wide Training	1408.0	Auth-Wide	\$50,000	\$46,212	\$21,000	\$0	On-Going
	Technical Staff Training	1408.0	Auth-Wide	\$83,000	\$40,038	\$34,500	\$0	On Going
	Specific Job Skills Training	1408.0	Auth-Wide	\$100,000	\$201,134	\$148,030	\$28,353	Funds moved from 2000
Administrative Engineering Services	Non-Technical Salaries and Benefits	1410.0	16 Pos.	\$835,000	\$794,250	\$794,250	\$680,969	On-Going
Finance and Accounting	Non-Technical Salaries and Benefits	1410.0	2 Pos.	\$90,000	\$68,929	\$68,929	\$68,929	Complete December 2002
Office of Legal Affairs	Non-Technical Salaries and Benefits	1410.0	2 Pos.	\$174,000	\$150,000	\$150,000	\$142,235	On-Going
Resident Advisory Board	Non-Technical Salaries and Benefits	1410.0	2 Pos.	\$123,000	\$13,218	\$13,218	\$13,218	Positions moved to Operating Budget. Complete July 2002
Other Admin. Expenses	Retirees Benefits	1410.0	N/A	\$60,000	\$26,000	\$0	\$0	On-Going
	Sundry	1410.0	N/A	\$310,000	\$168,076	\$160,412	\$59,197	On-Going
	Allocated Rent	1410.0	N/A	\$140,000	\$0	\$0	\$0	Funds reallocated for Physical Improvements
	CGP Audit	1411.0	1	\$25,000	\$17,796	\$0	\$0	On-Going
	Hardware	1475.0	1	\$0	\$10,275	\$10,275	\$0	Reallocated from Admin. Expenses
Consultant Fees	Technical Salaries and Benefits	1430.0	31 Pos.	\$2,399,979	\$2,006,178	\$2,006,178	\$1,364,466	On-Going
	JOC Contract Consultant	1430.0	1	\$100,000	\$216,000	\$0	\$0	On-Going
	Legal Advice for HABC	1430.0	1	\$215,000	\$229,117	\$64,117	\$0	On-Going
	Asbestos Testing and Monitoring	1430.0	Auth-Wide	\$200,000	\$158,924	\$158,924	\$158,924	Complete November 2002
	Planning and Consulting Fees	1430.0	1	\$31,000	\$46,524	\$46,524	\$46,524	Complete December 2002
	Lead Based Paint Testing and Abatement	1430.0	Auth-Wide	\$350,000	\$118,719	\$118,719	\$92,786	Also funded in 1999 and 2000
	Cathodic Protection Inspection of Gas Lines	1430.0	Auth-Wide	\$0	\$66,711	\$66,711	\$55,122	Reallocated from 860A Contract. On Going
	Lighting Consultant	1430.0	1	\$0	\$7,800	\$7,800	\$0	Funding Allocated from Planning Fees
Relocation	Non-Technical Salaries and Benefits	1495.0	3 Pos.	\$167,000	\$130,845	\$130,845	\$130,845	On-Going

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 Baltimore City			Grant Type and Number Capital Fund Program No: MD06P0025010 Replacement Housing Factor			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
	Original	Revised #1	Actual	Original	Revised #1	Actual	
Operating Transfer Vacancy Reduction	Jun-03	Jun-03	Jun-03	Jun-05	Jun-05		
MD 2-01 Latrobe Homes Reasonable Accommodations (21 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-02 McCulloh Homes Vacancy Renovation (1 Unit)	N/A	Dec-02	Dec-02	N/A	Jun-05		Reallocated from Auth-Wide Vacancy Renovation
MD 2-3 Perkins Homes Repair Porches and Stoops	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds moved to 2002
Landscaping	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds moved to 2002
Lighting	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2000
Reasonable Accommodations (71 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency.
MD 2-5 Douglass Homes Replace Fencing	N/A	Jun-03		N/A	Jun-05		Work item moved from 2002
Repair Porches and Stoops	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item moved to 2000
Reasonable Accommodations (9 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-06 Gilmor Homes Reasonable Accommodations (10 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-10 Somerset Homes Meter Center Replacement and A/C	Jun-03	Mar-03	Mar-03	Jun-05	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
Reasonable Accommodations (4 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Reallocated from Auth-Wide Vacancy Renovation-
Vacancy Renovation (7 Units)	N/A	Sep-02	Sep-02	N/A	Dec-02	Dec-02	HAC-1230,HAC-1279 and HAC-1320.
MD 2-11 Cherry Hill Homes Repair Streets and Walks	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 1999
Repair Heating Lines	N/A	Jun-03		N/A	Jun-05		Work moved from 2002
Reasonable Accommodations (23 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-12 Cherry Hill Homes Repair Heating Lines	N/A	Jun-03		N/A	Jun-05		Work moved from 2002
MD 2-13 Westport Homes Ext. Reasonable Accommodations (5 Units)	N/A	Jun-03		N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-21 Brooklyn Homes Reasonable Accommodations (9 Units)							

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number			Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program No: MD06P0025010 Replacement Housing Factor			2001		
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-23 McCulloh Homes Ext.							
Learning Center Improvements	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds reallocated from Learning Center for modifications of Unit to house Learning Center Funds Reallocated from Auth-Wide 504 Contingency Funds Reallocatec
Reasonable Accomodations (27 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
Install Stainless Steel Elevator Doors	N/A	Jun-03		N/A	Jun-05		
MD 2-31 Rosemont / Dukeland							
Reasonable Accomodations (10 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency Reallocated from Auth-Wide Vacancy Renovation- HAC- 1279 and HAC-1320
Vacancy Renovation (3 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
Md 2-33 Lakeview Tower							
Replace Door Operators and Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2002 Funds moved from 2003- NCFP Contingency Funds Reallocated from Auth-Wide 504 Contingency
Replace Elevators	N/A	Dec-02	Dec-02	N/A	Jun-05		
Reasonable Accomodations (16 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
MD 2-39 Claremont Extension							
Replace Door Operators and Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2002
MD 2-41 West Twenty							
Replace Elevators	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Moved from 2003- NCFP Contingency Funds Moved from 2003 Funds Reallocated from Auth-Wide 504 Contingency
Replace Automatic Entrance Doors	N/A	Dec-02	Dec-02	N/A	Jun-05		
Reasonable Accomodations (19 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
MD 2-42 Somerset Ext.							
Vacancy Renovation (3 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Reallocated from Auth-Wide Vacancy Renovation- HAC- 1279 and HAC-1320
MD 2-43 Monument East							
Replace Elevator Door Operators Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2002
Replace Fire Management System	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Reasonable Accomodations (6 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency Work item Moved from 2000 Funds Moved from 2003- NCFP Contingency
Replace underground Sanitary System- Sewers	N/A	Sep-02	Sep-02	N/A	Jun-05		
Replace Elevators	N/A	Dec-02	Dec-02	N/A	Jun-05		
MD 2-44 Wyman House							
Replace Fire Management System	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds moved to 2000 Work item moved to 2002 Funds Reallocated from Auth-Wide 504 Contingency
Repair Elevator Doors and Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	
Reasonable Accomodations (6 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
MD 2-46 Chase House							
Replace Elevator Door Operators Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2002
Replace Fire Management System	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Waterproof Exterior	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Investigation Conducted and work not required at this Funds Reallocated from Auth-Wide 504 Contingency, HAE-1303 and HAE-1288
Reasonable Accomodations (11 Units)	N/A	Jun-03		N/A	Jun-05		

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P0025010 Replacement Housing Factor					2001
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-47 Govans Manor							
Waterproof Exterior	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Replace Door Operators and Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved from 2002
Reasonable Accommodations (11 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency. HAE-1303 and HAE-1288
MD 2-51 B. E. Mason							
Replace Elevator Door Operators Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2002
Repair Existing Fire Alarm System	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item moved to 2002
Repair Balcony Concrete and Railings	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Repair Dryvit	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item combined with HAE-1229
Waterproof Exterior - Apply Coating	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work item combined with HAE-1229
Reasonable Accommodations (4 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-52 Lakeview Towers Ext.							
Replace Fire Management System	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Repair Balcony Concrete and Railings	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
Waterproof Exterior	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Investigation Conducted and work not required at this
Replace Door Operators and Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
MD 2-53 Ellerslie							
Replace Fire Management System	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Replace Elevator Control and Hydraulic Valves	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
Reasonable Accommodations (5 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Emergency - 504 Work
MD 2-54 Bel Park Tower							
Replace Elevator Door Operators Controllers	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
Reasonable Accommodations (8 Units)	N/A	Jun-02	Jun-02	N/A	Sep-02	Sep-02	Funds Reallocated from Auth-Wide 504 Contingency. HAE-1294 and PO 36153
MD 2-56 The Brentwood							
Replace Elevator	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Replace Fire Management System	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds moved to 2000
Waterproof Exterior	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Investigation Conducted and work not required at this
Reasonable Accommodations (7 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds Reallocated from Auth-Wide 504 Contingency
MD 2-59 Scattered Sites							
Replace Roof	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Vacancy Renovation	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds reallocated from Scattered Sites Revitalization
Demolition Non- Viable Units	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
MD 2-69 Laurens House							
Upgrade Security System	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2000
Replace Elevator Controllers and Hydraulic Valve (Homewood	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
Replace Elevator Door Operators Controllers (Laurens House	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
Repair Existing Fire Alarm System	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
Roof Replacement	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 1999
Install Boiler and Chiller	N/A	Dec-02	Dec-02	N/A	Jun-05		Also funded in 2000

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of Baltimore City			Grant Type and Number Capital Fund Program No: MD06P0025010 Replacement Housing Factor			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
	Original	Revised #1	Actual	Original	Revised #1	Actual	
MD 2-70 Rosemont Tower							
Replace Elevator Controllers, Motors and Door Operators	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002 Funds moved from 2005. Contract 5% Complete Funds Reallocated from Auth-Wide 504 Contingency
Security Alarm System	N/A	Dec-02	Dec-02	N/A	Jun-05		
Reasonable Accommodations (18 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
MD 2-71 Primrose Place							
Replace Kitchen Cabinets and Equipment	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work moved to 1999 and 2000 Work Item Moved to 2002 Funds Reallocated from Auth-Wide 504 Contingency
Replace Elevator Controllers and Door Operators	Jun-03	N/A	N/A	Jun-05	N/A	N/A	
Reasonable Accommodations (125 Units)	N/A	Dec-02	Dec-02	N/A	Jun-05		
MD 2-72 Carey House							
Upgrade Security System	Jun-03	Sep-02	Sep-02	Jun-05	Jun-05		
MD 2-74 Hollins House							
Replace Elevator Controllers, Motors and Door Operators	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Work Item Moved to 2002
MD 2-75 Allendale							
Reasonable Accommodations (4 Units)	N/A	Dec-02	Dec-02	N/A	Dec-02	Dec-02	Funds Reallocated from Auth-Wide 504 Contingency
Auth-Wide							
Water Distribution System: Install Discharge Equipment	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds moved to 2002
Physical Accessibility Cost 504: Modification on an as needed	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Portion of funds moved to 2002. Reallocated to
Vacancy Renovation: Pool of funds for Auth-Wide	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds reallocated to Specific Projects
Housing Stat- Construction	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds allocated from Contingency- New work items
Contingency	Jun-03	Jun-03		Jun-05	Jun-05		added during 2003 planning Session
Management Improvements							
Utility Mgmt. Testing Lab	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Funds reallocated for Physical Improvement: Also Funded in 1999 and 2000
Utility Management- Consultant	N/A	Jun-02	Jun-02	N/A	Jun-05		
Agency Plan							
Agency Plan- Program Management Costs	N/A	Dec-02	Dec-02	N/A	Jun-05		Funds reallocated from Sundry
Employment and Empowerment							
Office Staff Salaries (8 Positions)	Jun-03	Jun-02	Jun-02	Jun-05	Jun-05		Work item added as part of Training Program
Digital Divide Implementation	N/A	Jun-03		N/A	Jun-05		
Apprenticeship and Customized Training	Jun-03	Jun-03		Jun-05	Jun-05		Funds reallocated from Customer Retailing. Funds also moved from 2000
Skills Training Program	Jun-03	Jun-03	Jun-02	Jun-05	Jun-05		
Learning Center - Program Expense	N/A	Dec-02	Dec-02	N/A	Jun-05		
Employment Opportunities- Security Guard Training	Jun-03	Sep-02	Sep-02	Jun-05	Jun-05		
Conduct Internal and External Performance Evaluations	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Establish and Operate Small Businesses	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
General Administrative Costs	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
PACE Program Structure							
Lawn Care and Pesticide Program	Jun-03	Mar-02	Mar-02	Jun-05	Jun-05		
Skills Training	Jun-03	Mar-02	Mar-02	Jun-05	Jun-05		
Resident Management Leadership Training	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Equipment	N/A	Jun-03		N/A	Jun-05		Moved from 2000

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

PHA Name:		Grant Type and Number					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P0025010 Replacement Housing Factor					2001
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
Family Support Services							
Activities Program Coordinator (1 Position)	Jun-03	N/A	N/A	Jun-05	N/A	N/A	Combined with Human Service Coordinators in 2001 Staff positions moved to Operating Budget. Funds also moved to 2000. Complete December 2002
Human Services Coordinators (11 Positions)	Jun-03	Mar-02	Mar-02	Jun-05	Dec-02	Dec-02	
Resident Management Aides (2 Positions)	Jun-03	Mar-02	Mar-02	Jun-05	Jun-02	Jun-02	Salaries funded by Operations- Funds reallocated for Physical Improvements Journalizing Expenses to another Grant
Anti- Drug Program and (3 Positions)	Jun-03	Jun-02	Jun-02	Jun-05	Jun-05		
Family Support Services (2 Positions)	Jun-03	N/A	N/A	Jun-05	N/A	N/A	
Youthbuild Program	N/A	N/A		N/A	N/A		
Management and Information Services							
Purchase additional Hardware (Servers,	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		Funds moved to 2000. Also funded in 2002,2003,2004 and 2005 Reallocated from MIS
Software Licenses for Services and related Product:	Jun-03	Jun-03	Sep-02	Jun-05	Dec-02	Dec-02	
Network upgrade Phase II Replacement of Router:	Jun-03	Sep-02	Sep-02	Jun-05	Jun-05		
Consulting Services for Housing Management	Jun-03	Sep-02	Sep-02	Jun-05	Jun-05		
HABC Website Design and Development	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Phase III and Phase IV of IT Strategic Planning	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Housing Stat. Verizon Networking	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Engineering Software	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Purchase In-House Internet Services and Add'l upgrades	Jun-03	N/A	N/A	Jun-05	N/A	N/A	
Hardware	N/A	Dec-02	Dec-02	N/A	Jun-05		
Training							
Training Salaries and Benefits	Jun-03	Mar-02	Mar-02	Jun-05	Jun-05		
Division Level Training	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Agency Wide Training	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Technical Staff Training	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		
Specific Job Skills Training	Jun-03	Sep-02	Sep-02	Jun-05	Jun-05		

ATTACHMENT D (5)

**FFY 2001 Replacement Housing Factor
Performance & Evaluation Report**

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant: MD06R00250101	Federal FY of Grant: FY 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/3
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration		\$120,528	\$120,528	\$66,297
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$34,342	\$34,342	
8	1440 Site Acquisition		\$2,539,733	\$2,539,733	
9	1450 Site Improvement				
10	1460 Dwelling Structures		\$1,539,694	\$1,539,694	
11	1465.1 Dwelling Equipment -- Non-expendable				
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 Replacement Housing	\$4,287,222			
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency		\$52,925	\$52,925	
21	Amount of Annual Grant (Sum of lines 2-19)	\$4,287,222	\$4,287,222	\$4,287,222	\$66,297
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No:		MD06R00250101		FY 2001		
Replacement Housing Factor Grant No:								
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Development Activities	Development of 57 Replacement Housing Units. (Broadway Homes)	1410.0	57 Units		\$108,528	\$108,528	\$66,297	Development Budget submitted to HUD for Approval. Also funded in 1999, 2000, 2002, 2003
		1430.0	57 Units		\$25,342			
		1440.0	57 Units		\$2,241,353			
		1460.0	57 Units		\$539,694			
	Development of 29 Replacement Housin	1410.0	29 Units		\$12,000			Development Budget submitted to HUD for Approval. Also funded in 1999, 2000, 2002, 2003
		1430.0	29 Units		\$9,000			
		1440.0	29 Units		\$298,381			
		1460.0	29 Units		\$1,000,000			
			1502.0	29 Units		\$52,925		
	Development of 57 Replacement Housing Units. (Broadway Homes)	1499.0	57 Units	\$4,287,222	\$0			Funds reallocated to appropriate projects and account strings

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 Baltimore City		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No: MD06R00250101				Federal FY of Grant: FY 2001	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
AUTHORITY- WIDE Development Activities	Jun-03	Mar-04		Jun-05	Mar-06		Revised to reflect statutory deadlines.

ATTACHMENT D (6)

**FFY 2000 Capital Program Performance &
Evaluation Report**

Includes revisions requested by HUD, July 17, 2003

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: MD06P002501-00 Replacement Housing Factor Grant:	Federal FY of Grant: 2000
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- Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations	\$5,199,784	\$5,199,784	\$5,199,784	\$5,199,784
3	1408 Management Improvements Soft Costs	\$3,498,158	\$3,697,248	\$3,697,248	\$3,003,986
4	1410 Administration	\$1,699,288	\$1,960,121	\$1,960,121	\$1,929,171
5	1411 Audit	\$25,000	\$15,266	\$15,266	\$15,266
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$3,677,267	\$4,026,558	\$4,026,558	\$3,599,489
8	1440 Site Acquisition				
9	1450 Site Improvement	\$2,485,782	\$2,878,826	\$2,878,826	\$1,449,865
10	1460 Dwelling Structures	\$10,559,475	\$11,422,048	\$11,422,048	\$4,213,788
11	1465.1 Dwelling Equipment -- Non-expendable				
12	1470 Nondwelling Structures	\$53,946	\$38,338	\$38,338	\$38,338
13	1475 Nondwelling Equipment	\$317,800	\$102,408	\$102,408	\$70,606
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$354,662	\$309,721	\$309,721	\$283,138
18	1499 Development Activities	\$1,779,157	0	0	
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-20)	\$29,650,319	\$29,650,319	\$29,650,319	\$19,803,430
22	Amount of line 21 Related to LBP Activities	\$281,945	\$210,794	\$210,794	\$210,794
23	Amount of line 21 Related to Section 504 Compliance	\$502,353	\$447,281	\$447,281	\$302,868
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs	\$206,000	\$134,127	\$134,127	\$92,685
26	Amount of line 21 Related to Energy Conservation Measures	\$1,100,000	\$103,440	\$103,440	\$18,106

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 Baltimore City		Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHYSICAL IMPROVEMENTS	Vacancy Renovation	1406.0		\$5,199,784	\$5,199,784	\$5,199,784	\$5,199,784	Complete October 2001
MD 2-1 Latrobe Homes	Repair Street, Drives and Walks	1450.0	.80 Acres	\$18,304	\$550,384	\$550,384	\$283,411	HAE - 1117 Funding increased to cover needed repairs. Total contract 59% Complete.
	Repair Walks	1450.0	N/A	\$53,248	\$0	\$0	\$0	Combined with HAE - 1117
	Replace Missing Railings	1460.0	701 D.U.'s	\$450,000	\$598,412	\$598,412	\$30,000	HAE - 1119R, 10% Complete
	Reinsulate Heating Plant Pipes	1470.0	1	\$26,780	\$26,780	\$26,780	\$26,780	HAE - 1181, Complete January 2002
	Asbestos Removal in the Community Center	1470.0	N/A	\$27,166	\$0	\$0	\$0	Work Item moved to 1999.
	Energy Management Systems	1460.0	701 D.U.'s	\$0	\$86,779	\$86,779	\$0	HAE - 1203, Work Item originally funded as Authority Wide Automated Meter Reading System in 2000. Total Contract 80% Complete.
MD 2-2 McCulloh Homes	Repair Parking Area, Street and Drives	1450.0	.45 Acres	\$79,360	\$179,793	\$179,793	\$0	HAE - 1117. Funds increased to cover needed repairs. Total Contract 59% Complete.
MD 2-3 Perkins Homes	Pave Parking Area	1450.0	.30 Acres	\$40,320	\$176,372	\$176,372	\$0	HAE - 1117. Funds increased to cover needed repairs. Total Contract 59% Complete.
	Repair Porches and Stoops	1460.0	688 D.U.'s	\$211,000	\$273,072	\$273,072	\$178,818	HAC - 1121, Funding increased to cover needed repairs. Total Contract 71% Complete. HABCO
MD 2-4 Poe Homes	Pave Parking, Streets, Drives and Repair Porches and Stoops.	1450.0	298 D.U.'s	\$32,320	\$317,388	\$317,388	\$317,388	HAE - 1190. Work Item combined to include Streets Paving, Walks, Porches and Stoops. Funds from 2002 moved to 2000. Complete October 2002.
	Pave Streets and Drives	1450.0	N/A	\$52,864	\$0	\$0	\$0	Work item Combined with HAE - 1190.
	Repair Porches and Stoops	1460.0	N/A	\$60,000	\$0	\$0	\$0	Work item Combined with HAE - 1190.
	Window Replacement	1460.0	298 D.U.'s	\$0	\$902,898	\$902,898	\$694,767	HAE - 1208, funds moved from 2002. Also funded in 1999. 99% Complete
MD 2-5 Douglas Homes	Pave Parking Area, Streets and Drives	1450.0	.05 Acres	\$37,440	\$6,201	\$6,201	\$5,186	HAE - 1117. Total Contract 59% Complete
	Repair Porches and Stoops	1460.0	393 D.U.'s	\$173,000	\$264,833	\$264,833	\$189,598	HAC - 1121, Funding increased to cover needed repairs. Total Contract 71% Complete. HABCO

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 Baltimore City		Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-6 Gilmor Homes	Pave Streets, Drives and Walks	1450.0	1 Acre	\$65,920	\$301,218	\$301,218	\$0	HAE - 1117, funding increased to cover needed repairs. Total Contract 59% Complete
	Repair Porches and Stoops	1460.0	571 D.U.'s	\$221,000	\$276,112	\$276,112	\$230,299	HAC - 1121, funding increased to cover needed repairs. Total Contract 71% Complete. HABCO
MD 2-9 O'Donnell Heights	Planning and Consulting Fees	1430.0	1	\$50,000	\$74,275	\$74,275	\$49,485	Also funded in 1999.
	504 Work	1460.0	1 D.U.	\$9,000	\$3,057	\$3,057	\$3,057	HAC - 1187, Complete May 2002. HABCO
	Renovation of Community Building	1470.0	1	\$0	\$11,558	\$11,558	\$11,558	E - 19, Also funded in 1994, 1996 & 1998. Complete May 2002
MD 2-10 Somerset	Replace Sump Pump-Storm Sewers	1450.0	N/A	\$184,000	\$0	\$0	\$0	Contract HAE - 1133 moved to 1999
	Pave Parking Lots	1450.0	N/A	\$30,400	\$0	\$0	\$0	Work item combined with HAE - 1117.
	Repair Street and Drives	1450.0	.10 Acres	\$7,936	\$35,638	\$35,638	\$26,256	HAE - 1117, funding increased to cover needed repairs. Total Contract 59% Complete
	Repair Porches and Stoops	1460.0	257 D.U.'s	\$17,500	\$240,795	\$240,795	\$69,137	HAC - 1121, funding increased to cover needed repairs. Total Contract 71% Complete. HABCO
	Vacancy Renovation	1460.0	21 Units	\$0	\$535,132	\$535,132	\$195,260	HAE - 1213, reallocated from Auth-Wide Vacancy Reduction. Contract 26% Complete. HAC - 1249,reallocated from Auth-Wide Vacancy Renovation. Total Contract 41% Complete. HABCO
	Energy Management Systems	1460.0	257 D.U.'s	\$0	\$32,783	\$32,783	\$0	HAE - 1203, work item originally funded as Auth-Wide Automated Meter Reading System in 2000. Total Contract 80% Complete
MD 2-11 Cherry Hills Homes	Repair Streets and Walks	1450.0	.20 Acres	\$128,000	\$15,000	\$15,000	\$14,850	HAE - 1117, also funded in 1999. Total Contract 59% Complete
	Replace Underground Heating Distribution	1460.0	1237 D.U.'s	\$0	\$322,904	\$322,904	\$268,424	Work Item moved from 2002. (HAE - 1212, Complete December 2002) (HAE - 1234, Total Contract 57% Complete) (HAE - 1282, Complete October 2002) (HAE - 1247)

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 Baltimore City		Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-12 Cherry Hills Homes Ext. I	Site Pavements and Walks	1450.0	1.5 Acres	\$12,800	\$36,000	\$36,000	\$34,600	HAE - 1117, funding increased to cover needed repairs. Total Contract 59% Complete. Also funded in 1999.
	Replace Underground Heating Distribution	1460.0	1237 D.U.'s	\$0	\$322,904	\$322,904	\$272,004	Work Item moved from 2002. (HAE - 1212, Complete December 2002) (HAE - 1234, Total Contract 57% Complete) (HAE - 1282, Complete October 2002) (HAE - 1247)
MD 2-14 Claremont Homes	Planning and Consulting Fees	1430.0	1	\$114,000	\$19,017	\$19,017	\$19,017	Also funded in 1999.
	Boarding-up of Vacant Units	1460.0	176 D.U.'s	\$110,000	\$333,939	\$333,939	\$197,621	HAC - 1189. Funds moved from 2003 to 2000 (Part of Revitalization Effort). 176 units completed, 88% Complete. HABCO
	504 Work - 1 Unit	1460.0	N/A	\$50,000	\$0	\$0	\$0	Job Cancelled - Work no longer required.
	Revitalization Fencing	1450.0	2200 L.F.	\$0	\$33,013	\$33,013	\$33,013	HAE - 1245, Funds moved from 2003, Complete October 2002
MD 2-16 Flag House Courts	Construction Management - Salaries	1430.0	1 Pos.	\$0	\$19,019	\$19,019	\$4,213	Reallocated from Consultant Fees. Also funded in 2001.
MD 2-17 Cherry Hill Ext.	Relocation	1495.0	1	\$666	\$666	\$666	\$666	Complete March 2002
	Homeownership (Fishers Cove)	1499.0	N/A	\$1,779,157	\$0	\$0	\$0	Funds moved to 2002
MD 2-18 Murphy Homes	Construction Management - Salaries	1430.0	1 Pos.	\$0	\$77,038	\$77,038	\$6,213	Reallocated from Consultant Fees. Also funded in 2001.
MD 2-21 Brooklyn Homes	Repair Streets and Drives	1450.0	1 Acre	\$198,116	\$429,531	\$429,531	\$270,409	HAE - 1214, Total Contract 60% Complete.
	Repair Walks	1450.0	N/A	\$83,200	\$0	\$0	\$0	Work Item combined with Streets and Drives - Contract # HAE - 1214.
	Upgrade Substation	1460.0	N/A	\$150,000	\$0	\$0	\$0	Work item moved to 2001.
	Vacancy Renovation Program	1460.0	N/A	\$47,500	\$0	\$0	\$0	Work Item moved to Operating budget.

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 Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-22 Westport Homes	Upgrade Substation	1460.0	N/A	\$150,000	\$0	\$0	\$0	Work Item moved to 2001.
MD 2-23 McCulloh Homes	Repair Driveways and Sidewalks	1450.0	N/A	\$28,800	\$0	\$0	\$0	Work Item moved to 1999.
	Grind Shifted Pavements	1450.0	1300 l.f.	\$7,532	\$9,537	\$9,537	\$0	HAE - 1143. Total Contract 48% Complete
	Install Fire Management System	1460.0	394 D.U.'s	\$0	\$121,902	\$121,902	\$104,224	HAE - 1041. Contract funded in 1999 and 2000. 99% Complete
	504 Work	1460.0	2 D.U.'s	\$0	\$111,694	\$111,694	\$111,694	HAC - 1243, Reallocated from Auth-Wide 504. 80% Complete, Change Order in Process. HABCO
	Vacancy Renovation	1460.0	5 D.U.'s	\$0	\$230,239	\$230,239	\$52,950	HAC - 1244, Reallocated from Auth-Wide Vacancy Renovation. 37% Complete. HABCO HAE - 1195, Funds reallocated from auth-Wide Vacancy Renovation, Total Contract 60% Complete.
	Repair Walks and Pave Parking Area	1450.0	.60 Acres	\$0	\$178,299	\$178,299	\$85,535	HAE - 1214, Funds reallocated. Total Contract 60% Complete
	Replace Elevators	1460.0	4	\$0	\$1,199,238	\$1,199,238		HAE - 1194, Work Item moved from 2001. 10% Complete
MD 2-25 The Broadway	Relocation	1495.0	13	\$44,221	\$26,583	\$26,583	\$0	
	Construction Management - Salaries	1430.0	2 Pos. Pro-Rata	\$0	\$6,203	\$6,203	\$0	Reallocated from Consultant Fees. Also funded in 2001.
MD 2-27 A Spencer	Repair Walks and Pave Parking Area	1450.0	.05 Acres	\$19,200	\$32,417	\$32,417	\$31,586	HAE - 1214 Total Contract 60% Complete
	Repair Porches and Stoops	1460.0	20 D.U.'s	\$54,000	\$140,243	\$140,243	\$6,579	HAC - 1121. Funding increased to cover needed repairs. Total Contract 71% Complete. HABCO
MD 2-31 Rosemont/Dukeland	Repair Parking Area, Walks and Driveways	1450.0	.05 Acres	\$31,360	\$170,189	\$170,189	\$90,503	HAE - 1214, Total Contract 60% Complete
	Repair Porches and Stoops	1460.0	136 D.U.'s	\$409,000	\$376,923	\$376,923	\$233,689	HAC - 1121, Funding increased to cover needed repairs. Total Contract 71% Complete. HABCO

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 Baltimore City		Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant: 2000				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-33 Lakeview Tower	Vacancy Renovation Program	1460.0	30 Units - (1) 504 Reasonable Accommodation	\$0	\$899,008	\$899,008	\$470,698	(HAC - 1249, Reallocated from Auth-Wide Vacancy Renovation. Total Contract 41% Complete. HABCO) (HAC - 1161, also funded in 1999. 92% Complete. HABCO) (HAC - 1198 Funds moved from 2001 from Auth-Wide Vacancy Renovation . 18% Complete. HABCO)
	Asbestos Removal in Floors-Phase II	1460.0	5 D.U.'s	\$0	\$31,209	\$31,209	\$31,209	HAE - 1218, Emergency. Complete October 2002
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$9,730	\$9,730	\$0	PO 37543. Funding from Auth-Wide Lobby Enhancements
MD 2-39 Claremont Homes Ext.	Replace Emergency Call System (Repair Intercom System)	1460.0	161 D.U.'s	\$76,000	\$46,352	\$46,352	\$46,352	HAE - 1104, Contract also funded in 1999, Complete September 2002
	Repair Security Entry System	1460.0	161 D.U.'s	\$5,000	\$15,582	\$15,582	\$15,582	HAE - 1131, Complete December 2002
	Upgrade Pull Station in the Units	1460.0	N/A	\$32,000	\$0	\$0	\$0	Work Item combined with HAE - 1104.
	Repair Streets, Drives, Parking Area and Walks	1450.0	N/A	\$24,960	\$0	\$0	\$0	Work Item moved to 1999
MD 2-41 The West Twenty	Grind Shifted Pavement	1450.0	375 l.f.	\$2,171	\$2,749	\$2,749	\$0	HAE - 1143, Total Contract 48% Complete
	Install Security System	1460.0	152 D.U.'s	\$40,000	\$22,335	\$22,335	\$0	HAE - 1227, Total Contract 100% Complete. Processing final payment.
	Vacancy Renovation	1460.0	5 Units	\$0	\$29,707	\$29,707		HAE - 1195, Funds reallocated from auth-Wide Vacancy Renovation. Total contract 60% Complete
	Repair Security Entry System	1460.0	357 D.U.'s	\$5,000	\$6,947	\$6,947	\$6,095	HAE - 1131. PO 32729 Emergency - Total Contract 100% Complete
	Entry Vestibule - Intercom and Mail Boxes	1460.0	N/A	\$58,000	\$0	\$0	\$0	Entry Vestibule, Intercom and Mail Boxes were completed under beautification contract.
	Replace Floor Tiles	1460.0	N/A	\$83,000	\$0	\$0	\$0	Work Item moved to 1999.
	Install Hand Rails	1460.0	357 D.U.'s	\$46,000	\$53,797	\$53,797	\$53,797	HAE - 1233, Complete December 2002.
Install 504 Doors and Intercom System	1460.0	357 D.U.'s	\$7,500	\$2,170	\$2,170	\$2,170	Emergency -504 related work - Complete April 2002.	
Concrete Repairs	1450.0	1/25 Acre	\$0	\$33,081	\$33,081	\$33,081	HAE - 1231, Emergency Complete December 2002	
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$2,752	\$2,752	\$0	PO 37543, Auth-Wide Funds for Lobby Enhancements

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		
				Replacement Housing Factor Grant No:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-42 Somerset Ext.	Repair Parking Area, Driveways and Sidewalks	1450.0	.08 Acres	\$32,000	\$50,761	\$50,761	\$31,285	HAE - 1117, Funding increased to cover needed repairs. Total Contract 59% Complete
	Repair Roof Sheds and Retaining Walls	1450.0	12 BLDGS.	\$0	\$243,325	\$243,325	\$192,764	HAC - 1127, also funded in 1999. 99% Complete. HABCO
	Vacancy Renovation Program	1460.0	5 Units	\$0	\$179,998	\$179,998	\$156,486	HAC - 1249, Reallocated from Auth-Wide Vacancy Renovation. Total Contract 41% Complete. HABCO HAC - 1201, Funding moved from 2001 Auth-Wide. Also funded in 1999. Complete October 2002.
MD 2-43 Monument East	Replace Underground Sanitary System-Sewers	1450.0	1	\$65,000	\$0	\$0	\$0	Work Item moved to 2001.
	Grind Shifted Pavements	1450.0	360 l.f.	\$2,109	\$2,670	\$2,670	\$0	HAE - 1143, Total Contract 48% Complete
	Exit Doors	1460.0	1	\$15,360	\$4,496	\$4,496	\$4,496	HAE - 1233, Complete December 2002
	Replace Fire Management System	1460.0	187 D.U.'s	\$0	\$80,550	\$80,550	\$0	HAE - 1272, Funds moved from 2002 to 2000 and 2001. Contract Awarded December 2002.
	Waste Water Discharge	1460.0	1	\$0	\$47,000	\$47,000	\$0	HAE - 1132, Funds erallocated from Auth-Wide Pool. 100% Complete, Final Payment Processed.
MD 2-44 Wyman House	Repair Streets, Drives and Parking Area	1450.0	.25 Acres	\$8,320	\$0	\$0	\$0	HAE - 1123, Work Item moved to 1999.
	Grind Shifted Pavements	1450.0	651 l.f.	\$3,780	\$4,786	\$4,786	\$0	HAE - 1143, Total Contract 48% Complete.
	Repair Emergency Call System	1460.0	N/A	\$15,000	\$0	\$0	\$0	Work Item moved 1999
	Asbestos Removal-Mechanical Room	1460.0	1	\$960	\$960	\$960	\$960	HAE - 1174, Completed November 2001
	Repair Security Entry System & Emergency Call System	1460.0	168 D.U.'s	\$5,000	\$2,766	\$2,766	\$2,766	HAE - 1131, Complete June 2002
	Replace Fire Management System	1460.0	168 D.U.'s	\$0	\$1,331,683	\$1,331,683	\$0	HAE - 1220, Funds moved from 2001 and 2002. Contract awarded September 2002.
MD 2-45 Hollander Ridge	Erosion & Sediment Control	1430.0	59 Acres	\$50,000	\$69,000	\$69,000	\$18,106	HAE - 1179, Emergency - MDE Violations, 95% Complete
	Erosion & Sediment Control Phase II	1450.0	59 Acres	\$750,000	\$34,440	\$34,440	\$0	HAE - 1193, Emergency-MDE Code Violation. Also funded in 1999. 97% Complete
	Relocation	1495.0	N/A	\$111,752	\$0	\$0	\$0	Reallocated to other relocation work items.

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PHA Name: Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-46 Chase House	Repair Parking Area and Sidewalks	1450.0	N/A	\$5,440	\$0	\$0	\$0	Work Item moved to Operating Budget
	Grind Shifted Pavements	1450.0	160 l.f.	\$936	\$1,185	\$1,185	\$0	HAE - 1143, Total Contract 48% Complete
	504 Work	1460.0	1 Unit	\$0	\$21,104	\$21,104	\$20,201	HAE - 1238, Allocated from Auth-Wide 504. 99% Complete, Processing final payment
MD 2-47 Govans Manor	504 Work Apt. 6M, 10H	1460.0	2 Units	\$38,000	\$37,758	\$37,758	\$37,758	HAC - 1156, Complete September 2002. HABCO
	504 Work	1460.0	N/A	\$35,000	\$0	\$0	\$0	Moved to 1999
	Repair Wall Leaks & Remove Mold	1460.0	4 Units	\$150,000	\$18,438	\$18,438	\$18,438	HAE - 1153, Also funded in 1999. Complete December 2002
MD 2-51 Bernard E. Mason	Grind Shifted Pavements	1450.0	340 l. f.	\$0	\$2,477	\$2,477	\$0	HAE - 1143, funds moved from 2005. Total Contract 48% Complete
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$9,398	\$9,398	\$0	PO 37543, Auth-Wide Funds for Lobby Enhancements
MD 2-52 Lakeview Tower Ext.	Repair Security Entry System	1460.0	161 D.U.'s	\$5,000	\$11,000	\$11,000	\$11,000	HAE - 1131, Complete December 2002
	Replace Call Station	1460.0	161 D.U.'s	\$0	\$40,437	\$40,437	\$3,464	HAE - 1104, Contract also funded in 1999.
MD 2-53 Ellerslie Apts.	Repair Exterior Lights - Parking Lot	1450.0	N/A	\$25,000	\$0	\$0	\$0	Work Item moved to 1999.
MD 2-54 Bel Park Tower	Pave Parking Area	1450.0	N/A	\$4,970	\$0	\$0	\$0	Work Item moved to 1999.
	Replace Call Station	1460.0	N/A	\$60,000	\$0	\$0	\$0	Work Item moved to 1999.
	Grind Shifted Pavements	1450.0	440 l.f.	\$0	\$3,230	\$3,230	\$0	HAE - 1143, Funds moved from 2002. Total Contract 48% Complete
MD 2-56 Brentwood	Replace Existing Fire Alarm System	1460.0	150 D.U.'s	\$10,000	\$6,834	\$6,834	\$6,834	HAE - 1185, Complete March 2002
	Replace Fire Management System	1460.0	150 D.U.'s	\$0	\$1,204,292	\$1,204,292	\$0	HAE - 1220, Funds moved from 2001 and 2002.
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$5,450	\$5,450	\$0	PO 37543, Auth-Wide Funds for Lobby Enhancements

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		
				Replacement Housing Factor Grant No:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-59 Scattered Sites	Roof Replacement	1460.0	48 Buildings	\$427,274	\$163,912	\$163,912	\$43,103	HAE - 1154, Work Item also funded in 1999. 41% Complete
	Roof Replacement	1460.0	N/A	\$62,867	\$0	\$0	\$0	Work Item moved to 1999.
	504 Work	1460.0	1 D.U.	\$6,000	\$9,615	\$9,615	\$9,615	HAC - 1187, Complete October 2002. HABCO
	Revitalization	1460.0	N/A	\$6,068,817	\$0	\$0	\$0	Funds reallocated to Scattered Site Auth-Wide and moved to 2001.
	Vacancy Renovation	1460.0	1 D.U.	\$0	\$3,094	\$3,094	\$3,094	HAE - 1112, also funded in 1999. Complete December 2002
	Vacancy Renovation	1460.0	3 D.U.'s	\$254,000	\$345,022	\$345,022	\$345,022	HAC - 1163, Complete October 2002. HABCO
	Boarding up of Vacant Units	1460.0	100 D.U.'s	\$0	\$13,114	\$13,114	\$13,114	HABCO, also funded in 1999. Complete October 2002. HAE - 1221, Also funded in 1999. Complete November 2002
	Rehab	1460.0	4 D.U.'s	\$0	\$213,012	\$213,012	\$0	HAE - 1225, Funds reallocated from Scattered Site Revitalization. Contract 100% Complete. HAE - 1240, Funds reallocated from Scattered Site Revitalization. Contract 30% Complete
	Clean-Up	1460.0	39 Sites	\$0	\$35,726	\$35,726	\$35,726	HAE - 1262, Funds reallocated from Scattered Site Revitalization. Complete November 2002
	Relocation	1495.0	5	\$39,023	\$9,589	\$9,589	\$9,589	Complete June 2002
MD 2-69 Laurens House	Repair Chimney	1450.0	1	\$0	\$5,500	\$5,500	\$0	HAE - 1269, Work required in connection with Roof Replacement funded in 2001-HAE - 1210.
	Grind shifted Pavements	1450.0	430 l.f.	\$0	\$3,165	\$3,165	\$0	HAE - 1143, Work Item Moved from 2002. Total Contract 48% Complete
	Install Boiler and Chiller	1460.0	1	\$250,000	\$51,605	\$51,605	\$0	HAE - 1216, Funds moved from 2002 for chiller. Also funded in 2001.
	Upgrade Security System	1460.0	1	\$0	\$18,255	\$18,255	\$0	HAE - 1227, Work Item moved from 2001. Total Contract 100% Complete. Processing final payment.
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$3,772	\$3,772	\$0	PO 37543, Auth-Wide Funds for Lobby Enhancements

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PHA Name: Housing Authority of Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		
				Replacement Housing Factor Grant No:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD 2-69 Homewood House	Grind Shifted Pavements	1450.0	500 I.f.	\$0	\$3,692	\$3,692	\$0	HAE - 1143, Work Item moved from 2002. Total Contract 48% Complete
	Beautification Mixed Population Building	1460.0	1	\$0	\$1,908	\$1,908	\$0	PO 37543, Auth-Wide Funds for Lobby Enhancements
MD 2-71 Primrose	Grind Shifted Pavements	1450.0	343 I.f.	\$1,996	\$2,527	\$2,527	\$0	HAE - 1143, Total Contract 48% Complete
	Repair Streets, Drives, Walks and Parking Area	1450.0	N/A	\$10,240	\$0	\$0	\$0	HAE - 1123, Work Item moved to 1999.
	Replace Kitchen Cabinets & Equipment	1460.0	125 Units	\$240,000	\$26,796	\$26,796	\$26,796	HAE - 1125, Also funded in 1999. Complete November 2002.
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$8,069	\$8,069	\$0	PO 37543, Auth-Wide Funds funds for Lobby Enhancements
MD 2-72 Carey House	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$480	\$480	\$0	PO 37543, Auth-Wide Funds funds for Lobby Enhancements
MD 2-74 Hollins House	Repair Parking Lot and Walkways	1450.0	.25 Acres	\$10,240	\$0	\$0	\$0	Work Item moved to 1999
	Grind Shifted Pavements	1450.0	1500 I.f.	\$0	\$11,111	\$11,111	\$0	HAE - 1143, Work Item Funded in 2002. Total Contract 48% Complete
	Repair Security Entry System	1460.0	130 D.U.'s	\$5,000	\$10,890	\$10,890	\$10,890	HAE - 1131, PO 32729, Emergency. Complete December 2002
	Repair Intercom System	1460.0	N/A	\$40,000	\$0	\$0	\$0	Work Item moved to 1999
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$10,486	\$10,486	\$0	PO 37543, Auth-Wide Funds funds for Lobby Enhancements
	MD 2-75 The Allendale	Grind Shifted Pavements	1450.0	430 I.f.	\$0	\$3,148	\$3,148	\$0
	Beautification Mixed Population Building	1460.0	1 BLDG.	\$0	\$10,680	\$10,680	\$0	PO 37543, Auth-Wide Funds funds for Lobby Enhancements

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PHA Name: Housing Authority of Baltimore City		Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AUTH-WIDE	Cathodic Protection Inspection of Gas Mains	1450.0	Auth-Wide	\$427,500	\$0	\$0	\$0	Work item moved to 2002
	Waste Water Discharge	1460.0	Auth-Wide	\$150,000	\$0	\$0	\$0	Funds reallocated to specific projects
	Beautification Mixed Population Building	1460.0	TBD	\$256,697	\$0	\$0	\$0	Funds reallocated to specific projects
Management Improvements	Utility Management - Testing Lab (3 positions)	1408.0	3 positions	\$99,906	\$90,904	\$90,904	\$80,249	Budget reduced in 2000 and increased in 1999.
	Utility Management Consultant	1408.0	1	\$150,000	\$13,183	\$13,183	\$1,643	E-966, Also funded in 1999 and 2001. Total Contract 28% Complete
Employment and Empowerment	Resident Management Leadership Training	1408.0	1	\$24,500	\$90,128	\$90,128	\$82,858	
	Resident Business Development Training - Establish & Operate Small Businesses.	1408.0	1	\$85,806	\$48,088	\$48,088	\$21,039	Portion of budget was moved to 2001.
	Resident Initiatives: Internal & External Evaluation, RM Leadership, Hospitality Program (DSS Match) and Skills Training	1408.0	N/A	\$268,821	\$81,077	\$81,077	\$63,817	
	Learning Center: Salaries and Program Expense	1408.0	1 Pos.	\$58,848	\$80,706	\$80,706	\$60,187	Funds Reallocated from Skills Training
	General Administrative Expenditures	1408.0	N/A	\$144,000	\$105,678	\$105,678	\$49,141	Portion of funds moved to 1999
	Retail Training	1408.0	Lump Sum	\$49,800	\$49,776	\$49,776	\$49,776	Complete June 2002
	Step-Up Program (Apprentice)	1408.0	10 Part Time Pos	\$34,378	\$141,650	\$141,650	\$141,650	Funds moved from 2001. Also funded in 1999. Complete December 2002
	Skills Bank (Job Point Case Mgmt.)	1408.0	10 Part Time Pos	\$121,050	\$121,050	\$121,050	\$121,050	Complete September 2002
	Skills Bank (Job Point Case Mgmt.)	1408.0	10 Part Time Pos	\$65,000	\$79,000	\$79,000	\$79,000	Complete September 2002
	Employment Opportunity (Lawn Care & Pesticides) Salaries	1408.0	10 Part Time Pos	\$267,737	\$243,273	\$243,273	\$98,011	Portion of funds moved to Skills Bank(Job Point Case Mgmt.)
	Customer Service Retail Training Program	1408.0	1	\$15,515	\$15,515	\$15,515	\$15,515	Complete November 2001

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PHA Name: Housing Authority of Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		
				Replacement Housing Factor Grant No:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Employment and Empowerment Continued								
	P.A.C.E. Employment Center - Salaries and Operating Costs	1408.0	6 Pos.	\$375,994	\$382,160	\$382,160	\$191,369	Funds moved from 2001.
	Job Access and Reverse Commute (Match)	1408.0	N/A	\$100,000	\$100,000	\$100,000	\$67,235	
	General Administrative Expenditures	1410.0	N/A	\$0	\$305	\$305	\$305	Allocated from 1408 General Administrative Expenditures
	Non-Technical Staff Salaries (Resident Initia.)	1410.0	7 Pos.	\$387,384	\$409,024	\$409,024	\$401,721	
	P.A.C.E. Employment Center - Operating Costs (Equipment)	1475.0	N/A	\$1,233	\$1,222	\$1,222	\$633	Also funded in 1999
	Wheelchair Lift	1475.0	N/A	\$10,900	\$0	\$0	\$0	Work Item moved to 2001
	Hardware	1475.0	N/A	\$14,275	\$13,012	\$13,012	\$13,012	Funds reallocated from Resident Business Development & Learning Center Budgets.
Family Support Services								
	Antidrug Activities (3pos.)	1408.0	3 positions	\$300,000	\$351,615	\$351,615	\$351,615	Complete November 2002
	Human Services Coordinators (Coord)	1408.0	10 positions	\$322,803	\$440,848	\$440,848	\$440,848	Complete March 2002
	Human Services Coordinators (Supv)	1408.0	2 positions	\$109,663	\$96,286	\$96,286	\$96,286	Complete September 2002
	Resident Management Aides	1408.0	2 positions	\$36,549	\$41,823	\$41,823	\$41,823	Complete April 2002
	Non-Technical Staff Salaries	1410.0	2 positions	\$92,200	\$93,873	\$93,873	\$93,873	Complete June 2002
Management Information Systems								
	Purchase In-House Internet Services & Add'l Upgrades	1408.0	N/A	\$250,000	\$551,137	\$551,137	\$489,213	Funds moved from MIS hardware 1475 and Fees for Servers & Great Plains 1430
	Purchase Add'l hardware (Servers, Memory, Switches, Fiber)	1408.0	N/A	\$24,442	\$846	\$846	\$341	
	Consultant Fees for Hardware and Software (Salaries for Project Manager for Information Technology - \$37,500) Costs shared by Section 8.	1410.0	1 position	\$43,364	\$59,091	\$59,091	\$35,444	Funds moved from 1999.
	Strategic Planning Facilitator	1430.0	1	\$200,878	\$23,000	\$23,000	\$13,863	Funds reallocated and moved to 1408
	Hardware	1475.0	Auth-Wide	\$265,529	\$62,125	\$62,125	\$43,517	Reallocated to other MIS projects

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PHA Name: Housing Authority of Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:		
				Replacement Housing Factor Grant No:		2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Training	Job Skills, Technical, Misc. Division Level and Agency Wide Training	1408.0	Auth-Wide	\$362,432	\$350,077	\$350,077	\$238,892	On-going
	Admin. Staff - Salaries	1408.0	4 positions	\$226,200	\$220,430	\$220,430	\$220,430	Complete September 2002
Administration Engineering Services	Postage	1408.0	N/A	\$0	\$1,999	\$1,999	\$1,999	Funds allocated from 1408 Sundry
	Non-Technical Salaries & Temporary Personnel	1410.0	17 positions and Lump Sum	\$674,527	\$739,136	\$739,136	\$739,136	Complete October 2002
	Other Administrative Expenses: Publication, Staff Travel, Insurance, Resident Travel, Advertising, Telephone, Postage (Sundry) and Training	1410.0	N/A	\$158,513	\$180,817	\$180,817	\$180,817	
	Allocated Rent	1410.0	N/A	\$140,000	\$185,382	\$185,382	\$185,382	Complete December 2002
	Retiree Benefits	1410.0	N/A	\$60,000	\$0	\$0	\$0	Reallocated
	Engineering Software	1408.0	N/A	\$4,716	\$0	\$0	\$0	Work Item moved to 2001
	CGP Audit	1411.0	1	\$25,000	\$15,266	\$15,266	\$15,266	Complete August 2002
	Equipment	1475.0	N/A	\$25,864	\$26,049	\$26,049	\$13,443	Funds reallocated from Admin. Eng. Serv.
Finance & Accounting	Non-Technical Salaries	1410.0	2 positions	\$29,917	\$77,496	\$77,496	\$77,496	Complete February 2002
Office of Legal Affairs	Non-Technical Salaries	1410.0	2 positions	\$31,446	\$111,487	\$111,487	\$111,487	
Resident Advisory Board	Non-Technical Salaries	1410.0	2 positions	\$81,937	\$103,509	\$103,509	\$103,509	
Authority Wide - Consultant Fees	Legal Fees	1430.0	1	\$215,000	\$272,732	\$272,732	\$236,267	(Whiteford, Taylor & Preston- Ongoing . Procurement Issues-Emergency, also funded in 1999) (JOC-Also funded in 1999, Complete June 2002) (E-834-1, Ballard & Spahr, On-going, General Task Order #5, also funded in 1999)
	Consultant Fees - Training	1430.0	1	\$5,086	\$7,508	\$7,508	\$7,508	E- 860A, Also Funded in 1999. Complete March

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PHA Name: Housing Authority of Baltimore City				Capital Fund Program Grant No: MD06P002501-00		Federal FY of Grant:			
				Replacement Housing Factor Grant No:		2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Authority Wide - Consultant Fees-Continued	Consultant Fees - Other	1430.0	1	\$79,519	\$89,079	\$89,079	\$89,079	E - 860A, Also funded in 1999. Complete November 2002	
	Asbestos Testing and Monitoring	1430.0	Auth-Wide	\$135,129	\$169,216	\$169,216	\$169,216	E - 860A, Also funded in 1999. Complete April 2002	
	Lead Based Paint Testing (1250 D.U.'s)	1430.0	Auth-Wide	\$281,945	\$210,794	\$210,794	\$210,794	E - 860A, Also funded in 1999. Complete April 2002	
	Cathodic Protection Inspection of Gas Mains	1430.0	Auth-Wide	\$48,321	\$109,827	\$109,827	\$109,827	E-860A, Also funded in 1999. Complete April 2002	
Consultant Fees	504 Study HABC Wide	1430.0	1	\$362,853	\$404,296	\$404,296	\$259,883	HAE - 1115, 95% Complete.	
	JOC Consultant	1430.0	1	\$100,000	\$37,500	\$37,500	\$22,500	HAE - 1018, moved to 2001, HAE - 1018 also funded in 1999	
	Technical Salaries & Benefits	1430.0	30 positions	\$2,034,536	\$2,380,533	\$2,380,533	\$2,380,533	Complete June 2002	
	Travel	1430.0	N/A	\$0	\$510	\$510		Funds moved fro Aministrative Staff Traavel, also funded in 1999	
	Viability Financial Planning (Financial analysis and Technical Assistant)	1430.0	1	\$0	\$57,012	\$57,012	\$2,984	HAD - 1140 100% Complete. Also funded in 1999. Pending Final Payment	
	Relocation	Non-Technical Salaries (3 positions)	1495.0	3 positions	\$159,000	\$272,883	\$272,883	\$272,883	Complete March 2002

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Part III: Implementation Schedule

PHA Name:		Grant Type and Number:			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00			2000			
Development Number: Name/HA-Wide Activities		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual		
PHYSICAL IMPROVEMENTS								
MD 2-1 Latrobe Homes								
Repair Street, Drives and Walks	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
Repair Walks	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Combined with HAE - 1117	
Replace Missing Railings	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
Reinsulate Heating Plant Pipes	Dec-02	Dec-02	Dec-02	Jun-04	Mar-02	Mar-02		
Asbestos Removal- Community Center	Sep-01	N/A	N/A	Dec-04	N/A	N/A	Work Item moved to 1999.	
Energy Management Systems	N/A	Sept-01	Sept-01	N/A	Jun-04		HAE - 1203, Work Item originally funded as Authority Wide Automated Meter Reading System in 2000.	
MD 2-2 McCulloh Homes								
Repair Parking Area, Street and Drives	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
MD 2-3 Perkins Homes								
Pave Parking Area	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
MD 2-4 Poe Homes								
Pave Parking Area, Streets, Drives and Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Dec-02	Dec-02		
Pave Streets and Drives	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work item Combined with HAE - 1190.	
Repair Porches and Stoops	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work item Combined with HAE - 1190.	
Window Replacement	N/A	Sep-02	Sept-02	N/A	Jun-04		HAE - 1208, funds moved from 2002. Also funded in 1999.	
MD 2-5 Douglas Homes								
Pave Parking Area, Streets and Drives	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
MD 2-6 Gilmor Homes								
Pave Streets, Drives and Walks	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
MD 2-9 O'Donnell Heights								
Planning and Consulting Fees	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
504 Work	Dec-01	Dec-01	Dec-01	Jun-04	Jun-02	Jun-02		
Renovation of Community Building	N/A	Mar-02	Mar-02	N/A	Jun-02	Jun-02	E - 19, Also funded in 1994, 1996 & 1998.	
MD 2-10 Somerset								
Replace Sump Pump-Storm Sewers	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Contract HAE - 1133 moved to 1999	

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

PHA Name:		Grant Type and Number:			Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00 Replacement Housing Factor No			2000		
Development Number: Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual	
MD 2-10 (Somerset Cont)							
Pave Parking Lots	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work item combined with HAE - 1117.
Repair Street and Drives	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04		
Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04		
Vacancy Renovation	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1213, reallocated from Auth-Wide Vancancy Reduction. HAC - 1249,reallocated from Auth-Wide Vacancy Renovation.
Energy Management Systems	N/A	Jun-02	Jun-02	N/A	Jun-04		HAE - 1203, work item originally funded as Auth-Wide Automated Meter Reading System in 2000.
MD 2-11 Cherry Hills Homes							
Repair Streets and Walks	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04		
Replace Underground Heating Distribution	N/A	Mar-02	Jun-02	N/A	Dec-02		Work Item moved from 2002. (HAE - 1212, Complete December 2002) (HAE - 1234, Total Contract 57% Complete) (HAE - 1282, Complete October 2002) (HAE - 1247)
MD 2-12 Cherry Hills Homes Ext. I							
Site Pavements and Walks	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04		
Replace Underground Heating Distribution	N/A	Mar-02	Mar-02	N/A	Dec-02		Work Item moved from 2002. (HAE - 1212, Complete December 2002) (HAE - 1234, Total Contract 57% Complete) (HAE - 1282, Complete October 2002) (HAE - 1247)
MD 2-14 Claremont Homes							
Planning and Consulting Fees	Dec-01	Mar-02	Mar-02	Jun-04	Dec-02	Dec-02	
Boarding-up of Vacant Units	Dec-01	Dec-01	Dec-01	Jun-04	Jun-04		
504 Work - 1 Unit	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Job Cancelled - Work no longer required.
Revitalization Fencing	N/A	Sep-02	Sep-02	N/A	Dec-02	Dec-02	HAE - 1245, Funds moved from 2003.
MD 2-16 Flag House Courts							
Construction Management - Salaries	N/A	Jun-02	Jun-02	N/A	Jun-04		Reallocated from Consultant Fees. Also funded in 2001.
MD 2-17 Cherry Hills Ext.							
Homeownership (Fishers Cove)	Dec-99	N/A	N/A	Jun-04	N/A	N/A	Funds moved to 2002
MD 2-18 Murphy Homes							
Construction Management - Salaries	N/A	Jun-02	Jun-02	N/A	Jun-04		Reallocated from Consultant Fees. Also funded in 2001.
MD 2-21 Brooklyn Homes							
Repair Streets and Drives	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04		
Repair Walks	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item combined with Streets and Drives - Contract # HAE - 1214.
Upgrade Substation	Dec-02	N/A	N/A	Jun-04	Jun-04		Work item moved to 2001.
Vacancy Reduction Program	Dec-01	N/A	N/A	Jun-04	N/A	N/A	Work item moved to Operating Budget
MD 2-22 Westport Homes							
Upgrade Substation	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 2001.
MD 2-23 McCulloh Homes							
Repair Driveways & Sidewalks	Sep-01	N/A	N/A	Jun-04	N/A	N/A	Work Item Moved to 1999

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

PHA Name:		Grant Type and Number:			Federal FY of Grant:			
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00			2000			
Development Number: Name/HA-Wide Activities		All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
		Original	Revised #2	Actual	Original	Revised #2	Actual	
MD 2-23 McCulloh Homes (Cont)								
Grind Shifted Pavements	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04			
Install Fire Management System	N/A	Sep-02	Sep-02	N/A	Jun-04		Work Item moved to 1999	
504 Work	N/A	Sep-02	Sep-02	N/A	Dec-02	Dec-02	HAC - 1243, Reallocated from Auth-Wide 504. HABCO	
Vacancy Renovation	N/A	Jun-02	Jun-02	N/A	Jun-04		(HAC - 1244, Reallocated from Auth-Wide Vacancy Renovation. HABCO) (HAE - 1195, Funds reallocated from auth-Wide Vacancy Renovation)	
Repair Walks and Pave Parking Area	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1214, Funds reallocated.	
Replace Elevators	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1194, Work Item moved from 2001.	
MD 2-27 A. Spencer								
Repair Walks and Pave Parking	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04			
Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
MD 2-31 Rosemont/Dukeland								
Repair Parking Area, Walks and Driveways	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04			
Repair Porches and Stoops	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04			
Vacancy Renovation Program	N/A	Dec-01	Dec-01	N/A	Jun-04		(HAC - 1249, Reallocated from Auth-Wide Vacancy Renovation. HABCO) (HAC - 1161, also funded in 1999. HABCO) (HAC - 1198 Funds moved from 2001 from Auth-Wide Vacancy Renovation .	
Asbestos Removal in Floors - Phase II	N/A	Jun-02	Jun-02	N/A	Dec-02		HAE - 1218, Emergency. Complete October 2002	
Beautification of Mixed Population Buildings	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543. Funding from Auth-Wide Lobby Enhancements	
MD 2-33 Lakeview Tower								
Replace Emergency Call System (Repair Intercom System)	Dec-02	Mar-02	Mar-02	Jun-04	Sep-02	Sep-02		
Repair Security Entry System	Mar-01	Mar-01	Mar-01	Jun-04	Dec-02	Dec-02		
Upgrade Pull Station in the Units	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item combined with HAE - 1104.	
MD 2-39 Claremont Homes Ext.								
Repair Streets, Drives, Parking Area and Walks	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999	
Grind Shifted Pavement	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04			
Install Security System	Dec-02	Dec-02		Jun-04	Jun-04			
Vacancy Renovation	N/A	Jun-02	Jun-02	N/A	Jun-04		HAE - 1195, Funds reallocated from auth-Wide Vacancy	
MD 2-41 The West Twenty								
Repair Security Entry System	Mar-01	Mar-01	Mar-01	Jun-04	Dec-02	Dec-02	HAE - 1131. PO 32729 Emergency	
Entry Vestibule - Intercom and Mail Boxes	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Entry Vestibule, Intercom and Mail Boxes were completed under beautification contract.	
Replace Floor Tiles	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999.	

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number:			Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00 Replacement Housing Factor No			2000		
Development Number: Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual	
MD 2-41 The West Twenty (Cont)							
Install Hand Rails	Dec-02	Sep-02	Sep-02	Jun-04	Dec-02	Dec-02	
Install 504 Doors and Install Intercom System	Dec-02	Jun-02	Jun-02	Jun-04	Jun-02	Jun-02	
Concrete Repairs	N/A	Sep-02	Sep-02	N/A	Dec-02	Dec-02	HAE - 1231, Emergency Complete December 2002
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide Funds for Lobby Enhancements
MD 2-42 Somerset Ext.							
Repair Parking Area, Driveways and Sidewalks	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04		
Repair Roof, Sheds and Retaining Walls	N/A	Dec-01	Dec-01	N/A	Jun-04		HAC - 1127, also funded in 1999. HABCO
Vacancy Renovation Program	N/A	Jun-02	Jun-02	N/A	Jun-04		(HAC - 1249, Reallocated from Auth-Wide Vacancy Renovation. HABCO)(HAC - 1201, Funding moved from 2001 Auth-Wide. Also funded in 1999. HABCO)
MD 2-43 Monument East							
Replace Underground Sanitary System-Sewers	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 2001.
Grind Shifted Pavements	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04		
Exit Doors	Dec-02	Sep-02	Sep-02	Jun-04	Dec-02		
Replace Fire Management System	N/A	Dec-02	Dec-02	N/A	Jun-04		HAE - 1272, Funds moved from 2002 to 2000 and 2001. Contract Awarded December 2002.
Waste Water Discharge	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1132, Funds reallocated from Auth-Wide Pool. 100% Complete, Final Payment Processed.
MD 2-44 Wyman House							
Repair Streets, Drives and Parking Area	Dec-02	N/A	N/A	Jun-04	N/A	N/A	HAE - 1123, Work Item moved to 1999.
Grind Shifted Pavements	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04		
Repair Emergency Call System	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved 1999
Asbestos Removal-Mechanical Room	Sep-01	Sep-01	Sep-01	Dec-01	Dec-01	Dec-01	
Repair Security Entry System & Emergency Call System	Mar-01	Mar-01	Mar-01	Jun-04	Jun-04		
Replace Fire Management System	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1220, Funds moved from 2001 and 2002. Contract awarded September 2002.
MD 2-45 Hollander Ridge							
Erosion Control Plan - Phase II	Dec-02	Jun-02	Jun-02	Jun-04	Jun-04		
MD 2-46 Chase House							
Repair Parking Area & Sidewalks	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to Operating Budget
Grind Shifted Pavements	Dec-02	Sep-02	Sep-02	Jun-04	Jun-04		
504 Work	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1238, Reallocated from Auth-Wide 504. 99% Complete, Processing final payment

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number:					Federal FY of Grant:
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00			Replacement Housing Factor No		2000
Development Number: Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual	
MD 2-47 Govans Manor 504 Work Apt. 6M, 10H	Sep-01	Sep-01	Sep-01	Jun-04	Sep-02	Sep-02	
504 Work	Dec-02	Sep-01	Sep-01	Jun-04	Sep-02	Sep-02	
Repair Wall Leaks & Remove Mold	Dec-02	Mar-02	Mar-02	Jun-04	Dec-02	Dec-02	
MD 2-51 Bernard E. Mason Grind Shifted Pavements	N/A	Sep-02	Mar-02	N/A	Jun-04		HAE - 1143, funds moved from 2005.
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide Funds for Lobby Enhancements
MD 2-52 Lakeview Tower Ext. Repair Security Entry System	Mar-01	Mar-01	Mar-01	Jun-04	Dec-02	Dec-02	
Replace Call Station	N/A	Mar-02	Mar-02	N/A	Jun-04		HAE -1104, Contract also funded in 1999.
MD 2-53 Ellerslie Apts. Repair Exterior Lights - Parking Lot	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999.
MD 2-54 Bel Park Tower Pave Parking Area	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999.
Replace Call Station	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999.
Grind Shifted Pavements	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1143, Funds moved from 2002. Total Contract 48%
MD 2-56 Brentwood Replace Existing Fire Alarm System	Dec-01	Dec-01	Dec-01	Jun-04	Mar-02	Mar-02	
Replace Fire Management System	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE -1220, Funds moved from 2001 and 202.
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide funds for Lobby Enhancements
MD 2-59 Scattered Sites Roof Replacement	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999.
Roof Replacement	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
504 Work	Dec-01	Dec-01	Dec-01	Jun-04	Dec-02	Dec-02	
Revitalization	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Funds reallocated to Scattered Site Auth-Wide and moved to
Vacancy Renovation	Sep-01	Sep-01	Sep-01	Jun-04	Dec-02	Dec-02	
Vacancy Renovation	N/A	Jun-01	Jun-01	N/A	Dec-02	Dec-02	HAE - 1112, also funded in 1999. Complete December 2002
Boarding Up of Vacant Units	N/A	Jun-01	Jun-01	N/A	Jun-02	Jun-02	HABCO, also funded in 1999. Complete October 2002. HAE - 1221, Also funded in 1999. Complete November 2002
Rehab	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1225, Funds reallocated from Scattered Site Revitalization.
Clean-Up	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1262, Funds reallocated from Scattered Site

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number:			Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00			2000		
Replacement Housing Factor No							
Development Number: Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual	
MD 2-69 Laurens House							
Repair Chimney	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1269, Work required in connection with Roof Replacement funded in 2001-HAE - 1210.
Grind Shifted Pavement	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1143, Work Item Moved from 2002.
Install Boiler and Chiller	Sep-02	Sep-02	Sep-02	Jun-04	Jun-04		
Upgrade Security System	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1227, Work Item moved from 2001.
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide funds for Lobby Enhancements
MD 2-69 Homewood House							
Grind Shifted Pavement	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1143, Work Item moved from 2002.
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide funds for Lobby Enhancements
MD 2-71 Primrose							
Grind Shifted Pavements	Dec-02	Dec-02	Sep-02	Jun-04	Jun-04		
Repair Streets, Drives, Walks and Parking Area	Dec-02	Mar-02	Mar-02	Jun-04	Jun-04		
Replace Kitchen Cabinets & Equipment (part fund)	Dec-02	Sep-01	Sep-01	Jun-04	Nov-02	Nov-02	
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide Funds funds for Lobby Enhancements
MD 2-72 Carey House							
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide Funds funds for Lobby Enhancements
MD 2-74 Hollins House							
Repair Parking Lot and Walkways	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 1999
Grind Shifted Pavement	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1143, Work Item Funded in 2002.
Repair Security Entry System	Mar-01	Mar-01	Mar-01	Jun-04	Dec-02	Dec-02	HAE - 1131. PO 32729 Emergency
Repair Interroom System	Dec-02	N/A	9/30/01	Jun-04	N/A	N/A	Work Item moved to 1999
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide Funds funds for Lobby Enhancements
MD 2-75 The Allendale							
Grind Shifted Pavement	N/A	Sep-02	Sep-02	N/A	Jun-04		HAE - 1143, Funds moved from 2005. Total Contract 48%
Beautification of Mixed Population Building	N/A	Sep-02	Sep-02	N/A	Jun-04		PO 37543, Auth-Wide Funds funds for Lobby Enhancements
AUTH-WIDE							
Cathodic Protection Inspection of Gas Mains	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work item moved to 2002

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number:			Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program No: MD06P002501-00 Replacement Housing Factor No			2000		
Development Number: Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual	
AUTH-WIDE (Cont)							
Waste Water Discharge	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Funds reallocated to specific projects
Beautification of Mixed Population Buildings	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Funds reallocated to specific projects
Management Improvements							
Utility Management - Testing Lab (3 positions)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
Utility Management Consultant	Dec-02	Dec-02	Jun-02	Jun-04	Jun-04		
Employment and Empowerment							
Resident Management Leadership Training	Dec-01	Dec-01	Dec-01	Jun-04	Jun-04		
Resident Business Development Training - Establish & Operate Small	Dec-02	Dec-02	Dec-02	Jun-04	Jun-04		
Resident Initiatives Internal & External Evaluation, RM Leadership, Hospitality Program (DSS Match) and Skills Training	Dec-02	Dec-02	Mar-02	Jun-04	Jun-04		
Learning Center - Salaries and Program Expense	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
General Administrative Expenditures	Dec-02	Dec-01	Dec-01	Jun-04	Jun-04		
Retail Training	Sep-01	Sep-01	Dec-01	Jun-04	Jun-02	Jun-03	
Step-Up Program (Apprentice)	Sep-01	Sep-01	Sep-01	Jun-04	Dec-02	Dec-02	
Skills Bank (Job Point Case Mgmt.)	Dec-02	Dec-02	Jun-02	Jun-04	Sep-02	Sep-02	
Skills Bank (Job Point Case Mgmt.)	Dec-01	Dec-01	Dec-01	Jun-04	Sep-02	Sep-02	
Employment Opportunity (Lawn Care & Pesticides) Salaries	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
Customer Service Retail Training Program	Sep-01	Sep-01	Sep-01	Dec-01	Dec-01	Dec-01	
P.A.C.E. Employment Center - Operating Expenses	Dec-02	Dec-02	Dec-02	Jun-04	Jun-04		
P.A.C.E. Employment Center - Salaries	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
Job Access and Reverse Commute (Match)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
Family Support Services							
Antidrug Activities (3pos.)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04	Dec-03	
Human Services Coordinators (Coord) (10 pos.)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04	Mar-03	
Human Services Coordinators (Supv) (2pos.)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04	Sep-03	
Resident Management Aides (2)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04	Jun-03	
Management Information Systems							
Purchase In-House Internet Services & Add'l Upgrades	Dec-02	Dec-02	Mar-02	Jun-04	Jun-04		
Purchase Add'l hardware (Servers, Memory, Switches, Fiber)	Dec-02	Dec-02	Mar-02	Jun-04	Jun-04		

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of Baltimore City			Grant Type and Number: Capital Fund Program No: MD06P002501-00 Replacement Housing Factor No			Federal FY of Grant: 2000	
Development Number: Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates:
	Original	Revised #2	Actual	Original	Revised #2	Actual	
Training Job Skills, Technical, Misc. Division Level and Agency Wide Training	Dec-02	Dec-02	Dec-02	Jun-04	Jun-04		
Admin. Staff - Salaries (4)	Sep-01	Sep-01	Sep-01	Jun-04	Jun-04		
Administration Engineering Services Engineering software	Dec-02	N/A	N/A	Jun-04	N/A	N/A	Work Item moved to 2001

ATTACHMENT D (7)

**FFY 2000 Replacement Housing Factor
Performance & Evaluation Report**

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant: MD06R00250100	Federal FY of Grant: FY 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration		\$136,168	\$136,168	\$60,219
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$39,459	\$39,459	
8	1440 Site Acquisition		\$1,549,952	\$1,549,952	
9	1450 Site Improvement				
10	1460 Dwelling Structures		\$141,668	\$141,668	
11	1465.1 Dwelling Equipment -- Non-expendable				
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 Replacement Housing	\$1,867,246			
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-19)	\$1,867,246	\$1,867,246	\$1,867,246	\$60,219
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to LBP Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No:		MD06R00250100		FY 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AUTHORITY WIDE Development Activities	Development of 57 Replacement Housing Units. (Broadway Homes)	1410.0	57 Units	\$0	\$117,498	\$117,498	\$60,219	Development Budget submitted to HUD for Approval. Also funded in 1999, 2001, 2002, 2003
		1430.0	57 Units	\$0	\$34,099			
	Development of 29 Replacement Housing Units	1410.0	29 Units	\$0	\$18,670			
		1430.0	29 Units	\$0	\$5,360			
		1440.0	29 Units	\$0	\$1,549,952			
		1460.0	29 Units	\$0	\$141,668			
	Development of 57 Replacement Housing Units. (Broadway Homes)	1499.0	57 Units	\$1,867,246	\$0			

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 Baltimore City		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No: MD06R00250100				Federal FY of Grant: FY 2000	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
AUTHORITY- WIDE Development Activities	Jun-03	Mar-04		Jun-05	Mar-06		Dates revised to reflect statutory deadlines

ATTACHMENT D (8)

**FFY 1999 Capital Program Performance &
Evaluation Report**

Includes revisions requested by HUD, July 17, 2003

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Year 1 - 1999

HA Name Housing Authority of Baltimore City	Comprehensive Grant Number MD06P00270899	FFY of Grant Approval 1999
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number 4
 Performance and Evaluation Report for Program Year Ending 12/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost 3	
		Original	Revised	Obligated	Expended
1	Non CGP Funds	\$0			
2	1406 Operating Subsidy	\$0	\$0	\$0	\$0
3	1408 Management Improvements	\$5,047,589	\$4,797,784	\$4,797,784	\$4,797,784
4	1410 Administration	\$2,706,782	\$2,787,431	\$2,787,431	\$2,787,431
5	1411 Audit	\$45,667	\$90,858	\$90,858	\$90,858
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$3,424,193	\$3,249,820	\$3,249,820	\$3,249,820
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$2,264,541	\$3,706,506	\$3,706,506	\$3,706,506
10	1460 Dwelling Structures	\$8,229,326	\$10,140,484	\$10,140,484	\$10,140,484
11	1465.1 Dwelling Equipment - Nonexpendable	\$140,656	\$140,656	\$140,656	\$140,656
12	1470 Nondwelling Structures	\$338,522	\$370,958	\$370,958	\$370,958
13	1475 Nondwelling Equipment	\$58,044	\$50,861	\$50,861	\$50,861
14	1485 Demolition	\$7,379,875	\$7,379,875	\$7,379,875	\$7,379,875
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1495.1 Relocation Costs	\$346,123	\$265,862	\$265,862	\$265,862
17	1498 Mod Used for Development	\$2,999,776	\$0	\$0	\$0
18	1502 Contingency (may not exceed 8% of line 16)	\$0	\$0	\$0	\$0
19	Amount of Annual Grant (Sum of lines 2-18)	\$32,981,096	\$32,981,096	\$32,981,096	\$32,981,096
20	Amount of line 19 Related to LBP Activities	\$148,145	\$172,901	\$172,901	\$172,901
21	Amount of line 19 Related to Section 504 Compliance	\$60,872	\$105,314	\$105,314	\$105,314
22	Amount of line 19 Related to Security	\$427,356	\$663,317	\$663,317	\$663,317
23	Amount of line 19 Related to Energy Conservation Measures	\$1,946,490	\$1,705,012	\$1,705,012	\$1,705,012

Signature of Executive Director and Date X	Signature of Field Office Manager (or Regional Administrator in co-located office) and Date X
---	--

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement. form HUD - 52837 (10/96)
 2 To be completed for the Performance and Evaluation Report. ref Handbook 7485.3

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Year 1 - 1999

Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised Rev 3	Funds Obligated	Funds Expended	
ADMINISTRATION								
	Engineering Services							
	Non-Technical Salaries and Benefits	1410.0	12 Positions	\$1,256,814	\$1,237,003	\$1,237,003	\$1,237,003	Complete
	Equipment	1475.0	N/A	\$25,000	\$15,263	\$15,263	\$15,263	Complete
	Technical Salaries	1430.0	30 Positions	\$2,004,788	\$2,021,240	\$2,021,240	\$2,021,240	Complete
	Finance and Accounting							
	Non-Technical Salaries and Benefits	1410.0	2 Positions	\$137,875	\$144,878	\$144,878	\$144,878	Complete
	Family Support Services							
	Non-Technical Salaries	1410.0	2 Positions	\$120,000	\$122,484	\$122,484	\$122,484	Complete
	Resident Initiatives Division							
	Non-Technical Salaries and Benefits	1410.0	7 Positions	\$274,807	\$309,720	\$309,720	\$309,720	Complete
	Resident Advisory Board							
	Non-Technical Salaries and Benefits	1410.0	2 Positions	\$150,823	\$154,694	\$154,694	\$154,694	Complete
	Office of Legal Affairs							
	Non-Technical Salaries and Benefits	1410.0	2 Positions	\$263,715	\$274,630	\$274,630	\$274,630	Complete
	Relocation Office							
	Non-Technical Salaries and Benefits	1495.0	3 Positions	\$107,255	\$111,696	\$111,696	\$111,696	Complete
	Sundry	1410.0	N/A	\$465,248	\$500,363	\$500,363	\$500,363	Complete
	Sundry	1430.0	N/A	\$3,669	\$5,897	\$5,897	\$5,897	Complete
	Legal Fees	1430.0	2	\$196,028	\$214,976	\$214,976	\$214,976	M60432/ PO 37041, E-1155, HAE-1199 PO 30386 Complete
	Consultant Fees - JOC	1430.0	1	\$180,000	\$172,500	\$172,500	\$172,500	Complete
	CGP Audit	1411.0	1	\$45,667	\$90,858	\$90,858	\$90,858	Complete
PHYSICAL IMPROVEMENTS								
MD 2-01 Latrobe Homes								
	Repair Under Ground Feeder	1450.0	1	\$3,462	\$3,462	\$3,462	\$3,462	M56962, Emergency- Complete
	Waste Water Discharge	1460.0	1	\$9,688	\$9,688	\$9,688	\$9,688	E-954, Complete
	Vacancy Renovation	1460.0	19 DU's	\$170,604	\$170,604	\$170,604	\$170,604	HABCo, Complete
	Vacancy Reduction Programs	1460.0	10 DU's	\$216,414	\$237,852	\$237,852	\$237,852	HABCo - HAC-1172 Complete
	Asbestos Removal- Community Center	1470.0	1	\$41,662	\$74,098	\$74,098	\$74,098	HAE-1170 PO 33691 Complete
	Relocation	1495.0	4	\$5,750	\$5,750	\$5,750	\$5,750	Complete

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Year 1 - 1999

Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised Rev 3	Funds Obligated	Funds Expended	
MD 2-02 McCulloh Homes								
	Vacancy Renovation	1460.0	19 DU's	\$209,860	\$209,860	\$209,860	\$209,860	HABCo. Complete
	Beautification Expenditures	1460.0	N/A	\$60,624	\$0	\$0	\$0	Work Item Moved to MD 2-23
	Beautification Expenditures	1475.0	1 Building	\$13,554	\$13,554	\$13,554	\$13,554	Complete
	Relocation	1495.0	2	\$5,000	\$3,414	\$3,414	\$3,414	Complete
MD 2-03 Perkins Homes								
	Rerouting Waste Water to Sanitary System	1460.0	1	\$25,698	\$25,698	\$25,698	\$25,698	E-1037, Complete
	Relocation	1495.0	2	\$3,659	\$3,659	\$3,659	\$3,659	Complete
MD2-04 Poe Homes								
	Site Improvement	1450.0	5 Acres	\$50,000	\$50,000	\$50,000	\$50,000	E-1029, PO 30742 Complete
	Pave Parking, Streets, Drives and Repair Porches and Stoops	1450.0	5 Acres	\$0	\$129,165	\$129,165	\$129,165	E-1190 Complete, Also funded in 2000
	Window Replacement	1460.0	298 DU's	\$0	\$137,758	\$137,758	\$137,758	E-1208 Complete, Also funded in 2000
	Removal of underground tank and sidewalk repairs	1450.0	1/5 Acres	\$0	\$15,235	\$15,235	\$15,235	E-1217 Emergency Complete
	Roof Replacement	1460.0	1	\$34,000	\$34,000	\$34,000	\$34,000	HAE-1148, PO 33638 Complete
MD 2-05 Douglas Homes								
	Repair Streets, Drive and Walks	1450.0	3.6 Acres	\$0	\$12,805	\$12,805	\$12,805	E-1117 Complete, Also funded in 2000
	Relocation	1495.0	1	\$1,240	\$1,240	\$1,240	\$1,240	Complete
MD 2-06 Gilmor Homes								
	Replace Electrical Distribution System up to the Submeter	1450.0	571 DU's	\$1,106,773	\$1,106,773	\$1,106,773	\$1,106,773	E-1009, Complete
	Design Build Electrical Power Distribution System	1450.0	571 DU's	\$8,800	\$8,800	\$8,800	\$8,800	HAE-1068, Complete
	Vacancy Renovation	1460.0	23 DU's	\$216,661	\$216,661	\$216,661	\$216,661	HABCo. Complete.
	Relocation	1495.0	4	\$4,957	\$4,957	\$4,957	\$4,957	Complete
MD 2-09 O'Donnell Heights								
	Consultant Fees	1430.0	1	\$0	\$76,718	\$76,718	\$76,718	HAE-1065B Complete, Also funded in 2000
	Vacancy Renovation	1460.0	53 D.U.'s	\$527,749	\$523,073	\$523,073	\$523,073	HABCo- HAC-1042, Complete
	Roof Replacement Community Building	1470.0	1	\$149,862	\$149,862	\$149,862	\$149,862	E-1097, Complete
	Community Center	1460.0	1	\$0	\$26,500	\$26,500	\$26,500	E-986 Complete, Also funded in 94, 96 and 98
	Relocation	1495.0	6	\$9,565	\$9,565	\$9,565	\$9,565	Complete
MD 2-10 Somerset Homes								
	Vacancy Reduction Program	1460.0	17 DU's	\$451,301	\$448,659	\$448,659	\$448,659	HABCO - HAC-1150, Complete
	Waste Water Discharge	1460.0	1	\$15,228	\$15,228	\$15,228	\$15,228	E-954, Complete
	Replace Sump Pumps - Storm Sewers	1450.0	17 Buildings	\$0	\$44,000	\$44,000	\$44,000	HAE-1133 Complete, Work Item Moved from 2000
	Vacancy Reduction Program	1460.0	2 DU's	\$0	\$103,719	\$103,719	\$103,719	HAC-1201 Complete, Reallocated from Auth-Wide Funds
	Relocation	1495.0	1	\$90	\$90	\$90	\$90	Complete
MD 2-11 Cherry Hill Homes								
	Repair Streets, Drive and Walks	1450.0	2 Acres	\$0	\$156,801	\$156,801	\$156,801	E-1117 Complete, Also funded in 2000
	Relocation	1495.0	4	\$6,648	\$6,648	\$6,648	\$6,648	Complete

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Year 1 - 1999

Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised Rev 3	Funds Obligated	Funds Expended	
MD 2-12 Cherry Hill Homes Ext. 1	Repair Streets, Drive and Walks	1450	5 Acres	\$0	\$315,418	\$315,418	\$315,418	E-1117 Complete, Also funded in 2000
MD 2-13 Westport Homes	Beautification Expenditures	1460.0	N/A	\$72,858	\$0	\$0	\$0	Funds budget in error. Reallocated.
	Relocation	1495.0	3	\$4,250	\$4,250	\$4,250	\$4,250	Complete
MD 2-14 Claremont Homes	Planning and Consulting Fees	1430.0	1	\$0	\$101,835	\$101,835	\$101,835	HAE-1065A, Also funded in 2000
	Repair under Ground Feeder	1450.0	1	\$25,231	\$25,231	\$25,231	\$25,231	M56953, Emergency - Complete
	Renovation-(504)	1460.0	1 DU	\$31,877	\$31,877	\$31,877	\$31,877	HAE-1057, Emergency- Complete
	Relocation	1495.0	1	\$1,628	\$1,628	\$1,628	\$1,628	Complete
MD2-17 Cherry Hill Homes, Ext. II	Comprehensive Modernization Program							
	The Preliminary Revitalization Plan called for the demolition of the 193 dwelling units and is complete.							
	The 167 remaining units are to be comprehensively modernized. This allocation is to partially fund the comprehensive modernization of 167 units.							
	Legal Fees	1430.0	1	\$39,944	39944	\$39,944	\$39,944	E-834-2,Complete, Also funded in 2000 Task Order # 1
	A&E Cost (Partial Funding)	1430.0	167 D.U.'s	\$44,125	44125	\$44,125	\$44,125	E-714, Complete, Also Funded in 1997 and 1998.
	Site Work (Partial Funding)	1450.0	167 D.U.'s	\$254,611	254611	\$254,611	\$254,611	E-714, Complete, Also Funded in 1997 &1998.
	Physical Improvements	1465.0	157 D.U.'s	\$140,656	\$140,656	\$140,656	\$140,656	E-714, Complete, Also Funded in 1997 and 1998.
	Stock Room Roof Replacement	1470.0	1 Building	\$146,998	\$146,998	\$146,998	\$146,998	E-1054, Complete
	Relocation	1495.0	25	\$48,286	\$48,928	\$48,928	\$48,928	Complete
	Homeownership (Fishers Cove)	1498.0	N/A	\$2,999,776	\$0	\$0	\$0	Deferred - Pending results of Master Planning Activities
MD 2-18 Murphy Homes	Consultant Fees	1430.0	N/A	\$439,591	\$0	\$0	\$0	Reallocated to Technical Salaries in 2000 and 2001
MD 2-21 Brooklyn Homes	Vacancy Renovation	1460.0	16 DU's	\$148,669	\$148,669	\$148,669	\$148,669	HABCo-Complete
	Relocation	1495.0	2	\$3,055	\$3,055	\$3,055	\$3,055	Complete
MD 2-23 McCulloh Homes Extension	Repair Drive ways and Side walks	1450.0	4 Acres	\$0	\$40,155	\$40,155	\$40,155	E-1123 Complete, Work Item Moved from 2000
	Upgrade interior lighting in hallways	1460.0	2 Buildings	\$91,365	\$91,365	\$91,365	\$91,365	E-987, Complete
	Repair Fire Alarm System	1460.0	394 DU's	\$1,732,790	\$2,257,098	\$2,257,098	\$2,257,098	HAE-1041, Complete
	Beautification Expenditures	1460.0	1 Building	\$161,086	\$221,711	\$221,711	\$221,711	E-981, PO 28058 Complete

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Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised Rev 3	Funds Obligated	Funds Expended	
MD 2-25 The Broadway	Revitalization Program							
	Preliminary plans call for the demolition and redevelopment of the site. Funds allocated supplement a HOPE VI demolition grant.							
	Legal Fees	1430.0	1	\$10,000	\$1,102	\$1,102	\$1,102	E-834-2, Complete
	Demolition	1485.0	429 D.U's	\$3,589,056	\$3,589,056	\$3,589,056	\$3,589,056	E-969, Complete
	Relocation	1495.0	12	\$17,510	\$21,148	\$21,148	\$21,148	Complete
MD 2-31 Rosemont/Dukeland								
	Beautification Expenditures	1460.0	Lump Sum	\$45,337	\$45,337	\$45,337	\$45,337	PO 31725 Complete
	Asbestos Removal and Floors	1460.0	13 DU's	\$0	\$109,527	\$109,527	\$109,527	E-1211 Emergency Complete
	Vacancy Reduction Program (13 units)	1460.0	13 DU's	\$451,246	\$267,516	\$267,516	\$267,516	HAC-1161 Complete
	Relocation	1495.0	1	\$310	\$310	\$310	\$310	Complete
MD2-33 Lakeview Tower								
	Replace Emergency Call System	1460.0	161 DU's	\$0	\$92,512	\$92,512	\$92,512	E-1104 Complete, Also funded in 2000
	Relocation	1495.0	1	\$895	\$895	\$895	\$895	Complete
MD 2-39 Claremont Homes Ext.								
	Repair Streets, Drives, Parking Area and Walks	1450.0	.25 Acres	\$0	\$20,209	\$20,209	\$20,209	E-1123 Complete, Work Item Moved from 2000
	Beautification Expenses	1460.0	1 Building	\$0	\$72,858	\$72,858	\$72,858	E-1048 Complete, Reallocated from Auth-Wide Funds
	Waste Water Discharge	1460.0	1 Building	\$17,051	\$17,051	\$17,051	\$17,051	E-954, Complete, Reallocated from Auth-Wide Funds
MD2-41 The West Twenty								
	Beautification Expenditures	1460.0	1 Building	41,827	\$41,827	\$41,827	\$41,827	E-981 Complete
	Repair roof leaks, windows & walls	1460.0	1 Building	\$547,448	\$547,448	\$547,448	\$547,448	E-977, Complete
	Replace Floor Tiles	1460.0	Lobby Area	\$0	\$26,560	\$26,560	\$26,560	HAE-1124 Complete- June 2002
	Relocation	1495.0	1	\$525	\$525	\$525	\$525	Complete-June 2001
MD-2-42 Somerset Ext.								
	Concrete Work (504) Ramp	1450.0	1 DU	\$17,026	\$17,026	\$17,026	\$17,026	E-1044, Emergency- Complete
	Concrete Work at Wharton Court (504)	1460.0	1 DU	\$11,969	\$11,969	\$11,969	\$11,969	HAE-1047, Emergency -Complete
	Vacancy Renovation Work 4 Units	1460.0	4 DU's	\$0	\$33,486	\$33,486	\$33,486	HAC-1201 Complete, Also funded in 2000
	Repair Roof Sheds and Retaining Wall	1450.0	12 Buildings	\$434,080	\$349,333	\$349,333	\$349,333	HAC-1127 Complete
	Vacancy Renovation Work 17 Units	1460.0	17 DU's	\$160,196	\$161,810	\$161,810	\$161,810	HAC-1150, Complete
MD 2-43 Monument East								
	Waste Water Discharge	1460.0	1 Building	\$14,310	\$14,310	\$14,310	\$14,310	E-954, Complete
	Repair Streets, Drives, Parking Area and Walks	1450.0	.25 Acres	\$0	\$18,231	\$18,231	\$18,231	HAE-1123 Complete, Work Item Moved from 2002
	Rerouting Waste Water to Sanitary System	1460.0	1 Building	\$2,681	\$2,681	\$2,681	\$2,681	E-1037, Complete
	Beautification Expenditures	1460.0	1 Building	\$50,807	\$50,807	\$50,807	\$50,807	E-981 Complete

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Year 1 - 1999

Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised Rev 3	Funds Obligated	Funds Expended	
MD 2-44 Wyman House								
	Beautification Expenditures	1460.0	1 Building	\$87,950	\$87,950	\$87,950	\$87,950	E-981 Complete
	Repair Streets, Drives and Parking areas	1450.0	1 Acre	\$0	\$14,764	\$14,764	\$14,764	HAE-1123 Complete, Work Item Moved from 2000
MD2-45 Hollander Ridge								
	Erosion and Sediment Control	1450.0	59 Acres	\$328,540	\$328,540	\$328,540	\$328,540	E-1090, Complete
	Erosion and Sediment Control - Phase II	1450.0	59 Acres	\$0	\$588,219	\$588,219	\$588,219	HAE-1193 Complete, Emergency
	Demolition - 1000 units	1485.0	1000 DU's	\$3,140,819	\$3,140,819	\$3,140,819	\$3,140,819	E-982, Complete, Also funded in 1998.
	Relocation	1495.0	8	\$33,250	\$12,345	\$12,345	\$12,345	Complete
MD 2-46 Chase House								
	Reglaze Windows	1460.0	189 DU's	\$36,830	\$36,830	\$36,830	\$36,830	HAE - 1019, Complete, Emergency
	Waste Water Discharge	1460.0	1 Building	\$14,085	\$14,085	\$14,085	\$14,085	E-954, Complete
	Beautification Expenditures	1460.0	1 Building	\$46,066	\$46,066	\$46,066	\$46,066	E-981 Complete
	Relocation	1495.0	1	\$775	\$775	\$775	\$775	Complete
MD 2-47 Govans Manor								
	Upgrade Exterior Lighting	1450.0	.25 Acres	\$36,018	\$36,018	\$36,018	\$36,018	E-1027, Complete
	Fire Stopping	1460.0	199 DU's	\$146,485	\$146,485	\$146,485	\$146,485	E-1050, Complete, Emergency
	504 Related Work	1460.0	2 DU's	\$0	\$44,442	\$44,442	\$44,442	HAE-1084, Complete, Funds Reallocated from 504 Auth-Wide
	Repair wall leaks and correct mold conditions	1460.0	199 DU's	\$0	\$143,750	\$143,750	\$143,750	HAE-1153, Complete, Emergency
	Beautification Expenditures	1460.0	1 Building	\$19,249	\$19,249	\$19,249	\$19,249	E981 Complete
	Relocation	1495.0	1	\$254	\$254	\$254	\$254	Complete
MD 2-51 B. E. Mason								
	Repair Streets Drives Parking Area and Walks	1450.0	3 Acres	\$0	\$49,364	\$49,364	\$49,364	HAE-1123 Complete, Work Item Moved from 2005
	Beautification Expenditures	1460.0	1 Building	\$79,260	\$79,260	\$79,260	\$79,260	E-933 E-1055 PO 31733 Complete
MD2-52 Lakeview Tower Extension								
	Replace Emergency Call System (repair intercom system)	1460.0	144 DU's	\$0	\$86,767	\$86,767	\$86,767	HAE-1104 Complete, Work Item Moved from 2000
	Beautification Expenditures	1460.0	1 Building	\$116,999	\$116,999	\$116,999	\$116,999	E-981 Complete
MD 2-53 Ellerslie								
	Repair Exterior Lights Parking Lot	1450.0	2	\$0	\$7,000	\$7,000	\$7,000	HAE-1176 Complete, Work Item Moved from 2000
	Beautification Expenditures	1460.0	1 Building	\$12,083	\$12,083	\$12,083	\$12,083	E-981 Complete
	Relocation	1495.0	1	\$738	\$738	\$738	\$738	Complete
MD 2-54 Bel-Park Tower								
	Pave Parking Area	1450.0	.25 Acres	\$0	\$38,058	\$38,058	\$38,058	HAE-1123 Complete, Work Item Moved from 2000
	Replace Emergency Call System (repair intercom system)	1460.0	274 DU's	\$0	\$145,776	\$145,776	\$145,776	HAE-1104 Complete, Work Item Moved from 2000
	Relocation	1495.0	1	\$350	\$350	\$350	\$350	Complete

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				Original	Revised Rev 3	Funds Obligated	Funds Expended	
MD 2-56 The Brentwood	Beautification Expenditures	1460.0	1 Building	50,840	\$50,840	\$50,840	\$50,840	E-1015 E-1055 PO 31722 Complete
MD2-59 Scattered Site Program	Revitalization Program Funds have been allocated to provide for demolition activity and various improvements that may be required prior to sale and modernization							
	Vacancy Renovation	1460.0	Approx 50 D.U.'s	\$229,639	\$244,649	\$244,649	\$244,649	HAE-1112 HAE-1063 HAE-1182 HAE-1149 E-1036 HAC-1163 Complete
	Boarding of Vacant Units	1460.0	900 DU's	\$882,275	\$868,907	\$868,907	\$868,907	E-1221 and HABCo, Complete
	Replace and Repair Roofs	1460.0	Approx 50 DU's	\$242,610	\$395,166	\$395,166	\$395,166	E-1003 E-1004 HAE-1136 HAE-1154 Complete
	Demolition	1485.0	Approx 74 D.U.'s	\$650,000	\$650,000	\$650,000	\$650,000	HABCo, HAC-1033, Complete
	Relocation	1495.0	15	\$22,851	\$22,851	\$22,851	\$22,851	Complete
MD2-69 Laurens House/Homewood	Repair Streets Drives Parking Area and Walks	1450.0	.25 Acres	\$0	\$12,758	\$12,758	\$12,758	HAE-1123 Complete, Work Item Moved from 2002
	Waste Water Discharge	1460.0	1 Building	\$24,635	\$24,635	\$24,635	\$24,635	E-954, Complete
	Roof Repair	1460.0	1 Building	\$0	\$109,880	\$109,880	\$109,880	HAE-1210 Complete, Work Item Moved from 2001
	Beautification Expenditures	1460.0	1 Building	\$27,085	27085	\$27,085	\$27,085	E-933 E-1055 Complete
MD2-70 Rosemont Towers	Beautification Expenditures	1460.0	1 Building	\$18,741	\$18,741	\$18,741	\$18,741	E-933 Complete
	Relocation	1495.0	1	\$350	\$350	\$350	\$350	Complete
MD 2-71 Primrose	Repair Streets Drives Walks and Parking Area	1450.0	.25 Acres	\$0	\$19,607	\$19,607	\$19,607	HAE-1123 Complete, Work Item Moved from 2000
	Chillers & Cooling Tower	1460.0	1	\$122,245	\$122,245	\$122,245	\$122,245	E-1006, Complete
	Replace Kitchen Cabinets and Equipment	1460.0	125 DU's	\$0	\$218,899	\$218,899	\$218,899	HAE-1125 Complete, Moved from 2001 and 2002
MD 2-72 Carey House	Repair Streets Drives Parking Area and Walks	1450.0	.2 Acres	\$0	\$6,840	\$6,840	\$6,840	HAE-1123 Complete, Work Item Moved from 2003
	Beautification Expenditures	1460.0	1 Building	\$18,671	\$18,671	\$18,671	\$18,671	E-1015 Complete
MD2-73 Charles K. Anderson	Relocation	1495.0	3	\$5,000	\$441	\$441	\$441	Complete
MD2-74 Hollins House	Repair Streets Drives Parking Area and Walks	1450.0	.25 Acres	\$0	\$13,889	\$13,889	\$13,889	HAE-1123 Complete, Work Item Moved from 2000
	Repair Intercom System	1460.0	130 DU's	\$0	\$135,945	\$135,945	\$135,945	HAE-1104 Complete, Work Item Moved from 2000
	Chillers & Cooling tower	1460.0	1	\$215,738	\$215,738	\$215,738	\$215,738	E-1007-Complete
	Waste Water Discharge	1460.0	1 Building	\$9,885	\$9,885	\$9,885	\$9,885	E-954, Complete, Reallocated from auth-wide
	Beautification Expenditures	1460.0	1 Building	\$104,019	\$104,019	\$104,019	\$104,019	E-1015 PO 31728 Complete
MD2-75 Allendale	Repair Streets, Drives, Parking Area & Walks	1450.0	.25 Acres	0	24,195	\$24,195	\$24,195	HAE-1123 Complete, Work Item Moved from 2005
	Replace Chillers & Cooling Tower	1460.0	1	\$141,841	\$141,841	\$141,841	\$141,841	E-1008- complete
	Beautification Expenditures	1460.0	1 Building	\$47,880	\$47,880	\$47,880	\$47,880	E-1015 E-1055 PO 31718

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				Original	Revised Rev 3	Funds Obligated	Funds Expended	
AUTHORITY-WIDE PHYSICAL IMPROVEMENTS								
	Lead Based Paint Testing LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. The funding allocation is established based on previous years experience							
	Consultant Other and Training	1430.0	1	\$70,732	\$63,403	\$63,403	\$63,403	E-860A- Complete
	Lead Based Paint Testing	1430.0	Auth-Wide	\$77,413	\$109,498	\$109,498	\$109,498	E-860A, complete
	Asbestos Testing Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly. Annual funding has been established to test and remove these materials when encountered.							
		1430.0	Auth-Wide	\$194,009	\$250,213	\$250,213	\$250,213	E-860A, complete
	Cathodic Protection Testing	1430.0	Auth-Wide	\$33,930	\$76,074	\$76,074	\$76,074	E-860A, complete
	Legal Fees	1430.0	1	\$25,000	\$24,343	\$24,343	\$24,343	E-834-1 Complete
	Y2K Compliance Building Systems Computer hardware and software must be upgraded and systems redesigned to respond to the changing HABC. Hire a systems consultant to establish the MIS needs of each department and purchase and install software and hardware to support those needs.							
	Software	1408.0	Auth-Wide	\$3,375	\$3,260	\$3,260	\$3,260	PO 28009 PO 34584 PO 33133
	Salaries	1410.0	1 Position	\$37,500	\$43,659	\$43,659	\$43,659	Complete
	Hardware	1475.0	Auth-Wide	\$9,305	\$9,305	\$9,305	\$9,305	Complete
	Relocation - Authority Wide Contingency	1495.0	N/A	\$61,933	\$0	\$0	\$0	Completed- Setember 2001
	Contingency	1502.0		\$0	\$0	\$0	\$0	Reallocated to project specific work items

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				RESIDENT INITIATIVES				
	Resident Business Development Provide a resident business incubator. The program will provide residents with incentives and assistance to establish and operate their own small businesses. There will be a follow-up program to assist businesses once they have been established.							
	Incubator Cost Maint.-Utl.-& Lease Res. Bus. Program	1408.0	1	\$194,840	\$160,327	\$160,327	\$160,327	Complete
	Admin Support	1408.0	1 Position	\$0	\$9,176	\$9,176	\$9,176	Funds reallocated . Complete- September 2002
	Business Development Equipment	1475.0	N/A	\$1,900	\$4,711	\$4,711	\$4,711	Complete
	Resident Management Initiatives Provide resident management and leadership training to resident leaders in HABC developments , and to support the onsite Learning Centers and a Youth Entrepreneur Training Program. Resident Management Leadership							
	General Administrative Expenditures	1408.0	N/A	\$43,260	\$28,890	\$28,890	\$28,890	Complete
	Training	1408.0	1	\$10,500	\$18,773	\$18,773	\$18,773	M 79072 Complete
	Learning Centers (Staff and Program Expenses)	1408.0	1	\$74,940	\$65,854	\$65,854	\$65,854	Complete
	Youth Entrepreneur Training	1408.0	1	\$31,450	\$31,450	\$31,450	\$31,450	PO 30334 Complete
	HABCO Administrative Costs	1460.0	N/A	\$14,872	\$0	\$0	\$0	Funds reallocated to project costs
	Learning Center Equipment	1475.0	N/A	\$3,015	\$3,015	\$3,015	\$3,015	Complete
	Job Access and Reverse Commute Program- Match provided for Mass Transit Administration Grant	1408.0	N/A	\$200,000	\$200,000	\$200,000	\$200,000	Complete
	Family Support Services To continue employing the caseworkers that assist and counsel residents with obtaining supportive services. Also, to continue employing residents who will assist on-site management in pre-occupancy training and follow-up visits for new residents.							
	Resident Management Aides	1408.0	2 Positions	\$49,451	\$46,462	\$46,462	\$46,462	Complete
	Human Services Coordinators	1408.0	10 Positions	\$681,248	\$698,064	\$698,064	\$698,064	Complete
	Activities & Program Coordinator	1408.0	2 Postion	\$59,027	\$65,145	\$65,145	\$65,145	Complete

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				Original	Revised Rev 3	Funds Obligated	Funds Expended	
	STEP UP Program The primary function of the Step-Up program is to provide residents with job skills and assist them in achieving self sufficiency. Funding includes salaries, training, materials, equipment, etc.	1408.0 1408.0	23 Positions	\$ 463,636 \$ 46,600	\$518,671 \$45,898	\$518,671 \$ 45,898	\$518,671 \$45,898	PO 34561, other Complete PO 33165 Complete- June 2002
	ECONOMIC DEVELOPMENT							
	SEEDS Funding is provided to continue the Pace Program Structure(People Accessing Continued Employment and Skills Training for our Residents. PACE provides funds to establish employment centers at family developments where residents can obtain job preparation, job placement and job retention services. Skills Bank - Job Point Case Mgmt.	1408.0	1	\$50,000	\$50,000	\$50,000	\$50,000	M89401 Complete
	PACE Program Implementation & Training	1408.0	6 Positions	\$652,521	\$665,058	\$665,058	\$665,058	REQ M 61075 Complete
	Lawn Care & Pesticide Program	1408.0	10 Part Time Positions	\$109,299	\$119,763	\$119,763	\$119,763	Complete
	Business Plans	1408.0	1	\$1,599	\$1,599	\$1,599	\$1,599	PO 33153Complete
	CRIME PREVENTION AND SECURITY							
	Security Monitors This allocation of funds is to continue employing the security monitors.	1408.0		\$1,099,040	\$1,099,040	\$1,099,040	\$1,099,040	Complete
	Family Support Services Continue to employ staff to coordinate various recreation programs provided by the City, HABC and local neighborhood groups. Provide funds to staff and equip various anti-drug activities. These are youth activity programs geared to combating children's participation in drug related activity as well as a programs to assist mothers with a drug dependency to obtain prenatal care.							
	Youth Build program (Matching Funds)	1408.0	N/A	\$95,996	\$96,767	\$96,767	\$96,767	Complete
	Anti-Drug Activities	1408.0	2 Positions/Sundry	\$299,973	\$300,477	\$300,477	\$300,477	Complete

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				Original	Revised Rev 3	Funds Obligated	Funds Expended	
MANAGEMENT IMPROVEMENTS								
Employee Development and Training								
	Maintenance Training	1408.0	Auth-Wide	\$119,558	\$95,208	\$95,208	\$95,208	Complete
	* Skills Training							
	* Vacancy Reduction/Unit Turnover							
	* HQS(PHAS) Training							
	Customer Service Training	1408.0	Auth-Wide	\$11,745	\$7,215	\$7,215	\$7,215	Complete
	Writer's Clinic	1408.0	Auth-Wide	\$7,099	\$5,899	\$5,899	\$5,899	Complete
	Administrative/Clerical Training	1408.0	Auth-Wide	\$4,902	\$1,493	\$1,493	\$1,493	Complete
	Staff Supervision Training	1408.0	Auth-Wide	\$19,743	\$19,743	\$19,743	\$19,743	Complete
	Agency Wide Computer Training	1408.0	Auth-Wide	\$43,950	\$34,650	\$34,650	\$34,650	Complete
	Police Training	1408.0	Auth-Wide	\$885	\$885	\$885	\$885	Complete
	Misc. Division Level Training	1408.0	Auth-Wide	\$201,858	\$175,583	\$175,583	\$175,583	Complete
	Administrative Staff - Salaries (Partial Funding)	1408.0	4 Positions	\$120,000	\$122,819	\$122,819	\$122,819	Complete
	Training	1430.0	Auth-Wide	\$3,432	\$3,432	\$3,432	\$3,432	E860a Complete
	Equipment	1475.0	Auth-Wide	\$5,270	\$5,013	\$5,013	\$5,013	PO 30330, 30530, 30518 Complete
Utility Management								
For an Energy Conservation Unit to monitor energy consumption, develop conservation strategies, implement the meter replacement program, operate the meter testing lab and implement various Energy Performance Contracting projects. It also funds retaining a utility consultant to assist in these activities.								
	Consultants	1408.0	1	\$245,000	\$11,160	\$11,160	\$11,160	E-966 Complete
	Testing Lab	1408.0	3 Positions	\$106,094	\$98,455	\$98,455	\$98,455	Complete
Viability Planning								
	Financial Analysis and Technical Assistant Consultan	1430.0	1	\$101,532	\$44,520	\$44,520	\$44,520	HAD-1140 Complete

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	Original	Revised	Actual	Original	Revised	Actual	
PHYSICAL IMPROVEMENTS							
MD 2-01 Latrobe Homes							
Repair Under Ground Feeder	Sep-01	Sep-01	Sep-01	Sep-01	Sep-01	Sep-01	M56962, Emergency
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Vacancy Renovation	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	HABCo
Vacancy Reduction Programs (10 units)	Dec-01	Dec-01	Dec-01	Sep-03	Jun-02	Jun-02	HABCO - HAC-1172
Asbestos Removal Community Center	Sep-01	Sep-01	Sep-01	Mar-02	Mar-02	Mar-02	P.O. 33691
MD 2-02 McCulloh Homes							
Vacancy Renovation	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	HABCo
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	Various
MD 2-03 Perkins Homes							
Rerouting Waste Water Sanitary System	Sep-00	Sep-00	Sep-00	Mar-01	Mar-01	Mar-01	E-1037
MD2-04 Poe Homes							
Site Improvement	Jun-00	Jun-00	Jun-00	Dec-00	Dec-00	Dec-00	HAE-1029
Roof Replacement	Jun-01	Jun-01	Jun-01	Sep-02	Sep-02	Sep-02	E-1148
Window Replacement	N/A	Jun-02	Jun-02	N/A	Sep-02	Sep-02	HAE-1208
Removal of underground tank and sidewalk repairs	N/A	Jul-02	Jul-02	N/A	Sep-02	Sep-02	HAE-1217
Pave Parking, Streets, Drives and Repair Porches and Stoops	N/A	Mar-02	Mar-02	N/A	Sep-02	Sep-02	HAE-1190
MD2-05 Douglass Homes							
Repair Streets, Drives and Walks	N/A	Mar-02	Mar-02	N/A	Sep-02	Sep-02	HAE-1117
MD 2-06 Gilmor Homes							
Replace Electrical Distribution System up to the submeter	Sep-00	Sep-00	Sep-00	Dec-01	Dec-01	Dec-01	HAE- 1068, E-1009
Vacancy Renovation	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	HABCo
MD 2-09 O'Donnell Heights							
Vacancy Renovation	Jun-00	Jun-00	Jun-00	Sep-03	Sep-01	Sep-01	HABCo- HAC-1042
Roof Replacement	Jun-01	Jun-01	Jun-01	Sep-03	Sep-01	Sep-01	Emergency
Community Center	N/A	Jun-01	Jun-01	N/A	Jun-02	Jun-02	E-986
MD2 -10 Somerset Homes							
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Vacancy Reduction Program	N/A	Dec-01	Dec-01	N/A	Sep-03		HABCo -HAC-1150, Funds reallocated from Vacancy Renovation which is also funded ir
Replace Sump Pumps - Storm Sewers	N/A	Mar-02	Mar-02	N/A	Jun-02	Jun-02	HAE-1133
MD2 -11 Cherry Hill Homes							
Repair Streets, Drive and Walks	N/A	Mar-02	Mar-02	N/A	Sep-02	Sep-02	HAE-1117

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	Original	Revised	Actual	Original	Revised	Actual	
MD2 -12 Cherry Hill Homes Repair Streets, Drive and Walks	N/A	Mar-02	Mar-02	N/A	Sep-02	Sep-02	HAE-1117
MD 2-13 Westport Homes Beautification Expenditures	Jun-00	N/A	N/A	Jun-01	N/A	N/A	Funds Reallocated
MD2-14 Claremont Homes Renovations (504) Repair Under Ground Feeder	Dec-00 Sep-01	Dec-00 Sep-01	Dec-00 Sep-01	Jun-00 Sep-01	Jun-00 Sep-01	Jun-00 Sep-01	E-1057 M 56953 Emergency
MD2-17 Cherry Hill Homes Ext. II Comprehensive Modernization Stockroom Roof Replacement Homeownership (Fishers Cove)	Mar-98 Sep-00 Dec-99	Mar-98 Sep-00 N/A	Mar-98 Sep-00 N/A	Sep-01 Jun-00 Sep-03	Sep-01 Jun-00 N/A	Sep-01 Jun-00 N/A	E-714 E-1054 Funds Reallocated. Project deferred pending Planning Process
MD 2-21 Brooklyn Homes Vacancy Renovation	Jun-00	Jun-00	Jun-00	Jun-00	Jun-00	Jun-00	HABCo
MD 2-23 McCulloh Homes Ext. Repair Streets, Drive and Walks Upgrade interior lighting in hallways Fire Alarm System Beautification Expenditures	N/A Mar-00 Mar-01 Jun-01	Sep-01 Mar-00 Mar-01 Jun-01	Sep-01 Mar-00 Mar-01 Jun-00	N/A Dec-00 Sep-03 Jun-01	Sep-02 Dec-00 Sep-02 Jun-01	Sep-02 Dec-00 Sep-02 Jun-01	HAE-1123 E-987 E-1041 E-981
MD 2-25 The Broadway Revitalization Program (demolition)	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-969
MD 2-31 Rosemont/Dukeland Beautification Expenditures Asbestos Removal and Floors Vacancy Reduction Program (13 units)	Jun-01 N/A Dec-01	Jun-01 Jun-01 Dec-01	Jun-00 Jun-01 Dec-01	Jun-01 N/A Sep-02	Jun-01 Jun-02 Sep-02	Jun-01 Jun-02 Sep-02	E-981 HAE-1211 HABCo- HAC-1161
MD 2-33 Lakeview Tower Replace Intercom System	N/A	Mar-02	Mar-02	N/A	Jul-02	Jul-02	HAE-1104
MD 2-39 Claremont Homes Ext. Repair Streets, Drive and Walks Beautification Expenditures Waste Water Discharge	N/A N/A Mar-00	Sep-01 Dec-00 Mar-00	Sep-01 Dec-00 Mar-00	N/A N/A Jun-00	Sep-02 Jun-02 Jun-00	Sep-02 Jun-02 Jun-00	HAE-1123 HAE-1048 E-954
MD2-41 The West Twenty Repair roof leaks, windows & walls Beautification Expenditures	Sep-00 Jun-01	Sep-00 Jun-01	Sep-00 Jun-00	Sep-03 Jun-01	Jun-02 Jun-01	Jun-02 Jun-01	E-977 E-981

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	Original	Revised	Actual	Original	Revised	Actual	
MD 2-42, Somerset Extension							
Repair concrete walkways	Mar-01	Mar-01	Mar-01	Jun-01	Jun-01	Jun-01	E-1044, E-1047
Repair Roof Sheds and Retaining Wall	Dec-01	Dec-01	Dec-01	Sep-03	Sep-02	Sep-02	HABCo- HAC-1127
Vacancy Renovation Work	Dec-01	Dec-01	Dec-01	Sep-03	Sep-02	Sep-02	HABCo- HAC-1150 and HAC-1201
MD 2-43 Monument East							
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
Rerouting Waste Water to Sanitary System	Mar-01	Mar-01	Mar-01	Jun-01	Jun-01	Jun-01	E-1037
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-981
MD 2-44 Wyman House							
Beautification Expenditures	Jun-01	Jun-01	Jun-00	Jun-01	Jun-01	Jun-01	E-981
Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
MD2-45 Hollander Ridge							
Erosion & Sediment Control	Jun-01	Jun-01	Jun-01	Sep-03	Sep-02	Sep-02	E-1090 and HAE-1193
Revitalization Program (Demolition)	Mar-00	Mar-00	Mar-00	Sep-03	Sep-02	Sep-02	E-982
MD 2-46 Chase House							
Reglaze Windows	Sep-00	Sep-00	Sep-00	Mar-01	Mar-01	Mar-01	E-1019
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-981
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
MD2-47 Govans Manor							
Repair Wall Leaks & Correct Mold Condition	Sep-01	N/A	N/A	Sep-03	N/A	N/A	E-1153, moved to 2000
Upgrade Exterior Lighting	Sep-01	Sep-00	Sep-00	Mar-01	Mar-01	Mar-01	E-1027
Firestopping	Dec-00	Dec-00	Dec-00	Mar-01	Mar-01	Mar-01	E-1050
504 Work	Dec-00	Dec-00	Dec-00	Sep-03	Sep-03	Sep-03	E-1084, E-1156,
Beautification Expenditures	Jun-01	Jun-01	Jun-00	Jun-01	Jun-01	Jun-01	E-981
Md 2-51 B. E. Mason							
Beautification Expenditures	Jun-01	Jun-01	Jun-00	Jun-01	Jun-01	Jun-01	E-981
Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
MD2-52 Lakeview Tower Ext.							
Beautification Expenditures	Jun-01	Jun-01	Jun-00	Jun-01	Jun-01	Jun-01	E-981
Replace Intercom System	N/A	Mar-02	Mar-02	N/A	Jul-02	Jul-02	HAE-1104
MD2-53 Ellerslie Apartments							
Beautification Expenditures	Jun-01	Jun-01	Jun-00	Jun-01	Jun-01	Jun-01	E-981
Repair Exterior Lights Parking Lot	N/A	Mar-02	Mar-02	N/A	Jul-02	Jul-02	HAE-1176

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 Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1999

U.S.
 Department of
 Housing

OMB Approval No. 257

Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target C
	Original	Revised	Actual	Original	Revised	Actual	
MD2-54 Bel-Park Towet Pave Parking Area Replace Intercom System	N/A N/A	Sep-01 Mar-02	Sep-01 Mar-02	N/A N/A	Sep-02 Jul-02	Sep-02 Jul-02	HAE-1123 HAE-1104
MD 2-56 The Brentwood Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-1015
MD2-59 Scattered Site Program Revitalization Program (Vacancy Ren.)	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	E-1036,E-1063,E-1112, HAE-1182, HAC-1
Roof Replacement Program	Sep-00	Sep-00	Sep-00	Sep-01	Sep-01	Sep-01	HAE-1003, HAE-1004, HAE-1154 HAE-111
Boarding of Vacant Units	Jun-01	Jun-01	Jun-01	Dec-01	Dec-01	Dec-01	E-1221 and HABCo
Revitalization Program (Demolition)	Jun-01	Jun-01	Jun-01	Jun-01	Jun-01	Jun-01	HABCo, HAC-1033
MD2-69 Laurens House Roof Repair	N/A	Sep-02	Sep-02	N/A	Sep-02	Sep-02	HAE-1210
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-933 and E-1055
MD 2-70 Rosemont Tower Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-933 and E-1055
MD2-71 Primrose Chillers and Cooling Towers	Sep-01	Dec-00	Dec-00	Sep-03	Mar-02	Mar-02	E-1006
Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
Replace Kitchen Cabinets and Equipment	N/A	Mar-01	Mar-01	N/A	Sep-02	Sep-02	HAE-1125
MD 2-72 Carey House Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-1015
MD2-74 Hollins House Replace Intercom System	N/A	Mar-02	Mar-02	N/A	Jul-02	Jul-02	HAE-1104
Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
Chillers and Cooling Tower	Mar-01	Mar-01	Mar-01	Sep-01	Sep-01	Sep-01	E-1007
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	Auth-Wide Funds for Lobby Enhancements in 2000 - Moved to 1999
MD2-75 Allendale Repair Streets, Drive and Walks	N/A	Sep-01	Sep-01	N/A	Sep-02	Sep-02	HAE-1123
Chillers and Cooling Tower	Mar-01	Mar-01	Mar-01	Sep-01	Sep-01	Sep-01	E-1008
Beautification Expenditures	Jun-00	Jun-00	Jun-00	Jun-01	Jun-01	Jun-01	E-1015
AUTHORITY-WIDE PHYSICAL IMPROVEMENTS Y2K Compliance Building Systems & Computer Hardware and Software	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	PO 28009
RESIDENT INITIATIVES Resident Business Development	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
Resident Management Initiatives	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
Job Access & Reverse Commute Program	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
Family Support Services	Sep-99	Sep-99	Sep-99	Sep-01	Sep-01	Sep-01	

Annual Statement / Performance and Evaluation Report
 Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
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U.S.
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 Housing

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Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target C
	Original	Revised	Actual	Original	Revised	Actual	
Step Up Program	Sep-99	Sep-99	Sep-99	Sep-02	Sep-02	Sep-02	
ECONOMIC DEVELOPMENT							
SEEDS	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
PACE	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
Business Plans	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
CRIME PREVENTION AND SECURITY							
Security Monitors	Jun-99	Jun-99	Jun-99	Jun-00	Jun-00	Jun-00	
Youth Build Program	Mar-01	Mar-01	Mar-01	Sep-02	Sep-02	Sep-02	
Anti-Drug Activities	Dec-99	Dec-99	Dec-99	Sep-02	Sep-02	Sep-02	
MANAGEMENT IMPROVEMENTS							
Employee Development and Training	Sep-01	Sep-01	Sep-01	Sep-02	Sep-02	Sep-02	
Utility Management	Mar-01	Mar-01	Mar-01	Sep-02	Sep-02	Sep-02	E-966

ATTACHMENT D (9)

**FFY 1999 Replacement Housing Factor
Performance & Evaluation Report**

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Baltimore City	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant: MD06R00250199	Federal FY of Grant: FY 1999
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/3
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised #1	Obligated	Expended
1	Total non CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration		\$48,149	\$48,149	\$12,730
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		\$51,320	\$51,320	\$26,803
8	1440 Site Acquisition				
9	1450 Site Improvement		\$324,893	\$324,893	
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment -- Non-expendable				
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 Replacement Housing	\$424,362			
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (Sum of lines 2-19)	\$424,362	\$424,362	\$424,362	\$39,533
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of Baltimore City		Capital Fund Program Grant No:		Replacement Housing Factor Grant No: MD06R00250199		FY 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AUTHORITY WIDE Development Activities	Development of 57 Replacement Housing. (Broadway Homes)	1410.0	57 Units	\$0	\$27,897	\$27,897	\$12,730	Submitted the Development Budget to HUD for Approval. Also funded in 2000, 2001, 2002, 2003
		1430.0	57 Units	\$0	\$47,320	\$47,320	\$26,803	
	Development of 29 Replacement Housing.	1410.0	29 Units	\$0	\$20,252	\$20,252	\$0	Submitted the Development Budget to HUD for Approval. Also funded in 2000, 2001, 2002, 2003
		1430.0	29 Units	\$0	\$4,000	\$4,000	\$0	
		1440.0	29 Units	\$0	\$324,893	\$324,893	\$0	
	Development of 57 Replacement Housing. (Broadway Homes)	1499.0	57 Units	\$424,362	\$0	\$0	\$0	Funds reallocated to appropriate projects and account strings

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 Baltimore City		Grant Type and Number: Capital Fund Program No: Replacement Housing Factor Grant No: MD06R00250199				Federal FY of Grant: FY 1999	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised #1	Actual	Original	Revised #1	Actual	
AUTHORITY- WIDE Development Activities	Jun-03	Dec-02	Dec-02	Jun-05	Jun-05		

ATTACHMENT E

**Comments by the
Resident Advisory Board**

Letter of Support

HABC 2003 PHA Annual Plan Committee

Component 14: Pet Policy
Component 6: Grievance Procedure
Component 12: Community Service Requirement

Meeting of November 18, 2002
10:00 a.m.

In Attendance:

Richard Aull

Jackie Barber-El
Martha Benton

Ella Broadway
Anita Chavis

Mae Cumberbatch

Michelle Holmes
Paula Hutchinson
Jean Jenkins
Loretta Johnson
Ed Landon

Elnora Moore

Anna Warren

Advisors:

Ericca Blake
Jan Goslee

Shirley Wise
Phyllis Clements,

Speakers' Group:
Cheryl Worthington

Absent:

Goldie Baker

Rachel Bishop
Jean Booker-Bradley

Annie Chambers

Tarshia Fears

Garry Lee

Deborah Phillips

Margaret Williams (illness)

Sonia Montero

Handouts

PHA Plan Components 14, 6 and 12, as submitted for Plan 2002

PHA Plan Components 14, 6 and 12, as they will be submitted for Plan 2003

Pet Policy Attachment from Plan 2002 – will be submitted as is for Plan 2003

Meeting Minutes of November 11, 2002 – Capital Improvement Overview

Community Service Model and General Implementation

Draft – Community Service Policy

RESIDENT/STAFF CONCERNS
Meeting of November 18, 2002
Pet Policy, Grievance Procedure, Community Service

CONCERN: Ms. Wise asked how we grandfather in the Pet Policy? She had a pet before this policy was written.

RESPONSE: Jean asked Ms. Cumberbatch to check on how we will handle situations where pets were in residence before the policy was adopted. Ms. Cumberbatch investigated and found that there would be no "grandfathering" of previous pets into the new policy.

CONCERN: Martha Benton has concern about the lease and grievance process. From the feedback that is coming to her, the people who are coming into the grievance process are mostly elderly people who do not seem to understand how the grievance works. They are being evicted. It is being implemented, and people are losing their homes without clarity. She personally, after sitting on so many boards and committees, does not understand how so many elderly people are being so mistreated according to this grievance process.

Ella Broadway added she sits on the grievance panel, and there is a real problem with seniors. There are lots of them getting evicted because of the lease. It is apparent to her that many seniors do not understand the lease. Many are set in their own ways, and they sign this lease, not fully understanding that they could lose their homes because of violations. Some kind of special training should be given to seniors, especially that they could lose their homes.

RESPONSE: Jean said the lease has not changed. When people are signing the existing lease, in use since 1997, they may not fully understand the terms and conditions. HABC needs to work closely with its leasing process to make sure that residents coming into the program fully understand what their obligations are, in addition to what the Housing Authority obligations are.

CONCERN: Ms. Wise said she feels that the grievance process needs to change. She does not want to hear that the elderly are getting terminated. There are rules that the elderly do not get terminated unless there are real and serious circumstances. They should have an informal grievance process first with the manager and the resident. They are supposed to always try to resolve it equitably. She feels that the RAB should take this up as an issue for them to solve.

RESPONSE: Jean agreed that some of these issues might be better taken up with the RAB first, internally. We are going to focus on what are the policy requirements for the HABC. Jean agreed that the critical thing is to look at training, for everybody's benefit. No one wants to think of the grievance process as just running over people. That's not the purpose.

Martha Benton agreed that RAB has its place to deal with problems that they find. Problems will come out of this committee that will go back to different divisions that they will have to resolve.

CONCERN: Jackie Barber-EI asked, "What happens if the qualifying resident does not comply with this requirement (community service as proposed)?"

RESPONSE: Jan Goslee answered that the requirement is in the lease language. In the event that the family or any individual in the family fails to comply, and they do not enter into an agreement with the HABC to exempt them from that, then the lease can be terminated at the end of the year. The lease could automatically renew, unless that situation occurred.

CONCERN: Jackie Barber-EI asked about the 96 hours in one year. Can they be done all at once? Who would oversee this – FSS, resident counsel, the housing manager? Also, what if you work and are still involved in tenant council, church, etc. – can you save those hours, bank them, in case you become unemployed? To her understanding, everything we decided in that committee is still a draft of policy.

RESPONSE: Cheryl Worthington answered that the housing management staff is responsible for determining who has to comply with the community service requirement. They will also be the ones who will monitor the hours. This is done on a yearly basis. It would be determined by who has a self-certification form on file. Family Support Services is there to counsel residents on available services they can perform. It is her understanding that the resident council was most concerned about the rights of individuals, particularly that they not be evicted for not complying with this requirement. They would take part in compliance aspects, acting as an advocate for any resident whose lease might expire as a result of not complying. The "time dollar" approach is the model currently being used at Pleasant View Gardens. If this becomes a requirement, then Pleasant View's program will serve as a starting place for other developments.

She said that, in regard to banking the hours, if a person is already working 20 hours per week, that person would not be tracked at all. They would be exempt. If they lose their job, it would be brought up at the time of recertification, and they would then become non-exempt, and tracking of community service hours would begin at that time.

She must emphasize that this is a DRAFT policy. The committee went as far as it could in terms of being ready to implement community service. HUD said we should not implement it, so it was never finalized. But it is ready to go, if and when the policy becomes a regulation.

HABC 2003 PHA Annual Plan Committee

Component 5: Operations & Management
Component 4: Rent Determination
Meeting of November 25, 2002
10:00 a.m.

In Attendance:

Richard Aull

Martha Benton

Jean Booker-Bradley
Ella Broadway
Anita Chavis

Mae Cumberbatch

Michelle Holmes
Paula Hutchinson
Jean Jenkins

Ed Landon
Garry Lee

Anna Warren

Advisors:

Ericca Blake
Jan Goslee

Shirley Wise
Phyllis Clements

Other:

Anita Alexander

Handouts

Agenda

Schedule of Capital Planning Sub-Committee Meetings

Minutes of Meeting November 18, 2002

HABC Resident Grievance Policy and Appeals Procedure

Minutes of Capital Planning Committee Meetings (April through October)

Component 5 Worksheet

Component 4 Worksheet

Slide Presentation: Flat Rent Policy Draft, as of November, 2002

Housing Operations Organizational Chart

Absent:

Goldie Baker
Jackie Barber-El

Rachel Bishop

Annie Chambers

Tarshia Fears

Loretta Johnson

Elnora Moore
Deborah Phillips

Margaret Williams (illness)

Jyoti Kumta
Sonia Montero

RESIDENT/STAFF CONCERNS
Meeting of November 25, 2002
Component 5: Operations & Management
Component 4: Rent Determination

CONCERN: Ms. Booker-Bradley said that housing managers are telling people that there is no zero rent. She thinks people are being harassed over this. When someone loses a job, they can be helped by churches. She knows people eat in the shelters. But managers do not believe there is such a thing as zero rent.

Ms. Benton said that DSS will give out food stamps, but will not give out cash. This agency has created a problem structure within the DSS that has left residents in a position where if a person is on TANF, they have to go to a class. The Housing Authority said if they are on TANF, then they will not change the rent. They leave the rent at the same price. That person still has a legal income. This housing authority says that person has to get a letter from someone to say that they have something, even a dollar. If you do this, and do not get back with income within 60 days, then the housing authority carries the rent back to what the original rent was in the first place.

She said there are people who are on unemployment, which does not come all the time. If they make a few dollars, then the person has to reapply for unemployment. Those people are in there every month. There are so many different ways that this housing management handles rent collection. Those of us who work around here know that there is a zero rent. The lawyer and Ms. Jenkins emphasize we are working on the lease from 1997. If that is true, then zero rent is in there. Those managers are doing what they are told to do.

RESPONSE: Jean Jenkins said that the decision was made to have a zero minimum rent. That does not mean that the HABC cannot question sources of income, or to look at how does somebody live on no money for a year. One of the problems with the rent is if the person fails to comply with the regulation in order to keep their income, it is their responsibility and then we will not accept the rent check.

Ms. Alexander said this is a federal regulation nationwide. If you do not comply with the DSS rules, you will lose your grant. We cannot change that. We cannot discuss it; it is law.

CONCERN: Martha Benton said that the problem is that DSS does not agree with the Housing Authority. DSS will send letters to the housing authority telling them the people who are terminated. They will never get more money. But the housing authority still charges them rent and evicts them. She stated that the DSS and the Housing Authority do not interpret congressional language the same, so therefore, people are being evicted, because the zero rent is not being applied. Martha said that she strongly feels that housing managers are not interpreting the rule correctly.

RESPONSE: Ms. Alexander said it depends why they are terminated.

Mae Cumberbatch said that the particular rule under discussion is used in two ways. DSS is in agreement in these two ways. One way is if a person receives their 60 months

or 5 years. Then they are no longer eligible for the DSS grant. There is another rule that says, if you do not comply, then you will be sanctioned. You do have to go out and look for a job or enroll in a training program. If you do not comply with that requirement, then you will not get a grant. That's two different things.

Paula Hutchinson said that when DSS sanctions someone, the information goes into a database that goes back to Washington then links with all the other databases. They have rent integrity now. When HUD comes to HABC and says that we have a person at zero rent who has been sanctioned, then we have to respond to that and account for that. According to their rules, that person should be paying rent. Where we have a lot of leeway in some things, when that database and rent integrity kicks in, we have no room whatsoever.

Jean said that the rent determination issue is very sensitive, and we must make sure that the housing managers are applying the policy in a fair and consistent manner to all situations. She said we will have a group meet separately to work out the rent policy issues.

HABC 2003 PHA Annual Plan Committee

Component 13: Crime & Safety
Component 18: RAB - POSTPONED

Meeting of November 25, 2002
1:30 P.M.

In Attendance:

Richard Aull

Martha Benton

Jean Booker-Bradley

Mae Cumberbatch

Michelle Holmes

Paula Hutchinson

Jean Jenkins

Ed Landon

Advisors:

Ericca Blake

Jan Goslee

Shirley Wise

Phyllis Clements

Other:

Anita Alexander

Cornelius Hairston

Pianelius Howell

Handouts

Agenda

Component 13 Worksheet

Component 18 Worksheet

HUD Letter of 10/29/02 stating Partial Approval of Plan 2002

Absent:

Goldie Baker

Jackie Barber-El

Rachel Bishop

Ella Broadway

Anita Chavis

Annie Chambers

Tarshia Fears

Loretta Johnson

Garry Lee

Elnora Moore

Deborah Phillips

Anna Warren

Margaret Williams (illness)

Jyoti Kumta

Sonia Montero

RESIDENT/STAFF CONCERNS
Meeting of November 25, 2002
Component 13: Crime & Safety

CONCERN: Ms. Wise wanted an explanation of B, Box 1, which states we contract with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities.

RESPONSE: Major Hairston explained that one contract, as an example, was for technical assistance for camera surveillance and videos for a central monitoring station. Right now we have two developments that have video cameras throughout the site – Pleasant View and the Terraces. Each one has building monitors. With central monitoring, we could have one location monitoring several developments. They are also looking into lighting at some sites.

Penny said that there was still money in the Drug Elimination Grant (DEG) that might be available for this type of expense. The dollar amount of available funds is not known at this time.

CONCERN: Questions were asked about C. Coordination between PHA and the police. Not checked was “Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services.” Ms. Wise asked, if our police force is answering calls from both public housing sites and the city, should not that box be checked?

RESPONSE: Major Hairston explained that this is actually for Baltimore City police forces to do above-baseline services. Paula added that it is up to HAPD to provide above baseline services.

There is an agreement to do base-line services, but not above base-line. They agree to respond to calls for service, but not to patrol, etc. The city is required to do base-line, and that is another meeting as to whether they are do their part.

CONCERN: Paula Hutchinson wanted to know what above-baseline services the HAPD provides, outside of cameras and monitoring. This would be actual police service provided on a 24-hour period, since residents live there 24 hours a day. Exactly what do your officers do that provides above-baseline services? And your services are basically day-time services?

RESPONSE: Major Hairston replied that this is defined as any services in addition to, above what the City provides. This would include our drug unit, our patrols, etc. This includes also the HAPD officers who sit in this building. We have had to reduce our services to 16 hours instead of 24 hours. He cited a study that showed that more crime occurred between the hours of 8am to 12 midnight, so that’s when they concentrate their service.

CONCERN: Paula questioned this timing. She said that this is the time that the City force doubles its regular police force and has all their special units out there. Is there really more crime during daylight hours?

RESPONSE: Major Hairston said that is correct. The statistics were gathered by Baltimore City and the Housing Authority calls for service. When we were forced to reduce our time, we needed to determine which hours needed the most coverage.

CONCERN: Jean Jenkins mentioned there were some developments where we have been told that the documentation does not support the need for extra effort because the calls do not back it up. What can be done to address this concern, when some residents and staff feel that this is not entirely accurate? There may be some resident apathy or frustration when calls are not addressed in a prompt manner. What can we do to ensure that those developments that we feel are high crime are getting the attention they should be getting?

RESPONSE: Major Hairston said that they send out their tactical officers to check out all calls, in addition to regular patrol officers. Because of the number of calls and our small force, we do have to take the calls first from areas that have been identified as high crime.

CONCERN: Paula said that since you have a small police force and are unable to answer all the calls that you get, would it not be better to not have a police force and give the money to Baltimore City to perform above-baseline services?

RESPONSE: Major Hairston replied that this has been tried in the past. It results in more overtime for the City force. Right now they are short of people. They are asking HAPD for additional help to respond. That's why residents are getting the answer on 911 that there is no one available, and that they have to turn over their call to HAPD.

This statement was met with disbelief. When a resident calls 911, they are told to call HAPD? Everyone thought that the City was required to respond to all 911 calls. Ed Landon said that he thought 911 was answered by the City police.

Major Hairston said that they do, but if the address shows as an HABC unit, then the call is routed to HAPD, or the caller is told to contact HAPD.

CONCERN: Richard Aull said that we are short police officers; we shut down the midnight-to-8am shift, and we are trying to do the whole Housing Authority community. Has any consideration been given to draw in our forces to cover what we can and let Baltimore City be aware of the areas where we cannot cover? If we are going to do well with the monitors, we cover all the mixed population buildings. Do we cover the high crime areas like O'Donnell Heights rather than service Pleasant View or the Terraces? Have we brought in our collective net on what we can cover, and given the City police the easier stuff?

RESPONSE: Major Hairston said that is the problem with Baltimore City. They try to give us all our calls to service. Right now we do not have people working all these developments, and we have shrunk our area even smaller, and that's why we cannot go

to 3 shifts – because we do not have people to cover that. So we are working in a smaller area, even though we get called out to other areas. If we tell the City dispatcher that we do not have officers available, then they get upset. We are responding, we are effective in the areas where we are working.

CONCERN: Mae Cumberbatch asked about Heritage Crossing. Are we going to be using our officers there?

RESPONSE: Major Hairston said that HAPD would not be contracted for security at Heritage Crossing, and to the best of present knowledge, not at Flag House.

CONCERN: Paula Hutchinson asked if this is not a legal issue. She would imagine that the city would be sued if 911 did not respond as it is supposed to. Jan Goslee said that there is an agreement in place that requires the Housing Authority and the Baltimore City Police to coordinate. The Housing Authority, under article 44a, has primary jurisdiction in and around Housing Authority developments to provide police services. It is concurrent with Baltimore City. What is meant by “above base-line” does not necessarily mean services different from Baltimore City, or does it?

RESPONSE: Major Hairston explained that the primary problem with the city police is that they get so backed up on calls for service and they have no one available, or they have calls waiting. The volume in 911 instances is phenomenal. Our people are responding to public housing calls. When he goes to community meetings, he constantly hears how they are supposed to call HAPD but they get slow results. They do not have to call HAPD. Baltimore City is obligated to 911 calls for service. Residents must be informed of this. The problem in Baltimore City is that they have a turnover of personnel and the new staff is not educated towards that, and they throw everything back to us. We tell them the policy. There is a constant battle over this.

CONCERN: Paula Hutchinson said that in the past, using Perkins as an example, there were people assigned there doing the prevention work on drug activity. They were pulled out recently for the sniper activity in this area. They have not yet returned. We are supposed to have a few that walk the development. That walk-through is not happening. That is an above baseline service at a development where the crime and drugs are running people out of there – transfer requests are overwhelming because of the drug activity in the 200 block of South Dallas. They no longer have that support from HAPD, which would be considered an above baseline service. Where did the people go that were there before the sniper? When will they be back?

RESPONSE: Major Hairston said that he knew the foot officer who worked at Perkins, and he has left the department. However, he is returning soon. Officer Penn was from the City working at Perkins, and he has been reassigned. They do have a high vacancy rate in HAPD. When we do get people from the City, there are no guarantees how long they will stay with us. His department has been getting many calls from City Council and other organizations complaining of crime in Housing Authority sites.

CONCERN: There is a suggestion here to review the agreement between the City and HAPD to define services to be provided and to define what is meant by above baseline.

There are some personnel in the Baltimore City Police Department, as they change, are not being made aware of the protocol they are to follow, and the role of HAPD. This is not working as it should.

RESPONSE: Our recommendations should go to Mr. Schumann and Ms. Graziano, as well as to Chief Bunch, that they need to work through these issues and get it clearly defined as to the role of HABC police.

We must keep in mind that these are federally funded officers who are to serve public housing only, with the exception of catastrophe where they would be called to serve the whole community. They do not serve at the whim of the City Council or anyone else, unless there are public housing units clearly associated with the neighborhood.

If the Baltimore City Police Department is woefully short of manpower or resources, then it is up to the Mayor and Baltimore City Council to get funds and money and staffing to take care of that. There is definitely enough in public housing for HAPD to handle.

HABC 2003 PHA Annual Plan Committee
Component 15: Civil Rights
Component 10: Conversion of Public Housing- POSTPONED
Meeting of December 2, 2002
10:00 A.M.

In Attendance:

Richard Aull

Martha Benton

Jean Booker-Bradley

Ella Broadway

Anita Chavis

Michelle Holmes

Jean Jenkins

Ed Landon

Elnora Moore

Anna Warren

Advisors:

Ericca Blake

Jan Goslee

Sonia Montero

Shirley Wise

Phyllis Clements

Other:

Felecia Johnson

Verna Byrd

Barbara Snow

Handouts

Agenda

Component 15 Worksheet

Revised Schedule of Meetings Referencing Sub-Committee Meetings

Minutes of November 25 Morning Session (Comp. 4 & 5)

Minutes of November 25 Afternoon Session (Comp. 13)

Packet from Fair Housing Office: Brochure Section 3 Implementation Guide, Summary of Section 3 Activities, Section 504 Needs Assessment, Self-Evaluation Study and Development of Transition Plan, HABC 504 Survey, Chart of 504 Reasonable Accommodations Survey Results

Absent:

Goldie Baker

Jackie Barber-EI

Rachel Bishop

Annie Chambers

Mae Cumberbatch

Tarshia Fears

Paula Hutchinson

Loretta Johnson

Garry Lee

Deborah Phillips

Margaret Williams (illness)

Jyoti Kumta

RESIDENT/STAFF CONCERNS
Meeting of December 2, 2002
Component 15: Civil Rights
Component 10: Conversion of Public Housing- POSTPONED

CONCERN: Ms. Wise asked what exactly is meant by “ADA Compliance,” and what exactly is “reasonable accommodation.”

Barbara Snow answered that this term covers three laws - Section 504 gives us the 5%-2% requirement; the Fair Housing Act is a more general law; and the American with Disabilities Act. We are required to comply with Title II of that.

Barbara Snow said that RA is a request for a modification or a change to a policy or procedure, or physical modification. What considers it to be “reasonable” is whether it is physically feasible to do. For example, many rowhouses have steps and it may not always be reasonable or physically feasible to modify those. It could be a person who needs a pet policy for a “working” pet. It could be something in a feature such as a grab bar or toilet seats.

CONCERN: Ms. Wise asked if homeowners and landlords in the private market can alter their units, why can't the HABC? Ms. Wise said she is not going to accept the fact that the HABC cannot make a single family home accessible. She knows it can be done. But instead, HABC offers a handicapped person a unit in a senior building.

RESPONSE: Barbara Snow responded that what the agency will do is look at a property to determine whether or not it can be made physically accessible. It may be beyond just putting in a ramp. Not all units, especially rowhouses, can be modified. The agency is also going to look at cost. Then they will look to determine if that person can be placed elsewhere, and are they willing to be placed elsewhere. Many times where they can be, and willing to be, placed elsewhere, then we will find a unit in a development where they can be accommodated.

CONCERN: Ms. Wise said she heard the figure of \$10-\$30 million. Out of those millions of dollars, are you saying that you will not be looking at the scattered site program?

RESPONSE: Ed Landon replied that is true – they will not be looking at scattered sites.

Jean Jenkins said that there is a difference between Public Housing versus a private homeowner. A private owner may make their units handicapped accessible, but they are not required to make the public streets, sidewalks, and buses accessible. Our program is required to modify the entire spectrum of access.

CONCERN: Ms. Benton asked Richard Aull about these RA survey results. She said that many residents put in their RA requests through tenant councils and other proper request procedures. When it came time for the survey, these same residents did not reply to the survey, because their requests had already been placed. The thinking was that there was no need to duplicate their requests that their complaints were in with Maintenance.

RESPONSE: Barbara said that they should have participated in the survey. When something was referred to maintenance, they were to put in the actual work order number to indicate that it had been referred to management. If they did not participate in the survey because they assumed they were duplicating their request, then they need to check with ECI to make sure their request is in.

Jean said that when any 504 work is done at the developments, it must be communicated to Barbara's office. She also said that, for anyone who submitted a 504 request prior to the survey and nothing seems to be happening, first let the manager know and, second, there is going to be another survey taken. It does no harm whatsoever to do the survey and get into the database. They do not have to wait for the survey. They can contact the Fair Housing office at any point.

CONCERN: Ms. Wise said that she knows there was a survey already done by ECI and Housing Management. A lot of money has already been put into 504. Then all that work was destroyed when the hi-rise units were torn down. She feels that no programs should be excluded for the 5%-2% required by law. There should be 5%-2% of the entire inventory, not just the developments, not just occupied units. She is also concerned about immediate situations. Sometimes people go to the hospital and come home unable to walk.

RESPONSE: Ed Landon replied that ECI did not take part in this reasonable accommodation survey. This was Bazelon's work. Also, when emergency requests come in, they are taken care of immediately. Also, Barbara Snow clearly stated during her presentation, that where we have scattered site units, we will make up the difference in the 504/ADA at other areas, other developments, where we can reasonably accommodate those who need accessible units. We will do the 5%-2%, based on the total unit count belonging to HABC.

CONCERN: Ms. Wise said she wanted Mr. Landon's statement to be part of the record. When asked if it was the agency's intent not to look at scattered sites, he said they would not. She said that it will, therefore, be necessary for them to sue this agency about discriminating against residents living in scattered sites.

RESPONSE: Barbara wanted to address the question of where is the money going to come from. In terms of where the agency is, in terms of where HUD is in enforcement, in terms of what needs to be done with 504 – it is going to cause the whole agency to rethink what it does in terms of money. Will some of this money have to come out for REHAB? That's a possibility. One of the things the transition plan will show will be cost and how it's going to be done. We now have to rethink our priorities. We are going to have to rethink our priorities about policies that we are making. In terms of REHAB, it is still very much up in the air. Management may decide to do some REHAB, because they may see that as being feasible. We are going to be rethinking everything.

CONCERN: Ms. Wise said that she heard there would be funds needed for 504 needs in the area of \$5-\$10 million. Anita Chavis corrected that it would be closer to \$10-\$20 million. Ms. Wise said that there should be some hard facts that we need to be looking at. Is this going to be done in the 5-year plan, or is this to be done next year and moving money around in the 5-year plan? We need to know, as a committee.

RESPONSE: Anita Chavis said that this will be part of the capital planning review

process. All of this will be explained, what is being proposed at each site, where funds are going to need to move. We will do that as a group.

CONCERN: Martha Benton said that her question is still the same. How are we pulling all this stuff together? We have 4 inspections a year, going through each unit, determining what needs to be done. These generated work orders. Where is all this information? How do you link it up with all the information collected by the survey? This should all be in the same place.

RESPONSE: Ed Landon stated that her question could not be answered at this time. What we have at this meeting is the results of a survey done by Bazelon – only. No one has gone back at this time in detail and looked at all the work orders. That is exactly what the A&E firm is being hired to do. This is not a complete list. The list that we all want to get to is in the future. We will get that information by the hiring of the A&E firm, who will look at each development, compare it to the ADA/504 requirements, and determine what other reasonable accommodations are required. They will then develop a database. In the next two years, we will provide all the reasonable accommodations that residents want, plus all the 504/ADA regulatory requirements.

CONCERN: Ms. Wise said she does not believe we need to be hiring anybody. We should not be paying someone from the outside to come in and compile information that you already have in the system. All you need is to bring in some knowledgeable resident who has been around and knows that information exists. There really is no gathering to do. It's part of staff meetings and all the assessments that the HABC has completed over the years. Why are you always getting somebody in to do these assessments at taxpayer's expense? Who do have in mind to do this? Who have you told to apply?

RESPONSE: Anita Chavis said we are advertising; we have no one in mind. The purpose of the RFP is to hire a consultant from the field of architecture and engineering.

HABC 2003 PHA Annual Plan Committee

Component 16: Audits
Component 9: Designation of Public Housing

Meeting of December 9, 2002
10:00 A.M.

In Attendance:

Richard Aull

Martha Benton

Anita Chavis

Mae Cumberbatch

Michelle Holmes

Jean Jenkins

Ed Landon

Garry Lee

Elnora Moore

Anna Warren

Advisors:

Ericca Blake

Absent:

Goldie Baker

Jackie Barber-EI

Rachel Bishop

Jean Booker-Bradley

Ella Broadway

Annie Chambers

Tarshia Fears

Paula Hutchinson

Loretta Johnson

Deborah Phillips

Margaret Williams (long-term illness)

Jan Goslee

Jyoti Kumta

Sonia Montero

Shirley Wise

Phyllis Clements

Other:

Carol Zollicoffer

Robert Baker

Samuel Little

Handouts

Agenda

Component 16 Worksheet

Component 9 Worksheet

Minutes of Meeting, December 2, 2002

Audit Tracking Report (44 pages) as submitted to HUD, 11/25/02

RESIDENT/STAFF CONCERNS
Meeting of December 9, 2002
Component 16: Audit
Component 9: Designation of Public Housing

AUDITS: There were no concerns raised with this topic.

ISSUE: Jean began that designation, for this agency, refers to elderly only. This is a difficult situation for the Housing Authority at this time. We currently have two properties that are formally designated as elderly only. One is the Terraces Cooperative Garden Apartments with 47 public housing units out of 88. The other is Pleasant View Gardens that has 110 one-bedroom units for the elderly.

The problem the HABC has is the issue about the lack of efficiency and one-bedroom units for persons who are disabled since the implosion of the high-rises. We are adjusting to the 504 requirements in attempts to make our units more accessible. We have had a number of mixed-population building managers contact us, particularly from Bernard E. Mason and Chase House, where they have asked that we consider those two buildings to be designated housing for seniors only.

There are different life-styles of the younger persons moving in. There has been incompatibility and issues of life-styles in general. We have told them that we would discuss the possibility, but we are not prepared to do it at this time. The delay in taking any action, and in fact the delay of the entire Annual Plan, rests primarily with 504 issues. HUD is concerned how we track our waiting list, how we calculate information about the disabled population, what the City shows in the Consolidated Plan in terms of population, and looking at our wait list information.

Some of our problems, which Mr. Baker talked about earlier, are those dealing with computerized software systems. We need to compare our waiting list statistics with the City statistics on elderly populations and disabled persons who need public housing. Then we need to make sure that the number of units we manage that are designed for disabled and elderly are enough to meet the need. What is difficult for the HABC is justifying a need for more senior units, since there is no apparent waiting list for senior-only units.

What we have done is revised our applications for Public Housing and Section 8, and the way you go through the process. We are proposing that we send out to all persons on the wait list new applications asking them to update their files. This will specifically show any need for special accommodations. From here we can capture better statistics on need, age and general population. At that point, we will have a better handle on whether we want to do regarding further designation for senior-only buildings.

CONCERN: Ms. Warren stated that, even without numbers, there's a definite problem with mixing disabled tenants and seniors. We must work on this. Many of the disabled's are too young to be in with seniors; there's too much noise. Of course, you have to give

disabled's freedom to live like anybody else. But the seniors should not have to be captured in that environment. The seniors are hollering about this. She will be forming a committee to address the issues of designation for senior-only buildings. They will have disabled people on the committee, as well as the seniors, to make sure no one thing that we do not want disabled people to be housed. Ms. Warren said she just wants the HABC to be aware of her committee. She will probably be enlisting Dr. Little's office, and probably Ms. Cumberbatch, to serve on the committee.

Ms. Warren said her committee will be studying the HUD documentation. If they cannot work with the present rules, then they will go all the way to Washington, if they have to, to get them changed. When you become 80 to 90 years old, you enjoy young people, but not all the time. On the other hand, the young disabled want to have some fun. They have to be separated a little bit.

Ms. Warren acknowledged she may not be using the right words. She in no way wants to express discrimination against either side of this debate. She said, personally, at age 66, young people don't bother her; she enjoys them. But she knows when she gets to 80 or 90, she'll probably want some peace and quiet. She is hearing this complaint. Also, some elderly are afraid of the younger people.

RESPONSE: Jean Jenkins acknowledged that there are definite points on both sides, and HABC is very aware of the issues at the mixed-population buildings. The question will be whether we can get the data to document the justification to go forward with a designation, not just a wish list.

Jean said that we do not have to finalize anything regarding designated housing before submitting this year's Plan. This topic came up in last year's meetings, and is a continuing issue. We said last year that we would give this careful review. And we have done that. In so doing we realized that the next step is tied in with our review of procedures and policies for 504. So this year we will report what we have done. We have reviewed the need for senior-only buildings, but now need to revamp our applications process in order to get the data we need to support more senior buildings. The bottom line is that there are regulatory issues that direct this type of decision or action. We can report that we are reviewing what options are open to us.

The fact that the RAB is forming a committee to address the issue will insure that HABC will keep this issue in the forefront. We will continue to report on the progress of this initiative. Ms. Warren said that's why she brought it up. We cannot do anything about it now, but we are working on it.

CONCERN: Jean mentioned another part of this issue. Even in order to retain the two seniors-only buildings we have now, we have to pull together the resource information that, with our present data-gathering methods, we have difficulty putting together. Ms. Warren was alarmed to hear that we might lose the designation for the two we have now. Jean said that the only way we can keep them designated as senior-only is to continuously supply HUD with the data that justifies that designation. We must make sure that we have demand, that we have seniors out there who require assistance.

CONCERN: Ms. Warren asked what year is HABC planning to have that new computer software in place? She has been given many different dates. She thinks this housing authority would run a lot smoother. Is it that hard to get computer systems? She

wondered why they can't go to a place like IBM, give them a list of what you need, they could probably come up with one. Any other big software maker could do that. What is it that we are trying to do that is so difficult?

RESPONSE: Jean replied, the short answer is that we still have to follow procurement regulations. She said we also have a contract with a vendor to put the systems in place, and they are working on that now. The systems that they are putting in place will help us with application information so that we will be able to track information in the manner that HUD requires. It will also allow Section 8 to do what it needs in order to issue checks to both landlords and residents, and maintain their data. It will also link with public housing's rent collection. Long term, they are planning for a work order system. There is an inventory system being put in now. The company is Modern Software Technology, and the HABC signed the contract within the past month. There was another company who came in and could not do the job, so the contract had to be terminated.

CONCERN: Ms. Warren said that we have to remember where these problems all began. It was with Y2K. Everybody wants to blame it on someone, but it happened with the system. She does not care if this is politically sensitive information, because maybe something she says could enlighten somebody to get a system in this agency. The Y2K crash cleaned out everything – rent collection, inventories, etc. And HABC is losing a lot of money. If HABC had a system in place, it would not be losing money. She is a Board member and she tells them. She blames whoever is in charge of trying to get a system in here. But even their hands are tied, because the CFO refuses to spend any money.

RESPONSE: Jean said that money has been allocated for systems and a contract is being worked. She said she will try to get a schedule of completion.

Jean recognized the frustration of the residents over the seeming inability of the Housing Authority to get a concrete working computer system in place. HABC seems to be unable to address prior concerns that were raised in audit and to address some of the concerns that were raised in an attempt to work on the designated housing. While Permits had a computer up and running, what they accomplished in a relatively short period of time was the recent construction of an office for efficiency and effectiveness for the purpose of processing permits. We seem to be struggling year after year, just to get a computer system up and running. Part of the problem with the HABC has been the procurement processes and our inability to select a vendor that could successfully do what we wanted them to do. We have gone through two vendors, and are now on our third with the expectation that this vendor will accomplish what we want.

Richard Aull acknowledged that we have been through several computer vendors. He said that any more money we put into computer systems, we should include in our contracts a "liquidated damages" clause. If the company has failed to accomplish what they bid on and what they proceed on, there should be some reimbursement. We went through ISS, and others. In ECI they have liquidated damages in their construction contracts. Maybe that should be in contracts when we spend money coming out of the capital program.

Jean summarized that we understand that the lack of systems over the years has created many, many problems for the Housing Authority. We are hopeful that the new system will, in fact, meet our needs and will be a step up.

CONCERN: Ms. Warren asked that Mr. Aull's comments be a part of the resident and staff concerns. All contracts should have that "liquidated damages" in them. If they don't do the job that they are supposed to do, we should be able to get the money back.

HABC 2003 PHA Annual Plan Committee
Component 10: Conversion of Public Housing
Component 11: Homeownership

Meeting of December 16, 2002
10:00 A.M.

In Attendance:

Richard Aull

Martha Benton

Jean Booker-Bradley

Anita Chavis

Mae Cumberbatch

Michelle Holmes

Jean Jenkins

Ed Landon

Elnora Moore

Advisors:

Ericca Blake

Jan Goslee

Phyllis Clements

Handouts

Agenda

Component 10 Worksheet

Component 11 Worksheet

Notes of Meeting, December 9, 2002

Absent:

Goldie Baker

Jackie Barber-El

Rachel Bishop

Ella Broadway

Annie Chambers

Tarshia Fears

Paula Hutchinson

Loretta Johnson

Garry Lee

Deborah Phillips

Anna Warren

Margaret Williams

Jyoti Kumta

Sonia Montero

Shirley Wise

RESIDENT/STAFF CONCERNS
Meeting of December 16, 2002
Component 10: Conversion of Public Housing
Component 11: Homeownership

[Presentation of Homeownership was more fully discussion on January 13th.]

CONCERN: Richard Aull asked if the list of units approved for homeownership is an attachment to the Plan.

RESPONSE: Jean Jenkins said that it would not be an attachment, but would be part of the supporting documents that we keep on file for public review. If it was submitted in 1996 and approved in 1997, then it would be on file.

CONCERN: Richard then asked if residents of public housing scattered sites want to see that list, can they do that?

RESPONSE: Jean replied that it will be available along with other supporting documents.

HABC 2003 PHA Annual Plan Committee

Section 8: All Components

Meeting of January 6, 2003
10:00 A.M.

In Attendance:

Richard Aull

Martha Benton

Jean Booker-Bradley
Ella Broadway
Anita Chavis

Michelle Holmes
Paula Hutchinson
Jean Jenkins

Ed Landon

Elnora Moore

Anna Warren

Advisors:

Ericca Blake

Jyoti Kumta

Phyllis Clements

Guests

Nancy Dowdy
Tiffany Smith
Michael Kramer
Seaton Haney

Absent:

Goldie Baker
Jackie Barber-EI

Rachel Bishop

Annie Chambers
Mae Cumberbatch
Tarshia Fears

Loretta Johnson

Garry Lee

Deborah Phillips

Margaret Williams

Jan Goslee

Sonia Montero
Shirley Wise

Section 8
Section 8
Section 8
DED Office

Handouts

Agenda

Sec. 8 All Component Worksheet (Completed)

Section 8 Application for Housing Assistance (To Be Plan Attachment)

Notes of Meeting, December 16, 2002

Calendar of Meetings, As of 1/2/03

RESIDENT/STAFF CONCERNS
Meeting of January 6, 2003
Section 8: All Components

CONCERN: Ms. Booker said that she is concerned about people who are losing their vouchers because they cannot get through to the Section 8 office. Can they get extensions on their vouchers?

RESPONSE: Mr. Kramer said that extensions can go for as long as 180 days, maximum. He said you have 120 days to find an apartment, plus an additional 60 days. A person with a disability has 120 days, plus an additional 90 days. Then you need to re-apply. Nancy Dowdy added that they can always go in person to Customer Relations at 300 Cathedral Street.

CONCERN: Martha Benton asked if people on fixed income, like Social Security, are not eligible for this program?

RESPONSE: Michael Kramer replied that they are eligible. He said the only income that is not eligible is welfare. However, if it is an elderly or disabled family, we will count welfare also. Some of the prime candidates will be families on fixed income – especially the disabled. There is a definite benefit for disabled families in terms of the accommodation, where renovations may be made to fit the disability and are permanent, and they do not have to move. For example a ramp. On a rental, that can be built, but the family may then have to move.

CONCERN: Michelle Holmes asked about the preference for domestic violence that is not checked as an HABC preference.

RESPONSE: Michael Kramer said there was a reason for that. Right now, we could not handle the volume of cases the way we are set up. It would overwhelm the system. It's something that we can consider next year, but in rebuilding a program, it is simply not feasible at this time.

CONCERN: Ms. Broadway asked why veterans are not given preference.

RESPONSE: Michael Kramer said that was an executive decision made not to offer them a preference.

CONCERN: Ericca Blake asked why, under strategies specifically to assist the elderly, there were no check boxes next to special purpose vouchers for the elderly.

RESPONSE: Michael said that the Commissioner sees no need for particular or additional services for the elderly at this time. There are studies to back this up. We can house the families on the waiting list without giving special preferences to the elderly. There is more than enough elderly housing available in this city. Michael said that they

do have difficulty finding housing for the disabled, and we have made special provisions in this agency plan to assist families with disabilities. Families who are elderly do not have the same problems in finding units.

CONCERN: Ms. Booker said that she feels the elderly do have special problems. Some elderly families are taking in their grandchildren, and it's happening more and more. What do we do for them? Elderly people cannot go into a senior building with children. What preference do they have, because they have become parents again of their children's children?

RESPONSE: Michael Kramer said that they can get the working family preference. This includes everyone who is elderly and everyone who is disabled. That's where they would qualify.

HABC 2003 PHA Annual Plan Committee
Component 12: Family Support Services
Meeting of January 6, 2003
1:00 P.M.

In Attendance:

Richard Aull

Martha Benton

Jean Booker-Bradley
Ella Broadway
Anita Chavis

Jean Jenkins

Ed Landon

Elnora Moore

Advisors:

Ericca Blake
Jan Goslee

Phyllis Clements

Guests

Kylla Williams

Samuel Little

Seaton Haney

Handouts

Agenda

Component 12 Worksheet

Component 12 From Annual Plan 2002

Dr. Samuel Little Slide Presentation

Absent:

Goldie Baker
Jackie Barber-EI

Rachel Bishop

Annie Chambers
Mae Cumberbatch
Tarshia Fears
Michelle Holmes
Paula Hutchinson

Loretta Johnson

Garry Lee

Deborah Phillips
Anna Warren
Margaret Williams

Jyoti Kumta
Sonia Montero
Shirley Wise

Employment & Empowerment
Resident Services
DED Office

[Dr. Little is presenting Family Services funding report and request to the full committee, instead of the capital sub-committee. These notes constitute policy and capital material.]

RESIDENT/STAFF CONCERNS
Meeting of January 6, 2003
Family Support Services

CONCERN: Seaton Haney asked if all of the funding shown here is committed, or is this just what has been applied for?

RESPONSE: Kylla Williams said we have everything but the Pew grant for \$50,000, and the ROSS grant of \$333,000, both for 2003. The Pew application just went in.

Seaton suggested that, to be clear, the chart should be noted to indicate that everything on the chart is in place except the ROSS Job Placement grant for \$333,000 and the Pew Foundation \$50,000. These are included in the \$1,074,000, but are not certain, as yet.

CONCERN: Richard Aull stated that the commitment for 2002 appears to add up to \$2.7 million. 2003 appears to add up to \$1,674,000, with approximately \$383,000 uncertain. That would indicate that you are about \$1 million short. Dr. Little said that is correct. Richard Aull then asked, is this what the Commissioner had in mind, to reduce CGP funds and use leveraged dollars to supplement Resident Services?

RESPONSE: Jean Jenkins said yes, that the proposal was to reduce the capital dollars for the Resident Initiatives programs and use instead outside resources as other funding sources. Dr. Little said we will continue to write grant requests, and it is changing on a daily basis.

CONCERN: Martha Benton wanted to remind everyone that the residents understand that these funds are being phased out of CGP, but at the same time HABC must understand that the residents want to see the resident programs remain some portion of the dollars in the Capital funding. If you take all of it out of the CGP, and then maybe get a new Commissioner, we will have to go back to explain what used to be here. We want to see some resident programs visibly represented in the Capital Plan. Dr. Little is doing a good job, and this shows it. But that does not mean that this line can be dropped from the CGP. The residents want the line to remain.

RESPONSE: Anita Chavis advised Dr. Little that when submitting any revisions to the budget, to please keep in mind Martha's request to maintain a line item in the budget that captures the history of resident programs funded through the Capital Program. There is an opportunity to realign funding that has not yet been committed from the year 2001 and 2002 and move it into a later year. This would not increase the bottom line, but would allow for existing successful programs to continue in the later years.

Jean Jenkins summarized that what she hears Martha saying is that she is looking for a "placeholder" in the capital plan.

CONCERN: Richard Aull asked if we contract with the state. Do we go after contracts for the state to do training?

RESPONSE: Dr. Little said that we previously served as an open work contractor for the state Department of Social Services, Helping Families Succeed. Ideally with welfare reform starting, a goal was to become a Welfare-To-Work contractor and draw down over the course of several years \$5-\$7 million of their resources. A shift has occurred. There are 4 or 5 major contractors who the state permits to absorb all of it, so while we had one sizeable grant, the funding models changed after that and subsequently we were not a partner. But we continue to bring that message to the table in all of our meetings with DSS. Each time there is a new phase or a shift in the way they do business, we have something to propose. For the number of families we have in public housing who are transitioning, it would be more effective to place more in the workforce preparation types of programs than to place our residents in the unsubsidized jobs. We have proven the ability to do that. We just need to continue to get more money from the state to do that.

CONCERN: Martha Benton said that she understands Dr. Little's presentation and the stiff competition for funding. The problem is that tenant councils and tenant organizations are going after that same money. And they do use the 501c3 designation. Now that HABC has a 501c3, it is taking away that money. Resident groups cannot compete. Residents are out there with nothing. They pick up a few dollars here and there from the same people. Then all those good programs that the residents got, and all the good work that came out of them shows that the dollars in the CGP have been used to benefit the residents of public housing. Many people have moved on, have been doing well. They not only got jobs; they got careers. What it sounds like is "us against them" with you being a 501c3 now. You take out what we got working, take it away from us. Now you are going to show us how hustling for the same money is going to make us better. We cannot see that.

We can see that this is what we agreed to last year. We can see what leveraging is. There's no leveraging with resident's good programs being taken out of the capital funding, never to be seen again. We know there is no place to put them. That puts us fighting with each other.

RESPONSE: Ms. Chavis noted that maybe there is no need to fight with each other regarding tenant councils competitive funding applications. Maybe there needs to be better communication between the two offices as to what you want to apply for, which makes sense, as opposed to what Dr. Little is going to apply for. All funding sought by Dr. Little's shop is for the benefit of the resident population. In some cases, he would be working with the Tenant Councils and submitting application on their behalf.

Kylla Williams said that the new corporation they are setting up will allow them to go after foundation funding. In the past, as a public agency, we could not do that. The same people that the residents have traditionally gone after for funding, the 501c3 corporation will now be going there also.

Dr. Little responded that the Grants Resources Development Center should be a center that works for and on behalf of all funding needs as it relates to existing resident programs, tenant councils, residents generally. In other words if a tenant council has something it wants to go after, we can help to write the grant. The funding does not have to be paid through Resident Services Department. It can be paid directly to any

tenant council. We become a technical “mall” when help is needed for the councils. There will be funding opportunities that we will be able to suggest to the councils. It can be funds directed to the tenant council to create or expand self-help initiatives. His intent is not to compete with resident efforts, rather to support.

Jean Jenkins added that, because they now have a 501c3, they will be more effective and are willing to work on behalf of a specific tenant council for a particular development to get something. It is a door you want to open and have that support for something unique for your particular development - as opposed to doing it on your own and not having technical assistance from them to help you get to that point, without competing with you.

CONCERN: Ms. Chavis said that she would like to know how many grants our tenant councils have gone after and were not successful because the Resident Services department actually applied. Are there actual instances or evidence of that? Ms. Chavis stated that she understands the situation. She was wondering if that had already happened.

RESPONSE: Martha said that Resident Services went for ten and they only got one. Martha said they applied through the same foundation and knew the same people.

Kylla Williams said that this situation had nothing to do with competition from the HABC 501c3, because they have not yet crossed paths in their applications. However, this is a timely example of the reality of current economics. Foundations do not have the amounts of money to give that they as in times past.

CONCERN: Martha Benton said she heard throughout the presentation, all the counseling staff people are gone. She heard all these ideas, but where are the counselors? How many developments had to share a counselor? She heard they had to work 3 or 4 developments at the same time. If she needs to talk to the Social Security people today and the counselor is across town, what good is that going to do residents? Or what about the resident locked in her house with the drug forces taking over the units now and just moving in anywhere they want to do? These problems are going on and you do not have counselors there. Martha reminded all that she is speaking for residents – not for herself.

RESPONSE: Ms. Chavis stated that, whether we have the resources or not, it looks to her as if the Resident Services division is moving in a different direction right now. They have analyzed their programs, looking at their successes, what works, what does not, and where they feel they want to put their resources based on needs analysis. She explained that we can modify the budget, but we need to be honest with each other in terms of what programs have worked in the past and are going to continue based on the new direction of the Resident Services Division. Let's be up front about what programs we are not going to fund, not because of money but because of past successes and new directions. We can take what funds remain and spread it amongst the programs so that they remain in the budget, if that's the direction Dr. Little wishes to take.

Dr. Little said that as far as programs, the key word is consolidate. For example, under the Health Care category, there is substance abuse treatment, smoking cessation, the

specialty programs for cardiovascular information dissemination, all the resources for information you can get to bring to housing developments - prevention services addressing cancer, diabetes, etc. That's a new focus. If you create a Health hub, it makes an organization of everything health related into one comprehensive unit, and stockpile the resources to have as much of that across housing developments as you possibly can. It does not mean that the dollars that you have right now to fund those activities go away because it's reorganized. It only means that you are going to use it creatively as intended, consistent with where you are going to get those other resources.

CONCERN: Martha Benton said she knows it is up to Dr. Little and his staff how they are going to make up the budget. Do they have any flexibility, or have they been told how to submit it?

RESPONSE: Ms. Chavis said she does not believe they have been told how to submit the budget. They submitted a plan last year, given a charge to come up with a way to gradually reduce the funding in the capital program for Resident Services that would be supplemented with other funding from other resources. That's what they did last year. So here we are, at the table this year, and Dr. Little is giving his presentation, submitting his budget. Like all of us, he is revisiting what has been put on the table. That's what we are doing right now. Before listening to our comments, I believe Dr. Little and Kylla were comfortable with the way the budget had been planned and submitted last year. [Dr. Little confirms that this is true.] Based on what we are saying, we are offering some suggestions. Take a look at 2002; determine what you may not spend in 2002 that is not funded in 2003 and move some of it into 2003.

HABC 2003 PHA Annual Plan Committee

Component 1: Housing Needs
Component 11: Homeownership

Meeting of January 13, 2003
10:00 A.M.

In Attendance:

Richard Aull

Jackie Barber-El

Martha Benton

Jean Booker-Bradley

Ella Broadway

Mae Cumberbatch

Michelle Holmes

Jean Jenkins

Ed Landon

Elnora Moore

Anna Warren

Advisors:

Jan Goslee

Sonia Montero

Phyllis Clements

Guests

Ken Strong

Ruth Louie

Absent:

Goldie Baker

Rachel Bishop

Anita Chavis

Annie Chambers

Tarshia Fears

Paula Hutchinson

Loretta Johnson

Garry Lee

Deborah Phillips

Margaret Williams

Ericca Blake

Jyoti Kumta

Shirley Wise

HCD, Director of Homeownership

HCD, Assistant Commissioner

Handouts

Agenda

Component 1 Housing Needs Worksheet

Component 1 From Annual Plan 2002

Component 11 Homeownership from Annual Plan 2002

Outline of Mr. Strong's Presentation

RESIDENT/STAFF CONCERNS
Meeting of January 13, 2003 - Morning
Housing Needs & Homeownership

CONCERN: Jean then reviewed the template through all the strategies listed. Under "Need: Specific Family Types: The Elderly," Jean stated that last year we had discussion about our two designated elderly properties – one is Pleasant View Gardens, the other being The Terraces. There were requests and activities from resident leaders, particularly from Chase House, B. E. Mason, etc. They were saying that they do not like what the HABC is doing in terms of populating what we used to call elderly buildings with the young disabled, and are now called mixed population. They are now looking at situations of different lifestyles, different ideas of how the building should be run, and who gets to use the community rooms. What we said at that time was that we still have two buildings that are formally designated for elderly. We would revisit this issue to talk about options, if there are any.

Jean went on to explain that frankly, our current wait list does not show substantial numbers of elderly, 62 and older, waiting for housing assistance to move into the program. The statistics cannot support our designating even a current building as elderly, in addition to the two that we have. We agree that there are lifestyle issues and concerns, but our data currently does not support it. Again, the mailing of new applications and getting back new information will show us if there are more applicants who want an elderly only building.

The same applies to the Needs of Families with Disabilities. We have completed the Bazelon study and the Section 504 Needs Assessment, and will carry out modifications accordingly. The mailing of new applications will also provide us with updated data on the extent of the need among those applying for public housing.

CONCERN: Jackie Barber-El asked about the vacancy reduction and renovation. How is the HABC planning to address that? To what degree do you plan to renovate? Say there is a 50-year-old unit; will you wash and paint or actually gut it?

RESPONSE: Jean Jenkins said that this decision is not made by Housing Operations alone. Take for example, a mixed population building, a one-bedroom where someone has lived for 20 years. That kind of unit is fairly easy to make ready for new occupancy. We may do painting, re-hang cabinets, replace tiles. It's basically cosmetic. However, we do not simply patch up a roof if we know of a major leak.

The scattered site program is a completely different situation. We need to look at the size of the unit and the age. A number of these units have been standing vacant for an extended period of time. There we have to look at other things the agency has done. We have made assessments of our scattered site program and know of units we plan to keep and those that would require an unreasonable cost to repair in an area where the city is planning to demolish. In that case, there is no point in our spending \$80,000-\$90,000 if everything around it will be knocked down.

For those kinds of repairs we cannot send in a crew to paint and polish. Generally speaking we have to look at quite a few issues – lead paint, environmental, the City plan, presence of asbestos, mildew, structural problems. It is an extensive amount of work. These assessments are done by Engineering, and they work closely with Housing Operations. We have many properties that have been vacant so long, that we need to look at balancing the level of work and cost to try and keep ourselves from becoming a troubled Housing Authority.

CONCERN: Jackie Barber-EI then asked about the template section “Shortage of affordable housing for all eligible populations,” the statement “Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.” Why is it not checked? She asked because she is familiar with Rosemont which has 3-to-5 bedroom size units. Some families have raised families there, and the children are grown. They may no longer need all those bedrooms, but they want to remain in the area. It seems to her that this statement would speak to that – to help families downsize when needed without being sent to another part of town.

RESPONSE: Jean Jenkins said that we did not check this for 2003, because we have not checked it in the past. The catch here is the phrase, “...regardless of unit size required.” One reason is reasonable accommodation – there is certain leeway in what the Housing Authority may or may not do regarding cost. We might see if we have something else available in our inventory that could substitute for that property, even though it may not be in the same neighborhood. It is an emotional and difficult problem to deal with, because if you have lived there for 25 years, no one wants to be pushed out of their surroundings. We have to look at what we are expected to do as an agency, outside of the emotional. We have to try to match them up as best we can.

CONCERN: Ms. Warren commented that she is glad that we do not have a lot of seniors filling out applications. Her point is not about the seniors who apply new. She is talking about the seniors that live in our senior buildings now, and have for years. Not only the ones in Chase House, as you mentioned, are having problems, but all of them are. She personally is having problems at Claremont senior building. They have people who have lived there for 15 to 20 years. Now they are all looking to move, trying to find somewhere to go. They are looking at the church groups who are getting into senior building management. The two senior buildings that we have are not taking more, because they want the wealthier seniors. She and the residents are working on something that would make some of those buildings be just for the disabled, because the seniors do not want to be there. It is not because of disabilities – it’s strictly because of the noise and all the other stuff that goes on. She’s glad there are few seniors on that waiting list. She said she has to move into that high rise temporarily, and she’s dreading it. If she could find somewhere else to go, she would. It’s not the management; they go home at 4:30. After that the young people do whatever they want, and the seniors get no respect.

RESPONSE: Jean Jenkins said that there are two designated senior buildings – Pleasant View Gardens and the Terraces Gardens – they are public housing units. The income levels are the same as at any other development. We anticipate that our new application data will provide us with some support for further designation. Designation is not something that can occur automatically. We have to write to HUD and have to prove that we have a waiting list population that will substantiate designating an elderly building. If we do not have those numbers, we do not have an argument.

CONCERN: Ms. Warren asked if the ones who have lived in those buildings for many year have no say in the matter? They should have a say, too. When they came into the buildings, they thought they were going into a senior building, and that's what they were told. She knows many people who applied for a senior building, not a mixed population environment with disabled's.

RESPONSE: Jean said that, as it stands under the law, HUD makes the determination. We have to show proof that it is needed as a senior building. That's where we are right now.

COMMENT/CONCERN: Ms. Warren said she thinks what the RAB is gathering from Baltimore City data will be substantial. She hopes the HABC will assist them when they go to HUD, and to the Congress and Senate to get what we are looking for. It is not fair to those folks who moved in 20 years ago, and are now at that late age of 80 or 90, to put up with that. They cannot. She has so many young disabled's in her high-rise at Claremont, she does not know what to do. On the other hand, she does not want anyone thinking that she does not want disabled people to have a place to go. She does. But, we should be thinking of the seniors who got stuck with this unfairly before anyone else.

CONCERN: Ms. Booker asks about the seniors who have taken over the raising of their children's children. There are a number of reasons for this, from death by drugs to poverty. She recalls she was told in the meeting about Section 8 that those families should apply for vouchers. But Section 8 does not usually accommodate anyone who is disabled; and many seniors have limitations.

She is also concerned about the seniors who are living in senior-only buildings when it becomes necessary to take over raising children. She is also talking about a woman who died and left an 18-year-old child, who fortunately was old enough to stay in her apartment. What about those who are not old enough? There are some unusual situations happening more often these days. How do we handle these?

RESPONSE: Jean Jenkins responded. If the family is in a mixed population building with only one bedroom, that is a problem for us, because HUD gives us some guidelines on occupancy standards. Second, when taking over children, they must get legal custody of the grandchild. That may effect the rent, because if there is legal custody, then there may be some child support, which has to be considered. The first step is the grandparents need to have legal custody. We will try to find a two-bedroom unit in our inventory. We do have them, where the family can be relocated, where the child will have a room of his own and the grandparent has a room. That's normally what we do. For those living in senior-designated buildings, they would need to relocate as soon as possible. In the case of the 18-year-old, she is old enough to be a resident, but we would need to review her situation. For those under age, they would of course, need to be under guardianship.

CONCERN: Ms. Booker said what about the question of Section 8 not accommodating them?

RESPONSE: Jean replied that, if a family has a Section 8 voucher and they move into an apartment and someone becomes disabled, the landlord is not required to make accommodation in that unit. If it is something simple, then they will probably make adjustments because it is not a costly factor. But, if a person is on the third floor, there's no elevator, and this tenant becomes wheelchair-bound; that's an issue. The landlord is not obligated to put in an elevator or ramps, not obligated to revise the structure. Section 8 private-owner landlords do not have to make those accommodations.

If a family gets into that situation and is in a Section 8 property, what the Housing Authority would do is see if there are other Section 8 landlords that do have those accommodations. We would try to assist them if we can. BUT, if they are no longer in the Public Housing program, they have to re-apply.

Ms. Booker asked if they have to start at the bottom of the list? If you are saying that the agency cannot force a landlord to make emergency accommodation, what can they do besides go to the bottom of the list?

Jean said that at present, they have to re-apply. She said we are working on the Admissions and Continued Occupancy Policy right now. Ms. Booker has brought us a very valid point, and it is something that we must keep in mind as we go through our revisions. This is something we are likely to see as our populations get older and as we see more young disabled's. It is something that we need to be aware of and consider in our policy.

CONCERN: Ms. Booker said she heard that they no longer have emergency housing. They had it years ago.

RESPONSE: Jean said there is no emergency housing. Again, it is something that we are looking at in our Policy discussions. We know that Public Housing is the program most people turn to if they have limited income and limited resources. We need to be aware of that. Section 8 has slightly more flexibility for faster placement, but they too have limitations with their preferences.

CONCERN: Martha Benton asked, in order to accommodate the disabled and elderly, don't Section 8 vouchers cover other kinds of housing, like congregate housing or Fremont House? These houses cover special circumstances, like adults under 45 or 55. There's VA Housing. With all the special arrangements out there and all the complaints that HABC gets from seniors about the younger disabled's, then why are we not going after Section 8 funding for special situations.?

RESPONSE: Jean replied she cannot speak for Mr. Kramer, but she might assume that we are trying to turn the Housing Choice Voucher program around. We have a number of vouchers available, including some that have not yet been awarded. If we were to go out and seek additional units when we have not reached 100% capacity, it would not make any sense. That is a likely reason.

CONCERN: Martha asked about transitional housing. She knows the housing authority closed down a lot of homes, and those disabled people have to have somewhere to stay. What about building some transitional housing? Like making a special place for disabled people under age 55? She said that Fremont House worked.

RESPONSE: Jean said that one of the options was to apply for or designate housing for the disabled only, which we did not elect to do. Some would view that as discriminatory, steering people to a particular building, and that's why we did not check this box at this time. Her response at this time would be to wait and see what the applicant mailing data reveals. We need to go to HUD with data on the elderly. If we elect to go into transitional housing, which is essentially designating buildings for a particular population, we need to talk to our Fair Housing people to see if that is something we can reasonably look do.

HOMEOWNERSHIP:

CONCERN: Jackie Barber-El said she noticed in Ken's discussion that most of the property and programs described are outside the HABC property. She knows that a number of homeownership opportunities exist in HOPE VI developments. There are also a large number of scattered site houses that have been mentioned in the past as being available strictly for residents and Section 8 people. What about those programs?

RESPONSE: Ken said that he knows, in REHAB, there are a lot of issues about the rehabilitation of existing public housing units, whether they should be rehabbed to housing quality standards or city inspection standards. He plans to meet with Housing Authority officials to get a better understanding of those issues. What he was not really up on, what he captured from last year's meeting minutes, are the special opportunities for very long term residents in purchasing their properties. He cannot answer questions on this until he can get clear on where that stands. It is both ownership opportunities within the housing stock of the housing authority and outside properties and programs.

CONCERN: Jackie said you have described all of these home funding programs like the grants and foreclosed homes and the 5% mortgage interest programs. Will these be available to HABC residents as well? Will REHAB properties qualify for these outside programs?

RESPONSE: Ken replied that the criteria for the 5% Maryland Mortgage Program, for example, are very high. You can make up to \$90,000 and you can buy some relatively high-end houses. The challenge will be whether the lender is willing to lend to someone who is lower income and is relying on a Section 8 voucher for mortgage assistance. If we can arrange an agreement with lenders on this, then the Maryland Mortgage program will be the lowest interest rate going.

CONCERN: Jackie said she heard Ken mention the dollar houses. She had heard that residents of public housing will get the Right of First Refusal for those. Is that correct?

RESPONSE: Ed Landon explained that Jackie is talking about Housing Authority stock that we have determined are non-viable currently. They number maybe 1,000 units. If those houses are going to be offered to somebody, are they going to be offered to public housing residents first before they are offered to somebody else? Ed suggested that some research be done on this. It was mentioned in previous discussions about homeownership, but it was never certain.

CONCERN: Ed Landon suggested the one thing that he would like to see the Homeownership Department develop is a chart showing what salary range you need in

order to afford what house in what area. The new Homeownership Department needs to develop something that shows if a public housing resident has an income of X level, this is what they can afford in what areas of the city, and that might include public housing.

The follow-up to that is if you are a homeowner, you should be able to have \$X available each month for ordinary maintenance – broken faucets, roof leaks, etc. If you take a rowhouse in the City of Baltimore, unless it's totally gutted and redone, you have a minimum of at least \$100-\$150 month that needs to be laid out in that first couple of months. The one thing that might help make this clear is to make a list of the houses that are available in the housing authority. List the prices maybe between \$50K and \$80K, and what you need to have as income, under the current interest rate, in order to afford this house. He remembers hearing statements made at Cherry Hill that if you make \$10,000, you can afford one of the 76 brand new units that they were talking about building. It never happened, and it created a lot of turmoil for a lot of people.

RESPONSE: Ruth Louie said there are a lot of factors that come into play when you look at a person's affordability. It depends on the individual household and individual circumstances. That's the bottom line in terms of what they can aspire to. That's why whatever program we put in place has to be fully aware of that, and be willing to teach financial literacy and some kind of ongoing program that assists residents in the responsibilities of homeownership, such as a maintenance reserve and how to handle it on a day-to-day basis. We can't just get people into houses and let them think that our work is done, because it is not. It really should be just beginning, until you get them to a point where they can afford to buy a house based on individual circumstances. That's one of the reasons we have to think hard about this. We need to develop the tools to be able to address a whole different set of issues.

COMMENT: Richard Aull recommends that Ms. Louie and Mr. Strong take our questions and be given a chance to do the research. Since they are the new stewards of the program, it really is not fair for us to expect answers at this time. Another point that needs to be addressed is that we have had residents of Baltimore City, of the housing authority, somewhere in the system who are interested in buying houses, who have been approved or not approved, who are still in the process somewhere. We need to find out what was committed out there so we can answer these people. We have people who have applied to a plan, and we are not sure at this point what the plan is or how to answer them.

CONCERN: Ms. Booker-Bradley said she has heard a number of things about the new homeownership office. She referred someone to call, and was told there was always a conflict. They never get a call back. This person has lived in REHAB all these years and is trying to buy her house. They were eventually told that they were not eligible, but there was no explanation. Public housing residents often pay between \$400 and \$500 a month in rent, some \$600. So many people have tried to get into this, and then it just goes down the drain. This has been going on since they've been talking about selling public housing. When she calls down here, there's always someone different in charge of Homeownership. She wonders if someone could please respond to residents who are referred to the Homeownership office – even if it's to say that nothing is established yet. If someone is paying \$300-\$400 a month, why aren't they eligible? We need answers, because we need to know how to answer the questions the residents bring to us. What are we as RAB members supposed to say?

RESPONSE: Ken Strong said that he is very serious about the material in the last paragraph of his handout dealing with respectful, direct and timely communications, as well as every other item on that list. He said someone did come to visit him, a scattered site resident, and asked if they could buy their home. He immediately sought out staff at HABC and asked if this tenant is eligible to become a homeowner at this address. He does not have an answer to that yet, but a meeting has been set up. This is not acceptable to him; he does not feel good dealing with that person in that way. Under his leadership, the Homeownership Office will turn around.

HABC 2003 PHA Annual Plan Committee

Component 8: Demolition & Disposition
Component 17: Asset Management

Meeting of January 13, 2003
1:30 P.M.

In Attendance:

Richard Aull

Jackie Barber-El
Martha Benton

Jean Booker-Bradley
Ella Broadway
Anita Chavis

Mae Cumberbatch

Michelle Holmes

Jean Jenkins

Ed Landon

Elnora Moore

Anna Warren

Advisors:

Jan Goslee

Phyllis Clements

Guests

Michelle Cruise

Anita McCoy-Muhammad

Seaton Haney

Handouts

Agenda

Component 8 From Annual Plan 2002

Component 8 Worksheet for Annual Plan 2003

Component 17 From Annual Plan 2002

Component 17 Worksheet for Annual Plan 2003

Absent:

Goldie Baker

Rachel Bishop

Annie Chambers

Tarshia Fears

Paula Hutchinson

Loretta Johnson

Garry Lee

Deborah Phillips

Margaret Williams

Ericca Blake

Jyoti Kumta

Sonia Montero

Shirley Wise

RESIDENT/STAFF CONCERNS
Meeting of January 13, 2003 - Afternoon
Component 8: Demolition & Disposition
Component 17: Asset Management

CONCERN: Anna Warren said that she knows what is happening at Claremont; that is her home. Freedom Village should be in here. They just finished sitting down with the residents about doing a demolition application. It takes 100 days after they get the application.

RESPONSE: Ed Landon said they did present the demolition application to the residents recently. It's demolition just for the low-rise buildings. He had explained to them the 100-day process. That had nothing to do with Freedom. While we own it, Freedom is not public housing, and therefore, we can demolish that anytime. That does not need approval.

CONCERN: Anna Warren asks what makes it not be public housing? It's all going to be one development when it is done.

RESPONSE: It was explained that the Housing Authority acquired Freedom Village with HUD approval. At the time, Freedom was a non-public housing property. Now we own a vacant, boarded up property that we have to make arrangements to dispose of the buildings.

Ed Landon said that yes, we are going to redevelop the entire site of Claremont and Freedom Village. Anita Chavis said that HUD's approval is not required for the demolition of Freedom.

CONCERN: Anna Warren asked why we are waiting so long to get it torn down? Isn't HUD supposed to pay for that part of it? She was under the impression that we have to go for money for demolition of Claremont, but since HUD gave us Freedom Village, they pay to have it torn down.

RESPONSE: Ed said that his understanding on those type of sites, Section 8 project-based sites, there was a \$40,000 associated with each unit that could be used for redevelopment, and \$2,000 of that could be used for demolition. What we need to do is get clarification, because he does not know where the discussions are along the lines of us receiving the money to do that demolition. Both HABCO and ECI have provided numbers to do the demolition to the development office, and they do understand the cost. He does not know where HABC is, in relationship to receiving any funds – separate from the Housing Authority – to do that demolition.

CONCERN: Anna said that she knows that demolition costs a lot of money. She knows about Claremont, but how much extra money would we need to also do Freedom? She was told that she did not have to worry about Freedom, because HUD would have to pay for that. Anna said they are anxious to get started. They were going to start with

Freedom first. She understands that the reason it has not started yet is because of all the asbestos and how to keep it from getting airborne and covering Claremont.

RESPONSE: Anita Chavis mentioned that there is a source of funds called Up-Front Grant funds that come from HUD for these kinds of properties. It was a Section 8 property and HUD provides a certain amount per unit. Those funds are still available and that's what they are going to use to demolish those buildings.

CONCERN: Martha Benton wanted to clarify the difference between demolition and disposition. Where does it come from, moneywise? She also said she was under the impression that HABC did not do demolition.

RESPONSE: Ms. Chavis said that demolition, in scattered sites for example, means that we are going to tear the building down. The funding for that comes from the capital program. A long time ago, maybe 10 years, it did not come from capital. The old CIAP did not fund demolition. Under the Comp Grant Program, demolition is eligible. The same with development; the capital did not fund development until the CGP program.

Disposition is when you want to buy one of our houses, and we sell it to you. We "dispose" of it to you. Any sale is a disposition process.

Ms. McCoy-Muhammad stated that there are restrictions on the types of persons or groups to whom we can dispose of property. We cannot just sell it to a real estate speculator. Michelle Cruise agreed that one of the requirements is that a disposition must provide benefits to the residents. A realtor would be excluded.

Jean Jenkins said there has been a process that we have followed which has been discussed with Ms. Chambers and the scattered sites board. One of the things we have to do before we dispose of property is make an offer of sale to the resident organizations. For all the properties that are listed here, an offer has been made to Ms. Chambers and to RAB. There are 30 days for the resident organization to accept or indicate that they prefer to buy the property. Then there are certain conditions that they have to meet, such as proposed use and funding, etc. If the resident organization does not respond in that 30-day period, then the Housing Authority's next step is to discuss with other entities who are interested. For example, there was the Great Blacks in Wax organization, which was interested in some HABC property to expand the museum. There is also a need to appraisal value, and that becomes the sale price back to the Housing Authority. Those monies are put into a fund for the renovation of scattered site properties. Along with the sale, there is the environmental clearance, resident consultations, etc. There are many steps in this process, too numerous to discuss here.

CONCERN: Ms. Chavis asked if a resident wants to buy a house, who do they contact at HABC?

RESPONSE: Jean Jenkins said they should contact Mr. Lyle Schumann.

CONCERN: Jackie Barber-El asked again about the process of disposition. How does the individual resident find out what properties are available?

RESPONSE: Jean answered that we make Ms. Warren and Ms. Chambers aware through an Offer of Sale. We wait for that response. We also send letters to the residents who live in the area of that particular property. We invite them to a public meeting where there is a presenter who describes what is to be done with the property. The residents have that opportunity to make their issues known to us.

CONCERN: Jackie Barber-El said that notifying the residents of the area does not really address the fact that it should be open to public housing residents who are interested. Any public housing resident should know about this. RAB represents every resident under public housing. Given that, a public notice does not address this.

RESPONSE: Ms. McCoy-Muhammad said that our obligation is to inform the resident organization, which would be embodied in whoever is the leader of the resident organization. Then they – or RAB – needs to have a process wherein once they get the notice, then this is how they inform the membership. She thinks this is the process that is missing. We send a notice to where it is supposed to go. Then whoever is in charge of the RAB needs to have a process that says where it goes.

Jan Goslee clarified that this process is for the organization to purchase. They have to purchase it under the same terms and continue to operate it as public housing. This process does not contemplate public housing residents purchasing their homes. The homeownership 5(h) program does that. This is a different process. That's why we send the notice to the organization, because the organization would have to come up with the financing and do the negotiation to purchase the property.

CONCERN: Martha Benton asked where are these properties discussed, other than notices to organizations?

RESPONSE: Michelle Cruise said that it is posted in the newspaper. She will confirm how long those ads runs. Also, she is not sure when these ads might run.

Ms. McCoy-Muhammad stated that these projects are approved by the Board, so you might see these posted in the newspapers following a Board meeting, perhaps 1 week to 10 days.

Asset Management

CONCERN: Jackie Barber-El asked about private management. Who is doing assessments on these? What if it is not working?

RESPONSE: Ms. McCoy-Muhammad said that the HABC has an agreement with all of the companies that have been hired to manage the property. In the agreement, it sets out certain things that they have to do. They follow the same format as the Housing Authority, but they are held to a slightly higher standard. They have rent collection standards, maintenance standards. They get the PHAS inspections from HUD, and they get a score. All those things determine whether they get to continue to manage the

properties. There are some management companies that do better than others, and others that we need to deal with, even replace. Part of Kirby Graham's job is to go visit them, inspect, keep track of the finances. She oversees several areas, dealing with budgets and hearing complaints, so that we can take a more proactive approach as to how those things are happening. It is her understanding that with the HOPE VI sites, it is not an option – they must be privately managed. If it does not work, we do not have an option of taking back the management. For others, like the Cahela's, we do have an option of trying to find a new managing agent, or bringing them back under our management in the REHAB program.

Mr. Haney added that, as part of HousingStat, that would be looked at also – the private management of some of our sites, as well as the scattered sites. We plan to go a little deeper into their performance, because we are all judged by performance. It will be monitored not just by Housing Operations, but also by the Deputy Executive Director.

CONCERN: Ms. Barber-El asked if that would include monitoring maintenance concerns, other than PHAS. Even with PHAS they do not check every unit. She is concerned that exteriors are taken care of for inspectors, but not the insides. They collect the rent and look good on paper, but who looks under all that?

RESPONSE: Ms. McCoy-Muhammad said that we really have not had a tight system on that. She is working with Kirby Graham this year, and asking that he goes along on PHAS inspections, so that he gets a chance to see every development. We will set up a schedule for looking at units to make sure they do annual unit-by-unit inspections. We will do spot checks and make sure they did the maintenance as requested. There will also be tenant surveys. We know about the pieces we can see on paper, but we do not know about the actual day-to-day living of people until we can get out there.

Mr. Haney added that as Housing Operations does that, it will result in tighter scrutiny of these management companies, whereas in the past we may not have scrutinized to the extent that we will be doing in the future. We can hold them to be accountable, no less than the minimum to what we are required. If their contract holds them to do additional things, then we can enforce that contract. This is a process of documentation.

CONCERN: Ms. Barber-El then asked about development-based accounting. She understands this means developments could run out of money if they do not manage the budgets. How does this work?

RESPONSE: Ms. McCoy-Muhammad said that managers will be held accountable for staying within their budgets. It does not mean that we will lock the doors. As it is right now, managers do not have to pay too much attention to what they are doing. If they run out of money in a line item, we look around for additional funds, and somebody comes to their rescue. In the future, we are not going to be coming to the rescue. If you run out of money for certain line items, you better figure out how to cover that line item, or you will be answering to Central Office. Right now, nobody knows that they have not followed their budget. In the future, managers will need to study and determine what they really need to run their operations.

Mr. Haney added that tenants will be held harmless; tenants will not be hurt. Housing managers have the responsibility of adhering to their budgets, to analyzing their developments and what they need to operate. As you all are aware, many of our managers have been in their positions for years, and they know their areas very well. Finance and Accounting will set up intensive training on zero-based budgeting; it will not be new to them. They will then be accountable.

CONCERN: Ms. Barber-El asked if this will also apply to private managers.

RESPONSE: Ms. McCoy-Muhammad said that they already use this system. They do not have an option. They have a contract and a specific budget for each location. They have an allocation they cannot exceed.

CONCERN: Martha Benton asked what benefit does it offer public housing to bring in private management? You already have private management under Section 8, and it does not work all that well. Why do we have private management? She knows that HOPE VI required private management.

RESPONSE: Mr. Haney replied that the reasoning for private management is two-fold. In some areas we clearly have not been doing a "good" job in managing some of our developments and scattered sites. It may be because the program was too large for a single operation to handle, and maybe should have been broken into sections. Private management offers a clear set of goals. This includes accountability to the same PHAS standards and budgets, and they have to compete for our money. We issue RFP's outlining our requirements. If the winning bidder can operate within those standards, we often save money, which is then returned to other housing needs. That's an advantage.

A disadvantage is that some residents feel they do not have the personal relationship that they have when our personnel are on site. That's been developed over the years. One of the things that we look at when we review our contracts is the customer service component. We do customer service everyday, sometimes very well. That's one thing we insist on. Not only must the private contractor manage our developments, but they must also offer the type of customer service that is not just for our residents, but also for the surrounding communities. All of our developments are communities. That's what we want to stress.

The private management component depends on how we monitor it and grade it. We are going to be willing to open that up. We can say that a particular private management company we feel is not doing the job. We may look internally and see if we can operate it, or we may cancel that contract and go back out for another contractor.

These managers start with a zero-based budget. Their managers have to stay within that or they do not make a profit. They are in business to make a profit. If they do not, then they take a loss, and their managers are replaced. They still have to do the basic requirements that the contract calls for, just like we do.

CONCERN: Ms. Benton recalled the projects. When they went up people were brought in from the counties and promised a new way of living. Now the projects are being torn

down – Lafayette, Murphy, Lexington, Flag House, Hollander. They are not being replaced. The number of units that were in Lafayette does not exist anymore, though they came back with more units than most others did. You do have other replacement houses that are not just Cahela or HOPE VI. Asset management is not being clearly defined in what we are dealing with here. Are you sending us back to the county? Are you getting rid of public housing?

RESPONSE: Mr. Haney said the answer is definitely no.

CONCERN: Martha asked what are you doing with the rest of the units that are not going back into the HOPE VI program?

RESPONSE: Mr. Haney said that the units that we are bringing back on line are for less density. When you have less density, you have more houses per square footage. We are using the same footprint, except for Claremont possibly. We will not be able to put in the same amount of units. We are not going to build “high rises that warehouse families.” As someone who has worked at Lafayette, he remembers what it was like to work there, as does Ms. Barber-El. He thinks most families would rather have a town-house type dwelling than having your family in a multi-story building. That is a wonderful advantage. However, right now, as Ms. McCoy-Muhammad is striving to turn over units and get them leased, we have approximately 4,000 to 5,000 on our waiting list. We could fill all of our units, if we could get to that point. Right now, it has not been identified that we need to have “the same amount of units” that the HOPE VI developments replaced. One of the HOPE VI requirements was that we produce less density for better quality housing. We are not asking people to move to the county; that is not our policy.

CONCERN: Ms. Benton said she does not understand what comes under Asset Management. She stated that she is not complaining or confronting on this. She travels and sees other public housing. She thinks Baltimore has some of the best public housing in the country. But she needs to understand how we work, so that she can answer questions. With Asset Management, she was part of the team when it started, but she feels that she has really lost touch.

RESPONSE: Mr. Haney stated that one area that the Commissioner and his team wants to improve is Asset Management. We have never had a person to deal strictly with Asset Management. We will be hiring someone in that position. Mr. Pipik who is here today is handling asset management for HCD.

CONCERN: Ms. Chavis asked what exactly is the role of Mr. Pipik in Asset Management. Will he play a role in the partnership units, as well as units that are privately managed? Also, she had a phone call from a private manager at Poe Homes about a Dumpster needing to be replaced. He was calling her because of the capital funds. What is the process? How do the private managers submit their needs to the capital planning process? What is eligible for capital funding via their contracts, as it relates to their reserves? And who makes the decision as to what should be submitted for capital funding? There should be an asset manager reviewing those requests first. That piece of our process is missing. We have not even addressed the needs of private

developments. As we talk about asset management, these are some of the unresolved questions.

RESPONSE: Ms. Jenkins said we are seeing is Asset Management evolving into something more than just someone going out with a checklist making sure the properties exist, etc. It is becoming a more complex part of the administration of the units, internally and externally. That is why we are seeing more staff coming on board; we see the need for our staff to become more knowledgeable about processes and how it will link these things together. This process is far more complicated than this brief section of the Plan suggests.

Mr. Pipik said he agrees it is an evolving part of the agency. He said his role is in HCD Asset Management. The Commissioner had asked him to take on the supervision of the staff people who are picking up these demo and dispo applications that Michelle described. He will also be taking a role in the Comprehensive Stock Assessment, particularly for the scattered sites. HCD owns a lot of scattered vacant houses, as well. It is his impression that we really need to pull this together.

CONCERN: Martha Benton asked him where the money comes from to fix up those houses? Is it city money for HCD properties? Her point is that HABC often gets the blame for the poor condition of HCD houses. Ms. Benton asked if they plan to go to capital funding to get the money?

RESPONSE: Mr. Haney said HABC cannot do that to fix up city houses. Ms. Benton is concerned that what cannot be done today may not continue to be the case.

Mr. Pipik said he believes that part of the reason that the city-owned houses look worse than HABC houses is that there is a shortage of funding on the city side. What is envisioned is a series of sessions where they really look at the assets, the housing. The city uses a variety of funding, but the truth is that the city has a lot fewer resources.

CONCERN: Ms. Benton asked what the process is for HCD for selling houses. We have just discussed the disposition of HABC houses. Does HCD have a similar process?

RESPONSE: Mr. Pipik said that the city has its own disposition process that is similar to HABC. We review proposals. Typically, it would offer development packages and try to define what we want people to do within that area. We get competing bids and would select one.

CONCERN: Ms. Holmes asked about private management. Is HABC looking to privatize all development managements?

RESPONSE: Jean Jenkins explained that this is an evaluation process through HousingStat. As we go through these evaluations, we will see if our staff can do a better job. We were talking about employees and positions. We certainly do not want to lose anyone. What we want to do is get better at our job so we do not have to go to private management.

Ms. McCoy-Muhammad said, at this time, the numbers seem to indicate that private management is doing a better job than HABC managers are. Her role and her goal is to change that. She will be working with RAB on the resident end to help the management end succeed.

CONCERN: Ms. Barber-El said that right now it appears that HABC is doing everything it can to take “public” out of “public housing.” You cannot make it run like a private company, because it is public housing. Every time we turn around you are using the private sector laws to govern public housing.

RESPONSE: Ms. McCoy-Muhammad explained that if we cannot show that we can manage just as well as the private sector – we need to be able to collect 100% of our rents; we need to be able to do what they can do – or we will not have a choice. It will be taken from us.

Ms. McCoy-Muhammad said we will work together to figure out how to get the same results, because that’s the bottom line. Can we get the same results using a different system?

CONCERN: Ms. Benton asked who is the judge over private management and HABC? Who judges and says that private managers are doing better?

RESPONSE: Ms McCoy-Muhammad said there is a report card to HUD. It is the PHAS reports.

HABC 2003 PHA Annual Plan Committee

Component 2: Financial Resource

Meeting of January 21, 2003
10:00 A.M.

In Attendance:

Richard Aull

Jean Booker-Bradley

Jean Jenkins

Elnora Moore

Advisors:

Ericca Blake

Phyllis Clements

Guests

Rainbow Lin

John Kaye

Handouts

Agenda

Component 2 Financial Resources Completed Worksheet

Component 2 From Annual Plan 2002

Absent:

Goldie Baker
Jackie Barber-El
Martha Benton
Rachel Bishop

Ella Broadway
Anita Chavis
Annie Chambers
Mae Cumberbatch
Tarshia Fears
Michelle Holmes
Paula Hutchinson

Loretta Johnson
Ed Landon
Garry Lee

Deborah Phillips
Anna Warren
Margaret Williams

Jan Goslee
Jyoti Kumta
Sonia Montero
Shirley Wise

Chief Financial Officer
Office of Legal Affairs

RESIDENT/STAFF CONCERNS
Meeting of January 21, 2003 - Morning
Financial Resources

CONCERN: Jean Booker-Bradley asked about congregate housing money. What makes that up?

RESPONSE: Jean Jenkins replied that the \$385,000 projected for the next fiscal year shown here is income to the Housing Authority. That money comes from residents who participate in the congregate housing program, and pay fees for services that they receive. Part of that income is plowed back to the Authority. She said it is based on a percentage of their total income. Rent is calculated first. Because they may be frail or disabled, they may need assistance with bathing, personal hygiene, cooking meals, etc., and they pay a fee in addition to their rent. That fee is reflected here.

CONCERN: Ms. Booker-Bradley commented, in paragraph 1, about all the zero's, for example PHDEP. What will we do about our programs for the youth and drug elimination?

RESPONSE: Ms. Lin said that in PHDEP, the impact has been more than this current fiscal year. HUD has pretty much abandoned that grant. Other than any carryforward from the prior fiscal year, we will not have any funds under PHDEP, not only for this Housing Authority, but for all housing authorities across the country.

CONCERN: Ms. Booker-Bradley also asked about Paragraph 4, Elderly Services. What exactly is that?

RESPONSE: Jean Jenkins replied that the \$300,000 is budgeted for the service coordinators who work mainly at our mixed population buildings and the developments. This does not include the 504 counselors, which are separate.

CONCERN: Ms. Booker-Bradley said that she thought the housing authority was required to replace public housing units one for one. Since they did not replace one to one, wouldn't there be extra money that they did not put back into another house? Say they took down 100 units, maybe they put back 6 or 7. Then what? They eliminated a lot of housing, and a lot of people do not have the place they used to have.

Ms. Lin said that we have 3 years carryforward for replacement housing factor money. If you look at Paragraph 2, you have 3 years of replacement housing factor money for the housing authority to use. That adds up to about \$10 million to fund the activities that you just described.

HABC 2003 PHA Annual Plan Committee

Component 3: Eligibility, Selection & Admissions

Meeting of January 21, 2003
1:30 P.M.

In Attendance:

Richard Aull

Jean Booker-Bradley

Jean Jenkins

Elnora Moore

Advisors:

Jan Goslee

Phyllis Clements

Guests

Absent:

Goldie Baker
Jackie Barber-El
Martha Benton
Rachel Bishop

Ella Broadway
Anita Chavis
Annie Chambers
Mae Cumberbatch
Tarshia Fears
Michelle Holmes
Paula Hutchinson

Loretta Johnson
Ed Landon
Garry Lee

Deborah Phillips
Anna Warren
Margaret Williams

Ericca Blake

Jyoti Kumta
Sonia Montero
Shirley Wise

Handouts

Agenda

Component 3 From Annual Plan 2002

Attachment J From Annual Plan 2002

RESIDENT/STAFF CONCERNS
Meeting of January 21, 2003 - Afternoon
Eligibility, Selection & Admissions

CONCERN: Ms. Booker noted that we had said “no” that the PHA requests criminal records from local law enforcement agencies for screening purposes. She is certain that we do that.

RESPONSE: Jean Jenkins replied that “local” refers to Baltimore City or Housing Authority Police. What HABC uses is the JIS system, which actually looks at records statewide, and not just the local jurisdiction. There is a criminal background check on every applicant over a certain age for admissions to public housing. With this statewide system in place, it is not necessary for us to go through Baltimore City first. There are times when we will use the FBI record search, particularly with regard to registered sex offenders. They are not permitted to live in public housing.

CONCERN: Ms. Booker asked about section (3) Assignment where we checked that we give people 3 or more choices. She knows of some cases where people were shown one apartment and told that if they turned it down, they would be moved to the bottom of the list. They did not show those people three places.

RESPONSE: Jean Jenkins said it was unfortunate that she did not have the name of that person so we can go back and investigate. Our policy states clearly that currently three offers must be made. What we are doing is revising our admissions and occupancy policy, and we are still looking at extending three offers. That will not change in the new policy. There are certain conditions in which HUD can allow HABC to make the offer to the development that has the largest number of vacancies. Technically, you can get three opportunities in the developments with the most vacancies, second largest number of vacancies or third largest number of vacancies. If someone comes to you in the future, please bring us the name and application number, and we will definitely look into it.

CONCERN: Ms. Booker asked about (4) Admissions Preferences, Transfer policies – Overhoused. How do you handle splits?

RESPONSE: Ms. Jenkins replied that, in our current policy, the splits are not clearly addressed, because one of the issues is do they have to have a housing application or not? If a child on the lease reaches 18, are they automatically given an opportunity for housing? Our policy right now is that if someone is in a family and wants to have a split, they need to go through a background check for screening purposes, the application process. We need to make that clearer in our revised admissions and occupancy policy, because it has caused confusion for some. Jean said that we can look at situations on an individual basis. Not only are we looking at family splits, but we need to look at families where the head of household passes away; does the next family member get entitlement to the unit? We need to look at minor children, and who has custody of the children. We have talked about that issue. Another issue is when a family has a unit, and adult children have all moved away and are off the lease, then a few years down the

road they want to move back in with the parent. How do we handle that? There is a lot of concern about extended families, about adult children and economic situations. We have to look at not only their concerns and rights ,but also the concerns and rights of people who are waiting on the list. Hopefully, we will draft a policy that is clear and fair to everybody.

CONCERN: Ms. Booker said when they calculate rent, they do it on the top earnings and not on the paycheck they bring home. That's the gross instead of the net. That is not fair. That money's gone before they get it. She wants someone to look into this. People have trouble paying rent because of this. Working people are having a harder time of it than the Social Security people. They get taxes taken out, health insurance, and other things.

RESPONSE: Jan Goslee said there is a regulation that sets forth the requirements that Housing Authorities have to follow. She will have to look it up to see how rents should be calculated and what adjustments are made, what deductions are allowed. It is not a process where anyone is using their discretion; it is a clearly defined regulation.

Richard Aull said that this is a HUD issue, not HABC. He suggested that the RAB maybe make that an issue to take before HUD.

Jean said that normally whatever the regulations say, that's the way it is calculated. Adjustments are made for senior citizens, medical and childcare deductions and a few others. In the new lease, it will reconsider what QHWR requires which gives some options on paying rent. When a family moves in, the housing development staff is expected to sit down and explain that, if we charge you a flat rent based on operating costs and location comparables, the rent could be X amount. OR you could pay 30% of your adjusted income. OR there's some income that will be deferred, depending on the program that you are with. Usually under Family Self-Sufficiency there's an allowance that is not to be calculated in the rent formula, but banked for a period of time. This allows a resident to get a savings program going for items like car, college, home purchase, etc.



HOUSING AUTHORITY OF BALTIMORE CITY
Resident Advisory Board

Charles L. Benton Building
417 E. Fayette Street, room 353
Baltimore, Maryland 21202-3431
410-396-4886

April 4, 2003

Mr. William Tamburrino
Director of Public Housing Hub
Housing and Urban Development
10 S. Howard Street, 5th floor
Baltimore, MD 21201

Dear Mr. Tamburrino:

The Resident Advisory Board of Baltimore City is writing this letter in support of the Authority's Annual Plan for Fiscal Years 2003-2007.

The Resident Advisory Board has been working with the Housing Authority of Baltimore City in preparing the 5-year plan for this year. Although, the plan is not exactly what the residents were working towards, the plan does represent a good compromise until the next planning process begins.

The Resident Advisory Board at this time is supporting the Authority's 5-Year Plan for Fiscal Years 2003-2007. If you have any questions, please call me at 410-396-4886.

Sincerely,

Rachel Bishop, Chairperson

cc: Mayor Martin O'Malley
Mel Martinez, Secretary, HUD
HABC Board of Commissioners
Paul Graziano, Executive Director, HABC
Lyle Schumann, Deputy Executive Director, HABC
Jean Jenkins, Director of Housing Operations Administration

ATTACHMENT F

HABC Administrative Plan **For Thompson v HUD Partial Consent Decree** **Section 8 Programs**

**Administrative Plan
For Thompson v HUD Partial Consent Decree
Section 8 Programs**

April 1, 2003

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SECTION ONE: GENERAL PROVISIONS

INTRODUCTION

In 1995 a class action was filed in U.S. District Court for the District of Maryland against the Housing Authority of Baltimore City (HABC), the City of Baltimore and the U.S. Department of Housing and Urban Development (HUD), *Thompson, et. al. v HUD, et. al.*, C.A. No. MJG95-309. The plaintiffs alleged that African American residents of and applicants for public housing and Section 8 vouchers had been discriminated against based upon their race. In 1996 the parties entered into a Partial Consent Decree, which established a Special Mobility program using 1,342 special Section 8 certificates (Special Certificates), a Homeownership Demonstration Program to create up to 168 homeownership units to the extent practicable, lawful, feasible and affordable and up to 646 Section 8 project-based vouchers. The Special Certificates and Vouchers for these programs were provided to HABC by HUD in accordance with the Partial Consent Decree and may only be used in Non-Impacted Areas identified in the Partial Consent Decree except as set forth below.

This separate Administrative Plan has been developed to address those aspects of the Special Certificate and Voucher programs that differ from HABC's regular allotment of Section 8 Housing Choice Vouchers. Except as set forth herein, the principles, policies, practices and standards set forth in the HABC general Administrative Plan apply to the homeownership programs established pursuant to the Partial Consent Decree and to the Special Certificates and the project-based vouchers issued pursuant to the Partial Consent Decree. The Special Certificates specified in the Partial Consent Decree will be administered as Housing Choice Vouchers (HCV) as a result of the funding provided by HUD and because the Section 8 certificate and voucher programs were merged into a new Housing Choice Voucher program in legislation adopted subsequent to the Partial Consent Decree in the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

PROGRAM ADMINISTRATION

HABC has contracted with Quadel Consulting Corporation to administer the Section 8 aspects of the three programs included in the Special Mobility Programs. Quadel is conducting this work through its Baltimore-based subsidiary Metropolitan Baltimore Quadel (MBQ). In addition, MBQ is providing mobility counseling and follow-up for the 1,342 Housing Choice Vouchers funded under the provision for Special Certificates from the Partial Consent Decree.

HABC has contracted with the Innovative Housing Institute (IHI) to administer all other aspects of the project-based vouchers and the homeownership program. This includes locating and contracting for units, recruitment and placement of eligible families and providing training and counseling services and follow-up for participating families.

The policies set forth in this Plan are based on current regulations in effect. HABC, MBQ and IHI are responsible for complying with all subsequent changes in HUD regulations pertaining to the programs administered. If such changes conflict with this Plan, HUD regulations will have precedence.

SPECIAL VOUCHER CONDITIONS

The Housing Choice Vouchers provided by HUD for these programs in accordance with the Partial Consent Decree are subject to HUD regulations and guidance for its Section 8 programs, except as modified by the requirements of the Partial Consent Decree. The major relevant requirements of the Partial Consent Decree are the following:

- For all three special mobility programs families may use their assistance only in Non-Impacted Areas identified in the Partial Consent Decree, except that families who qualify as displaced persons (as defined below) may request and be granted the option of using a Special Voucher in an Impacted Area. If a Special Voucher is used in an Impacted Area, in accordance with the Partial Consent Decree, a regular Housing Choice Voucher will replace it.
- A Special Voucher holder must rent a unit in a Non-Impacted Area for a period of one year. After the one-year period expires, the Special Voucher holder may move anywhere in the Metropolitan Baltimore area or, under HCV Program portability provisions, anywhere in the United States where a Public Housing Agency (PHA) with jurisdiction, operates a HCV Program. Due to the provisions of the Partial Consent Decree, no more than 200 Special Voucher families in the first year of assistance, may use their voucher to lease units in the Non-Impacted areas of Baltimore City, at any one time.
- Due to the provisions of the Partial Consent Decree no more than 360 Special Voucher families, during the first year of their assistance, may use their voucher to lease units the Non-Impacted areas of Baltimore County, at any one time.
- Special Voucher holders may be denied the ability in their first use of their Special Voucher to lease a unit in a multifamily rental development with more than 50 units if more than 20 percent of the units in that development already have families receiving some form of Section 8 assistance.

STATEMENT OF PROGRAM APPROACH AND OBJECTIVES

The primary objectives of the Special Mobility Programs are to:

- Provide rental housing and homeownership assistance in Non-Impacted areas identified in the Partial Consent Decree to those families eligible for the Special Mobility Program; and
- Provide mobility counseling to eligible families participating in one of the Special Mobility Programs.

FAIR HOUSING AND NON-DISCRIMINATION POLICY

It is the policy of MBQ to administer its programs in compliance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975.

In addition, as a contractor to HABC, MBQ will abide by all contract clauses that require it to affirmatively further Fair Housing and Equal Opportunity in the administration of programs by fully complying with all Federal, State and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment practices. HABC and its contractors do not discriminate against any applicant or participant because of race, color, sex, religion, national origin, ancestry, age, familial status, handicap or disability, or sexual orientation. MBQ will also not apply any criteria or consider any information pertaining to attributes or behavior that may be imputed by some to a particular group or category. HABC and its contractors do not deny to any family the opportunity to apply for housing (when the waiting list is open) or deny any eligible applicant the opportunity to lease a housing unit that meets program requirements.

MBQ will provide program applicants and participants with information on Federal/State/local laws regarding housing discrimination and any recourse available, including HUD's web site at www.hud.gov. Such information will be made available as part of the program briefing session, and all applicable Fair Housing and Equal Opportunity information and complaint forms will be made part of the Briefing Packet. MBQ will provide referrals and information to applicants and participants about local organizations that provide assistance in filing discrimination complaints. In addition, all MBQ form letters contain the Equal Housing Opportunity logo.

REASONABLE ACCOMMODATION POLICY

As contractors to HABC, MBQ and IHI will abide by the Authority's Reasonable Accommodations Policy adopted by HABC's Board of Commissioners and approved by the Baltimore HUD's Office of FHEO. In addition, MBQ's and IHI's policies and procedures have been designed to provide assurances that individuals with disability may request reasonable accommodation to fully access and utilize the housing programs and related services.

To be eligible for a reasonable accommodation, an individual must have a disability which is defined as follows:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual;
- A record of such impairment; or
- Is regarded as having such an impairment.

Availability of specific accommodations will be included on Special Mobility Program forms, notices, and letters to families. An applicant or participant with a disability may request a reasonable accommodation in writing to the attention of the Managing Director. Decisions on granting a reasonable accommodation will be made on a case-by-case basis upon consideration of the nature and cost of the accommodation requested and the overall financial resources involved in granting the accommodation. Requests for reasonable accommodation will be verified in accordance with MBQ's independent third-party verification policies.

To further MBQ's and IHI's commitment to Fair Housing and Equal Opportunity, the following steps will also be taken:

- Organizations that provide assistance to hearing and sight-impaired persons be contacted and utilized as necessary;
- A list of known accessible units will be provided to applicants and participants upon request;
- Household members having a disability will be referred to agencies in the community that offer services to persons with disability;
- Information on the Maryland Relay System that provides accessibility to the hearing impaired will be provided upon request.

In addition, MBQ has designated the Managing Director as its Section 504 Coordinator. The address and phone number of MBQ's office is provided on all correspondence and forms including the Program Briefing Packet, Moving Packet, and Recertification Packet.

EQUAL OPPORTUNITY HOUSING AND AFFIRMATIVE MARKETING PLAN

Program Outreach: MBQ and IHI will conduct outreach to inform and attract applicants from among eligible families. Information will be provided on the Special Voucher, Project-Based, and Homeownership Programs. This outreach includes, but is not limited to, mailings to eligible families, brochures, and public presentations at public housing developments and other appropriate locations.

Advertising will be accomplished through newspapers of widespread general circulation and minority focused media. MBQ and IHI may also undertake additional marketing activities in order to market site specific or special purpose housing, as identified in this Plan.

To ensure that the availability of housing is communicated to individuals with disabilities, MBQ will contact agencies and organizations that serve individuals with disabilities. If necessary, special mail-in procedures for frail elderly or severely disabled respondents may be employed.

Outreach to property owners is conducted by MBQ and IHI on an ongoing basis to develop interest in the program and to increase the number of units available in Non-Impacted areas. MBQ and IHI will distribute information about the Programs and the advantages to landlords of participating by mail, at group and one-on-one meetings.

MBQ maintains a list of interested property owners and units available for the Special Voucher Program. As inquiries from prospective new property owners are received, staff records the necessary information about units and makes it available to prospective tenants upon request.

MBQ and IHI will encourage local property owners with units specially designed or adapted for persons with disabilities, and those who may be willing to adapt units, to participate in the programs. Whenever a local property owner makes a unit available for the program, MBQ or IHI shall inquire as to whether the unit is accessible and the extent of accessibility.

TRANSLATION OF DOCUMENTS

In determining whether it is feasible to translate documents into other languages, MBQ will consider the following factors:

- Number of applicants and participants in the jurisdiction who need the other language translation;
- Estimated cost to MBQ for the translation;
- The availability of local organizations to provide the translation services; and
- Availability of bilingual staff to provide the translation.

HOUSING AUTHORITY JURISDICTION

MBQ's and IHI's jurisdiction for the Special Mobility Programs is Metropolitan Baltimore which includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, Howard and Queen Anne's Counties.

RECORD MAINTENANCE

Participant files will be maintained for the following time frames:

- Past participants leaving with no balance owed MBQ: three years.
- Past participants leaving with a balance owed MBQ: indefinitely until balance is cleared but not less than three years

UNUSUAL CIRCUMSTANCES

In the event circumstances arise that do not fall under the provisions stated in this Plan, those circumstances will be reviewed on a case-by-case basis by MBQ's Managing Director. Appropriate actions will be taken as warranted and those actions will be documented by MBQ's Managing Director.

DESCRIPTION OF PROGRAMS

The Special Mobility Program includes three programs:

- Special Voucher Program: Tenant-based vouchers, which must be used in Non-Impacted areas by eligible families who have received mobility counseling.
- Project-Based Voucher Program: Project-based vouchers, which must be used in Non-Impacted areas by families who have received mobility counseling. (See Project Based Program Section)
- Homeownership Program: This program will use second and third mortgages, in addition to Section 8 Homeownership Vouchers to assist those eligible families who qualify for a mortgage but have very-low or extremely-low incomes of no less than \$10,200/year. Disabled and elderly applicants are exempt from the minimum income requirements. The program includes a direct purchase program and a lease purchase program. (See Homeownership Program Section)

ELIGIBLE TYPES OF HOUSING

Single family dwellings, duplex, triplex, fourplex, row-type housing, multi-unit complexes, apartments, condominiums, town homes (mobile homes and manufactured homes if allowed in the jurisdiction) are eligible types of housing for the Special Voucher Program. Hotels, motels, nursing homes, college or school dormitories, other types disallowed by HUD regulations, or a unit occupied by its owner or by a person with any interest in the dwelling unit, are not eligible types of housing. The exception to this is a participant in the Special Homeownership program who is purchasing under a lease-purchase arrangement.

At its discretion, MBQ may allow a family participating in the Special Voucher Program to use any of the following special housing types in accordance with the regulations of the program: single room occupancy housing, congregate housing, group home, shared housing, or cooperative housing. MBQ will follow HUD regulations regarding participants residing in these special housing types.

PAYMENT STANDARDS REVIEW

MBQ will review the payment standard schedule annually and will recommend to HABC any proposed changes to the payment standards. The schedule amounts will fall within the HUD allowed range from 90 percent to 110 percent of the HUD-published Fair Market Rents (“FMR”), or such higher exception standard approved by HUD. In 2002, HUD approved a schedule of “success rate” Payment Standards for HABC that MBQ will also utilize as it administers the Special Mobility Programs.

The payment standard applied for the family will be the lower of:

- The payment standard based upon the size and composition of the family, or
- The payment standard for the size unit rented by the family.

MINIMUM RENT

The Special Mobility Programs have a zero (\$0) minimum rent policy.

UTILITY ALLOWANCE SCHEDULE

MBQ will maintain a schedule of utilities in accordance with HUD regulations to be used in the determination of housing assistance payments to owners. The utility allowance schedule will be evaluated annually, using data compiled by the local utilities company and utility schedules obtained from other PHAs operating HCV programs within the jurisdiction of the Special Mobility Programs. Unless MBQ and HABC find the utility allowances of the resident PHA with jurisdiction to be inadequate, MBQ will use the utility allowances adopted by the resident PHA.

MBQ will use the appropriate utility allowance for the size of the dwelling unit actually leased by the family.

Utility Reimbursement Payment checks will be mailed to those participants whose utility allowance is greater than their Tenant Rent. The Utility Allowance Payment (UAP) checks will be issued in the name of both the participant and utility company.

PRIVACY RIGHTS

At time of application, and anytime a change of family status is processed, each participant may be required to sign a Federal Privacy Act Statement, acknowledging that all family status information is released to HUD, and that HUD may share this information with other governmental agencies.

Applicants and participants are required to read and sign the Federal Privacy Act Statement which outlines the conditions under which HUD will release information. Requests for information must be accompanied by a written Release of Information Request signed by the applicable party in order for MBQ to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law. MBQ may release information requested by court subpoena.

QUALITY CONTROL

MBQ maintains complete and accurate accounts and other records for the program in accordance with HUD requirements. MBQ has developed monitoring procedures as part of its internal control systems to monitor program requirements, program actions and performance standards. Each SEMAP indicator is monitored, as well as other relevant program actions. In addition to SEMAP requirements, MBQ performs quality control audits on all Housing Choice Voucher actions.

MBQ maintains records, reports and other documentation for the period of time required by HUD that is in accordance with HUD requirements and records retention policies established in

this Plan. In addition, MBQ files will be maintained in a manner that will allow an auditor, HUD, HABC, or other authorized party to monitor MBQ's operations in an objective manner.

SECTION TWO: ELIGIBILITY AND ADMISSION

PROGRAM ADMISSION

Only eligible applicants on the waiting list maintained for the Special Mobility Programs will be admitted to one of the Special Mobility Programs. .

DEFINITION OF FAMILY

The applicant must qualify as a family. A “family” shall be defined as:

- Two or more persons sharing residency whose income and resources are available to meet the family’s needs and who are either related by blood, marriage or operation of law, or who evidence a stable family relationship over a period of not less than one year. Evidence of “stable family relationship” may include birth certificates of children, joint tax returns, prior lease held jointly, joint bank accounts, insurance policies, marriage certificates, or equivalent documentation as determined by MBQ.
- A single, pregnant female is considered a two-person family for purposes of this program.
- A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in-aides.
- An elderly family. A family whose head, spouse, or sole member is a person who is 62 years of age or older. It may include two or more persons living together, and one or more such persons living with one or more persons, including live-in-aides, determined to be essential to the care and well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly.
- A single person who lives alone or intends to live alone, and who is not elderly, disabled, or the remaining member of a tenant family.
- A disabled family. A family whose head, spouse, or sole member is a person with disabilities. May include two or more persons with disabilities living together, or one or more such persons living with one or more live-in-aides determined to be essential to the care and well-being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly.

Joint-custody agreements. For the purposes of this program, children who are subject to a joint custody agreement and live in the unit at least 51% of the time will be considered family members (“51% of the time” is defined as 183 days of the year, which does not have to run consecutively). In a joint custody arrangement, if the minor is residing in the assisted dwelling less than 183 days per year, the minor will be considered an eligible visitor, not a family member, and not on the lease.

Foster Care. For purposes of this program, a child who is temporarily away from home because of placement in Foster Care is considered a member of the Family if the child will be returned within six (6) months.

When multiple families (two families living together) apply as a family unit, they are considered one “family” for purposes of this program.

Person with Disabilities. For purposes of determining eligibility for this program a person with disabilities is defined as a person who:

- Has a disability as defined in Section 223 of the Social Security Act; or
- Has a physical, mental or emotional impairment that:
 - Is expected to be of long continued and indefinite duration;
 - Substantially impedes his/her ability to live independently; and
 - Is of such a nature that such disability could be improved by more suitable housing conditions; or
- Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act.

No applicant shall be considered a person with disabilities for the purpose of program eligibility solely on the basis of any drug or alcohol dependence.

Individual with Disabilities. The Section 504 and Fair Housing definition of individual with disabilities is a civil rights definition and is used to determine whether an applicant or participant is entitled to a reasonable accommodation.

Live in Aide : A person who resides with someone who is age 50 or older, disabled, or a person who:

- Is determined by MBQ to be essential to the care and well being of the person(s); and
- Is not obligated for the support of the person(s); and
- Would not be living in the unit except to provide necessary supportive services.

A live-in aide may include more than one person. A live in aide or the live-in-aide’s family will not be considered a remaining member of the tenant family. A live-in aide may only reside in the unit with the approval of MBQ. Written verification is required from a doctor, social worker, caseworker, etc. The verification must certify that the live-in aide is needed for the care of the person and must specifically state what the care is needed for. Verification must include the hours the care will be provided. The landlord must provide written approval of the live-in aide residing in the unit. The live-in aide is added to the lease and contract, and noted as a live in aide.

At any time, MBQ may refuse to approve a particular person as a live-in aide, or may withdraw approval if:

- The person commits fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program; or
- The person commits drug related or violent criminal activity; or

- The person currently owes rent or other amounts to MBQ or another PHA in connection with subsidized housing assistance; or
- The person is subject to a lifetime registration requirement under a state sex offender registration program.
- Any other reason allowed under HUD regulations.

DEFINITION OF INCOME

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

- Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- Are anticipated to be received from a source outside the family during the 12 month period following admission or annual re-certification effective date; and
- Are not specifically excluded as mentioned below.
- Annual income also means amounts derived (during the 12 month period) from assets to which any member of the family has access.

Annual income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as per HUD regulations. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets by the family. Where the family has net family assets in excess of \$5,000.00, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount.
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
6. Public assistance (welfare, TANF, etc.)

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the household.
8. All regular pay, special pay and allowances of a member of the Armed Forces.

Annual Income does not include the following:

1. Income from employment of children (including foster children) under the age of 18.
2. Payments received for the care of foster children or foster adults.
3. Lump-sum additions to family assets, such as inheritances, insurance payments, capital gains and settlement for personal or property losses.
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live in aide.
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Amounts received under training programs funded by HUD.
9. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
10. Amounts received by a participant in other publicly assisted programs, which are specifically or in reimbursement of, out of pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
11. Temporary, nonrecurring or sporadic income (including gifts).
12. Reparation payments paid by a foreign government pursuant to claims filed under laws of that government by persons who were persecuted during the Nazi era.
13. Earnings in excess of \$480 for each full-time student 18 years of age or older (excluding head of household and spouse).
14. Adoption assistance payments in excess of \$480 per adopted child.
15. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
16. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit.
17. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
18. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 C.F.R. 5.609(c) apply. A notice is published in the Federal Register identifying the benefits that qualify for this exclusion.

Annualization/Averaging of Income: If it is not feasible to anticipate a level of income over a 12-month period, i.e. seasonal or cyclic income; or MBQ believes that the past income is the best available indicator of expected future income, MBQ may annualize the income anticipated for a shorter period, subject to a re-certification at the end of the shorter period. Income may also be calculated by averaging known sources of income that vary to compute an annual income (no interim adjustment is required if income remains what was calculated).

Assets Disposed of for Less than Fair Market Value: MBQ will count assets disposed of for less than fair market value during the two years preceding eligibility determination or re-certification. MBQ will count the difference between the market value and the actual payment received. Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Generally, assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

MBQ's minimum threshold for counting assets disposed of for less than fair market value is \$1,000.00. If the total amount of assets disposed of within a one-year period is less than \$1,000.00; they will not be considered an asset for the two-year period. If the total amount of assets disposed of within a one-year period is more than \$1,000, all assets disposed of for less than fair market value will be counted as assets for two years from the date the asset was disposed of.

Reduced Payment Amounts: If a public assistance (TANF, SS, SSI, etc.) recipient receives a reduced benefit payment because of willful non-compliance with program requirements, MBQ shall calculate HAP and Tenant Rent on the basis of the income prior to the penalty or reduced benefit.

INCOME DEDUCTIONS

The following deductions are allowed:

- \$480 for each dependent (member of the family, except foster children and foster adults, other than the family head or spouse who is under 18 years of age, or is a person with a disability or is a full time student).
- \$400 for any elderly family or disabled family.

In summary, to the extent the sum exceeds 3% of annual income:

- Un-reimbursed medical expenses of any elderly or disabled family. Non-prescription medicines must be doctor recommended with a specific dosage in order to be considered as a medical expense; and
- Un-reimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is disabled) to be employed. This allowance may not exceed the earned income received by the family

members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.

- Any reasonable childcare expenses for children age 12 and under, necessary to enable a member of the family to be employed or attend school full time, provided:
 - Childcare expenses may not be deducted if there is an adult household member capable of caring for the child who can provide the childcare.
 - The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The “person enabled to work” will be the adult member of the household who earns the least amount of income from working. Proof of expense is required.
 - The number of hours claimed for childcare may not exceed the number of hours the family member is attending work or school (including two hours travel time to and from work or school).

MBQ may survey local care providers in the community or collect data as a guideline. If the hourly rate exceeds the guideline, MBQ may calculate the allowance using the guideline.

RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS

In order to receive assistance, a family must be a U.S. citizen or eligible immigrant. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD. Every family member must provide sufficient information to enable MBQ to obtain and verify citizenship or eligible immigration status in accordance with HUD Regulations. The status of each member of the family is considered individually before the family’s status is defined for this reason. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are “mixed families” and assistance is pro-rated.

For this eligibility requirement only, the applicant is entitled to an Informal Hearing if they are denied housing assistance based on their citizenship status.

OPENING AND CLOSING OF THE WAITING LIST

MBQ will maintain a single waiting list for admissions to the Special Voucher, Project Based, and Homeownership Programs.

Because of the preferences provided in the Partial Consent Decree, it is not anticipated that the waiting list will ever be completely closed. However, the waiting list may be closed to the lowest priority groups should there be sufficient applicants from the higher priority groups to fill all expected program vacancies for at least one year. Should the waiting list be closed to any eligible priority groups and MBQ determines that additional applicants are needed, the waiting list will be opened and a public advertisement and notice will be posted.

All notices and advertising announcing the opening of the waiting list will include:

- The date(s) the list(s) will be open.
- The office hours and location where applications are available and will be accepted.
- Eligibility guidelines.
- Preferences for the selection of applicants.
- Any limitations that may apply.

At the initiation of the Special Mobility Program implementation, the waiting list will be opened indefinitely until there are enough applicants to fill anticipated vacant slots for the next two years. At that time the waiting list will be closed.

PRE-APPLICATION AND WAITING LIST PLACEMENT

Any family or individual wishing to participate in any of the Special Mobility Programs must submit a pre-application to MBQ. After an initial review to determine eligibility under the Partial Consent Decree, MBQ will then place the applicant on the waiting list by the date of receipt of the preliminary application by MBQ

The order of admission from the waiting list will be based on preference and then by date and time of MBQ receipt of completed pre-application. Completed pre-applications must be mailed or delivered to the MBQ Office.

MBQ will not deny anyone the right to submit a pre-application when the waiting list is open. All pre-applications will be time and date stamped upon receipt.

The MBQ waiting list(s) will contain the following information for each applicant listed:

- Applicant name
- Head of Household Social Security Number
- Family unit size
- Date and time of application
- Category or categories under which the family qualifies under the eligibility definition of the Partial Consent Decree.
- Qualification for any preference
- Racial or ethnic designation of the head of household

WAITING LIST MAINTENANCE

When MBQ updates the waiting list it will mail notices to applicants on the list requesting updated information and an indication of whether the applicant remains interested in the Special Mobility Programs. The applicant will be required to respond to the request for information within a specified time period. Each update notice will include offering the applicant an opportunity for an informal review if the family has been withdrawn from the waiting list.

If the applicant fails to respond to MBQ's request for updated information or any notice is returned to MBQ as undeliverable, a further attempt will be made to locate the applicant and

determine their continued interest. Should a second attempt fail to locate the applicant or the applicant fails to respond, the applicant's name will be withdrawn from the waiting list. Any applicant whose name is withdrawn under this procedure, but who remains eligible for the program, may reapply and have his/her name placed on the waiting list.

ELIGIBILITY AND PREFERENCES

The Partial Consent Decree establishes a definition of who is eligible to participate and the order of preference among the eligible categories in the Special Mobility Program.

The preferences established by the Partial Consent Decree, in priority order as listed¹, are as follows:

- Displacees, as defined in the Partial Consent Decree, which are families who were residing at Lexington Terrace, Murphy Homes or Flag House Courts as of August 19, 1995, and families that resided at Lafayette Courts who allegedly did not receive all of the benefits under the Uniform Relocation Act, and the named plaintiffs in the Thompson v. HUD lawsuit.
- Relocatees, as defined in the Partial Consent Decree, which are non-Displacee former resident families at Lafayette Courts, Lexington Terrace, Murphy Homes, Flag House Courts, and Fairfield Homes, who wish to move to Non-Impacted Areas.
- Other public housing residents living in HABC public housing developments, including scattered sites, as of April 17, 1996 or who live in HABC public housing at the time of their application for the Special Mobility Programs. Within this category, preference shall be given to families with children.
- Public housing applicants on the waiting list as of August 1, 2002, living in Impacted Areas who wish to move to a Non-Impacted Area.
- Section 8 applicants on the waiting list as of August 1, 2002, living in Impacted Areas who wish to move to a Non-Impacted Area.

These preferences only apply if more than three months has elapsed between MBQ receipt of the preliminary application and the eligibility interview. If more than three months has not elapsed, applicants to the program are selected from the waiting list by date and time of preliminary application receipt by MBQ.

VERIFICATION OF PREFERENCES

The Housing Authority of Baltimore City (HABC) will provide MBQ with separate lists for each preference category that indicate the complete population of each preference group, including, where still available:

- Family name

¹ The Partial Consent Decree was entered in 1996. As a result, the preferences set forth in the Partial Consent Decree have been slightly modified by the changing the waiting list date from June 1996 to the August 2002 date set forth above and to include public housing residents living in public housing as of April 1996 or at the time of their application for the Special Mobility Programs.

- Project or address from which the family was relocated or displaced
- Complete list of heads of households
- Complete list of social security numbers

HABC will update these lists regarding name changes or addition of social security numbers as needed. These lists will be used as verification for preferences.

If the applicant is not listed on the HABC lists for the eligibility category he/she claims, the applicant will be denied a preference to the Special Voucher Program. HABC will provide an informal review procedure for applicants who wish to challenge the denial of eligibility or a preference because their name was not included on the list for the category they claimed.

SCREENING

In accordance with HABC's Administrative Plan for its regular program, MBQ will collect information and verify that each applicant family meets the following screening criteria:

- Whether or not the applicant has a debt to HABC, any other PHA in the Metropolitan Baltimore area or MBQ. This will include whether there is a current repayment agreement and, if so, whether payments are current under the agreement. Applicants with such debts must either pay the amount outstanding or enter into an acceptable repayment agreement with the relevant party in order to have their application processed.
- MBQ or IHI will review the Criminal record of the applicant to determine if any household member has been arrested, convicted or evicted from any federally assisted housing program for violent criminal activity or drug related criminal activity in the five years prior to the date of initial/annual recertification. Any family member is subject to a lifetime registration requirement under a state sex offender registration program.

MBQ will notify applicants if they do not meet these screening criteria.. The notice will include the date of the determination, the reason for the determination, and the process to request an informal hearing.

ELIGILITY INTERVIEW

MBQ will schedule all applicants who meet the definitions of the Partial Consent Decree and the screening criteria for an eligibility interview to determine their eligibility under the rules of the Housing Choice Voucher programs. During the interview, MBQ will obtain all the necessary information regarding the applicant's income, assets and family composition.

At the time of interview, applicants will be required to certify to all information they provide to MBQ and to sign verification forms permitting the release of information from verifying agencies. Documentation of all verifications will be placed in the applicant file. Family income and assets and all factors related to eligibility will be verified prior to the issuance of a voucher.

VERIFICATIONS

MBQ will use third party verification whenever possible. This will include either mailing or faxing forms directly to the third party verification source and having them mailed or faxed back to MBQ, or oral verification with the third party by phone. If third party verification is not possible, MBQ will review documents brought in by applicants. If there are no documents, MBQ may use a notarized applicant certification for verification. Whenever third party verifications are not used, MBQ will note in the file the reason and action taken.

All income and asset information will be verified by MBQ. Verification of family composition will be fulfilled by submitting birth certificates for all children in the family. Legal child custody papers, or other sufficient documents must be submitted once it has been determined that the mother and father do not live together or custody is with other than the parent.

ELIGIBILITY FOR HOUSING CHOICE VOUCHER PROGRAM

To be eligible for admission, an applicant must meet HUD and HABC criteria for eligibility. Applicant households will be denied admission to the Special Mobility Programs if the household:

- Does not meet the definition of “family”.
- Has a household income that exceeds applicable HUD Income Limits.
- Has Ineligible Citizenship or Ineligible Immigrant Status.
- Has a member who has engaged in Drug Related or Violent Criminal Activity.
- Has a member subject to a lifetime registration requirement under a state sex offender registration program.
- Owes an outstanding debt to HABC, MBQ, or another public housing agency.
- Breached an agreement with HABC or MBQ to pay amounts owed.
- Violated any Family Obligation during a previous participation in a Section 8 program and/or has been terminated from assistance in a Section 8 Program.
- Has a member who was evicted from any federally assisted housing program in the last five years.
- Does not supply MBQ or HUD with necessary information or does not provide information within the required timeframes.
- Does not sign and submit consent forms for obtaining information.
- Does not disclose and verify social security numbers for all family members six years of age and older.
- Has a member who refuses to sign or submit required consent forms.
- Has a member who was/is illegally using or possessing a controlled substance for personal use.
- Has a member who commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- Has engaged in or threatened abusive or violent behavior toward MBQ personnel.
- Has a member who is convicted of manufacturing or producing met amphetamine or any other narcotic in violation of any federal, state or local law.

DENIALS

Denial of assistance for an applicant may include any or all of the following actions by MBQ:

- Denying listing on the MBQ waiting list.
- Denying or withdrawing a voucher.
- Refusing to enter into a HAP contract or approve a lease.
- Refusing to process or provide assistance under portability.

Ineligible families will be notified by mail and given the reason for the determination, with an opportunity to request an informal review (See Informal Review Section).

PREVIOUS VIOLATION OF A FAMILY OBLIGATION

A participant who has been denied participation in the Special Mobility Programs for a violation of a Family Obligation, cannot re-apply to Special Mobility Program for a period of one year, provided the waiting list is open at that time. This one -year will allow the family time to establish references in relation to the Family Obligation violation and allow MBQ to determine if such a violation is likely to occur in the future. If the member who violated the Family Obligation is no longer part of the household, the family may not be required to wait the one year period before re-application, provided the waiting list is open. Documentation must be provided by the family to verify that the person who committed the violation is no longer part of the household, and will not be a member of the household. Allowable documentation includes, but is not limited to: proof of residence, utility bills, lease, court documents.

COMPUTATION OF ANNUAL AND ADJUSTED INCOME, AND TOTAL TENANT PAYMENT

Once eligibility is determined and verification is completed, MBQ will compute Annual and Adjusted Income and Total Tenant Payment. The assistance is based on the Payment Standard for the unit size and area. If the rent is less than the Payment Standard, the family pays the Total Tenant Payment (TTP). If the gross rent exceeds the Payment Standard, the family pays the TTP plus the amount by which the gross rent exceeds the Payment Standard. In the latter case, the total amount the family pays may not exceed 40% of the family's adjusted income (See Rent Burden Section).

Once the unit is selected, the family's portion of the rent is calculated as the difference between the gross rent (contract rent plus utilities) and the lesser of the Payment Standard for the voucher size issued or the unit size selected by the family.

The utility allowance used is based on the actual size of the unit the family selects regardless of the size authorized on the family's Voucher.

SUBSIDY STANDARDS

The following standards are used for assignment of the appropriate bedroom size on the Voucher.

Number of Bedrooms	Number of Persons	
	<u>Min</u>	<u>Max</u>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10
6	8	12

The intent of HUD requirements is that the smallest appropriate bedroom size be assigned to participant families without overcrowding. When determining unit size required MBQ attempts to meet HUD's intent and applies the following guidelines:

- Larger bedroom size may be granted for children of the same sex if there is more than 10 years difference in age.
- Minor children of the opposite sex may occupy separate bedrooms if one child is over the age of six.
- Unborn children will be included in the size of the household.
- A minor child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size, if it is documented that the child will return within six months.
- MBQ may approve a live-in aide to reside in the unit and be provided a separate bedroom for a family consisting of one or more elderly or disabled persons.
- MBQ may assign a larger unit than permitted using the above standards if an individual with a handicap and/or a medical need requests a reasonable accommodation and provides documentation of need from a physician.
- Families will not be required to use rooms other than bedrooms for sleeping purposes in the Voucher size determination.
- Families may choose to rent larger or smaller units than listed on the Voucher applicable as long as the rent reasonableness and Housing Quality Standards (HQS) requirements are met. HQS requirements permit a maximum of two (2) persons per living or sleeping room in the units.

Exceptions to these subsidy standards will be granted on a case-by-case basis, based on disability, health, or medical reasons, solely at the discretion of MBQ.

ADMISSION DATE

Admission to the MBQ programs is the effective date the first Housing Assistance Payments (HAP) contract is effective, which must be the same date of the first lease that is executed by MBQ on behalf of the family.

PROGRAM ASSIGNMENT

Applicants who have passed the initial screening and who have been determined eligible for the Housing Choice Voucher Program will be scheduled for a Workshop conducted by IHI. At the end of the workshop, MBQ and IHI will confer to assign each family to one of the Special Mobility Programs. Assignments will be based upon a combination of the wishes of the family, which Programs have units available, and an initial assessment of the capabilities of the family relative to the requirements of each Program. Should circumstances change for the family prior to execution of a HAP contract on their behalf, consideration can be given by IHI and MBQ to reassigning the family to another of the Special Mobility Programs to which they have become more suited.

INITIAL COUNSELING

The issuance of a Special Voucher to a family will occur only after the family successfully completes the initial stage of counseling. The initial stage of counseling includes:

- Initial home visit
- Completion of family assessment interview
- Execution of an Individual Family Plan (IFP)
- Completion of one or two required counseling or training activities specified in the Family Plan.

Once the family completes the initial stage of counseling, MBQ will advise the family regarding its assessment of the family's readiness to begin the housing search. At the family's request, MBQ may delay issuance of a Special Voucher, even after the family has completed the initial stage of counseling, if the family has significant credit or rental history problems that must be addressed in order to have a reasonable chance of success in its housing search.

MBQ will provide encouragement, counseling and referrals to help the family repair its credit or rental history or to provide an explanation to use with prospective landlords to overcome the difficulties in renting in the private housing market. MBQ will clearly explain to the family their likely lack of success if these issues are not resolved. However, if the family still wishes to be issued a Special Voucher, is otherwise eligible and has completed the initial stage of counseling, MBQ will issue the Special Voucher. MBQ will refer such families only to landlords whose screening criteria the family meets.

MOBILITY COUNSELING PROGRAM

MBQ will maintain a compendium of services with contact information for use by counselors to make effective referrals and for families to find needed services. A list of these services will be provided to each family prior to move in. MBQ will conduct outreach to community groups in the Non-Impacted areas, including seeking volunteers to welcome families and helping families become oriented to their new community after move in.

MBQ will provide or refer families to agencies that provide the counseling services needed by the family as identified in the Individual Family Plan. This counseling will focus primarily on counseling related to the family's access to housing in Non-Impacted Areas and on counseling to help remove barriers to that access (credit repair, substance abuse, etc.) MBQ will also provide referral to other community counseling and services needed by the family to promote self-sufficiency.

BRIEFING

Following the assignment of families to one of the Programs, MBQ will conduct a briefing related to the Housing Choice Voucher Program in compliance with HUD requirements and addressing the special needs of the Programs.

All eligible applicants are required to attend a briefing before a Voucher is issued. The head of household and all adult family members must attend the briefing. The briefings may be group or individual meetings. Each family will receive a briefing packet containing the following:

- The term of the Voucher.
- A description of MBQ's policy on granting extensions or suspensions of term and how a family can request extensions.
- Information on computing the Total Tenant Payment and Housing Assistance Payment.
- Information on the Payment Standards and Utility Allowance Schedule.
- Family rent burden
- What the family should consider in deciding whether to lease a unit such as unit condition, reasonableness of rent, cost of tenant-paid utilities, whether the unit is energy efficient, and location of unit to public transportation, employment, schools and shopping.
- Where the family may lease a unit using portability and how portability works.
- Request for Inspection and the process obtaining an inspection.
- MBQ's policy on providing information to prospective landlords.
- MBQ's subsidy standards including any exception to these standards.
- HUD brochure on selecting a unit.
- Fair Housing Brochure and information, HUD-401 and a Discrimination Complaint Form HUD-903.
- List of landlords or real estate agents who may be willing to lease a unit or may be able to help the family locate a unit.
- Notice that if the family includes a disabled person, the family may request a current listing of accessible units that may be available.

- Family program obligations.
- Grounds under which MBQ may terminate the family's assistance.
- Informal hearing and review process and how to request a hearing.
- The HUD Tenancy Addendum
- Request for Tenancy Approval and RTA instructions
- Other items as MBQ may determine appropriate.

The briefing will cover the information in the packet and discuss the following topics:

- A description of how the program works
- Family and owner responsibilities
- Where the family may lease a unit
- Non-Impacted Areas information
- Portability information
- Federal, State and Local Fair Housing Laws
- Assistance to Elderly and Individuals with Disabilities

If an applicant misses a scheduled briefing, without prior notification to the MBQ office, the applicant will be denied. If an applicant misses two scheduled briefing appointments, even if they have given prior notification to the MBQ Office, they will be denied. Exceptions to the above include: reasonable accommodation, death, serious illness, and natural disasters. Exceptions must be supported by written verification of the reason, and approved by the MBQ Managing Director.

MBQ will provide a landlord listing in the Briefing Packet and the MBQ Office, listing available units in the Metropolitan Baltimore area that will accept MBQ participants. Each participant's Briefing Packet also contains a referral guide to various local agencies. MBQ will maintain a listing of handicapped accessible units for those participants requesting information on accessible units. MBQ will take appropriate steps to assure effective communication with disabled applicants and participants. In the event a MBQ participant has a special need or requires a reasonable accommodation, the participant will be referred to the MBQ 504 Coordinator.

MBQ will explain during the briefing the advantages of searching for a unit in A Non-Impacted area and provide each family a map showing these areas.

At the conclusion of all Program Briefing Sessions, the family representative will be required to sign and date a Briefing Certification form to confirm that all rules and pertinent regulations were explained to them.

VOUCHER ISSUANCE

Vouchers will be issued after the family has completed the initial counseling requirements unless the family requests that issuance be delayed because of problems with credit or rental history that need to be corrected in order for the family to be successful in leasing a unit in a Non-impacted area.

HEAD OF HOUSEHOLD DESIGNATION

When there are two adults in the household, the family must designate who the head of household shall be. This designation is evidenced by signature on the Voucher.

VOUCHER TERM AND EXTENSIONS

The initial term of the Special Voucher is 120 days. Upon the expiration of the initial search period, at the request of the applicant, the term may be extended for an additional 60 day term with the total not to exceed 180 days. The request for an extension does not need to be in writing; however, the applicant must advise MBQ of the reason for the requested extension. Additional extensions may be granted by MBQ to households needing more time because of the need for a unit that accommodates a disabled household member or because of the difficulty in finding a very large unit (i.e., four or more bedrooms) needed by the household. Submission of a Request for Tenancy Approval shall toll the running of the initial term or extended term. Tolling begins the day the RTA is received at the MBQ office and expires when the unit has completed the inspection process. The inspection process is completed when either:

- The unit passes inspection, or
- The RTA is cancelled because the unit cannot be inspected or does not pass inspection within the required number of inspections.

If a Special Voucher holder is on any HABC waiting list for public housing, regular Section 8 assistance, and/or other type of assisted or subsidized housing, return of the Special Voucher after the term or extension expires will not affect the Special Voucher holder's standing on such other waiting lists.

MAXIMUM INITIAL RENT BURDEN

A family must not pay more than 40 percent of the family's monthly adjusted income for rent when the family first receives MBQ assistance for a particular unit. This rule applies at initial lease-up and each time the family moves to a new unit.

SECURITY DEPOSITS

The landlord may collect a security deposit. The landlord determines the amount of the deposit in accordance with State and local laws. The Maryland Code, Real Property, Section 8-203 states the maximum amount which the landlord may require as a security deposit for each dwelling unit is the equivalent of two month's rent. MBQ prohibits security deposits in excess of private market practice or in excess of amounts charged to unassisted tenants.

PORTABILITY

Because of the requirements of the Partial Consent Decree, Special Vouchers issued are not portable until they are used initially for a year in a Non-Impacted area within Metropolitan

Baltimore, as defined by the Partial Consent Decree. Once the family has used its Special Voucher for one year, the voucher then becomes portable. The portability feature allows a participating Voucher family to move from one jurisdiction to another with continued assistance. Voucher holders may move anywhere there is a Housing Agency that administers a Housing Choice Voucher program.. Families must also meet the income eligibility requirements in the area to which the family plans to move. In this case, the family is considered “continuously assisted” and the Low Income Limit is used to determine eligibility.

Families must notify MBQ in writing when they want to move using the portability feature. When a family notifies MBQ that it wants to move under the portability procedures, MBQ will contact the receiving PHA. MBQ will confirm the following to the receiving PHA:

- The family is eligible for assistance.
- A Voucher has been issued to the family.

If the participant is porting to an area that is in more than one PHA’s jurisdiction, MBQ may choose the PHA to which the participant must go. Families cannot exercise portability if money is owed to MBQ. Families that request a portable voucher must pay all monies owed to MBQ before the portable voucher will be processed.

INCOME DISREGARD

HUD regulations require MBQ to disregard certain earned income of a qualified disabled family member. The annual income for qualified disabled families may not be increased as a result of increases in earned income of a family member with disabilities, beginning the date when the increase in earned income begins and continuing for a cumulative 12-month period. After the 12-month full exclusion, the income will be phased in.

In order to receive this earned income disregard, the family member must be disabled and:

- The increase must be from employment income.
- The member was previously unemployed for one or more years prior to employment
- The earned income increase was during participation in any economic, self-sufficiency, or job-training program.
- The increase is during or within six months of receiving assistance, benefits or services under any State program for TANF. The total amount of the increase over a 6-month period must be at least \$500.00

MBQ will follow HUD regulations in applying the Earned Income Disregard.

INFORMATION PROVIDED TO POTENTIAL LANDLORDS

The landlord selects the tenant and is responsible for tenant screening. The landlord is responsible for determining whether the family is suitable for tenancy. MBQ’s decision to admit an applicant to the program is not based on an applicant’s suitability for tenancy.

At the landlord's/owner's request, MBQ will provide the landlord the following information on potential participants or applicants:

- Participant's current and previous address.
- Participant's current and previous landlords' names, addresses, and phone numbers.

SEARCH ASSISTANCE

To the extent possible, MBQ will refer families to at least three identified vacancies in Non-Impacted areas in neighborhoods selected by the family. MBQ will also assist with transportation assistance and will visit or talk with prospective landlords with or on behalf of families who want and request this assistance.

REQUEST FOR TENANCY APPROVAL

The family must submit a completed Request for Tenancy Approval (RTA) and a copy of the proposed lease during the term or extension of the voucher. MBQ will not permit a family to submit more than one RTA at a time. The landlord must indicate on the RTA the proposed rent, the types of utilities and who pays utilities.

An RTA will be denied if it is not completed in its entirety by both the participant and landlord. It will be denied if:

- The unit is not in MBQ's legal jurisdiction
- The unit does not meet rent reasonableness and a reasonable rent cannot be negotiated with the owner
- The participant's rent portion is over the maximum 40% rent burden
- MBQ denies participation to the landlord for a reason identified in the "Disapproval of Landlord" section.

The family and landlord will be notified if the RTA cannot be approved. If the RTA cannot be corrected, MBQ will issue another RTA to the family to find another unit.

After approval of the RTA, the landlord will be required to submit the following documents:

- Landlord taxpayer ID number on a IRS Form W-9
- LBP State Certification of pre-1950 units
- In pre-1978 housing, the landlord is required to provide the tenant the Disclosure of Information on Lead-Based and/or Lead-Based Paint Hazards prior to execution of the Lease. The landlord must also provide MBQ a copy of the executed Disclosure Notice.

LEASING

The family must submit the proposed lease to the MBQ Office for review and approval with the RTA. The lease must be in the standard form used in the locality by the landlord and must contain terms that are consistent with state and local laws that generally apply to unassisted

tenants in the same property. The lease must specify what utilities and appliances are to be supplied, what service is paid by the landlord, and what utilities and appliances are supplied and paid for by the family. The lease must also specify the type of utilities (gas, electric, etc.) used in the unit.

After the lease has been approved by MBQ, the Lease and HUD Lease Addendum must be signed by the head of household and landlord prior to contract execution. Any revisions or new leases must be approved by the MBQ Office prior to execution.

The Lease is to be current at all times and must be compatible with MBQ policies, as well as federal, state and local laws.

SEPARATE AGREEMENTS

The following types of landlord/participant separate agreements are acceptable:

- Agreements for parking, furniture and/or appliances
- Late charges
- Pets and pet deposits
- Community rules or covenants
- Agreements to pay security deposit amounts in installments

Separate agreements must be attached to the Lease as a Lease Addendum. The landlord must provide MBQ a copy of the Lease Addendum indicating all separate agreements made.

The following types of landlord/participant separate agreements are not acceptable:

- Agreements for altered security deposit amounts
- Altered rent amounts
- Excess utilities
- Meals or supportive services.

The landlord may not charge the family extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants on the premises.

If MBQ determines that a participant willingly agreed to a separate agreement with the landlord that is not acceptable, the participant will be terminated from the program and the landlord will be barred from participation in the program. The participant may request an Informal Hearing regarding the termination.

RENT REASONABLENESS

Rent reasonableness will be determined for all new leases and rent increases. A reasonable rent to the owner is defined as not more than rent charged (a) for comparable units in the private unassisted market and (b) for comparable unassisted units in the premises. MBQ will not approve a subsidized tenancy until a determination has been made that the rent to the owner is

reasonable. The reasonableness of the rent requested by the owner will be determined by considering the following factors:

- Location
- Quality
- Size
- Unit Type
- Age of the Contract Unit
- Amenities
- Housing Services
- Maintenance
- Utilities provided by the Owner in accordance with the Lease

MBQ maintains market survey information on rents for comparable units in the area. If MBQ determines that the amount of rent requested by the owner is not reasonable, MBQ will attempt to negotiate the rent with the owner. Failure by the owner to accept the rent determined to be reasonable, will result in disapproval of the unit for the program.

INITIAL HOUSING QUALITY STANDARDS INSPECTION
(See Section Four: HQS Inspections)

DISAPPROVAL OF LANDLORD

MBQ will not approve a unit if the owner has a history of failing to terminate tenancy for lease violations in units assisted under Section 8 or any other federally assisted housing program.

MBQ will also deny owner participation for one or more of the following reasons:

- The owner is debarred, suspended or subject to a limited denial of participation (LDP) by HUD;
- If directed by HUD because the Federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act;
- If directed by HUD because a court or administrative agency has determined that the owner has violated the Fair Housing Act.
- The owner has violated obligations under any Section 8 HAP contract.
- MBQ has obtained documentation that the owner has committed fraud under any Federal housing program.
- The owner has engaged in drug-related criminal activity or any violent criminal activity.
- The owner has been debarred from participating in the Housing Choice Voucher program by other PHAs in the Metropolitan Baltimore area.

The individual circumstances and seriousness of such conditions will be considered prior to disapproval of an owner.

RESTRICTION ON RENTING TO RELATIVES

Participants may not lease units, which are owned by a relative (defined as the parent, child, grandparent, grandchild, sister, or brother) of any member of the recipient's household. The exception to this rule is if MBQ determines that approving a unit owned by a relative would provide reasonable accommodation for a family member who is a person with disabilities.

CONTRACT EXECUTION

The term of the HAP contract begins on the day the unit is approved by MBQ or the first day of the lease provided the unit is approved by MBQ, and ends on the last day of the lease. MBQ is not responsible for any part of the rent prior to the date the unit passes the inspection or prior to the execution of the HAP.

After the unit passes Housing Quality Standards (HQS) inspection, the HAP contract is subsequently executed on behalf of MBQ if all required paperwork is properly completed. A copy of the contract is then mailed to the landlord.

The HAP contract must be executed no later than 60 days from the beginning of the lease term. If a HAP contract has not been executed by MBQ within the 60-day time limit, the HAP contract will be voided. New leases and contracts must be executed. MBQ cannot pay any housing assistance payment to the landlord until the HAP contract has been executed.

PENALTIES FOR LATE HAP PAYMENT

MBQ will pay the housing assistance payment promptly when due the landlord.

If housing assistance payments are not paid promptly when due after the first two calendar months of the HAP contract term, MBQ shall pay the owner penalties in accordance with generally accepted practices and law, as applicable in the local housing market, governing penalties for late payment by a tenant. However, MBQ shall not be obligated to pay any late payment penalty if HUD determines the late payment by MBQ is due to factors beyond MBQ's control. MBQ shall not be obligated to pay any late payment penalty if housing assistance payments by MBQ are delayed or denied as a remedy for owner breach of the HAP contract (including any of the following MBQ remedies: recovery of over payments, suspension of housing assistance payments, abatement or reduction of housing assistance payments, termination of housing assistance payments, and termination of the contract).

MBQ is not responsible for payment of late fees caused by: the tenant's late payment of rent; late HUD fund transfer; HAP payments on hold (HQS, etc.), or for any other HUD allowed reason.

POST PLACEMENT COUNSELING

The counseling programs for the Special Mobility Programs include substantial follow-up counseling with program families. These activities include:

- Follow up telephone call within 60 days of move in
- Home visit within 3-4 months of move in
- Follow up home visit at least 2 months before the end of the initial one year lease
- Additional home visits as needed

This also includes follow-up with program landlords and participation, as requested and needed, in any participant landlord disputes.

Families will be referred to post-placement counseling agencies in their county. If there is no such agency in the family's county, post-placement counseling services, to the extent feasible and affordable, will be provided by MBQ (or IHI for the project-based and homeownership programs) and integrated with services provided by existing public and private social service agencies

SECTION THREE: CONTINUED PROGRAM PARTICIPATION

PARTICIPANT

A participant in the MBQ is a family that has been admitted to MBQ's program via an executed HAP contract and lease. The family becomes a participant on the effective date of the first HAP contract executed by MBQ for the family.

ANNUAL RE-CERTIFICATION

A participant's annual re-certification date is based on the date that the participant initially became a participant in the MBQ Program. This annual re-certification date does not change during the course of the participant's participation in the program.

Annual re-certifications will be completed by mail. MBQ may select a percentage of families for re-certification interviews for quality control purposes. Families will be mailed one re-certification packet asking for information needed to complete the re-certification. If the family does not provide the requested information within the specified time frame, the family may be terminated from the Program. Follow up requests may be made of the family to provide additional information needed to complete the re-certification. This follow up information must be provided within the specified time frame, or the family may be terminated from the Program.

MBQ will re-examine the income, assets, expenses and family composition of all families at least annually.

CHANGES IN FAMILY INCOME OR COMPOSITION INTERIM CHANGES

The participant must report within 10 days and in writing to MBQ any change in the household composition or income. Interim re-certifications do not affect the timing of regular, annual re-certifications. Participants are encouraged to report decreases in their income.

Income Changes:

- MBQ may schedule special re-certifications every 60 days for families reporting zero income.
- Decreases in the tenant's Total Tenant Payment will be effective the first day of the month following the month in which the change is reported.
- Increases in TTP will be effective the first day of the second month following the date the change occurred.
- When the participant reports an increase in income, the increase may be processed at the time of the annual re-certification. However, an interim will not occur if the Total Tenant Payment (TTP) is less than \$50.00 or if the family is participating in HABC's Family Self-Sufficiency Program and the change would allow them to establish an escrow account or would increase the contribution to their existing escrow account.

- Annual cost of living increases in public assistance benefits will be performed at the time of the participant's annual re-certification.
- If a participant's rent is increased due to unreported income, the increase will be effective retroactive to the date of the increase in income.
- If the participant's rent is decreased due to unreported change in income, the decrease will be effective the first date of the month after completion of the re-determination.

Family Composition Changes: If the family adds an adult member to the household, (spouse, common-law spouse, birth child, legal guardian child, disabled adult child, etc.), the family must provide all required information for that person. This information includes, but is not limited to: police report, social security number, and income information. The family must submit written approval from the Landlord to add a member to the household. If the person meets MBQ eligibility requirements, but the Landlord does not grant approval to add the person to the household, the family must move to another MBQ eligible unit, in order to add the person and keep their MBQ assistance. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be used to compute the payment standard or to determine the FMR.

If the family is responsible for delays in completing an interim re-certification, MBQ may terminate assistance.

Welfare Reductions : MBQ may deny a request for an interim re-certification based on a reduction in participant income from welfare after obtaining written verification from the welfare agency that the family's benefits have been reduced because of:

- Non-compliance with economic self sufficiency program.
- Failure to comply with work activities requirements.
- Fraud.

This does not apply if the welfare reduction is the result of the expiration of a lifetime limit on receiving benefits, nor where the family has complied with welfare program requirements but cannot obtain employment. This provision is subject to the MBQ informal hearing procedure. Written notice to the family will be provided if such a request is denied.

HUD Income Discrepancies: When MBQ receives a HUD notice that a family has been sent an income discrepancy letter, MBQ will contact the family by mail and by phone 40 days following the date of the notification. MBQ will request that the family promptly furnish any letter or other HUD notice concerning verification of the family's income. If the family fails to respond, MBQ will request that HUD send another letter to the family. After an additional 40 days, MBQ will send another letter to the family scheduling an interview to complete IRS forms 4506 and 8821. If the family does not cooperate with the income discrepancy process, the family's participation may be terminated.

FAMILY ABSENCE FROM THE UNIT

The family may be absent from the unit for brief periods. Absence from the unit is defined as no family member residing in the unit for more than 30 days. If the family is going to be absent from the unit and wishes to retain their voucher, they must make a written request in advance for such absence to be approved in advance by MBQ. The family must also submit written approval from the landlord for the absence. In the case of family absence, assistance payments are terminated and the family is responsible for the full contract rent. The family may not be absent from the unit for a period of more than 180 consecutive days in any circumstances or for any reason. If the family is absent from the unit for more than 180 days, the family will be terminated from the Program. The family will be eligible to re-apply for the program when the waiting list is opened.

FAMILY BREAK UP

In the case of family break-up, MBQ has the discretion to decide which members of an assisted family will continue to receive the housing assistance. The factors to be considered may include: whether the assistance should remain with family members remaining in the original assisted unit; the interest of minor children or of ill, elderly or disabled family members; and whether family members are forced to leave the unit as a result of actual or threatened physical violence against family members by a spouse or other member of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under the settlement or judicial decree, MBQ will follow the court's determination of which family members continue to receive assistance in the program. All cases of family break up must be documented and verified. Acceptable documents include separation papers, divorce papers, and abandonment papers.

RENT INCREASES

At all times during the assisted tenancy, the rent to the landlord may not exceed the reasonable rent as most recently determined by MBQ.

MBQ will re-determine the reasonableness of the rent:

- Before any increase in the rent to the owner.
- If there is a 5 percent decrease in the published FMR.
- If directed by HUD.

Rent increases will not be approved unless the rent is reasonable; the unit is in decent, safe, and sanitary condition; and the landlord is in compliance with the terms of the HAP contract and lease. The Contract Rent may not be increased during the initial term of the lease. After the initial term, landlords may request an increase at any time but must provide written notice of any proposed increase to the family in accordance with the lease and any applicable state and local laws. The notice of a rent increase is similar to a notice to terminate the lease, and must comply with the State and local laws relating to the notice required to terminate a tenancy (See Landlord

Termination Section). The landlord must provide MBQ with 30 days written notice of a rent increase to the family.

Families who wish to move because of the owner's rent increase, are required to give the owner proper notice under the lease and notify MBQ at least thirty (30) days in advance.

UNDER HOUSED OR OVER HOUSED PARTICIPANTS

MBQ will upgrade a family's voucher to the appropriate bedroom size at the time of annual recertification, move, rent increase, or interim recertification or if the family is under housed.

Participants who are over housed will be required to relinquish their over housed voucher and will be issued a voucher in the appropriate bedroom size at the time of re-certification, move, rent increase, or at the time of an interim recertification. Failure of the family to report an over-housed situation may result in required repayment of the excess of subsidized rent and/or termination from the Program.

FAMILY MOVES

The family's re-certification date does not change when the family moves.

If the family is in the initial 12-month lease term, the family must obtain a Mutual Rescission of the Lease from the landlord in order to move. Unless there is a documented threat to health or safety, the family may utilize the Mutual Rescission Procedure only once in a twelve-month period (See Tenant Terminations of Tenancy – Terminations Section).

If the initial lease term has passed, the family must vacate the unit in compliance with the lease, provide landlord with adequate notice, and provide MBQ with 30 days written notice (See Tenant Terminations of Tenancy – Terminations Section). Provided all obligations have been met, the family will be issued a Voucher to lease a new unit. The voucher number will remain the same, unless the bedroom size has changed. The voucher term and extensions will apply as stated above.

At any time, MBQ may deny permission to move due to the following:

- If the family does not notify MBQ and the owner before the family moves out of the unit or terminates the lease.
- If the family has not reimbursed a PHA for any amounts paid to a landlord under a HAP Contract.
- If the family breaches an agreement with a PHA to pay amounts owed to a PHA.
- If the family does not allow MBQ and landlord to inspect/repair the unit at a reasonable time during the day and after reasonable notice.
- If the family is responsible for an HQS breach caused by the family.
- If the family commits any serious or repeated violations of the lease, including any drug-related criminal or violent criminal activity. The family must promptly give MBQ a copy of any landlord eviction notice.

- If the family owes a PHA money for any reason.
- If MBQ does not have sufficient funding for continued assistance.
- Any other HUD allowed reason.

TERMINATIONS

Landlord Terminations of the Lease: The landlord may terminate the lease for lease violations at any time. The landlord may terminate the lease for any other reason at any time after the period of the initial lease.

The landlord must follow state and local laws in giving termination notice to the family, and must provide MBQ a copy of the termination notice immediately.

Maryland Code, Real Property Sec.8-208 (a) (5) and Sec. 8-501 and Sec. 8-402 states: The length of notice from landlord to tenant to terminate the tenancy as required by state law is as follows: In the case of tenancies from year to year, notice in writing must be given at least three months before the end of the current year of the tenancy. Baltimore City law requires the landlord to give at least 60 days written notice before the end of the year, month, or week when the tenant is to leave.

The landlord may give a written 30 day breach of lease notice that states the alleged cause, anytime during the tenancy. In Baltimore City, the notice must be given before the end of the week or month that the landlord wants the tenant to leave. Outside of Baltimore City, the landlord can give an immediate written 30 day breach notice.

An owner may evict the resident from the unit by instituting a court action and for one of the following reasons:

- Serious violation (including but not limited to failure to pay rent or other amounts due under the lease) or repeated violation of the terms and conditions of the lease;
- Violation of Federal, State or local law which imposes obligations on the resident in connection with the occupancy or use of the dwelling unit and surrounding premises; or
- Other good cause, which includes but is not limited to:
 - The tenant's failure to accept the offer of a new lease in accordance with HUD regulations.
 - A history of disturbances of neighbors or destruction of property.
 - Living or housekeeping habits resulting in damage to the unit or property.
 - Criminal activity by family members involving crimes of physical violence to persons or property.
 - A business or economic reason.
 - The owner's desire to utilize the unit for personal or family use.

During the term of the lease the landlord may not terminate the tenancy of the family for non-payment of MBQ housing assistance payment.

Tenant Terminations of the Lease: The family may not terminate the lease in the first term of the lease unless a mutual rescission is signed by both the landlord and the family. The family must give the proper move notice to the landlord, per the lease and State and local laws.

Maryland Code, Real Property Sec. 8-208 (a) (5) and Sec. 8-501 and Public Local Laws of Baltimore City, Sec. 9-16 state: A tenant occupying a dwelling for a term of one year and wishing to terminate the tenancy must give the landlord 30 days' written notice before the end of the rental period. The family must provide MBQ a 30-day written notice to move.

Termination of the HAP Contract: MBQ may terminate the HAP contract for any owner breach of contract that includes the following:

- When a family vacates the unit either in violation of the lease or by mutual agreement with the landlord before termination of the lease/contract, or
- The lease is terminated by the landlord or the family.
- The landlord will not renew the HAP contract or extend the current lease, or
- The sole participant dies, or
- There has been no HAP for 180 days.
- MBQ terminates assistance for the family.
- HAP contract violation (such as not maintaining HQS).
- Any fraud or bribery or other corrupt or criminal act in connection with Federal housing programs.
- Has a history or practice of failing to terminate tenancy of tenants of assisted units for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that: (a) threatens the right to peaceful enjoyment of the premises by other residents; (b) threatens the health or safety of other residents, of employees of the PHA or MBQ, or of owner employees or other persons engaged in management of the housing; (c) threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or, (d) commits drug-related criminal activity or violent criminal activity.
- Engaging in any drug-related criminal activity or any violent criminal activity.
- Any failure to comply with mortgage insurance/loan program regulations, or bribery or other corrupt or criminal act in connection with the program (Only for projects with mortgages insured or loans made from HUD).

MBQ Program Terminations : Termination of assistance by MBQ of a program participant may include any or all of the following actions:

- Refusing to enter into a HAP contract or approve a lease.
- Terminating housing assistance payments under an outstanding HAP contract.
- Refusing to process or provide assistance under portability procedures.

MBQ may terminate participant assistance for the following reasons:

- Families who are guilty of program abuse or fraud in any Federal Housing Assistance program;
- If the family has not reimbursed MBQ for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, or if the family breaches an agreement with MBQ to pay amounts owed to MBQ;
- If any household member refuses to sign or submit consent forms;
- If any family member commits serious or repeated lease violation(s);
- Eviction from the program for serious or repeated lease violation(s);
- Damages to the unit by any family member or guest;
- If any family member is subject to a lifetime registration requirement under a state sex offender registration program;
- Families at zero HAP for 180 days;
- Families who did not report an increase of income or change of family composition within 10 days;
- Families whose appropriate household members do not provide their Social Security information and documentation within the time required and specified by MBQ;
- Families who do not comply with HQS;
- If any family member violates any family obligations under the program;
- If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- If the family currently owes rent or other amounts to MBQ or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;
- Any household member engages in drug-related or violent criminal activity;
- Any household member is convicted of manufacturing or producing methamphetamine on the premises of the assisted unit;
- Illegal use of a controlled substance by any family member;
- Alcohol abuse by any family member;
- If any family member does not establish citizenship or eligible immigration status;
- If the family engages in or threatens abusive or violent behavior toward MBQ personnel;
- Any household member illegally possesses weapons;
- If no Housing Assistance Payment has been paid on the family's behalf for six months;
- Any other HUD allowed reason.

MBQ may impose, as a condition of continued assistance for other family members, a requirement that the family members who participated in or were culpable for the action or failure will not ever reside in the unit.

In any case where MBQ decides to terminate assistance to the family, MBQ will give both the family and the owner a 30-day written termination notice which states:

- Reasons for the termination;
- Effective date of the termination;
- Family's right to request an informal hearing; and
- Family's responsibility to pay the full rent to the owner if they remain in the assisted unit after the termination effective date.

SECTION FOUR: HOUSING QUALITY STANDARDS INSPECTIONS

GENERAL PROVISIONS

MBQ performs Housing Quality Standards (HQS) inspections to ensure that landlords conduct periodic inspections and maintain dwellings at no less than the standards required by HUD's HQS and all applicable local requirements. Participants must allow landlords and MBQ, and landlords must allow MBQ, to conduct inspections of their units at reasonable times and after reasonable notice. Participants who do not cooperate with the scheduling and do not attend an inspection, may be terminated from the Program. Participants must allow the landlord to make repairs to the unit to meet HQS standards. If the participant does not allow the landlord to make required repairs to the unit, the participant may be terminated from the Program.

Landlords and participants must maintain the unit in accordance with Housing Quality Standards, other HUD regulations, and any other requirement established by MBQ. Failure to do so could result in abated HAP payment, termination of the HAP contract, or termination of program assistance.

The MBQ Special Mobility Program utilizes units in several counties. MBQ recognizes that each PHA in a particular county may have differing HQS procedures. MBQ inspection procedures address these differences and delineate how MBQ will manage the differing inspection standards. MBQ retains the right to perform inspections in all areas of the Special Mobility Program jurisdictions in the manner determined most efficient and cost-effective by MBQ.

INITIAL INSPECTIONS

When a participant submits an RTA and before any unit is approved under the Program, MBQ requires, at a minimum, unit compliance with the Section 8 Housing Quality Standards (HQS). Units must pass inspection prior to execution of the lease and HAP contract.

The landlord and/or his/her agent are required to be present at the initial inspection. Providing the unit passes HQS inspection and the rent has been determined by MBQ to be reasonable, the landlord and participant may enter into the Lease on the day the unit passes HQS inspection.

If the landlord/agent does not attend the scheduled inspection, the inspection will not be performed. An inspection will be re-scheduled once.

The participant and landlord will be advised if the unit fails HQS. The landlord will be given 10 business days to correct any violations. The date of re-inspection will be assigned on the date of the first inspection. If the unit fails HQS a second time, the unit will not be considered suitable for the participant and the participant must locate another unit. The participant will then be eligible to submit a RTA for a different unit.

If the voucher expires before the landlord makes the required repairs to the unit, but repairs are made within the required time period of the initial inspection, the voucher will be honored and a HAP contract will be executed on behalf of the participant for that specific unit.

ANNUAL INSPECTIONS

Annual inspections will occur for each program unit. The landlord and/or participant, or an adult (age 18 or over) representative of the landlord or participant, must be present at the inspection so that the Inspector may gain access to the unit. If the participant does not attend the inspection and does not make arrangements for the Inspector to gain access to the unit, the participant may be terminated from the Program. If the participant indicates appropriate extenuating circumstances, a second inspection may be scheduled at the discretion of MBQ.

The Inspection Office schedules inspection appointments. Appointments will be changed or rescheduled only once and only if the participant has a very good reason such as an emergency situation. The reason for the emergency must be documented.

If the unit fails to meet HQS, a re-inspection will occur in 15 business days. If the failed items are of an emergency nature, the landlord or tenant must repair the items within 24 hours. If the unit fails the re-inspection, one of the following actions will occur:

- The rent to owner will be abated or the contract cancelled (owner caused fails)
- The participant will be terminated from the program (participant caused fails)

COMPLAINT/SPECIAL INSPECTIONS

A participant or a landlord may request a Complaint Inspection. Complaint/special inspections will be completed the same as Annual Inspections. Failure to comply with notices of violation resulting from complaint/special inspections will result in sanctions as stated above for annual inspections.

QUALITY CONTROL INSPECTIONS

Quality control inspections will be performed for the number required by SEMAP. The inspection will ascertain that each inspector is conducting accurate and complete inspections and to assure consistency in application of HQS and MBQ requirements.

EMERGENCY FAIL ITEMS

An emergency item includes:

- No electricity
- No running water
- Major plumbing leaks, flooding or sewer backup
- Natural gas leak or fumes from fuel burning appliances/equipment
- No heat as defined by the local code in the appropriate jurisdiction

- No fuel when heating equipment is powered by gas, oil or propane and heat is required to meet local code in the unit's jurisdiction
- No functioning toilet in the unit
- Any electrical fixture or equipment that smokes, sparks, or short circuits creating a fire hazard
- Uninhabitable units due to fire, tornado, flood, hurricane, or destroyed/vandalized units that prevent a tenant from using the bathroom or kitchen
- Any life threatening condition as determined by the Inspector and approved by the Inspector's Supervisor.

If the unit fails HQS because the owner is responsible for the noncompliance and the owner does not make corrections within the allotted 15 business days or 24 hours, the HAP contract will be abated and/or terminated by the end of the month following failure to comply with MBQ notices. Abatement may be retroactive to the date the unit initially failed the HQS inspection.

If the unit does not meet HQS requirements because of an action on the part of the tenant and the actions are not corrected within the allotted 15 business days or 24 hours, MBQ will process the tenant for termination of assistance.

LEAD BASED PAINT

At a minimum, MBQ will comply with HUD requirements 24 CFR Part 35, Subpart M, Tenant-Based Rental Assistance. Compliance with State and local law will apply as described in 24 CFR Part 35, Subpart B, Section 35.150(b).

EXTENSIONS

The landlord may request repair time frame extensions. Requests must be in writing and must demonstrate need for extension (e.g. weather delays, construction delays). Extensions will not be given for failures that are a threat to health and safety. Extensions will be granted at the sole discretion of the Inspection Office.

Participants may only request extensions if the landlord approves the extension in writing.

RENT ABATEMENT AND CONTRACT TERMINATIONS FOR HQS VIOLATIONS

MBQ will send the owner advance written notification, in accordance with the HAP contract, when MBQ plans to abate payments. MBQ will also notify the family of this action and apprise the family of its responsibility, based on applicable State or local law, for the payment of the tenant share of rent to the owner. When an owner fails to correct cited repairs within the specified time frame, housing assistance payments will be abated at the end of the month in which the failed re-inspection occurred, and will continue until the earlier of:

- The owner corrects the deficiencies as documented by an MBQ inspection, in which case the housing assistance payments may be resumed as of the date of the passed inspection.

- The HAP contract expires or is terminated.

MBQ will not resume HAP payments until the owner has corrected the deficiencies.

MBQ will terminate HAP contracts that are under abatement the earlier of:

- The month the family living in the unit has moved.
- Six months after the last payment was made. MBQ retains the right to terminate a HAP contract at any time (See Contract Terminations Section).

HAP contracts will be abated immediately, in cases of owner failure to repair life-threatening conditions within the required 24 hour time period. Immediate contract terminations may also occur.

FAMILY CAUSED HQS FAILURES

The family is responsible for a breach of the HQS that is caused by any of the following:

- The family fails to pay for any utilities that the landlord is not required to pay for, but which are to be paid by the participant by the lease agreement;
- The family fails to provide and maintain any appliances that the landlord is not required to provide, but which are to be provided by the participant lease agreement ; or
- Any member of the household or guest damages the dwelling unit or premises (damages beyond ordinary wear and tear).

If an HQS breach caused by the family is life threatening, the family must correct the defect within 24 hours. For other family-caused defects, the family must correct the defect within no more than 15 business days.

If the family has caused a breach of the HQS, MBQ will take prompt and vigorous action to enforce the family obligations. MBQ may terminate assistance for the family in accordance with HUD regulations.

SECTION FIVE: COLLECTION PROCEDURES

PARTICIPANT REPAYMENT AGREEMENTS

If a participant owes money to MBQ, MBQ may require the participant to enter into a repayment agreement or may require full repayment on demand. If the participant does not comply with the repayment agreement, MBQ may terminate the participant from the program and refer the debt to a Collection Agency.

- MBQ reserves the right to not enter into a repayment agreement at any time for unreported income or willful fraud and may instead terminate the participant from the program.
- MBQ reserves the right to charge the market interest rate on all repayment agreements. A down payment of 30 percent of the total repayment agreement may be required from participants entering into repayment agreements.
- Repayment agreements will have a monthly payment schedule, based on the financial capabilities of the family and the amount owed.
- A late payment of 30 days or longer is considered default of the repayment agreement.
- MBQ reserves the right to turn repayment agreements over to an independent collection agency at any time.

If a participant brings their repayment agreement up to date before the effective date of their Termination for default on a repayment agreement, the participant may be reinstated to the Program.

LANDLORDS

If it is determined that a landlord owes MBQ for overpayment of housing assistance payments, the landlord will be notified in writing of the overpayment amount. If the landlord does not repay the amount due, the HAP contract may be terminated and the landlord may be banned from the Program. MBQ reserves the right to turn landlord debts into a collection agency. If the landlord has current HAP contracts, amounts owed will be collected from amounts due under those contracts.

SECTION SIX: PROJECT BASED ASSISTANCE PROGRAM

Unless stated below, facets of the Project Based Assistance (PBA) Program are the same as listed in other areas of this Administrative Plan.

PROGRAM OBJECTIVES

The Partial Consent Decree provides for up to 646 project-based vouchers to be used to contract with owners of rental units in Non-Impacted areas in Metropolitan Baltimore. The program is subject to the HUD regulations for Project-based Vouchers, except where provisions of the Partial Consent Decree prevail. The Project-based voucher program enables the PHA to enter into a long-term (up to 10 years) Housing Assistance Payments contract with a private owner for one or more rental units. These units must be occupied by eligible households as determined by MBQ under the program regulations and the Plan.

PROGRAM DESCRIPTION

The project-based voucher program is available to owners of existing units and to owners who are constructing or rehabilitating rental property in selected areas of the Baltimore Metropolitan Area. Owners sign a contract agreeing to lease a designated number of their units to program eligible households, and subsidy funds are committed for those units for up to 10 years, subject to appropriations.

KEY ELEMENTS OF THE PROGRAM

- Eligible locations are the Non-Impacted areas as designed in the Partial Consent Decree. They include most areas of Anne Arundel, Baltimore, Carroll, Harford, Howard and Queen Anne's Counties and selected areas in Baltimore City.
- Rents are at least 110% of the applicable FMR in each jurisdiction and/or census tract. Rents must be comparable with units in the surrounding community. Allowable rents are determined at lease-up.
- Assistance is available for up to 25% of the total units in an apartment community (with a priority for proposals with less than 20%) and up to 100% on a scattered site basis for townhouse and single family units.
- Minimum 1 year Voucher funding commitment for existing units and a minimum of 3 year Voucher funding commitment for units where the owner is constructing them or is spending more than \$1000 per unit in rehabilitation, subject to annual appropriations.
- Priority is given to proposals that have: three-bedroom or larger units, accessible units, scattered sites, single family units located on different streets, and homeownership opportunities (e.g., sale to residents at the end of 15 years), with the highest priority to proposals with the shortest time between development and sale to residents.
- An AHAP (Agreement to Enter into a Housing Assistance Contract) must be executed prior to start of any rehabilitation or new construction. At the successful completion of rehabilitation or construction in accordance with the AHAP, a Housing Assistance Contract (HAP) is executed.

- Developers review and select applicants referred to them by IHI. The referred families will have been determined by MBQ or HABC to be eligible for the Special Mobility Programs and for the Housing Choice Voucher Program.

KEY FEDERAL REQUIREMENTS

The following partial list of federal requirements applies to proposals for Project-based-Voucher funding. A more detailed list should be provided in the Request for Proposals (RFP).

- In certain circumstances, Davis Bacon wage may apply.
- Uniform Relocation Act applies in the event either temporary or permanent displacement occurs as a result of participation in the program.
- Equal Opportunity and related requirements govern accessibility of units.
- Environmental requirements: locality responsible for land use must complete an environmental review and provide a request for release of funds and certification.
- Provisions relating to equal employment opportunity, minority and women-owned business enterprises.
- Provision of job training, employment and resident business opportunities to Housing Authority residents and other low-income households to the greatest extent feasible.
- Some types of units are not eligible, including those already receiving some form of federal, state or local rent subsidy.
- HUD lead-based paint requirements apply.

EXECUTION OF HOUSING ASSISTANCE AGREEMENT AND CONTRACT

For units to be constructed or rehabilitated, an Agreement to enter into a Housing Assistance Payments (AHAP) Contract is executed upon approval of the proposal, after which the developer may start construction or rehabilitation. The developer selects the contractor using whatever method he/she chooses, so long as the contractor is not prohibited from participating in federal contracts, and minority contractors are given an opportunity to participate. The PHA inspects the units both during and upon completion of construction; any changes that alter the design or quality of the work must be pre-approved. Upon completion of successful construction, the owner enters into a Housing Assistance Payments Contract, for up to a maximum term of ten years.

For existing units, once the proposal is approved, the owner, HUD and PHA will execute a Housing Assistance Payments (HAP) Contract guaranteeing subsidy payments to the owner for the specified term.

PROJECT-BASED VOUCHER PROGRAM ADMINISTRATION

The Housing Authority of Baltimore City (HABC) or its agent (MBQ) will be responsible for administering the contract, inspecting the units annually, and adjusting rents based on rent reasonableness tests. When the initial tenants move out after living in the unit at least 12 months, HABC must offer them continued assistance in the form of a Voucher or comparable aid.

ONGOING MANAGEMENT AND MAINTENANCE

The owner provides all standard maintenance and management functions, including reporting required by HUD. Owners are required to have written tenant selection policies, provide rejected applicants written notice of the reasons for rejections, and to provide the MBQ copies of all tenant termination notices. MBQ can provide sample tenant selection policies and form letters for applicant rejections.

COUNSELING PROGRAM

IHI will provide training and counseling for the participants in the Project-based Program, including follow-up counseling for the initial year of occupancy.

SECTION SEVEN: HOMEOWNERSHIP PROGRAM

PROGRAM OBJECTIVES

The Partial Consent Decree stipulated (to the extent practicable, lawful, feasible and affordable), the creation of homeownership units in Non-Impacted areas identified in the Partial Consent Decree. The Innovative Housing Institute (IHI) is the HABC contracted agency for implementing and administering this program. IHI has developed a proposed Homeownership Plan consisting of three parts that can be developed in stages:

- Section 8 homeownership program
- Second mortgage program for direct purchase
- Lease-purchase program

HOPE VI funds, Section 8 homeownership vouchers and project based vouchers will be used to create the IHI homeownership opportunities.

PROGRAM ELIGIBILITY

MBQ will determine applicants' eligibility for the Special Homeownership Program, per the pertinent Sections of this Plan.

PROGRAM COUNSELING

Participants in the IHI Homeownership Program must complete the IHI counseling program requirements. IHI will provide all family counseling for the Homeownership Program.

PROGRAM DESCRIPTION

The IHI Homeownership Program will use second and third mortgages in addition to Section 8 Homeownership Vouchers to assist those who qualify for a mortgage but have a very -low or extremely-low incomes of no less than \$10,200/year. The disabled and elderly are exempt from this minimum income requirement.

The IHI Section 8 Homeownership Program will differ from the HABC Section 8 Homeownership Program in the following respects:

- Under the IHI Section 8 Homeownership Program, there will not be preference for Family Self Sufficiency (FSS) participants.
- HABC excludes from its Section 8 Homeownership Program, a unit receiving Section 8 project based assistance. Under the IHI Section 8 Homeownership Program, the lease purchase units will be receiving project based assistance. If an IHI participant successfully completes the lease period and makes the transition to homeownership, that unit will then be eligible for a Section 8 homeownership voucher even though up until the purchase, it was a project-based unit.

- The HABC Section 8 Homeownership Plan prohibits balloon payment mortgages. Under the IHI Section 8 Homeownership Program, if the IHI participant sells or leases the homeownership unit, the participant will be required to pay the entire amount remaining on the soft second mortgage (Note: For each of IHI Homeownership programs, the first \$20,000 of the second mortgage is reduced by 20% each year from year six to year ten of occupancy until a maximum reduction of \$20,000 is reached).
- The HABC Section 8 Homeownership Plan requires a ... “minimum cash down payment of 5% of purchase price to be paid from the family’s own resources.” The IHI Section 8 Homeownership Program will require only a cash down payment of 1% of the purchase price to be paid from the family’s own resources.

DIRECT PURCHASE PROGRAM

The direct purchase program will be for applicants with incomes of no less than \$18,000 per year. Participants in this initiative may or may not receive a Section 8 homeownership voucher, depending on their financial need. A soft second mortgage of HOME VI funds will be available through this program.

LEASE-PURCHASE PROGRAM

The lease-purchase program is for those with extremely-low incomes, reaching to incomes at a minimum of \$10,200/year, who would be unable to obtain a mortgage because of credit, insufficient employment history or other issues that have the potential to be resolved during the lease period. Participants in this program will lease a project based unit for up to five (5) years while they address the issues that prevent them from obtaining a mortgage. Once the issues are addressed, the participant will purchase the unit in which he/she has been living. A soft second mortgage of HOPEVI funds will be available through this program. A Section 8 Homeownership Voucher may also be provided. If at the end of five (5) years, the participant is still unable to obtain a mortgage, he/she will be offered a Housing Choice Voucher to be used in another unit.

Because of the unique challenges of developing and managing lease-purchase units, it is anticipated that one lease-purchase developer will be selected for the Metropolitan Baltimore area that will design and implement an acceptable lease-purchase program.

SECTION EIGHT: INFORMAL REVIEW AND HEARING POLICY

INFORMAL REVIEWS

Applicants will receive written notice notifying them that they have been denied from the Program and the reason(s) why. The notice will also advise the review of their right to an informal review. An applicant must request an informal review in writing within 10 business days of the date of the denial notice.

An informal review will be scheduled in a reasonable amount of time from the date of the request from the applicant. If the applicant does not request a review in accordance with the policy, then the disposition of the denial will become final.

Upon the written request of the applicant or MBQ or IHI, the review may be postponed and re-scheduled to the next available regularly scheduled review date. A review may be postponed once. If the applicant fails to appear at the second scheduled review, the disposition of the denial will become final.

An applicant may request an informal review for the following determinations:

- Listing on the waiting list maintained by MBQ
- Issuance of a Voucher
- Participation in any of the Special Mobility Programs
- Any type of preference.

Informal reviews will not be granted to applicants who dispute the following actions:

- The number of bedrooms entered on the Voucher
- A determination that a unit does not meet or comply with Housing Quality Standards
- A determination that a proposed lease is unacceptable
- A decision not to approve a request for an extension of the term of the Voucher
- General policy issues or class grievances

Any informal reviews requested as a result of a denial or participation by MBQ on the basis that the family's name is not included in the documentation provided by HABC for the eligibility/preference category claimed by the family will be conducted by HABC. MBQ will inform the family of the procedure for filing a request for informal review with HABC.

INFORMAL HEARINGS

Participants will receive a written notice notifying them that they will be terminated from the Program and the reason(s) why. The notice will also advise the participant of their right to an informal hearing, that the participant must request the informal hearing in writing within 10 days of the date of the termination notice and where the notice should be sent.

An informal hearing will be scheduled in a reasonable amount of time from the date of the request for an informal hearing. If the participant does not request a hearing in accordance with the policy, then the disposition of the termination will become final.

Upon the written request of the participant or MBQ or IHI, the hearing may be postponed and re-scheduled to the next available regularly scheduled hearing date. A hearing may be postponed once. If the participant fails to appear at the second scheduled hearing, the disposition of the Termination will become final.

Families will be provided an opportunity for an Informal Hearing to consider decisions with respect to the family's individual circumstance, in the following situations:

- Determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
- Determination of the appropriate utility allowance (if any) for tenant-paid utilities from MBQ's utility allowance schedule.
- Determination of the family unit size under the PHA subsidy standards.
- Determination that a program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the PHA subsidy standards, or MBQ's determination to deny the family request for an exception from the standards.
- Determination to terminate assistance for a participant family because of the family's action or failure to act.
- Determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under MBQ policy and HUD rules.

An opportunity for an Informal Hearing is not required for the following decisions:

- Discretionary administrative determinations, general policy issues, or class grievances.
- Determination that an assisted housing unit does not meet program HQS, has not been maintained by the owner to those same standards, in order to meet decent, safe, and sanitary guideline interpretations. This provision includes consideration for changes in family composition.
- A determination to exercise or not to exercise any right or remedy against the landlord under the provisions of the HAP contract including the termination of the HAP.
- Determination not to extend or suspend the term of the voucher.
- Establishment of MBQ schedule of utility allowances for families in the program.
- Determination not to approve a unit or lease.
- Determination of the number of bedrooms stipulated on the voucher.

CONDUCTING THE REVIEW/HEARING

The review/hearing will be conducted by a person designated by MBQ or IHI (Review/Hearing Officer), who did not make the initial decision to deny the applicant or cancel the participant, or is not the subordinate of that person. During the review/hearing, MBQ or IHI and the applicant/participant may have present all witnesses and potential witnesses in the matter, and

those persons shall be permitted to observe the entire hearing. The applicant/participant will be afforded a fair review/hearing provided the basic safeguards of due process, which shall include:

- The opportunity to examine before the review/hearing, and at the expense of the applicant/participant, to copy all documents, records and regulations of MBQ or IHI that are relevant to the review/hearing. Any document not so made available after the request of the applicant/participant will not be relied on by MBQ or IHI at the review/hearing.
- The right to be represented by counsel or other person selected as a representative.
- The right to a private review/hearing unless the applicant/participant requests a public review/hearing.
- MBQ or IHI and the applicant/family have the right to present evidence and arguments in support of their positions; to controvert evidence relied on by the other party; and to cross-examine all witnesses on whose testimony or information they rely.
- A decision based solely and exclusively upon the facts presented at the review/hearing.
- Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.
- The applicant/participant must give MBQ or IHI the opportunity to examine, at MBQ or IHI offices, before the review/hearing, any applicant/participant documents that are directly related to the review/hearing. MBQ or IHI must be allowed to copy any such documents. If the applicant/participant does not make the document available to MBQ or IHI upon request, the applicant/participant may not rely on that document in the review/hearing.
- The Review/Hearing Officer will consider only those issues presented in the original notice, and will not consider new issues or evidence of which the participant had no notice.

The Review/Hearing Officer will, within ten working days, give a final written decision to the applicant/participant and MBQ or IHI stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the review/hearing. The decision will be mailed to the applicant/participant at the address the applicant/participant has on file with MBQ.

If the applicant/participant or MBQ or IHI fails to appear at the scheduled review/hearing, the Review/Hearing Officer may make a determination that the party has waived his right to a hearing. Both MBQ or IHI and the applicant/participant shall be notified in writing of the determination by the Review/Hearing Officer.

The review/hearing will be conducted informally by the Review/Hearing Officer. The Review/Hearing Officer shall require MBQ or IHI, the applicant/participant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Review/Hearing Officer to maintain order may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly party, and granting or denial of the relief sought, as appropriate.

APPLICABILITY OF REVIEW/HEARING DECISION

Neither MBQ nor IHI is bound by an Informal Review or a Hearing decision concerning:

- A matter for which MBQ or IHI is not required to provide an opportunity for an informal review/hearing.
- A matter that exceeds the authority of the person conducting the review/hearing under these hearing procedures.
- A determination that is contrary to HUD regulations, requirements, state, federal or local law.

If MBQ or IHI should determine it is not bound by such a review/hearing decision, it will promptly notify the family of the decision in writing and of the reasons for the determination. In these cases, MBQ or IHI may allow the family the opportunity to request another review/hearing.

SECTION NINE: FRAUD POLICY

ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD

All information regarding allegations of possible abuse and fraud will be documented and placed in the applicant/participant file. All allegations, complaints and tips will be evaluated to determine if follow up is warranted.

MBQ will conduct any necessary follow up investigation, which may include:

- Credit Bureau Inquiries
- Verification of Credit
- Employers and Ex-Employers
- Neighbors/Witnesses
- Other Agencies, i.e. Social Services
- Public Records, i.e. real estate, marriage, divorce, judgments, court or police records, state wage records, utility records, postal records, motor vehicle records.
- Applicant/Participant family interviews.

CORRECTIVE ACTION OR TERMINATION ACTION

MBQ will determine if the applicant/family should be denied/terminated based on the supporting documents, or if other corrective action should occur, i.e. repayment agreement.

DISPOSITION OF CASES

In all cases involving monies owed, the Managing Director may elect one or more of the following actions:

- Refer the case to the local or State District Attorney, notify HUD's Office of Inspector General, and terminate rental assistance.
- Terminate assistance and demand payment of restitution in full.
- Terminate assistance and execute a repayment agreement in accordance with the MBQ Repayment Procedure.
- Terminate assistance and pursue restitution through civil litigation, and/or refer the case to a Collection Agency.
- Continue assistance at the correct rent and demand repayment of restitution in full.
- Continue assistance at the correct rent and execute a repayment agreement in accordance with MBQ's Repayment Procedure.

NOTIFICATION TO APPLICANT/PARTICIPANT

MBQ will notify the applicant/participant in writing. The notice will include:

- The action being taken.

- The reason for the action.
- The date the action will take place.
- The participant's right to an informal review/hearing, and the form and date by which the request for such review/hearing must be received.

ATTACHMENT G

HABC Criteria for Determining Substantial Deviation and Significant Amendment or Modification

HOUSING AUTHORITY OF BALTIMORE CITY
2002-2006 5-Year Plan
FY 2002 Annual Plan

24 C.F.R. Part 903.7

The criteria for a substantial deviation from 5 Year Plan:

- A change in HABC's stated mission which would result in a decrease in services to residents; or
- The elimination of any of the stated goals or objectives.

The criteria for a significant amendment or modification to 5 Year Plan or Annual Plan:

- The elimination of or reduction in programs or services to residents due to the administrative convenience of HABC; or
- The elimination of or reduction in funding due to the results of an authorized assessment of HABC's performance; or
- A material change in an approved policy that affect services to residents; or
- The adoption of a new policy pursuant to HUD authorized programs or regulations.

The criteria for a substantial deviation and significant amendment or modification DO NOT include:

- A change in funding or other resources due to factors beyond the control of HABC;
- A change in programs, services or methods of administration or operation required by court order, regulatory or legislative changes, or directives from the funding sources; or
- A supplement to existing policies, programs or services.

ATTACHMENT H

Responses to Comments from Public Hearing on the Annual Plan

Tuesday, April 1, 2003

HOUSING AUTHORITY OF BALTIMORE CITY
ANNUAL PLAN 2003 AND 5-YEAR PLAN 2003-2007
April 1, 2003

Minutes of the Public Meeting

The meeting was opened with welcome from Chairman of the Board, Johnny Magwood. He introduced the other Board and staff members who were present – Mr. Thomas D'Alesandro III, Vice Chairman, Mr. Lyle Schumann, Deputy Executive Director, and Mr. Paul Graziano, Executive Director of HABC.

Chairman Magwood briefly reviewed the meeting process, directing everyone to sign in for the attendance record and also to sign the speaker's list, all those who had comments or questions. There is also a table in the lobby where you may direct maintenance requests. He introduced Mr. Phillip Wiseman who would be interpreting the meeting dialogue into American Sign Language. Also available are special listening devices that amplify conversation for those hearing impaired who need them.

Those who wish to speak will be selected from the sign-in sheets. Since we would like everyone to get a chance to speak, please be brief, but succinct with your questions or comments. We are asking that you limit your comments to three minutes to ensure everyone has an opportunity to comment. Please be assured that those on stage are very in tune with the concerns of residents and community organizations.

He then thanked all residents who took the time to be present this evening.

Chairman Magwood then went on to discuss generally the meaning of the Agency Plan, how the Plan is prepared, and what information is included in the Plan. He reviewed each of the 18 components listed in the Table of Contents in the Plan, and what is presented in each of those chapters. The plans are developed to provide a framework for local accountability and a focal point where local residents may locate basic policies and procedures, rules and regulations regarding programs operated by the HABC. In many ways, it is a form of strategic planning to define where HABC proposes to go in the future.

He then reviewed the role of residents in the development of the Annual Plan, and it is crucial for residents, particularly those in leadership, to know what that role is. As a case in point, the residents serve in an advisory capacity. It should not be misunderstood that they are the approval body for the Plan. Essentially, RAB's role is to assist in making recommendations regarding the development of the Plan, its amendment or modification. Resident leadership can be assured that these recommendations are strongly considered, and in some cases will lead to changes in the Plan. The HABC is also required to ensure that Section 8 participants are represented in RAB and participate in this process.

The HABC must also ensure that the Annual Plan is consistent with the City of Baltimore Consolidated Plan. These include education issues, public works projects, water and sanitation, and community development.

Chairman Magwood then discussed the requirement for public comments. The Board of Commissioners of HABC is required to conduct a public meeting to discuss the agency's Annual and Five-Year Plan and invite the public to comment on the plan. This is our purpose here tonight. This is the public's opportunity to raise questions regarding the Plan, or any other issue regarding public housing. We will document your comments, review and address them, and include them in the Plan

The final plan will be presented to the Board of Commissioners at the April 8, 2003 Board meeting. The Housing Authority of Baltimore City must then submit its Annual Plan and Five-Year Plan to the U.S. Department of Housing and Urban Development by April 15, 2003.

Mr. Magwood closed his remarks, and introduced Paul Graziano, Commissioner of HABC.

Mr. Graziano thanked everyone for attending, and also thanked the many staff members from HABC who were involved, over many months, in the preparation of the Plan. He pointed out several of the key staff members who were in attendance: Lyle Schumann, Deputy Executive Director, Rainbow Lin, the Chief Financial Officer, Jyota Kumpta, HABC's General Counsel, Seaton Haney, Chief Associate Deputy Director, Chief Bunch of the HABC Police Force. There are a few people from Communications with Deputy Director David Tillman. Acting Human Resources Director, Penny Milton is here along with Buzz Wolfe from HABCO. Several of our Associate Deputy Directors are in attendance – Anita McCoy-Muhammad from Housing Management, Michael Kramer from Section 8 and his staff, Dr. Samuel Little from Family Services, Ed Landon, Associate Deputy for Construction and Engineering, Ericca Blake, Executive Assistant to the Board of Commissioners. He wanted to especially acknowledge the good work of three people, and many others who were involved in the production of this Plan – Jean Jenkins, Joyce Stewart, and Anita Chavis who has provided the capital numbers.

There was also tremendous resident participation and input into this document, as well. It is a document that speaks with great authority, given all the input from many different quarters. We are here tonight to hear the public comments on this documents, giving residents in general a chance to let us know their thoughts on this.

Commissioner Graziano touched briefly on the bond issue. For the first time, we are talking about bond issuance whereby we are using a portion of our capital funds to borrow up to \$120 million that would be used to accelerate modernization work, to address major needs such as the 504 conversion of apartments for handicapped accessibility. We are committed to doing many hundreds of units in that program. Elevator replacement – we are committed to having all of our elevators in top shape for all of our mixed population high-rise buildings. Completing the process of installing sprinklers and alarm systems in all of the high-rise buildings. Just to name a few of the many other activities. We have not finalized the exact number of dollars that will be in the bond issue. We are presently discussing this at the state level right now. It will be a minimum of around \$45 million with a possibility that it will go as high as \$90 million.

Mr. Graziano asked, that in giving your comments this evening, you please keep in mind that we are looking to increase our available funds, so that we can accelerate the kinds of work just described and other work items, as well.

Mr. Lyle Schumann also thanked everyone attending this evening's event. He stated that this Plan is still new to HABC, only becoming a requirement of HUD three years ago. It seems to refine itself each year, and we have gotten better at it. We certainly have gotten more prompt in getting it done within HUD requirements. This year has been the most inclusive in terms of how we put the Plan together. Literally, dozens and dozens of meetings took place over the winter months to go through each of the 18 elements of the Plan. These meetings were combinations of staff and residents, working together through these details over a three-month period. Every day there was a meeting going on of a sub-committee or main committee. Our purpose in that was not only to be complete, but to be more inclusive.

One of the things that we heard in previous years was that not always did all of the information about the Plan get to the residents' individual properties. This year we went to every property – resident leaders and staff – and met with the leadership in that building – the housing manager, the maintenance supervisor, the tenant council president and the RAB delegate and other residents. We went over what the Plan was all about. This smaller setting resulted in a better understanding of this process and more questions being asked about this document.

Tonight is the culmination of the Plan process. We are here to hear from you, whatever you would like to weigh in on, or challenge us to look at something in a different way. You will not see much dialogue between you and the Board. That is not the purpose of this meeting. The purpose is to have us hear your comments, to record those comments and consider the feedback as we finalize the document prior to the Board approval and subsequent submission to HUD.

Chairman Magwood then reviewed the comment process and introduced Ms. Tessa Hill who would call the speakers to the podium.

See the following pages for comments

Mr. Magwood closed the meeting, stating his appreciation for everyone who spoke this evening. We have taken notes, and everything has been recorded. We look forward to a very good year, and everyone have a good evening.

COMMENTS RECEIVED AT THE PUBLIC MEETING FOR THE ANNUAL PLAN 2003

The following are issues raised by attendees at the Public Meeting for the PHA Annual Plan 2003 and 5-Year Plan 2003-2007

Ms. June Johnson, McCulloh Homes:

In the 5-year Plan, I would like you to explain the status of work concerning the Learning Center improvements. I read, in the 5-year plan draft, that the modification of units to house the Learning Center activities funds were reallocated in 2001. Why is this project reallocated till 2005? Repairing of driveways and sidewalks are important; are not our children as important? Hopefully having a place on this development may save a few of them from drugs and crime. School will be closing in June. Where will our children have the Breakfast and Lunch Program again this year? The auditorium is mainly used weekly for Housing activities or HBO's movie. How are we to resolve this situation? We need an answer now. We also need answers to why showers are only going to a few residents and not into each apartment in the two high-rise buildings. Where are we on the plan for the nurses call station and the intercom system in the monitor's booth?

Lyle Schumann addressed these comments.

On the issue of showers at McCulloh, we have been treating those as reasonable accommodation requests. If an individual resident has a documented need for a shower, you need to let Ms. Scott know that, and it will happen. We are handling it this way, primarily because of fiscal realities. One of things you heard the Commissioner talk about earlier is our desire to do a bond issue to help us get at a huge laundry-list of work items. In the meantime, as people need those showers, we are putting them in. If you have additional residents who need showers, please have them contact the housing manager.

The nurse call station is something that is well underway in terms of planning. We do not have a contract award date as yet, but it will be within the next 60 days. We are aware of the need for this work, it is budgeted, and we are in the design phases. The work will follow shortly after the contract award. Part of that work will result in a monitoring tool in the monitor's workstation so that they will be able to see the location of those nurse call stations being pulled. This is not something that is at risk of not being funded. You will see that work taking place over the summer.

HBO is something that HABC is aware of and the concerns about it. We have been working with some of the RAB leaders in drafting a letter to go to the producer. Mr. Tillman, Communications Director, can give you more specifics. We are working on providing feedback to that program over some of our concerns about access to our space, resident's access to their homes and some reasonable and appropriate recognition to the residents.

The intercom is a system separate from the call station monitoring. He cannot recall exactly what the schedule is for the intercom system, and he recommends she speak to Ed Landon of ECI.

Additional HABC Response:

HABC is investigating the intercom scheduling.

In the Learning Center, HABC has completed repairs, and computers have been installed. We are not aware of funds being reallocated from this project.

Ronald Jackson, McCulloh Homes

My concern is with HUD. They say the most important part is the housing developments and our programs and the RAB Board, too. We have the 5-Year Plan, and we put down on paper what we want, and the Housing people put down what they want. Then we find out that HUD has their own plan. We have a lot of people working for us, and we need all these people. But, when they put it in the 5-year plan, HUD will come along and take things away from it, and give us something that we didn't ask for. For example, we ask for the showers. HUD came in and did a survey of their own, and gave it to other people, and we come back with restrictions on how we get ours. I understand where they are coming from. But there has to be a time when our administration says our residents want to be recognized. I could go on and on, but I'll make it short. That will be hard for me. I feel our representatives and everybody has done a good job to me on McCulloh Homes in setting out what we ask for, and I thank the Board, but we need more. We are interested and we are being patient, and we need more. And every month you will see my face down there, talking to you, and if I could get to HUD, I would be there. But by being a laborer, I don't understand your budget too well, but I do understand one thing. You do the best you can, but HUD is the one that got the money, and they do the cutting. In this fiscal year, whether you agree with HUD or you don't, if you cut our money, you will be recognized...You can ask them, why are you taking money out of our pocket and putting it somewhere else. We need it, and you know we need it, but you're not giving it to us.

HABC Response:

HABC acknowledges Mr. Jackson's concerns, which pertain to HUD and therefore do not require a response by HABC.

Juanita Greene, new resident at McCulloh Homes

My concern is for our seniors and the construction we are under. We have a lot of seniors who have arthritis, osteoporosis and all those types of illnesses. My concern is the floors – concrete, cement – that they are standing on. We know it may not be possible to install carpeting or comfortable floors for all the residents, but for these seniors, it is an absolute necessity. People are going out of McCulloh Homes and other housing projects as cripples. That is my concern.

HABC Response:

HABC acknowledges Ms. Greene's concerns. New flooring has not been budgeted at this time.

Julia Brinson, Lakeview Towers

I am going to be very good tonight. I'm not having nothing that is negative. I appreciate the 5-year plan, since we are considered this year as getting the sprinklers. You know we need them. And I'm happy to know how to get a shower installed now; I'm glad for that. And also, I would like to thank you for letting the Housing Police stay in our building. We really need them. They are very nice, very helpful, and make all of us feel good. I better stop there. I can't speak this nice for long.

Chairman Magwood thanked her for her good remarks, and said we are always glad to take the good part.

Harold Harris, Rosemont Towers

Originally I came in here with one good question on my mind that I attempted to get an answer to, but I spoke with Miss Anita and she explained about the 5-year plan. I was concerned about our elevators. They break down left and right. So she showed me that I should be able to get my elevators this year.

Next thing is, in my building, I have 90% elderly people, from age 60 to close to 100. My concern here is air conditioning. Last year I had people with asthma, some on oxygen, and we couldn't get air conditioning for them.

It just so happens we were given a draft version 2 of the policy. And as far as I am concerned, I accepted that as policy. It said "Emergency." And under that it said that no air and no heat in an apartment must be repaired in 24 hours. I'm hoping that one of these gentlemen can tell me that this is a true book, or at least that I can take that particular policy as valid. We took a lot of people to the hospital last year. We had construction going on last June or July, and the 20 compressors have not gotten there yet. I would like to see quicker and better response.

Also, some apartments haven't had exhaust fans in their kitchens or their bathrooms for three years. It has been reported. I called it in to report it. And I think now – the manager that we have now, Mr. Ronald Spence – he tries to do everything he can to make these tenants comfortable. But he doesn't have the parts in, he can't do it. Please, can we get some parts stocked up to where we don't have to go through this?

HABC Response:

HABC is replacing the air conditioners as they malfunction through the operating budget. Replacement of air conditioners is not included in the capital budget. The matter of the exhaust fans has been referred to Maintenance.

Lauren Siegel, Health Care for the Homeless

Good evening, and thank you for the opportunity to speak at this year's PHA hearing. My name is Lauren Siegel and I am representing Health Care for the Homeless (HCH). HCH is Baltimore's only provider of comprehensive health services to our neighbors without homes.

HCH applauds many aspects of the 2003-2007 PHA plan. We support set-aside vouchers for families with disabled members. We agree with the HABC that the PHA's minimum rent should remain zero. We strongly support reducing public housing vacancies improving unit turnaround, raising the performance standards for housing vouchers and public housing programs, and any other actions which result in an increase in the supply of affordable housing available to the poorest people.

Although the current goals reflect positive changes, our experience has been that HABC's programs remain a navigational challenge for those who encounter them, including landlords, service providers, recipients of housing vouchers and public housing as well as those on the waiting lists. Here are our recommendations:

1. Very few agencies working with low-income people have an understanding or relationship with HABC staff. The HABC should strengthen working relationships with service providers by holding informational briefings on various issues every other month.
2. A family or individual, after spending years on a waiting list, attends an interview and then experiences several months' delay in receiving a unit or voucher. The HABC reviews the criminal records and schedules the recipient for tenant readiness classes, then has the family return for leasing. Too often, these delays result in programmatic inaccessibility. HABC's process, once an individual is interviewed for public housing or a voucher, should be simplified and abbreviated.
3. The HABC should consider public service announcements on popular radio stations to broadcast its changes in admission policy.
4. Phone communication should be restored – and contact numbers published – as soon as possible; we suggest a line dedicated to questions from the public. While HABC does respond to concerns via email most low-income people do not own a computer or have regular access to the Internet.
5. HABC should develop a housing voucher "locator" unit (or contract with another agency to provide this service) available to all voucher recipients, not just the Thompson consent decree families.
6. HABC needs to expand its compliance with reasonable accommodation requests. Nursing homes are full of individuals who are ready to leave, eligible for HABC programs and on the waiting list; affordable and accessible housing are what prevents them from relocating. When a former client of ours requested to be interviewed at her nursing home this fall, HABC was unable to accommodate her.
7. Because individuals and families with disabilities have a greater burden in locating and affording housing, they should receive a public housing priority.

We look forward to help HABC improve its services and better serve the community.

HABC Response:

1) Much of the changes in the plan were the result of consultation with service providers and advocates. Service providers and advocates served on committees developing the Agency Plan and components. Meetings have been held with service providers and advocates to explain and discuss the plan.

2) Criminal background checks and comprehensive briefing sessions for Section 8 families are HUD requirements. Both are worthwhile requirements that help ensure the provision of a quality Section 8 program that enhances the quality of life in city neighborhoods. The interview process has already been streamlined to minimize inconvenience to applicant families.

3) The HABC has used public service announcements in print, radio and TV media to announce program policy and changes.

4) The HABC is in the process of implementing a new phone system for Section 8 and for Public Housing applicants. The go-live date is scheduled for April 29th 2003.

5) A "customer service" unit has been established and is located on the 1st floor of 300 Cathedral Street. An updated briefing package provides up-to date listings to families seeking units with a voucher.

6) The HABC has established a preference for a Housing Choice Voucher for families with persons with disabilities living in public housing.

Betty Keaton, Cherry Hill Homes

My concern is that we have been asking, as residents of Cherry Hill, we would like MD12 to come back as public housing units, and we've been asking for many years. Also, CK Anderson units so we can develop them for the community. Also the residents have had concerns for representatives and people representing Cherry Hill Homes that's not representative of us. We would like for you all, if anyone comes to you, to ask them who represents Cherry Hill Homes before you give or approve anything.

HABC Response:

HABC is beginning to review the draft master plan documents for Cherry Hill, which include an analysis of the conditions and repair/replacement costs at MD-12. With the help of the Resident Council leadership, the HABC expects to complete this review and to circulate the final master plan in May or June of this year. The HABC had previously decided to demolish CK Anderson, and has received HUD approval to do so.

HABC acknowledges her comments about resident representation at Cherry Hill.

Sonya Hobbs, O'Donnell Heights

I just wanted to know what is the plan for O'Donnell Heights, and what is purpose of the Section 8 certificate they had offered one time at Dunbar High School? I tried to get into that, but everytime I called one time they told me they didn't want a lot of people in one area for Section 8. They wanted them in further out like Harford County. I talked to people about this program, but I couldn't get into it. What's the point of having a program, if you can't offer the right help? What's the purpose of moving people from one unit in O'Donnell Heights to another unit, because we had to move in July for water problems? Then the unit I moved to was no better than what I had. What is the purpose?

Mr. Graziano suggested that she talk to Michael Kramer and Amy Wilkinson who are at this meeting. They can give you some guidance on that.

Additional HABC Response:

The HABC and the resident council leadership are reviewing preliminary drafts of the Master Plan for O'Donnell Height at this time, and intend to complete this review and finalize the Master Plan by the end of April.

Ms. Hobbs name and address have been provided to the Metropolitan Baltimore Quadel (MBQ), which is now running the Special Mobility Program. MBQ is establishing procedures and mechanisms for a successful mobility program.

Ms. Hobbs' maintenance concerns were referred to Maintenance for resolution.

Vivian Singletary, Cherry Hill Homes

I am here tonight with concerns for my unit which is a 504 unit, which is handicapped accessible. However, there are some problems that I'm having with being able to reach inside the cabinets. They are way too deep for me to be fully independent in the kitchen. Also, I cannot cook on the stove without being eye-level to the grease and having hot food near my face. Do they have stoves that are for wheelchair people? If so, what do I have to do to get one? Also, the counters are at face level and are also too deep to use.

Also, the cul de sac where I live has cut curbs. However, the residents don't know that these are cut curbs, because they park there. Is there anywhere someone could paint those cut curbs and maybe put up a sign to indicate this is used by handicapped people? If I come out of my front way and try to get down to the curb, I can't get down because people park there. If I go out the back way, I can't get out because that's parked full too.

Also, what about having handicapped accessible doors on the community building?

Mr. Graziano suggested that she see Ed Landon who is at the meeting tonight. He can address the 504 issues, and he can also see about getting those curb cuts better identified.

Additional HABC Response:

Ms. Singletary's reasonable accommodation requests will be handled in accordance with HABC's reasonable accommodation policy. Reasonable accommodation requests are received and handled by the housing managers of the development in which a resident lives. However, because Mr. Graziano asked Ed Landon to address Ms. Singletary's concerns, Mr. Landon has had someone from Engineering and Construction go to her unit to investigate her concerns. The housing manager for Cherry Hill will be advised of the findings and will assist in addressing Ms. Singletary's reasonable accommodation requests.

Loretta Johnson, Cherry Hill Homes

In looking at the plan, I'm asking that we try to keep everything on the same keel that we have in Cherry Hill. We want to present our plans. We are trying to do what we had in mind to do without the planners and all this that has been brought to Cherry Hill at the last minute. We had already had our plans and everything in place. I'm hoping that you will consider looking over the plans that we had in place before you go on with any other plans. I just wanted to come tonight and let you know that we have plans for Cherry Hill, and we are on the move in Cherry Hill, and we understand that we do have a meeting scheduled for Mr. Schumann and others in Cherry Hill. Thank you.

HABC Response:

HABC refers to the response to the comments made by Betty Keaton.

Iris Bradford, Somerset Homes

I have two issues. The first is the sewage back up in the development of Somerset. On the lower level at Somerset, the back up has resulted in two residents moving out because of the back up. The sewage is coming up through the bathrooms and the kitchens. The landing in one place is ankle deep.

The second issue is the roofs which are part of the plan for 2003-2004 for December/January. We specifically request that we do not have the flat roofs. We want the "A" roofs.

Lyle Schumann said that on the issue of the sewage backup, we take that very seriously. He directed he to speak with Ms. McCoy-Muhammad immediately. We want to get service personnel out there right away.

Additional HABC Response:

Ms. Bradford's concerns about sewage and odors are being addressed by Maintenance.

When HABC is ready to contract for the roof work, resident leadership will be involved.

Odessa Adams, Somerset Homes

I am the delegate from Somerset, and we have an odor problem that's coming for the sewage system. This is part of the backup. We have a problem that when you open up your windows, you have to close them right back down. It seems to be from the crawl space underneath the windows. The odors are coming from there. They did clean them, but they didn't clean them thoroughly. We want someone out there to clean those crawl spaces, put something down there to take that odor away. It's terrible. We can't open up the windows, and it's getting hot outside now.

She also wants to have ramps for the handicapped. She said there's a lot of people around there in wheelchairs. We do need ramps.

Lyle Schumann directed her also to Ms. McCoy-Muhammad for the odor issues. Also, Mr. Ed Landon can help her with the ramps.

Additional HABC Response:

Ms. Adams' concerns about sewage and odors are being addressed by Maintenance.

The request for the ramps will be treated as a request for a reasonable accommodation. The housing manager at Somerset is being made aware of the request for processing.

Yvonne Boone, Westport/Mt. Winans

My main concerns are what are you doing in Westport/Mt. Winans? What are the plans? We have problems with rats. We have problems with children going inside vacant homes, using it for selling drugs. I just want to know what are your plans for us?

Mr. Graziano said that Westport/Mt. Winans is the subject of a master planning process, and we will be looking at the issues you raised – rodent infestation, vacant units and attractive nuisance problems there. All those and many other issues are part of the master planning.

Lyle added that she should see Ms. McCoy-Muhammad about specific vacant units that are causing problems, so that we can secure those.

Additional HABC Response:

The Master Planning process for Westport/Mt. Winans will begin this April. The consultant and HABC staff will work closely with the resident council leadership in developing this plan.

Ms. Boone's concerns about vacant units are being addressed by Maintenance.

Pat DiTomaso, Brooklyn Homes

I'm a 35-year resident, and what I'm talking about is the Pet Policy. I understand. I have no problem with cats or dogs and the leash policy, the \$25 fine. I have had a dog for 13 years, and my dog is now illegal because she's over the weight limit. She's not a nuisance to anybody in the neighbor, and I've heard this from other people. She's a good animal. What are you going to do in that event? Do I take my dog and have her euthanized?

Lyle Schumann said that there is a weight limitation in the new pet policy. However, we need to look at circumstances, such as yours, on a case-by-case basis. Going forward, the policy would have a limit in terms of the size of your dog. We would have to look at each case on an individual basis before you did anything as difficult as that, to get rid of a pet you have had for that many years.

Mr. Graziano added that he agreed with that entirely. Our intent is to address nuisance and safety issues. If you can demonstrate that there hasn't been any record of problems there, we would certainly take that into account as we consider whether we can make an exception in that case, where there has been a long-term relationship between you and your dog. But going forward, we don't want anyone to think that the policy does not apply. Moving forward, we do not want people buying large pets. Our facilities are not

designed to accommodate those situations. If you have a large pet right now, or even a small pet, and it is a problem, then we will have to deal with that situation. We will take into consideration special circumstances where there is a long-term history and there are no problems.

Wayne Alforqan, Cherry Hill

I am consultant for the Cherry Hill Homes Tenant Council. I was hired in June of 2001 to assist with development of their homeownership plan for MD 17, for a plan to be submitted to the HABC for the Charles K. Anderson site, and for plans for MD 12, all sites in Cherry Hill.

The plan states that CK Anderson is designated for demolition with HOPE VI funds. This process has been in place for a number of years. The residents and tenant council, on numerous occasions, have expressed disagreement and stated that they do not want HOPE VI funds. They noted in January 2002 there was a classified advertisement stating that Charles K. Anderson will be demolished with HOPE VI funds. They were told by Anita Chavis and Ed Landon that was a mistake and would be rectified. Part of that continued through the capital plan process, and we still see in this submission of the 5-year plan HOPE VI funds. If there has been a change, I have not been notified by Ms. Johnson and the Cherry Hill Tenant Council. They are opposed to the use of HOPE VI funds. Previously, it's been capital funds.

Additionally, Charles K. Anderson in written request to HABC and HUD to the attention of Mr. Harold Johnson, Mr. Graziano and Mr. Schumann, the residents of Cherry Hill Homes had requested that if there was to be a disposition of CK Anderson, that they be co-partners in this and that they be informed of the process. If there is an award or a designated request for qualification for demolition, the residents have not been included in this whole process. If CK Anderson is to be disposed, they requested that it be stated in writing directly to their legal counsel, at the time Legal Aid, Mr. Caplan, subsequently to their new legal council, Mr. Rosenfeld, that they would like the first opportunity to acquire and participate in Charles K. Anderson. Yet, the process has moved forward and has been included in the 5-year plan for being finalized and approved for demolition.

We had asked Ms. Anita Chavis to give the Cherry Hill Tenant Council information regarding the process for applying for creating a combination of CK Anderson and MD12 to one parcel. That information was never provided, and that information was requested in 2002.

HABC Response:

The HABC had previously decided to demolish CK Anderson, and has received HUD approval to do so. HABC intends to seek HOPE VI demolition grant funds for this demolition in order to preserve Capital Funds for other needed work. HOPE VI demolition funds are used only for demolition of vacant and distressed public housing. The HABC does not intend to seek HOPE VI implementation funds for the revitalization of Cherry Hill.

HABC has no plans for the disposition of the CK Anderson site after demolition. In the event that HABC seeks to dispose of the site in the future, HABC will follow all HUD requirements, including consultation with the resident leadership of Cherry Hill.

With respect to the process for combining the CK Anderson with MD 12 sites to create a single site, there is no possibility of combining the sites in HUD's Declaration of Trust or ACC, as the sites had been established separately and at different times. This inability to combine sites has no practical effect on, including posing no obstacle to, the future development or use of either site.

MAINTENANCE COMMENTS RECEIVED
AT THE PUBLIC MEETING
FOR THE ANNUAL PLAN 2003

Mrs. Joyner, O'Donnell Heights:

Too much cut in staff; lack of time to take care of repairs.

HABC Response: We will consider these comments in future hiring and assignments.

Allen Paterson, Latrobe:

Don't like the maintenance work

HABC Response: Mr. Paterson's remarks were not specific to any particular maintenance issue. Therefore, we acknowledge his comments and will work to improve general resident satisfaction.

Odessa Adams, Somerset:

Odor in Lindenleaf Court from sewage backups.

HABC Response: Maintenance Supervisor reports the following:

- We will be liming all the crawl spaces to control the odor, particularly in Lindenleaf and Young Courts.
- We will be identifying and submitting work orders for all leaking pipes and suspected stoppages in the crawl spaces.
- We will be taking measures to clean the accumulation of debris in the crawl spaces and ensure adequate control of access to crawl spaces where needed.

Betty Keaton, Cherry Hill

Busted pipes, rear of 2800 Spelman Road

HABC Response: Specific leaks to the underground heating system have been repaired as they are reported. The most recent was reported on March 26, 2003 and repaired on March 28th. We handle these repairs on an open-ended contract, so that we may deal with them quickly. We have been receiving proposals to replace the entire underground heating system, and this is in the capital budget.

Mary C. D. Sharon, Somerset

Sewage backups, bad smell, roofs should be designed as pitched – not flat

HABC Response:

- Sewage & Odor problems - See Odessa Adams above
- Roof designs to be addressed when contract is made. (See Response to Ms. Bradford of Somerset in the Comments from the Public Meeting)

Iris Bradford, Somerset
Roofs, bad smell

HABC Response:

- Odor problems - See Odessa Adams above
- Roof designs – See Response to Comments from Public Meeting)

Yvonne Boone, Westport/Mt. Winans
Heat problems, rats, vacant units being used for drugs

HABC Response:

- Maintenance states that heating problems occur when vandals remove the protective covers and turn off the gas valves. We will be installing a more secure cover fastener in order to make it more difficult to remove the covers, while still maintaining accessibility in case of an emergency.
- Housing Management reports the most critical units needing boarding totals 17. Crews have been assigned and materials ordered for boarding the 17 units.
- The entire Westport/Mt. Winans development is scheduled for treatment of rodent infestation beginning April 7th.

Sonya Hobbs, O'Donnell Heights (See Comments at Public Meeting)
Unit in general disrepair

HABC Response: Upon inspection, Maintenance Supervisor and Ms. Hobbs determined the following repairs were necessary:

- Settlement cracks around windows, doors and baseboards. Also flaking plaster around living room windows.
- Small holes behind gas range and toiler.
- Drafty front and rear doors
- Remove 24" range and install a new 30" range
- Paint all areas disturbed by this work.

The work is scheduled to accommodate Ms. Hobbs, and will take place April 8th, 9th, and 10th.

Harold Harris, Rosemont Towers (from Comments at Public Meeting)
Repair to several kitchen and bathroom exhaust fans

HABC Response:

Rosemont Maintenance was not aware of a problem with getting or needing parts for the exhaust fans, and there are no outstanding work orders for broken exhaust fans. Mr. Harris will be contacted directly and any units with problems will be corrected as quickly as possible.

ATTACHMENT I

Deconcentration and Income Mixing Chart

HABC AVERAGE MONTHLY RENT FOR
ALL SITES

DEVELOPMENTS	MD. #	TOTAL UNITS	OCCUPIED UNITS	RENT BILLED FY 2003	AVERAGE MONTHLY RENT	REMARKS
LATROBE	2001	701	656	\$ 1,361,851.16	\$173.00	
McCULLOH/EXT. & SPENCER	2002	970	902	\$ 2,178,923.88	\$201.30	
PERKINS	2003	688	643	\$ 1,337,796.00	\$173.38	
DOUGLASS	2005	393	380	\$ 925,368.82	\$202.93	
GILMOR & ROSEMONT/DUKELAND	2006	707	594	\$ 1,335,831.92	\$187.41	
O'DONNELL	2009	900	570	\$ 1,278,462.00	\$186.91	
SOMERSET/EXT.	2010	317	274	\$ 698,014.04	\$212.29	
CHERRY HILL HOMES	2011	1394	1243	\$ 3,138,194.06	\$210.39	
WESTPORT/EXT. & MT. WINAN	2013	572	387	\$ 870,383.08	\$187.42	
CLAREMONT HOMES	2014	444	250	\$ 635,375.48	\$211.79	
BROOKLYN	2021	500	487	\$ 1,078,064.00	\$184.47	
LAKEVIEW TOWERS/EXT. & OSWEGO	2033	340	322	\$ 727,242.42	\$188.21	
REHAB. HOUSING	2059	2821	802	\$ 2,727,808.00	\$283.44	*ABOVE 115%
CAHELA	2060	360	294	\$ 941,022.36	\$266.73	*ABOVE 115%
POE HOMES	2004	298	295	\$ 637,964.76	\$180.22	
TOTAL HABC		11405	8099	\$ 19,872,301.98	\$204.47	

Average Rent \$204 x100 = \$20,400 divided by 30% = \$680 monthly income x12 mos, = \$8,160 average yearly income.

\$8,160 average yearly income x 85% = \$6,936 x 30% = \$20,808 divided 12mos. = \$ 173.00 average monthly rent.

\$8,160 average yearly income x 115% = \$9,384 x 30% = \$28,152 = divided 12 mos. = \$235 average monthly rent.

ATTACHMENT J (1)

Pet Policy for General Resident Population

LEASE ATTACHMENT No. 7
HOUSING AUTHORITY OF BALTIMORE CITY
PET POLICY

INTRODUCTION

This Public Housing Policy for Pet Ownership (“**Pet Policy**”) sets forth the requirements of the Housing Authority of Baltimore City (“**HABC**”) to permit ownership of certain pets by residents of public housing (Residents) in accordance with the Quality Housing and Work Responsibility Act of 1998 (“**QHWRA**”), and its regulations.

APPLICABILITY

This Pet Policy, and any amendments thereto, shall apply to all Residents of public housing. This Pet Policy, as it may be amended from time to time, shall be incorporated into and made a part of the Resident’s current lease, as Attachment No. 7.

Exclusion from Applicability. This Pet Policy does not apply to animals that assist, support, or provide service to persons with disabilities. HABC shall not apply nor enforce this Pet Policy against animals that are necessary as a reasonable accommodation to assist, support, or provide service to persons with disabilities. This exclusion applies to such animals that reside in public housing, as such term is defined herein, and such animals that visit public housing developments.

Section I. Definitions.

1. The term “**Pet**” is defined as a domesticated small animal limited to dogs, cats, gerbils, hamsters, guinea pigs, birds, (parakeet, canary, finches, cockatoo, small parrot) and fish. **The following breeds are excluded from the definition of Pet, and shall be expressly prohibited from being kept owned or harbored in, on or about the Premises as that term is defined in the Lease by any Resident or any member of the Resident’s household: PIT BULLS, ROTTWEILERS, CHOW-CHOWS, BULL MASTIFFS, DOBERMAN PINSCHERS, AND ANY CROSS-BREED THEREOF, AND ANY WOLF OR PART WOLF.**
2. The term “**public housing**” is defined as housing assisted under the 1937 Act, other than Section 8. Public housing includes dwelling units in a mixed finance project that are assisted by a public housing authority with capital or operating assistance, but does not include public housing developments for the elderly or persons with disabilities.

Section II. Requirements

1. **NUMBER LIMITATIONS** - No more than one domesticated Pet, and/or one 20 gallon tank of fish will be kept in a Dwelling Unit. Heads of household shall be responsible for their Pet. The Resident must maintain the Pet responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations.
2. **SIZE OF PET** - Dogs or cats or others defined in paragraph 1 shall weigh no more than twenty (25) pounds at maturity. Fish are limited to a single bowl or steel framed glass fish tank having a capacity of not more than twenty (20) gallons. Birds can be no larger than one (1) pound.
3. **RESIDENTS HEALTH** - A Pet owner must be physically and mentally capable of taking care of the Pet.

4. **SECURITY DEPOSIT** - A refundable Pet security deposit of twenty-five dollars (\$25.00) shall be required for each Pet. The Pet security deposit can be paid over a three (3) month consecutive period, and will be held in the manner required for applicable security deposits under Maryland law. **THE PET SECURITY DEPOSIT WILL BE RETURNED WITHIN 45 DAYS OF MOVE-OUT OR IF A PET IS REMOVED BEFORE RESIDENT MOVES FROM THE DWELLING UNIT, WITHIN 45 DAYS OF PET REMOVAL.**

5. Upon move-out or Pet removal the cost to de-flea, deodorize, and clean the carpet and/or floor tile will be deducted from the Pet security deposit if deemed necessary by Management. The Dwelling Unit will be inspected and the remainder of the Pet security deposit will be refunded, if the Dwelling Unit is free of damage. The move-out inspection will be performed by the Resident and Management.

The Pet security deposit may only be applied to damages caused by the Pet.

6. **HOLD HARMLESS** – The HABC, its agent and staff are in no way responsible for any actions or injuries or damages caused by the Resident’s Pet. A Pet is the sole responsibility of the Resident.

7. **VACCINATIONS** – Every Pet, if required by law, must wear a current City Animal license and be vaccinated. Resident must submit registration papers to the Management Office. A copy of the Pet’s (dog or cat) current inoculation and treatment is to be furnished and verified annually by a licensed veterinarian which must indicate dates of most recent shots and treatment against disease and parasites as follows:

(a) Dogs – rabies, parvo-virus, para-influenza, distemper, hepatitis, leptospirosis (D.H.L.), hookworm, heartworm, roundworm, tapeworm, and other internal and other parasites, fleas, ticks and other external parasites and other diseases of the skin including eczemas.

(b) Cats – rabies, rhinotracheitis, calici virus, pnemonitis, tapeworms, hookworms, heartworms, and other internal parasites, fleas, lice, ticks and other external parasites.

Female cats and dogs over six months of age must be spayed and males over eight months must be neutered, unless a licensed veterinarian gives medical reasons why such is detrimental to the Pet’s health.

8. **HOUSEKEEPING** – The Dwelling Unit must be kept free of odors and maintained in a clean and sanitary condition. Cats must be litter box trained and dogs must be able to exercise outside the Dwelling Unit. Litter boxes must be changed a minimum of once a week and scooped once a day. Kitty litter is to be bagged securely in a heavy plastic trash bag, tied, and disposed of in an approved trash receptacle. **DO NOT FLUSH LITTER INTO COMMODE.**

(a) Birds must be maintained in a cage and never allowed to fly free within the Dwelling Unit.

(b) Dog and cat bedding and the Dwelling Unit are to be kept free of and treated regularly on an ongoing basis against infestations by fleas, ticks, lice, pet worms, mites, and other parasites. If infestation of any such parasites or vermin occur which shall be determined by Management to have occurred due to inattentive care by the Pet owner and/or if such infestation shall spread to other Dwelling

Units, Management shall have the right to eradicate in all affected areas at Pets owner's expense.

(c) Pet owners must control excessive noise and odor caused by their Pets.

9. **PET CONTROL IN PUBLIC AREA** – Pets must be on a leash outside of the Dwelling Unit and in all public areas. Under no circumstances may any Pet of any kind be taken into, or permitted to be in, the recreation/community rooms, or any other “common” room.

10. **WASTE CONTROL** – Pet owners shall be responsible for immediate clean up of Pet feces in accordance with applicable law. Resident must insure that their yard is kept clear of Pet feces. Resident will not place any animal fecal waste, kitty litter, etc., or other articles in the sinks, plumbing fixtures or on the grounds. Residents must place all Pet waste in a heavy plastic trash bag, tied and disposed of in an approved trash receptacle. If a toilet has to be unclogged or a sink unstopped because of animal waste, kitty litter, and/or stones from a fish bowl, the Resident will pay all associated cost.

11. **NUISANCE** – If, in the judgement of Management, any Pet becomes a threat to the safety and comfort or quiet enjoyment of the Premises to any other Resident, employee, or visitor to the Premises, or if such Pet causes substantial damage to any part of the building or grounds or the furnishings and fixtures thereof, then, upon the written request of Management, such Pet shall be permanently removed from the Premises by the Pet's owner within five (5) days.

If the Resident files a grievance the Pet shall be allowed to remain until the grievance process is exhausted. In the case of a Pet biting a person, the Pet must be immediately removed to an area for surveillance for a period designated by a Health Officer and must then be examined by a licensed Veterinarian. Animal bites must also be reported to the local Health Department and/or the Police. A bite victim or parent of a child bitten by an animal can swear out a complaint against the owner of the Pet at the nearest district court.

Refusal by the Pet owner to abide by Management's request for a Pet's removal may result in termination of residency.

12. **COMPLAINTS/PROBLEMS** – Any and all complaints about Pets will not be considered valid (or heard) unless they are in writing, dated and signed by the person(s) making the complaint. Management will review complaints and/or problems concerning a Pet/Pet owner. Management will notify in writing the Pet owner of the complaint and the Resident will have 24 hours to answer the complaint. Two or more legitimate complaints will mean the Pet must be removed unless the Pet owner initiates a grievance procedure. Failure to comply may result in termination of residency.

13. **RESIDENT'S ABSENCE** – No dog or cat shall be left alone in any Dwelling Unit over twenty-four (24) hours. Any Resident who is away twenty-four (24) hours or longer for any reason must make arrangements for such Pet to be kept elsewhere during his/her absence.

14. **RESPONSIBILITY FOR PET IN AN EMERGENCY** – The Pet owner shall file with the Management an affidavit of agreement signed by one (1) person who is not - a Resident of the Dwelling Unit who will assume immediate responsibility for the Pet in case of an emergency or in case the Pet owner becomes unable to provide proper care for the Pet. In addition, the Pet owner shall file with Management an affidavit authorizing Management to have the Pet removed in the event that the Pet owner cannot care for the

Pet and the responsible party cannot be reached. Management will contact the SPCA or an appropriate authority for removal of the Pet in such event

15. **FIRE EMERGENCY** – When a fire alarm or smoke detector sounds, Pets are to be placed in the bathroom and the door is to be closed. If evacuation is necessary the fire department will be responsible for the evacuation of Residents first, and then the Pet.
16. **SUBSEQUENT AGREEMENTS** – If a Resident has an approved Pet and that Pet is disposed of, the Resident must notify Management. The Resident and Management will perform an inspection of the apartment. The Pet security deposit will be used towards any damages and the balance, if any, of the Pet security deposit will be returned to the Resident within 45 days. If the Resident determines they want a new Pet, the Pet must be registered with the Management Office and a new Pet security deposit must be collected in accordance with the Pet Policy.
17. **RESIDENT’S SIGNATURE** – All Residents, whether desiring a Pet or not, must sign this Attachment to the Lease, thereby acknowledging agreement and acceptance of the Pet Policy. Those Residents desiring a Pet will have to meet all requirements listed in this Attachment and sign the “Application for Pets” including Section 3 which includes the “Co-Responsibility” section for a non-Resident friend or relative to sign.
18. HABC reserves the right to rescind or change any of the foregoing rules to make such rules and regulations as may be deemed necessary for the safety, care and cleanliness of the Premises, and for the security, comfort and convenience of all Residents. Any changes deemed necessary by HABC will be made in compliance with the Lease Agreement.
19. This Pet Policy is made a part of the HABC Dwelling Lease as Attachment No. 7, and any violation of the terms and conditions contained herein, will be considered a breach of the Lease. If any Court declares a particular provision of this Pet Policy to be invalid or illegal, all other terms of this Pet Policy will remain in effect, and both HABC and the Resident will continue to be bound by all valid, legitimate terms of the Pet Policy.

AGREED AND ACCEPTED BY RESIDENT(S):

DATE:

ADDRESS: _____

MANAGER’S SIGNATURE: _____

DATE: _____

APPLICATION FOR PETS

Date: _____

SECTION I

I, _____ and _____

Resident(s) of _____, living at _____ verify I

have received, reviewed, understand and accept the Pet Policy Regarding Pets Admittance and Ownership at _____

_____. I am also aware that the Pet Policy is an official part of my Lease, and

that I am to abide by all its terms.

Resident Signature:

Date:

SECTION II

Pet Description: Type: _____

Sex: _____

Weight: _____

Age: _____

Name: _____

Color and Markings: _____

Security Deposit Required: _____

Security Deposit Paid: _____

Veterinarian's Name: _____

Address: _____

Telephone Number: _____

SECTION III

I, _____, (non Resident) relative /friend (circle one) of
Resident _____
(Resident's Name)

live at _____, and I agree
(Non-Resident's Address)

to accept full responsibility of the Pet listed above in the event the said Resident is unable to care
for the Pet in any twenty-four hour period.

Print Name: _____ Date: _____

Signed: _____ Date: _____

Telephone Number: _____

Resident Signature: _____ Date: _____

Telephone Number: _____

Manager Signature: _____ Date: _____

SECTION IV

I, _____
(Name of Housing Manager)

Housing Manager, permit the ownership by Resident of
the Pet described as _____

at the following address: _____.

Manager's Signature: _____

Date: _____

RESIDENT LEASE AGREEMENT

I hereby acknowledge my right as a Resident to keep a household Pet as defined in paragraph 1 of the Pet Policy.

I agree to comply with HABC's Pet Policy (an Attachment to the Lease) with the understanding that violation of this Pet Policy may be grounds for Pet removal or termination of tenancy.

HABC: _____

RESIDENT: _____

By: _____

RESIDENT: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT J (2)

**Pet Policy Exclusively for the Elderly and
Handicapped**

HOUSING AUTHORITY OF BALTIMORE CITY

OPERATING O

FROM: Director, Division of Housing Management DATE:

TO: Assistant Directors, Management Operations DISTRIBUTION: G
Supervisors, Housing Managers, Supervisor
of Tenant Selection, Assistant Housing FILE: Policy and
Managers, Management Assistants, Cashier Procedure
Coordinators, Cashier Clerks

SUBJECT: Policy on Pets in Public Housing Designed Exclusively for the
Elderly and Handicapped

Operating Order M-2-90, dated 1/4/90, subject as above, has been superseded and should be removed from all files. It has been updated to reflect current information.

The purpose of this operating order is to set forth policy regarding the permissibility of allowing the possession of common household pets in public housing designed exclusively for the elderly and handicapped, as prescribed by Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and 24 CFR Part 942.

The application of this policy is explained in detail in the HABC Pet Ownership Rules (attached).

These HABC Pet Ownership Rules for public housing designed exclusively for the elderly and handicapped are effective 1/1/90.

JUANITA CLARK HARRIS
Director, Division of
Housing Management

Attachment

cc: Elizabeth Wright

Housing Managers are requested to sign and return operating order delivery receipt.

HOUSING AUTHORITY OF BALTIMORE CITY
Pet Ownership Rules

I. GENERAL

A. Authority.

The "Pet Ownership Rules" contained herein were promulgated by the Housing Authority of Baltimore City (HABC) in accordance with the Section 227 of the Housing and Urban-Rural Recovery Act of 1983 (12 U.S.C. 1701n-1) and 24 C.F.R. Part 942 pertaining to the Pet Ownership in Public Housing for the Elderly and Handicapped. HABC has complied with the procedures for promulgating these Rules as stated in 24 C.F.R. 942.15 (Notice to residents) and 942.25 (Consultation with residents on pet rules).

B. Scope

The Rules contained herein govern the ownership or keeping of common household pets by residents of HABC buildings designated for occupancy by the elderly or handicapped. These Rules do not apply to animals that are used to assist the handicapped (such as seeing-eye dogs), although such animals may be subject to other HABC policies as well as state and local laws concerning the ownership or keeping of animals.

C. Definitions.

1. "Common household pet" or "pet" means a domesticated animal, such as a dog, cat, bird, rabbit, hamster, fish, or turtle, that is traditionally kept in the home for

pleasure and not for commercial purposes.

2. "Disabled Person" means a person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

3. "Dwelling Unit" means any residence designated for occupancy by one family.

4. "Elderly Family" means a family whose head or spouse or whose sole member is at least sixty-two years of age, a Disabled Person (as defined in Section I.C.2) or a Handicapped Person (as defined in Section I.C.4). An Elderly Family may include two or more Elderly, Disabled or Handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.

5. "Handicapped Person" means a person having a physical or mental impairment which (1) is expected to be of long, continued and indefinite duration, (2) substantially impedes his or her ability to live independently, and (3) is of such a nature that such ability could be improved by more suitable housing conditions.

6. "Owner" means any person who keeps, has custody of, posses, harbors, regularly feeds, exercises control over or has a property right in any animal regulated by these Rules.

7. "Restraint" means a state of being secured by a leash or otherwise, or confined within the dwelling unit of its Owner.

8. "Wild Animal" means any reptile (poisonous or otherwise), non-human primate such as a monkey, raccoon, skunk, opossum, fox, member of the cat family other than domesticated cat, or any other warm-blooded animal which is normally found in the wild state.

9. "Vicious or Dangerous Animal" means":

a. Any animal that constitutes a physical threat to human beings or other animals.

b. Any animal which, due to its disposition or natural tendency to cause injury or behave in a manner, could reasonably cause injury to human beings or other animals, whether or not such behavior is hostile.

c. Any animal which has bitten or attacked a human being or animal.

II. OWNERSHIP

A. Ownership Right.

Each resident of an HABC dwelling unit in a building designated for use by elderly or handicapped persons or families may own or keep a common household pet. Such ownership may be restricted by these Rules and any applicable state and local laws. HABC reserves the right, after providing reasonable advance notice to

residents, designate certain floors, and/or buildings exclusively for residents who own pets.

B. Number.

Each resident of a HABC dwelling unit may own or keep one common household pet. In no event shall more than one common household pet be permitted in a dwelling unit at any time.

C. Size/Weight.

1. Cats shall not exceed SEVEN (7) pounds full-grown and dogs shall not exceed TEN (10) pounds full-grown at any time during the lease term. HABC reserves the right to prohibit ownership of a pet that is likely to outgrow the size/weight limitation.

2. Size/weight of other common household pets shall not exceed FIVE (5) pounds

D. Type.

1. The following full or mixed breeds of dogs shall not be kept by HABC residents: Afghan Hound, Great Dane, Collie, Retriever (Golden, Labrador), Pointer, Irish Setter, Dalmatian, Boxer, Doberman Pinscher, German Shepherd, Rottweiler, Giant Schnauzer, Siberian Husky and Pit Bull.

2. HABC reserves the right to prohibit resident ownership of other full or mixed breeds of dogs when necessary to protect the health or safety of HABC residents. HABC also reserves the right to prohibit resident ownership of any animal deemed to be vicious or dangerous.

E. Discrimination.

1. HABC shall not, as a condition of tenancy or otherwise, prohibit or prevent any resident of a development for the elderly or handicapped from owning a common household pet or keeping such a pet living in the resident's dwelling unit. However, if resident has been deemed physically or mentally disabled, management reserves the right to deny same.

2. HABC shall not restrict or discriminate against any person in connection with admission to or continued occupancy of such housing by reason of the person's ownership of a common household pet or the presence of such a per in that person's dwelling unit.

F. Pets Temporarily on the Premises.

1. HABC residents shall not keep any common household pets or any other animal on the premises temporarily. Pets are kept "temporarily" if they are to be kept in the resident's dwelling unit for less than 14 consecutive days and nights.

2. OPTIONAL: Elderly or handicapped residents may participate in a visiting pet program sponsored by a humane society or other non-profit organization. Any resident who desires to participate in such a program shall notify HABC Management in writing at least two weeks before the first visit. This notification shall identify the agency that provides the service and the frequency of the pet visitation. Pets which are a part of this program must be confined to the resident's home, and shall adhere to all provisions of this policy

which governs a pet's conduct while on HABC property.

III. REGISTRATION.

A. Registration.

1. Management Office. All pets that may be owned or kept pursuant to these Rules must be registered with the Management office before being brought onto HABC premises.

2. Annual Review. HABC will review all pet registrations during the Annual Review.

3. Registration Requirements. A pet will not be registered unless its Owner complies with the following requirements (where appropriate for type of pet).

a. Dogs, cats and other pets must be vaccinated as indicated in Section IV(A) (2) of these Rules. The Owner shall provide evidence that such vaccinations were administered in the form of a certificate signed by a licensed veterinarian.

b. Dogs and cats shall be given a physical examination by a licensed veterinarian. The animal must be certified as healthy or be under the veterinarian's care. Proof of the examination (a certificate signed by a licensed veterinarian) must be submitted to the Management Office before the animal is brought onto HABC premises.

c. The Owner shall provide the Management Office with the name, address and telephone number of a responsible person(s) who will care for the pet if the Owner is unable to care for the pet (the owner becomes disabled, hospitalized, or dies).

d. The Owner of any dog four months old or older shall provide the Management Office with a current dog license issued by the City of Baltimore Finance Department.

IV. PET CARE/HYGIENE.

A. Veterinary Care.

The following vaccinations are mandatory: Dogs must be vaccinated for distemper, parvo-virus, hepatitis, leptospirosis and rabies. Cats must be vaccinated for distemper (feline 3-way vaccination) and rabies. Proof that these vaccinations were obtained shall consist of a certificate signed by a licensed veterinarian. The certificate shall indicate when the vaccine is no longer effective.

B. Pet Care.

1. Sanitary Conditions. Each Owner shall ensure that the pet is not subjected to unsanitary living conditions. Cat owners shall change the litter box at least twice each week, and more often if necessary to control odor or to ensure sanitary living conditions.

2. Food/Water. Owners shall ensure that the pet has sufficient food and water.

3. Hygiene. Each Owner shall regularly wash the pet as appropriate for the particular type and breed. Each dog should periodically receive deworming treatment from a licensed veterinarian.

V. PET CONDUCT.

A. Restraint.

1. The Owner shall keep the pet restrained and under Owner's physical control at all times while on HABC premises. All pets must be secured by a leash or cage when they are not in the Owner's dwelling unit. (The leash must be 4 feet or under.)

2. All pets are prohibited from such common areas as lobbies, laundry rooms, elevators, stairwells, hallways, social or before bringing a pet onto HABC premises. The deposit will be used to pay the reasonable expenses directly attributable to the presence of the pet on the premises (such as repairs or replacement of tangible property items, as well as fumigation). All funds not used for this purpose will be returned to the resident in accordance with Maryland law upon termination of the lease or removal of the pet from the dwelling unit.

2. Amount. The Pet Security Deposit shall be \$30. The Pet Security Deposit shall be posted to the tenant ledger card/automotive screen entitled Pet Security Deposit for the purpose of calculating interest on the Pet Security Deposit.

3. How Payment Made. The \$30 Pet Security Deposit must be paid in full at the time of the admittance of a pet to the dwelling unit.

VII. VIOLATIONS.

A. Violations.

1. Owners must keep their pets at all times in conformance with provisions of the dwelling lease and these Pet Ownership Rules. Nothing in these Rules shall prohibit HABC, or any other appropriate

representative of state or local government, from requiring the removal
of any pet if the pet's conduct or

HOUSING AUTHORITY OF BALTIMORE CITY
PET REGISTRATION FORM

1. OWNER:
Name _____
Address _____

Telephone _____

2. PET:
Name _____
Breed/Type _____
Age _____
Weight _____
Color _____

3. VACCINATIONS (Dogs and Cats Only):

<u>Type</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

(Provide certificate indicating date vaccinations given and when next vaccination due.)

4. DATE OF MOST RECENT PHYSICAL EXAMINATION (Dogs and Cats only):

(Provide proof (receipt) that indicates physical examination was conducted.)

5. VETERINARIAN (Provide name, address and telephone number of veterinarian who provides regular care.):

6. BALTIMORE CITY LICENSE NUMBER: _____
DATE LICENSED (Dogs Only): _____
(Provide actual license for inspection by HABC Management.)

7. RESPONSIBLE PERSON (Provide name, address and telephone number of person who will care for the pet in the event that the Owner is unable to do so.):

I, the undersigned pet Owner, state that information supplied on this pet registration form is true and complete, and acknowledge that I have read and am able to comply with the current Pet Ownership Rules.

DATE: _____

Signature of Pet Owner

HOUSING AUTHORITY OF BALTIMORE CITY

DWELLING LEASE RIDER

Lease No.

COMMON HOUSEHOLD PETS

A. Tenant shall have the right to own or keep certain common household pets subject to the provision of any Pet Ownership Rules promulgated by HABC and subject to any applicable state or local laws.

B. Any current Housing Authority of Baltimore City Pet Ownership Rules are incorporated by reference in the Dwelling Lease.

C. Tenant agrees to comply with the Pet Ownership Rules. Tenant acknowledges that violation on the Pet Ownership Rules may be grounds for removal of the pet, termination of the pet owner's tenancy, or both.

D. Upon execution of this Dwelling Lease Rider, the tenant and HABC agree that any and all previous lease provisions and riders if any, concerning the possession of common household pets (as defined in the Pet Ownership Rules) are hereby revoked and cancelled.

IN WITNESS WHEREOF, the parties have executed this Dwelling Lease Rider this _____ day of _____, 19___ at Baltimore, Maryland.

HOUSING AUTHORITY OF BALTIMORE CITY

Witness

Witness

Witness

By _____
Housing Manager

Tenant

Tenant

ATTACHMENT A

HABC Statement of Policy on Deconcentration

STATEMENT OF POLICY ON DECONCENTRATION

As a part of HABC's Admissions and Continued Occupancy Policy for Public Housing, HABC shall implement and enforce a policy designed to promote the deconcentration of poverty and income-mixing in accordance with HUD regulations. This deconcentration policy shall be carried out in compliance with HABC's deconcentration policy as it applies in the event that the income profile for any HABC development falls outside of the Established Income Range ("EIR"), defined by HUD regulations under 24 CFR Sec. 903.2 (c). Further, such deconcentration policy shall be undertaken in conjunction with HABC's efforts to increase self-sufficiency of current residents.

HABC shall implement the following strategies to provide for deconcentration of poverty and income-mixing:

- Provide incentives, including rent incentives, to encourage eligible applicants to accept units in developments with incomes above the EIR, where their income is below the EIR;
- Target capital improvements toward developments with an average income below the EIR;
- Establish a preference for admitting working families in developments below the EIR, where their average income exceeds the EIR;
- Skip a family on the waiting list to reach another family in an effort to further the goals for deconcentration; provided that such action does not violate any requirements under the Partial Consent Decree under Thompson, et al. v. HABC, et al.;
- Implement increased security measures at developments with an average income below the EIR in order to reduce incidences of crime in efforts to encourage eligible applicants to accept units in developments where such applicant's average income exceeds the development EIR.

Consistent with the HUD regulations, this deconcentration policy shall be implemented in accordance with the requirements under the Fair Housing Act. Further, this deconcentration policy shall ensure that a family has the sole discretion whether to accept an offer of a unit made hereunder. Should a family decline a unit, they will be placed back on the waiting list for future placement. Their rejection of an offered unit for purposes of meeting deconcentration, will not impact on their opportunity for further housing assistance by HABC.

ATTACHMENT L

**New Public Housing Application
and General Information Guide**

Received on [date]_____ at [time stamp]_____

HOUSING AUTHORITY OF BALTIMORE CITY
300 Cathedral Street
Baltimore, MD 21201
Telephone: (410) 396-4046; TTY 1-800-735-2258

APPLICATION FOR HOUSING ASSISTANCE

Check your housing choice. You may choose more than one. If you want both, check both. If you check both, complete both the blue and green applications.

Public Housing. _____ (Please initial)

Housing owned by HABC. Complete the **BLUE** application to be added to the waiting list for Public Housing. Please see the Public Housing Program General Information Guidebook for information about the Public Housing Program.

Section 8 Voucher. _____ (Please initial)

Housing Choice Voucher (Section 8) Program provides vouchers to be used for housing owned by private landlords. Please see the Housing Choice Voucher (Section 8) Program General Information Guidebook for descriptions of all of the programs and complete the **GREEN** application to be added to the waiting list for Housing Choice Voucher (Section 8) assistance.

Please sign and date this form and return it with your application(s).

SIGNATURE _____ DATE _____

and please print your name: _____

NOTE: In 2003 the Housing Authority of Baltimore City plans to close the Housing Choice Voucher (Section 8) Program waiting list. Applications will only be taken for certain conditions. The Public Housing waiting list will remain open.

CITY OF BALTIMORE

MARTIN O'MALLEY, Mayor



HOUSING AUTHORITY OF BALTIMORE CITY

PAUL T. GRAZIANO, Executive Director

Lyle Schumann, Deputy Executive Director

417 East Fayette Street

Baltimore, Maryland 21202-3134

Telephone: 410-396-3232 Facsimile: 410-545-7771

January 15, 2003

Dear HABC Applicants:

The Housing Authority of Baltimore City (HABC) is an equal opportunity provider of housing. Thus, in accordance with the provisions of federal law and HABC's non-discrimination policy, HABC does not discriminate on the basis of race, color, religion, sex, disability, familial status (having one or more children), or national origin.

Persons with Disabilities and Equal Opportunity to Accessible Housing

In addition, HABC is committed to adopting and enforcing policies, procedures and practices that allow individuals with disabilities the chance to participate in and benefit from the housing services and programs that it provides. As a result, HABC has adopted a reasonable accommodation policy in accordance with applicable federal requirements to ensure that the programs and services operated by HABC are fully accessible to individuals with disabilities. To make it easier to request reasonable accommodations, HABC has also developed a Request for Reasonable Accommodation Form ("Request Form").

Copies of HABC's reasonable accommodation policy and the Request Form may be obtained as follows:

- From the Customer Relations Center or;
- From HABC's Fair Housing and Equal Opportunity (FHEO) Office or;
- From HABC's web site (policy only).

Under HABC's reasonable accommodation policy, if a person with a disability or a household member with a disability requires a modification or alteration to an HABC rule, policy, practice or service, in order to provide an opportunity to participate in HABC programs, HABC will provide such an accommodation unless the modification or alteration would result in a fundamental change to the program or an undue financial hardship.

Here are some examples of what might be considered a reasonable accommodation:

- Installing grab bars in a bathroom to allow a person with mobility impairment to get into a bathtub;
- Providing a sign-language interpreter to a hearing impaired applicant or resident when conducting an interview;
- Allowing a person who has a physical or emotional disability the use of a service animal;
- Providing visual smoke detectors for the hearing impaired.

HABC Applicants
January 15, 2003
Page 2

A reasonable accommodation also includes providing alternate document formats and appropriate aids to individuals with hearing and visual impairments in order to effectively communicate with these individuals about HABC programs, policies, information and application process.

HABC uses the Maryland Relay System to communicate with people with hearing impairments over the telephone. The Maryland Relay System may be accessed by dialing 711 or 1-800-735-2258.

Requesting a Reasonable Accommodation

For HABC applicants, the applications for public housing and for the Housing Choice Voucher Program each include a section to be completed if the applicant or a household member of the applicant needs a reasonable accommodation due to a disability. The applications and General Information Guides for the applications include information for applicants who need help to complete the application because of a disability about how to obtain that assistance.

If you need help filling out the application or want to request a reasonable accommodation because you have a disability, please contact:

The Customer Relations Center at
410-396-4046

If you have general questions regarding HABC's Non-Discrimination Policy or our Reasonable Accommodation Policy, you can contact:

Fair Housing and Equal Opportunity Office
417 E. Fayette Street, Suite 922
Baltimore, MD 21202
410-396-3246

**For the Hearing Impaired call The Maryland Relay System at:
711 or 1-800-735-2258.**

Sincerely,



Paul T. Graziano
Executive Director



HOUSING AUTHORITY OF BALTIMORE CITY



Public Housing Program
300 Cathedral Street
Baltimore, MD 21201

Telephone: (410) 396-4046; TTY 1-800-735-2258

Application Process Instructions

These instructions explain how to fill out this application for housing assistance. Please keep it for future reference. For general information about the Housing Authority of Baltimore City (HABC) Public Housing Program, please see the Public Housing Program General Information Guide.

Please check this box if you need help with this application, because you have a disability. If you have a disability, you may tell the staff person at the desk of the Customer Relations Center (300 Cathedral Street, Suite 102). If you need assistance or a reasonable accommodation in connection with applying for housing assistance, arrangements will be made to provide you with assistance. You may also call 410/396-4046; TTY 1-800-735-2258 and the person that answers the telephone will assist you.

1. Filling out the application to apply for Public Housing Program assistance.

Please complete the entire application and then mail it to this address:

Housing Authority of Baltimore City
Customer Relations Center
300 Cathedral Street, Suite 102
Baltimore, MD 21201

You may also personally deliver it to this address.

2. After you fill out the application.

After HABC receives your completed application, HABC will put your name on the waiting list for Public Housing Program assistance (unless the application is incomplete). HABC will mail you a letter with your APPLICATION NUMBER. **Keep this number.** Use it any time you call HABC about your application.

If your application is incomplete, it will be returned to you. The section(s) of the application that you need to complete will be highlighted. You will not be placed on the waiting list until you return the completed application.



Housing Authority of Baltimore City
HABC
 Customer Relations Center
 300 Cathedral Street Suite 102
 Baltimore, Maryland 21201
 410-396-4046 TTY 1-800-735-2258



APPLICATION FOR PUBLIC HOUSING PROGRAM

If you have a disability and need help with reading or filling out this form, please call the Customer Relations Center at 410-396-4046 or TTY 1-800-735-2258. You may also refer to the Public Housing Program General Information Guide for a list of organizations that will assist you. If at any time your address/contact information changes, please contact the Customer Relations Center to change your information.

Print information in ink

Last Name of Applicant	First Name of Applicant	Middle Initial	Soc. Sec. # of Applicant
------------------------	-------------------------	----------------	--------------------------

Home Address:	Mailing Address (if different; can be PO. Box, family, friend or Service Provider)
---------------	--

Home Telephone:	Work Telephone:
-----------------	-----------------

Emergency Contact: (may be your caseworker or family friend)

Name: _____ Phone: _____

Address: _____

Options:

<input type="checkbox"/> Family Developments	<input type="checkbox"/> Senior Buildings	<i>(Please see General Information Guide for information on these programs - you may apply for more than one)</i>
<input type="checkbox"/> Mixed Population Developments	<input type="checkbox"/> Other Public Housing Opportunities	

Family Information: First list applicant, then co-applicant and then all children (who will live with you) in order of age starting with the oldest. Then list all others who will live with you.

First and Last Name	Relationship to Applicant	Date of Birth	Sex M/F	Soc. Sec. # of All Household Members 6 years of age and older
1.	<i>Self</i>			
2.				
3.				
4.				
5.				
6.				
7.				
8.				

If you need more room, use the back. If you expect more people to live with you, please explain (e.g. live-in aide, pregnancy, custody change)

Criminal History: (Check Yes or No)

Yes Have you or any member of your family ever been convicted of a violent and/or drug related crime?
 No

Yes Have you or any member of your family ever been required to register as a sex offender?
 No

Public/Assisted Housing History: (Check Yes or No)

Yes No Have you or any household member ever lived in public or assisted housing? If yes, please provide the name and address of the Development. _____

Yes No Have you or any household member of your family ever been evicted from public or assisted housing? If yes, state reason and date. _____

HOUSEHOLD INCOME: List Below Income For ALL Household Members

Family Member Name	Type of Income TANF, SSI, SSDI, TEMHA, Veteran's Disability, Employment, Other	Amount Received Per Month
Head of household 1.		
Co-applicant 2.		
3.		
4.		
5.		

Race: (For statistical purposes only)

White
 Black
 Other _____

American Indian/Alaskan
 Asian or Pacific Islander

Ethnicity

Hispanic
 Non-Hispanic

REASONABLE ACCOMMODATION INFORMATION

DISABILITY: (Check Yes or No)

Yes No Do you or your co-applicant have a disability?
(for example: physical, developmental, emotional or mental health)
 Yes No Do you or any member of your household need an accessible unit because of a mobility impairment?
(for example: wheelchair or difficulty walking)

If you answered yes to the above question(s), please check any accommodations you need.

Yes No A unit all on one level, with no steps, including to enter/exit.
 Yes No A ramp to gain entry/exit the unit.
 Yes No A bedroom and bathroom on the first floor.
 Yes No Modifications to bathroom.
 Yes No A unit accessible to a person using a wheelchair.
 Yes No Accessible parking space.

Continued on next page

REASONABLE ACCOMMODATION INFORMATION

Continued from previous page

- | | | | | |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Do you or your co-applicant need help understanding or using the Public Housing Program because of your disability? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Do you or does anyone in your household need a unit for persons with vision impairments? (<i>blind, limited vision</i>) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Do you or anyone in your household need a unit for persons who are deaf or hard of hearing? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Do you or anyone in your household need an extra bedroom for a live-in aide/attendant? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Other modifications; please describe _____ |
-

Please read carefully and sign

I understand that the HABC requests this information as part of the preliminary application. Some information is being obtained for statistical purposes only. The HABC is an equal opportunity housing provider and does not discriminate on the basis of race, color, origin, religion, sex, age, disability, family status or on any other basis prohibited by law in the administration of programs and activities.

All HABC services are implemented in compliance with Title VI of the Civil Rights Act of 1964; Title II of the Americans with Disabilities Act of 1990; Title VII of the Civil Rights Act of 1968, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Fair Housing Amendments Act of 1988; and all other applicable Civil Rights and Fair Housing requirements.

If you believe you have been discriminated against, you may call:

- The HABC Fair Housing and Equal Opportunity Office at 410-396-3246
- U.S. Department of Housing and Urban Development Fair Housing Hotline at 1-888-799-2085 or TTY 215-656-3450
- State Human Relations Commission at 1-800-637-6247
- Baltimore Neighborhoods, Inc. at 410-243-4400

By signing below, I/We certify that the information given to the HABC in this application form is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements of information are punishable under Federal Law and grounds for the HABC denying housing assistance.

I/We also understand that a criminal background check will be performed for members of my household, fourteen (14) years and older according to the Federal Law.

Head of household

Date

Co-applicant

Date

**NO MONEY WILL BE ACCEPTED TO PROCESS ANY APPLICATION FOR PUBLIC HOUSING
OR SECTION 8 SUBSIDY PROGRAMS IN BALTIMORE CITY.**





Housing Authority of Baltimore City

General Information Guide

Public Housing Program

Martin O'Malley, Mayor
Johnny Magwood, Acting Chairman
Paul T. Graziano, Executive Director
Lyle Schumann, Deputy Executive Director
Anita Alexander, Associate Deputy Director





Housing Authority of Baltimore City Public Housing Program General Information Guide

Thank you for your interest in the Housing Authority of Baltimore City (HABC) Public Housing Program. The Public Housing Program was created to assist lower income families in obtaining a decent and safe place to live at a rent that they can afford. Under this program, in accordance with the rules and regulations of the United States Department of Housing and Urban Development (HUD), eligible applicants are leased within various public housing developments and may remain in tenancy as long as they are in compliance with their lease.

Who can apply for the Public Housing Program?

You are probably eligible if:

- You constitute a family. The term “family” as used by the HABC means:
 - A single person who is 18 or older or is an emancipated minor.
 - A family with or without a child or children (for example: a husband & wife).
 - Two or more persons who intend to share residency whose income and resources are available to meet the family’s needs and who have a history as a family unit or show evidence of a stable family relationship (for example: a mother or father and an adult child).
 - A group of persons consisting of two or more elderly persons or disabled persons living together (for example: two sisters).
 - An elderly or disabled person assisted by a live-in aide. Live-in aides are not considered family members but are required to provide the same information as adult family members (for example: signatures on federal forms, declaration of citizenship and criminal background checks). The live-in aide’s income will not be used in determining the family’s income or the amount of the rent to be paid by the family. In addition, if the public housing head of household dies or is institutionalized, the live-in aide will have to move out of the unit).

***NOTE: The HABC determines if any other group of persons qualifies as a “family”.**

Your family meets the income standards for the Public Housing Program, if your family does not exceed the income limits shown below:

Persons in Family	Income Limits	Persons in Family	Income Limits
1 person	23,250	5 persons	35,850
2 persons	26,550	6 persons	38,500
3 persons	29,900	7 persons	41,150
4 persons	33,200	8 persons	43,800

What is the process when applying for the Public Housing Program?

The application process involves two phases:

- First is the preliminary application for assistance. The purpose of the application process is to permit the HABC to gather information it needs about your household so that it may determine whether you are eligible for public housing and to place you on the waiting list. For these reasons, the application contains questions about your household composition, income, current living situation, former tenant history and housing needs. Your completed application will be date and time stamped when you return it to the Customer Relations Office so that you may be placed on the waiting list in the order in which you have applied.

Any family who wants to be placed on the waiting list may pick up an application from the Customer Relations Office located at 300 Cathedral Street, Suite 102. Families may also call the Customer Relations Office at 410-396-4046 and ask to have an application mailed to them. Applications will be made available in an accessible format upon request from a person with a disability.

- Second is the eligibility interview. The eligibility interview is scheduled when the family reaches the top of the waiting list. Families reach the top of the waiting list based on the following:
 1. The date and time that the completed application is submitted.
 2. The availability of the appropriate-sized unit.

During the eligibility interview, HABC collects all information required to determine if a family qualifies for public housing. If all information cannot be collected at the time of the interview, the HABC will give the family 14 days from the date of the eligibility interview to supply all required information. Once all information is received, the application is processed.

What are the public housing developments and where are they located?

The public housing program has several types of developments or units available for leasing:

- **Family Developments** – Units ranging from one bedroom to five bedrooms are located in the family developments. Many families with children live in these developments. However, single people, including single people with disabilities, may also live in these developments. The following is a list of the family developments and where the management offices are located:

Brooklyn Homes – 4140 Tenth Street 21225

Cherry Hill Homes – 2700 Spelman Road 21225

Claremont Homes – scheduled to undergo renovations.

Douglass Homes – 1500 Lexington Street 21231

Gilmor/Rosemont/Dukeland – 1640 Balmor Court 21217

Oswego Mall – 717 Druid Park Lake Drive 21217

Latrobe Homes – 900 E. Madison Street 21202

McCulloh Homes/Spencer Gardens – 501 Dolphin Street 21217

O'Donnell Heights – 1200 Gusryan Street 21224

Perkins Homes – 1411 Gough Street 21231

Somerset Homes/Somerset Extension – 633 Aisquith Street 21202

Westport Homes/Ext./Mt. Winans – 2343 Norfolk Street 21230

Rehabilitated Housing – 1501 St. Paul Street 21202 (*various scattered site public housing properties located throughout the City*).

- **Mixed Population Developments** – Efficiencies and one-bedroom units are located in the mixed population developments. Near elderly (50 and older), elderly (62 and older) and people with disabilities live in these developments. The following is a list of the mixed population developments and where they are located:

The Allendale – 3600 W. Franklin St. 21229

* **Bel Park Tower** – 3800 W. Belvedere Avenue 21215

* **B. E. Mason Apts.** – 2121 Windsor Gardens Lane 21207

The Brentwood – 401 E. 25th Street 21218

Chase House – 1027 Cathedral Street 21201

** **Claremont (highrise)** – 4312 Clareway 21213

Ellerslie Apartments – 601 Wyanoak Avenue 21218

Govans Manor – 5220 York Road 21212

* **Hollins House** – 1010 W. Baltimore Street 21223

* **Lakeview Towers Apts.** – 717 Druid Park Lake Drive 21217

* **McCulloh Homes** – 501 Dolphin Street 21217

Monument East Apts. – 633 Aisquith Street 21202

** **Primrose Place** – 820 S. Caton Avenue 21229

* **Rosemont Tower** – 740 Popular Grove St. 21216

* **West 20** – 11 W. 20th Street 21218

* **Wyman House** – 123 W. 29th St. 21218

Rehabilitated Housing – 1501 St. Paul St. 21202

* and ** *The Congregate Housing Program is available in the developments that are starred. It is available to individuals who are 62 and older and as a reasonable accommodation to individuals who have disabilities in the developments with one star. It is available for*

a fee based on 10 to 15% of monthly income to individuals who are 21 and older and are unable to perform activities of daily living due to illness or disability at the developments with two stars. The services include housekeeping/laundry; three meals per day; personal assistance with dressing, bathing or grooming; transportation and escort services and monitoring of medicines.

- **HOPE VI Developments** – These are mixed income developments. Public housing residents living in these developments must comply with certain requirements by participating in community service activities and/or participating in job training programs, depending on eligibility. Applicants for HOPE VI developments are taken from relocation waiting lists established for each development. These waiting lists consist of families who were relocated from the former developments that the HOPE VI developments replaced. After the relocation waiting list for a particular development is exhausted, applicants are taken from the general public housing waiting list. The companies that manage the HOPE VI sites may also perform a credit check and a landlord reference check on applicants. The following is a list of the HOPE VI developments and where their management offices are located:
Pleasant View Gardens – 201 N. Aisquith Street 21202

The Terraces – 207 N. Fremont Avenue 21201

Heritage Crossing – 600 Brune Street 21201 (*temporary office*).

- **Senior Only Buildings** – Currently there are only two designated senior buildings. To be eligible to live in a senior building, the head of household must be 62 years old or older. Both are part of HOPE VI developments. Initial lease-up was offered to eligible applicants from the relocation listing for each HOPE VI development. These original lists have been exhausted. However, when a unit in a senior building becomes available, staff reviews the eligible applicant pool on the relocation waiting lists to determine if any of these heads of household have reached age 62 and, if they have, offers them the unit. If no one on the relocation waiting lists is eligible for the senior building unit, applicants are drawn from the public housing waiting list. The following is a list of the senior only buildings and where they are located:

Pleasant View Gardens – 201 N. Aisquith Street 21202

Terraces Garden Cooperative – 751 W. Lexington Street 21201

Other Public Housing Opportunities - The HABC also has a number of public housing units located within privately managed developments. These developments and their respective management office addresses are listed below:

Arbor Oaks – 811 Dartmouth Road Apt. A 21212

Hillside Park – 4902 Parkton Court (*rear*) 21229

Midtown Apts.; Sandtown-Winchester; Stricker St.; Upton (*throughout Baltimore City*) – 831 N. Calvert St. 21202

Monastery Garden (Cooperative) – 1012 Richwood Avenue 21212

Montpelier Apts. - 1527 Gorsuch Avenue 21218

Poe Homes – 800 W. Lexington Street Suite 6 21201

HABC Scattered Sites (*Units are located throughout Baltimore City*) – 831 N. Calvert St. 21202

West Lexington St. Apts. – 831 N. Calvert St. 21202

Who can I contact if I need assistance in filling out my application, due to a disability?

If you are a person with a disability who needs assistance in completing and/or filing this application, the Customer Relations Center will help you contact an appropriate accommodation service:

- **Making Choice for Independent Living**
5807 Harford Road
Baltimore, MD 21214
410-444-1400
- **Community Housing Associates** (*Only by Appointment on Fridays*)
201 E Baltimore Street, 9th Floor
Baltimore, MD 21202
(410) 545-4429

list continues on next page

- **Baltimore Mental Health System** (*Only by Appointment on Fridays*)
201 E. Baltimore Street, Suite 1340
Baltimore, MD 21202
(410) 837-2647
- **Brown's Community Outreach**
3215 Belvedere Avenue
Baltimore, MD 21215
(410) 542-5700
- **Maryland Public Mental Health System**
1- (800) 888-1965

Who can I contact for other assistance needed due to a disability?

- **MTA Bus/Metro/Call-a-lift** 410-682-5438
- **MTA Mobility** 410-539-5000
- **Maryland Relay Center** 1-800-552-7724 or 711 in Maryland
- **Maryland Disability Law Center** 410-727-6352 or 800-233-7201

Who should I contact regarding the status of my application?

You should contact the Customer Relations Center for any information regarding your application. Please give the Customer Relations Center your application number when you call for information about your application.

What happens when my application reaches the top of the waiting list?

When your application reaches the top of the waiting list the following occurs:

(please see next page for details)

- A criminal background check of all household members 14 years of age or older is conducted. If you pass the criminal background check, an eligibility interview will be scheduled.
- During the eligibility interview the HABC will determine your family size and composition, total family income and citizenship and immigration status. HABC may conduct a landlord and/or home visit as part of the eligibility process.

NOTE: It is important that you have all verification papers such as birth certificates and social security numbers ready prior to your interview and that you bring them with you to the interview.

- If the HABC determines that you are eligible for public housing, your application will be considered completed and it will be referred to the Public Housing Leasing Unit. When an appropriate size unit is available, the Leasing Unit will contact you to schedule an appointment with you to look at the unit. If you reject the unit, the Leasing Unit will show you another unit. If you reject the second unit, the Leasing Unit will show you a third unit. If you reject the third unit, you will be returned to the bottom of the waiting list.

What happens if I do not pass the criminal background check or my application is denied for other reasons?

If your application is denied you will be notified, in writing, of the reason for the denial and you will be offered an opportunity to request an informal review. Requests for an informal review must be received in writing no later than 14 days from the date of the HABC's notification of denial for assistance. An informal review request must be sent to the Customer Relations Center.

The HABC will schedule the informal review and notify you in writing of the date and time of the appointment. An informal review may be conducted over the telephone or by mail if both the HABC and the applicant agree.

(continued on the next page)

During the informal review the applicant has the opportunity to present oral or written objections to the eligibility decision. Applicants may use an attorney or other representative, at the applicant's own expense, to assist in presenting their objections.

The results of the informal review will be provided, in writing, to the applicant. This notice will include the decision of the Review Officer and an explanation for the decision.

What happens if I select one of the units shown to me?

If you accept the unit, the Leasing Unit will coordinate the leasing of the unit with the housing manager. You must sign the lease and the unit must be inspected by HABC before you will be allowed to move in. In addition to the lease, you will receive attachments, which include the HABC grievance procedure, the pet policy and other important documents relating to your occupancy. *It is very important that you read and understand all of the documents, including the lease (which is a contract) before signing them.* Should you require assistance in this matter, HABC will help you find appropriate assistance.

Why is an inspection conducted?

There are two primary types of inspections. Your lease will explain the conditions for inspection. The inspection action will not be undertaken without proper notification to you. The following describes why these inspections are conducted.

- **Initial Inspections** – The HABC inspects all units before giving move-in approval. During this inspection, any repairs that are needed are noted. If the repairs are minor, they will be made within 30 days during the move-in period. If the repairs are major, the family will not be allowed to move in that unit until the repairs are made.
- **Annual Inspections** – HABC inspects all occupied public housing units annually. The family is notified of the scheduled inspection in writing. The family is responsible for being at home for the inspection.

In addition, HUD and HABC staff may conduct inspections at other times during the year. You will be notified before the inspections are conducted

Who is responsible for making repairs in my unit?

The HABC is responsible for making repairs to the unit. The family may be charged if found to be responsible for the damage to the unit.

If I need an accessible unit or a unit with accessible features because I or a member of my family has a disability, how do I find such a unit?

The application allows you to inform HABC of your need for an accessible unit or accessible features. If you become disabled while you are on the waiting list, please call the Customer Relations Center and request a Reasonable Accommodations form, complete the form and return it to the Customer Relations Center so that your file may be updated to include your reasonable accommodation request.

Who do I contact if I believe I have been discriminated against?

Discrimination on the basis of your race, color, sex, religion, national origin, ancestry, age, family status, marital status, handicap, disability or sexual orientation is prohibited by law. If you believe that you have been discriminated against, based on any of these reasons, you may contact the HABC Fair Housing & Equal Opportunity Office located at 417 E. Fayette Street, Suite 922, Baltimore, MD 21202 (410) 396-3246. You may also contact one of the following agencies:

Baltimore Neighborhoods, Inc.
2217 St. Paul Street
Baltimore, MD 21218
(410) 243-4400

Baltimore Community Relations Commission
10 North Calvert Street, Suite 915
Baltimore, MD. 21202
(410) 396-3141

Who do I contact if I believe I have been discriminated against? (continued)

Maryland Commission on Human Rights
6 Saint Paul Street, 9th floor
Baltimore, MD. 21202
(410) 767-8600

US Dept of Housing & Urban Development
10 South Howard Street
Baltimore, MD 21201
(410) 962-2520, ext. 3056

Will I be an HABC tenant if I live in public housing?

If you sign a lease with HABC or its managing agents, you will be considered a public housing resident.

How much rent does the HABC charge?

The rent you will have to pay will be determined based on HUD standards. Your income will be adjusted based on allowable deductions (*see below*). When your application for housing is ready for referral, HABC staff will complete a form calculating your rent based on the documentation you have provided. There are different options available in determining how much you will be required to pay. For example, you may select to pay thirty (30) percent of your adjusted income as rent. You will also have the option to pay a "flat rent," (*flat rents are also currently referred to as ceiling rents*) which will be based on the market rate obtained for a comparable unit in the area where you choose to live. For a family with increasing income, the flat rent may be a better than paying 30% number of the family's income.

The allowable deductions are:

- **Dependent** - \$480 is deducted for each family member (*excluding the head of household and spouse*) who is under the age of 18, a full-time student or disabled person.

- **Elderly/Disabled** - \$400 is allowed for a family whose head of household or spouse/co-applicant is 62 years of age or older, or disabled.
- **Medical Deductions** – amounts paid for medical expenses in excess of 3% of the family's gross annual income.
- **Child Care Expenses** - the sum of paid expenses are deducted for the care of children under the age of 13 when this care is required to allow the parent or guardian to attend school, work or seek employment.

Will my rent increase?

All families' situations are reviewed once a year during the annual recertification process. At this time, families must report all changes in income and in family size. The rent calculations will be discussed with you so that, if your rent is increasing, you may decide whether you should pay 30% of your family income or a flat rent. If you participate in an HABC Self-sufficiency program, you may be able to place part of any increased rent amount into an escrow account. This program will enable you to "bank" the money and upon successful completion of the program, withdraw the funds for specific uses such as college tuition, to purchase a car or home.

It is important to follow the terms of your lease. For example, should you notify management of a reduction in your income, and provide verifiable documentation, you would be eligible for a reduction in your rent. However, should your income increase and you report it in accordance with your lease, your rent will not increase until your next recertification.

HOUSING DISCRIMINATION IS **AGAINST THE LAW**

The Housing Authority of Baltimore City is pledged to the letter and spirit of the law for the achievement of equal housing opportunity throughout the city, state and nation. In the selection of families and in the provision of services, there shall be no discrimination against any person on the grounds of race, color, religion, national origin, sex, sexual orientation, age, marital status, disability, lawful occupation, citizenship or because children may be or will be residing with the individual.

In Baltimore City it is against the law to discriminate against people with disabilities. The law treats AIDS as it does any other disability. This means the law protects you

- If you have AIDs
- If you are HIV positive or have a related disease
- If other people think any of the above is true about you

IMPORTANT NOTICE

NO PAYMENT OR FEE SHOULD BE GIVEN TO ANY-
ONE IN CONNECTION WITH THE PREPARATION, FIL-
ING OR PROCESSING OF AN APPLICATION FOR THE
PUBLIC HOUSING PROGRAM.



ATTACHMENT M

RASS Implementation Plan

RASS FOLLOW-UP PLAN 2/03

In accordance with Public Housing Assessment System (PHAS) regulations, the Housing Authority of Baltimore City (HABC) is required to submit a follow-up plan because the HABC score is less than 75% in the following areas:

Communication – 65%

Safety – 64%

Housing Development Appearance – 56%

HABC is to address each deficiency in accordance with the following guidelines:

1. Actions to be taken in the next fiscal year.
2. Target date of Completion.
3. Funding source to be utilized.

Communication -

With regard to communications, the HABC has already begun to work on improvements in the area of communication with residents and in particular with resident leaders. Efforts include working sessions and workshops focused in areas such as leadership development and communication between HABC staff and residents.

Other actions include quarterly retreats with resident leaders and HABC staff to share information and obtain resident input and concerns on program developments and outcomes. Further, HABC and the Resident Advisory Board were awarded a grant opportunity with the PEW Foundation's Leadership Plenty Program for the purpose of training resident leaders as Trainers, through a structured program, that will assist other residents throughout public housing and Section 8 in developing leadership qualities.

The target date for completion is difficult to determine, as this will be an on-going effort through the fiscal year. And HABC would like to continue this project. The funding sources are varied to include grants, capital dollars and some operating funds.

Safety-

HABC is aware of the safety concerns voiced by the residents at community meetings, HABC Board of Commissioner meetings and as delineated in the RASS survey. HABC Police and Baltimore City Police Department (BCPD) continue to work together to reduce crime throughout the City of Baltimore. Overall, there has been documented reduction in certain crimes in the Baltimore area.

HABC also reviews weekly police reports to determine where criminal activity is occurring in an effort to counter increased activity. Joint police action are also undertaken with BCPD and other law enforcement agencies as required.

Housing Authority Risk Retention Group (HARRG) inspects HABC properties and make safety recommendations. HABC has received acknowledgement and receive a rebate on insurance premiums over the past four years, as a result of a positive safety record.

The target date for completion is June 30, 2003. At that time, assessments will be made, in concert with anticipated funding, to determine what actions will be required in the future.

The funding sources vary to include operating budget and capital program dollars.

Housing Development Appearance –

HABC is working closely with staff regarding improvements in the appearance of each development. Effective April 1st, HABC will undertake its annual spring beautification efforts. Contracts have been issued to improve the landscaping and physical appearance.

Also, HABC is examining the possibility of partnering with the City of Baltimore to target graffiti removal. HABC staff are responsible for site work and Baltimore City takes action within the surrounding communities. With regard to the mixed population buildings, efforts are continuing to complete the beautification of remaining sites (funded under Capital Plan).

HABC is in the process of hiring new staff (Regional Directors) who will be charged with monitoring the physical appearance of each development for which they are responsible. HABC is considering the hiring of a landscape architect to develop site specific landscape plans to be funded in the future.

The target date for physical improvements (beautification) will be completed as of 12/31/03. Other efforts will not expire, as this is an on-going process. The funding sources vary to include operating budget and capital dollars.

FOLLOW UP PLAN 2002

MD002 - HOUSING AUTHORITY OF BALTIMORE CITY

View Follow-up Plan for Year

Please single click on the Frequently Asked Questions below, along the left side of the screen, to receive instructions on how to use the Follow up Plan screen.

	Surveys Sent	Surveys Returned	Response Rate	Undeliverable Surveys	
What is a follow-up plan?	3123	760	26%	190	
How do I edit and save?	National Response Rate: 40%				
	Survey Section	Score	National Average	Date to be completed in the Annual Plan. (mm/dd/yyyy)	Source(s) of Funding
How do I view survey response information?	Maintenance and Repair	76.2%	89.4%	<input type="text"/>	<input type="text"/>
How do I view results by question?	Communication REQUIRED	64.9%	76.5%	<input type="text"/>	<input type="text"/>
How do I view results by development?	Safety REQUIRED	63.6%	74.6%	<input type="text"/>	<input type="text"/>
	Services	82.8%	92.5%	<input type="text"/>	<input type="text"/>
	Neighborhood Appearance REQUIRED	56.4%	77.2%	<input type="text"/>	<input type="text"/>

[REAC Home](#) | [HUD Home](#)



For Comments or Questions click here for the [REAC Technical Assistance Center](#)

ATTACHMENT N

Community Service Requirement

Included as requested by HUD, July 17, 2003

NEIGHBOR-TO-NEIGHBOR CARE
The Housing Authority of Baltimore City
Community Service Model

Premises on which the Neighbor-to-Neighbor Care Model is Built

- Community Service activities should fit the current life style of residents.
- Community Service should assist residents to become economically self-sufficient.
- Community Service should be of benefit to the residents and strengthen the community at large.

Eligibility

- Every able bodied head of household over 18 years of age is required to perform eight (8) hours of community service per month, for a total of 96 hours per year.

Exemptions from Community Service Participation

- 62 years of age or older
- a disability that prevents him/her from being gainfully employed
- is the caretaker of a disabled person
- is working at least 20 hours per week
- is participating in a welfare to work program
- is in compliance with work activities requirement under the welfare reform legislation
- is participating in an economic self-sufficiency program through the Office of Resident Services.

Neighbor-to-Neighbor Care Qualifying Activities
Community Building and Resident Empowerment

First Choice—these are activities that are organized and initiated by residents to the benefit of the specific housing development; i.e. service on the tenant Council; supervised youth activities, etc.

Self-Selected Activities—any activities within the community with which residents have been involved.

Time Dollar—Volunteer activities for which residents earn service hours in exchange.

Internships and Volunteers—activities for which credit is accrued for high school and college. Volunteers and interns may also be involved in monitoring the program status.

QUALITY HOUSING AND WORK RESPONSIBILITY ACT
(QHWRA)

PLANNING AND IMPLEMENTATION COMMITTEE

GENERAL IMPLEMENTATION SHEET

General Committee Charge—the QHWRA Planning and Implementation Committee was charged with designing program models and procedures for the following provisions of the law:

1. ***Income Disallowance***—for newly employed tenants, rents will increase incrementally over a three-year period. The first year, there will be no increase; the second year, rents will increase by 50% of the adjusted rent; and the third year, rents will increase to the full amount.

2. ***Sanctions for Temporary Cash Assistance (TCA) recipients***—for tenants who have been sanctioned for failure to participate in work activities under the welfare reform legislation, rents cannot be reduced due to the reductions of the TCA cash benefits.

3. ***Community Service***—for adult heads of households who are not exempt from participation, the performance of eight hours of community service is mandatory.

Housing Authority of Baltimore City Community Service Policy

The Quality Housing and Work Responsibility Act (QHWRA) was enacted in 1998 to encourage public housing residents to become self-sufficient. QHWRA requires adult residents of public housing to perform community service on a monthly basis or participate in an economic self-sufficiency or job-training program.

Below is an outline of the guidelines HABC will follow in implementing the community service requirements of QHWRA.

I. Community Service Requirements

Each adult resident of HABC's housing developments and privately-managed sites shall complete a minimum of eight (8) hours of a community service activity per month or a minimum of ninety-six (96) hours of a community service activity per year, unless the individual is exempt from the community service requirement. The status of the household will be determined at the time of the annual review. The twelve (12) month period to complete the community service requirement will commence on the effective date of the annual review. Residents will be required to provide HABC staff and/or designee with the Community Service Agency Name, Contact Person, Number of Hours Completed, and the Type of Service Provided. The information will be verified and kept in the resident file.

An individual may provide documentation to verify that he/she is no longer required to complete the community service requirement at any time between annual review dates. The individual's status will be changed to exempt immediately upon receiving proper documentation to verify the change.

II. Exemptions

Individuals in the following categories are exempt from the community service requirement:

- a. Elderly (62 years old and older);
- b. Blind and disabled as defined by the Social Security Act and who certifies that he/she is unable to comply with the requirements;
- c. Caretakers of such individuals listed above in (a) or (b);
- d. Meets the requirements for being exempt due to participation in a "work activity".
 - Work activity includes involvement in at least one of the following: unsubsidized employment; subsidized private or public sector employment; on-the-job-training; job search and job readiness assistance; community service programs; vocational educational training; job skills training related directly to employment; education directly related to employment for someone without a high school diploma or equivalent; satisfactory attendance at a secondary school; a course of study leading to a certificate or equivalent; and providing child care services to an individual performing community service or participating in a work activity.
- e. In a family receiving TANF and the family is in compliance with the requirements.
- f. If the head of the household is exempt because he/she falls into one of the exemption categories listed above, then all the members of the household are exempt.

III. Definition of Community Service

Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Residents may choose to participate in an approved community service activity of their choice.

IV. Definition of Community

Community is defined broadly to incorporate the resident's lifestyle i.e. Church, School, Workshops, etc., thus creating a broad range of community service activities.

V. Income Changes resulting from TANF Program Requirements

- **Rent Reductions**

Families whose TANF benefits are reduced because of fraud or failure to participate in an economic self-sufficiency program or failure to comply with the community service requirement will not be entitled to a rent reduction. However, if the reduction is the result of the expiration of the time limit for receiving benefits, or a situation where the family has complied with TANF program requirements but cannot obtain employment, HABC will follow the established guidelines for granting rent reductions.

- **Income Disregards**

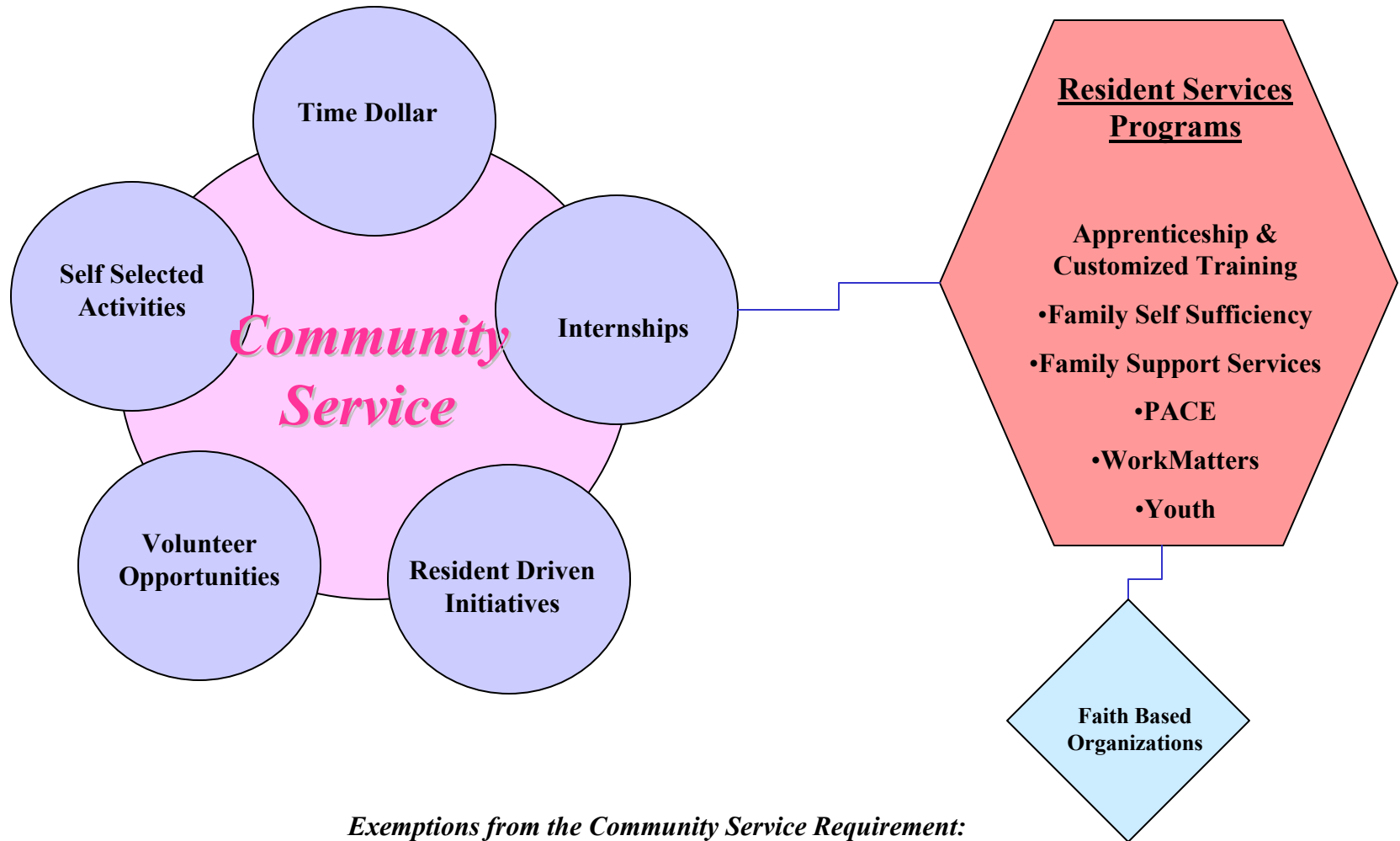
A portion of an individual's earnings obtained from employment as a result of participating in a self-sufficiency program or community service activity will be excluded in the rent calculation for the household. To qualify for the income disregard, an individual must have been unemployed for at least twelve (12) months prior to gaining employment. The income to be included in the rent calculation will be phased in at 0% for first year, at 50% for the second year and at 100% for the third year.

VI. Sanctions

The head of household's lease shall be renewed automatically, unless the family fails to comply with the community service requirement. Violations of the community service requirement is grounds for non-renewal of the lease at the end of the twelve (12) month lease term, but not for termination of tenancy during the twelve month period.

A designee of HABC will monitor the household's compliance on a monthly basis. Residents who appear to be off target in meeting the monthly hour or yearly hour total will be notified no less than thirty (30) days before the end of the twelve (12) month period. Quarterly status reports will be sent to residents in an effort to prevent lease violations for non-compliance with the community service requirements of QHWRA.

Neighbor-to-Neighbor: HABC Community Service Model



Exemptions from the Community Service Requirement:

Elderly; Disabled; Working; Exempt from work requirements under welfare reform; participating in an economic self-sufficiency program through Resident Services.

ATTACHMENT O
ADMINISTRATIVE PLAN
FOR THE
HOUSING CHOICE VOUCHER PROGRAM

Approved by the HA Board of Commissioners:

Submitted to HUD:

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Chapter 1

STATEMENT OF POLICIES AND OBJECTIVES

INTRODUCTION

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 Tenant-Based Assistance Program, is described in and implemented throughout this Administrative Plan. The Section 8 tenant-based assistance programs are federally funded and administered for the city of Baltimore by the Housing Authority of Baltimore City through its Section 8 housing office.

Administration of the Section 8 Program and the functions and responsibilities of the Housing Authority staff shall be in compliance with the HABC Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

Jurisdiction

The jurisdiction of the HABC is primarily within the City of Baltimore's territorial boundary. However, the authority will administer rent subsidy payments and assistance programs in adjacent jurisdictions, as permitted by State Law, if that jurisdiction does not administer assistance programs and/or accept Housing Choice Vouchers from Baltimore City.

A. HABC MISSION STATEMENT

Through participation of HABC's many stakeholders – especially staff and residents- provide quality housing and related service in a professional manner, emphasizing self-sufficiency within safe, caring, and affordable environments.

B. GOALS [24 CFR 982.1]

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

HABC Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional vouchers to serve special purpose needs
- Leverage private or other public funds to create additional housing opportunities

HABC Goal: Improve the quality of assisted housing

Objectives:

- Improve voucher management: (SEMAP score)

HABC Goal: Increase customer satisfaction:

Objectives:

- Concentrate on efforts to improve specific management functions:
 - *Voucher Unit Inspection*
 - *Conduct mobility counseling and offer housing search assistance;*

- *Coordinate with communities to ensure housing quality standards of Section 8 properties;*
- *Adequately fund and staff MIS;*
- *Expanding housing opportunities with Section 8.*

- Provide Replacement Vouchers

HABC 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

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

HABC 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 recipients' employment opportunities.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

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

HABC 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 HABC Goals

Consistent with Baltimore City Consolidated Plan (July 1, 2000 – June 2005), this plan is organized around the following goals:

- Expand housing opportunities for low and moderate income households
- Expand homeownership opportunities
- Cooperate with Community Development Corporations (CDC) to revitalize communities
- Support families making the transition from welfare to work
- Raise performance standards for Section 8 programs

C. PURPOSE OF THE PLAN [24 CFR 982.54]

The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the Agency Plan. The Housing Choice Voucher Program was implemented on 10/1/99, and pre-merger Housing Voucher tenancies and Over Fair Market Rent tenancies converted automatically to Housing Choice Voucher tenancies on that date. However, all existing contracts will remain in effect until the family's second reexamination after the merger date or when a new lease is executed, whichever comes first.

The HABC is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. The HABC will revise this Administrative Plan as needed to comply with changes in HUD regulations.

In accordance with 24 CFR 903.21, the HABC after submitting its 5 Year Plan or Annual Plan to HUD, may amend or modify any HABC policy, rule or regulation or other aspect of the plan. If the amendment or modification is a significant amendment or modification, the HABC:

- (a) May not adopt the amendment or modification until the HABC has duly called a meeting of its Board of Directors and the meeting, at which the amendment or modification is adopted, is open to the public; and
- (b) May not implement the amendment or modification, until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures, as provided in 903.23.

Similarly, there are cases in which an amendment or modification to the Administrative Plan also constitutes an amendment, modification or substantial deviation from the HABC Agency Plan. These types of modifications are subject to the same public comment, review and approval requirements of 24 CFR 903.7 and 903.21 and should be included in this section of the Administrative Plan. However, the HABC is under no obligation to present changes in the Administrative Plan that are not specifically addressed in the Agency Plan (see 24 CFR 903.7) for public comment or HUD approval.

Applicable regulations include:

24 CFR Part 1: Nondiscrimination in Federally Assisted Programs of HUD –Effectuation of Title VI of the Civil Rights Act of 1964

24 CFR Part 5: General Program Requirements; Waivers (Subparts A through H)

24 CFR Part 8: Nondiscrimination Based on Handicap in Federally Assisted Programs

24 CFR Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structure (Subpart A, B and M)

24 CFR Part 100 Discriminatory Conduct under the Fair Housing Act

24 CFR Part 792: Public Housing Agency Section 8 Fraud Recoveries (Subparts A & B)

24 CFR Part 888: Section 8 Housing Assistance Payment Program – Fair Market Rents and Contract Rent Annual Adjustment Factors (Subparts A & B)

24 CFR Part 908: Electronic Transmission of Required Family Data for Public Housing, Indian Housing, and the Section 8 Rental Certificate, rental Voucher, and Moderate Rehabilitation Programs

24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program

24 CFR Part 983: Section 8 Project-Based Certificate Program

24 CFR Part 984: Section 8 and Public Housing Family Self-Sufficiency Program

24 CFR Part 985: Section 8 Management Assessment Program (SEMAP)

HUD Notice Revisions to HABC Project-Based Assistance Program; Initial Guidance January 16th 2001

Note Re: Partial Consent Decree (Thompson v. HABC/HUD)

This Administrative Plan provides the policies and procedures necessary for managing the Housing Choice Voucher Program (tenant and project based vouchers).

The Administrative Plan does not provide policies and procedures for the management of the Special Admissions Vouchers issued by HUD in order to ensure compliance with the Partial Consent Decree entered into on behalf of the plaintiffs in the case of Thompson v. HABC/HUD):

Tenant Based (Mobility Vouchers)	- 1342
Homeownership/Project Based	- 496
Flexible Vouchers	- 150
Total	- 1988

The administration of the Partial Consent Decree Special Admissions Vouchers will be addressed in a separate document. However, that document will reference the Housing Choice Voucher Program Administrative Plan for specific policies regarding the general administration of the Housing Choice Voucher Program by the HABC.

D. ADMINISTRATIVE FEE RESERVE [24 CFR 982.54(d)(21)]

Expenditures from the Administrative Reserve (Operating Reserve) for other housing purposes shall not exceed \$10,000.00 per occurrence or more than \$50,000.00 in the aggregate for each fiscal year without the prior approval of the HABC Board of Commissioners.

E. RULES AND REGULATIONS [24 CFR 982.52]

This Administrative Plan is set forth to define the HABC local policies for operation of the housing programs in the context of Federal laws and Regulations. All issues related to the Section 8 Program that are not addressed in this document, are governed by these Federal Regulations, or HUD Memos, or HUD Notices and guidelines, or other applicable laws. The policies in this Administrative Plan have

been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

F. TERMINOLOGY

The Housing Authority of Baltimore City is referred to as "HABC" or "Housing Authority" throughout this document.

"Family" is used interchangeably with "Applicant" or "Participant" and can refer to a single person family.

"Tenant" is used to refer to participants in terms of their relation to landlords.

"Landlord" and "owner" are used interchangeably.

"Disability" is used where "handicap" was formerly used.

The Non-Citizen Rule refers to 24 CFR Part 5 Subpart E Restricting Assistance to US Citizens and Eligible Immigrants.

The Housing Choice Voucher Program refers to the merged Certificate and Voucher program effective as of October 1st 1999.

"HQS" means the Housing Quality Standards required by regulations as enhanced by the HABC.

"Failure to Provide" refers to all requirements in the first Family Obligation. See "Denial or Termination of Assistance" chapter.

"Merger date" refers to October 1, 1999, which is the effective date of the merging of the Section 8 Certificate and Voucher programs into the Housing Choice Voucher Program.

See Glossary for other terminology.

G. FAIR HOUSING POLICY [24 CFR 982.54(d)(6)]

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The HABC shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, national origin, ancestry, age, familial status, marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the HABC will provide Federal/State/local information to Voucher holders regarding unlawful discrimination in housing and the recourse available to families who believe they are victims of such discrimination. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

Housing Authority staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office/s, including

in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Appropriate staff will attend local “fair housing” update training programs sponsored by HUD and local organizations to keep current with new developments.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the HABC facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the HABC office in such a manner as to be easily readable from a wheelchair.

The HABC office is accessible to persons with disabilities. Accessibility for the hearing impaired is provided through the Maryland Relay System.

H. REASONABLE ACCOMMODATIONS POLICY [24 CFR 100.202]

It is the policy of the HABC to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

The HABC policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. Written information regarding this policy and the procedures for making a request for a reasonable accommodation is available at the Housing Admissions Office, Public Housing Management Offices, and the HABC Central Office. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities. Situations in which this policy applies include, but are not limited to, when a family initiates contact with the HABC, when the HABC initiates contact with a family including when a family applies, and when the HABC schedules or reschedules appointments of any kind.

To be eligible for a reasonable accommodation, a person must have a disability, which is defined as follows:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual
- A record of such impairment or
- Being regarded as having such an impairment

Note: This is not the same as the HUD definition used for purposes of determining allowances.

A person requesting an accommodation due to a disability should submit a Request for Reasonable Accommodation Form (the Request Form). The Request Form will be available in an alternative format to accommodate those needing such a format in order to submit the request. HABC will acknowledge receipt of the request within twenty (20) business days of receiving the request and, using the Request for Information or Verification Form, submit to the requestor a list of any additional information and

documentation needed in order to make a decision regarding the request. HABC will make a decision on the request within thirty (30) business days after receiving all needed information and documentation from the requestor. The decision will be communicated in writing or, if required because of the requestor's disability, in an alternative format. If HABC will be unable to make a decision within thirty (30) business days, it will advise the requestor in writing with the reason(s) for the delay.

If the HABC finds that the requested accommodation creates an undue administrative or financial burden, the HABC will deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the HABC (i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the HABC.

If the requestor disagrees with HABC decision, the requestor may contact the Fair Housing & Equal Opportunity Office, 417 E. Fayette Street, Suite 922, Baltimore, MD 21202 (410) 396-3246 or one of the following agencies:

Baltimore Neighborhoods, Inc.
2217 St. Paul Street
Baltimore, MD 21218
(410) 243-4400

Maryland Commission on Human Rights
6 St. Paul Street, 9th Floor
Baltimore, MD 21202
(410) 767-8600

US Dept of Housing and Urban Development
10 South Howard Street
Baltimore, MD 21201
(410) 962-2520, ext. 3056

Baltimore Community Relations Commission
10 N. Calvert Street, Suite 915
Baltimore, MD 21202
(410) 396-3141

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All HABC mailings will be made available in an accessible format upon request, as a reasonable accommodation.

Verification of Disability

The HABC may verify a requestor's disability only to the extent necessary to ensure that the requestor is qualified for the housing for which he or she had applied, is qualified for deductions used in determining adjusted income, is entitled to preferences that have been claimed, and that the requested accommodation is needed. The HABC will not require applicants to provide access to confidential medical records in order to verify a disability and will not require specific details about the disability. HABC may require documentation of the manifestation of the disability that causes a specific need for a specific accommodation or accessible unit.

Outreach

Outreach efforts will include notification of the HABC 504 Committee as well as all other media and agencies listed in the HABC Administrative Plan regarding public notices (see section on opening and closing the waiting list in "Applying for admission" chapter.)

Applying for Admission

All persons who wish to apply for any of the HABC programs must submit a written application that is available by phone, at the Section 8 Offices or other agency locations. Accommodation for applications will be made upon request from a person with a disability.

The application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. HABC staff will interview Applicants in order to review the information on the application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation will be requested at this time. The application will also include questions asking all applicants whether reasonable accommodations are necessary.

I. TRANSLATION OF DOCUMENTS

In determining whether it is feasible to provide translation of documents written in English into other languages, the HABC will consider the following factors:

- Number of applicants and participants in the jurisdiction who do not speak English and speak the other language.
- Estimated cost to HABC per client of translation of English written documents into the other language.
- The availability of local organizations to provide translation services to non-English speaking families.
- The availability of bilingual staff who can provide translation for non-English speaking families.

J. SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) OBJECTIVES

The HABC operates its housing assistance program with efficiency and can demonstrate to HUD auditors that the HABC is using its resources in a manner that reflects its commitment to quality and service. The HABC policies and practices are consistent with the areas of measurement for the following HUD SEMAP indicators.

- Selection from the Waiting List
- Reasonable Rent
- Determination of Adjusted Income
- Utility Allowance Schedule

- HQS Quality Control Inspections
- HQS Enforcement
- Expanding Housing Opportunities
- Payment Standards
- Annual Re-examinations
- Correct Tenant Rent Calculations
- Pre-Contract HQS Inspections
- Annual HQS Inspections
- Lease-up
- Family Self-Sufficiency Enrollment and Escrow Account Balances
- Bonus Indicator De-concentration

Note: The FSS indicator applies to the HABC, which is required to administer an FSS program and to receive portability families enrolled in the initial PHA FSS Program. As stated in 24 CFR 984.105(b)(3) the FSS program is reduced by one slot for each family that graduates from the FSS program by fulfilling its FSS contract of participation on or after October 21st 1998. The Expanding Housing Indicator applies to the HABC as it operates within a Metropolitan Statistical Area.

An HABC Supervisor, other than the person performing the work, will perform quality control reviews, as required by HUD. The following SEMAP indicators will be reviewed:

- Selection from the waiting list
- Rent reasonableness
- Determination of adjusted income
- HQS Enforcement
- HQS Quality Control

The annual sample of files and records will be drawn in a random manner and provide a clear audit trail. The minimum sample size to be reviewed will relate directly to each indicator. The Internal Audit Unit reporting to the HABC Inspector General shall conduct an annual review to ensure that this process is being followed.

In addition to the required SEMAP documentation, supervisory staff will audit the following functions:

- Not less than 5% of reexaminations
- Not less than 5% of new applications
- Not less than 5% of rent adjustments

K. RECORDS FOR MONITORING HABC PERFORMANCE

In order to demonstrate compliance with HUD and other pertinent regulations, the HABC will maintain records, reports and other documentation in accordance with HUD requirements. This provision is intended to allow the internal auditor to monitor and assess HABC operational procedures to ensure objectivity, accuracy and conformance with SEMAP requirements.

L. PRIVACY RIGHTS [24 CFR 982.551 and 24 CFR 5.212]

Applicants and participants, including all adults (ie.18 years of age) in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document authorizes the HABC to request income information from the State wage information collection agency and other Federal collection agencies in order to verify household income. This document incorporates the Federal Privacy Act Statement and does not provide authorization for the release of family information. Failure to sign the consent form will result in the denial of eligibility or termination of assisted housing benefits.

The HABC policy regarding release of information is in accordance with State and local laws. Information to be supplied to a landlord, upon request, is limited to that specified in Chapter 9, Section 8 of this plan.

The HABC practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location that is only accessible by authorized staff.

HABC staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information, or improper disclosure of family information by staff will result in disciplinary action.

All files must be signed for when removed from the secured file storage area.

Any and all information that would lead one to determine the nature and/or severity of a person's disability, or eligibility based on a criminal background check, must be kept in a separate folder and marked "confidential". The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation or a criminal eligibility determination is under consideration. All requests for access and the granting of accommodations based on this information must be approved by the Chief of Housing Applications.

M. FAMILY OUTREACH

The HABC will publicize and disseminate information to make known the availability of housing assistance and related services for very low income families on a regular basis. When the HABC waiting list is open, the HABC will publicize the availability and nature of housing assistance for very low income families through the:

- Baltimore Sun
- Afro-American Newspaper
- City Paper

The Housing Authority will amend outreach subject to determination of any minority group reaching 5% of the total population, based on the most recent census or amendment thereto.

To reach those who cannot read newspapers, the HABC will distribute fact sheets to the broadcasting media, and initiate personal contacts with members of the news media and community service personnel. The HABC will also utilize public service announcements.

The HABC will communicate the status of housing availability to other service providers in the community, and advise them of housing eligibility factors and guidelines in order that they can make proper referrals for housing assistance.

N. OWNER OUTREACH [24 CFR 982.54(d)(5)]

The HABC makes a concerted effort to keep private owners informed of legislative changes in the tenant-based program, which are designed to make the program more attractive to owners. This effort includes informing participant owners of applicable legislative changes in program requirements.

The HABC encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

The HABC encourages participation by owners of suitable units located outside areas of concentrations of poverty, minorities, and assisted units.

The HABC conducts periodic meetings with participating owners to improve owner relations and to recruit new owners.

The HABC maintains a list of interested landlords and a list of units available for the Section 8 Program and updates this list at least weekly. When listings from owners are received, the HABC staff will compile a list according to bedroom size.

The HABC will maintain lists of available housing submitted by owners in all neighborhoods within the Housing Authority's jurisdiction to ensure greater mobility and housing choice to very low income households. The lists of owners/units will be provided at the front desk, mailed on request, and provided at briefings.

The staff of the HABC initiates personal contact with private property owners and managers by conducting formal and informal discussions and meetings.

Printed material is offered to acquaint owners and managers with the opportunities available under the program.

The HABC actively participates in a community-based organization(s) comprised of private property and apartment owners and managers.

The HABC will actively recruit property owners with property located outside areas of minority and poverty concentration and apply for exception payment standards if the HABC determines it is necessary to make the program more accessible within the jurisdiction of the HABC.

The HABC periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choice and better housing opportunities to families. Voucher holders are informed of a broad range of areas where they may lease units inside the HABC jurisdiction and given a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration.

The HABC is participating in the Regional Opportunity Counseling (ROC) program in which families who want to move and have had a Section 8 voucher for at least a year may participate. Families who want to move to low poverty areas receive counseling from the non-profit agency hired to run the ROC program on their prospective moves and about services available in the areas in which the family is interested.

The HABC shall periodically:

- Request the HUD Field Office to furnish a list of HUD-held properties available for rent.
- Develop working relationships with owners and real estate broker associations.
- Establish contact with civic, charitable and neighborhood organizations that have an interest in housing for low-income families and public agencies concerned with obtaining housing for displacements.
- Explain the program, including equal opportunity requirements and nondiscrimination requirements, as set forth in the Fair Housing Act, the Americans with Disabilities Act, and other housing-related civil rights laws, to real estate agents, landlords, and other groups that have dealings with low-income families or are interested in housing such families.

Chapter 2

ELIGIBILITY FOR ADMISSION

[24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E]

INTRODUCTION

This Chapter defines both HUD and the HABC criteria for admission and denial of admission to the program. The policy of this HABC is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply. The HABC staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the HABC pertaining to their eligibility.

A. ELIGIBILITY FACTORS [982.201(b)]

The HABC accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under State law.

To be eligible for participation, an applicant must meet HUD criteria, as well as any permissible additional criteria established by the HABC.

The HUD eligibility criteria are:

- An applicant must be a "family"
- An applicant must be a very low income family (i.e., below 50% of the jurisdictions median family income for the designated family size), or a low income family within the parameters described in Section C of this chapter
- An applicant must furnish Social Security numbers for all family members age six and older
- At least one member of the applicant family must be either an U.S. citizen or have eligible immigration status before the HABC may provide financial assistance.
- No family member has committed a drug related or violent criminal activity within the last three years.
- No family member is registered in the State sex offender registration program.

Initial admissions eligibility is determined based on the information supplied by the applicant during the application process. The application will be reviewed for completeness and the data contained in the application will be reviewed for consistency (i.e., response on the application are compatible with the definitions of the criteria used to determine program eligibility). Key information supplied by the applicant (i.e., identification of the head of the household, citizenship or legal immigration status, and social security information) will be validated.

The Authority emphasizes the fact that the initial application review is made only to place and rank the applicant on the waiting list. Eligibility factors will not be reviewed before the applicant is placed on the waiting list.

Final determination of eligibility is made after verification of the information provided on the application, as updated to reflect the current status of the applicant. The final determination that is required prior to program admission must be conducted within 60 days of voucher issuance.

The HABC may elect not to affirmatively establish and verify citizenship eligibility before providing financial assistance to a family. However, the HABC will verify and establish eligibility no later than the date of the family's annual reexamination.

Reasons for denial of admission are addressed in the "Denial or Termination of Assistance" chapter. These reasons for denial constitute additional admission criteria.

B. FAMILY COMPOSITION [24 CFR 982.201(c)]

The applicant must qualify as a Family. A Family may be a single person or a group of persons. A "family" includes:

- A family with or without a child or children.
- Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship.
- A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family.

The HABC determines if any other group of persons qualifies as a "family".

A single person family may be:

- An elderly person
- A displaced person
- A person with a disability

Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.

- Any other single person

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

Head of Household

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors who qualify under State law will be recognized as head of household.

Spouse of Head

Spouse means the husband or wife of the head.

For proper application of the Non-Citizen Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

Co-Head

A "co-head" is an individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

Live-in Attendants

A Family may include a live-in aide provided that such live-in aide:

- Is determined by the HABC to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,
- Is not obligated for the support of the person(s), and
- Would not be living in the unit except to provide care for the person(s).

A live-in aide is treated differently than family members:

- Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.
- Live-in aides are not subject to Non-Citizen Rule requirements.
- Live-in aides may not be considered as a remaining member of the tenant family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

A Live in Aide may only reside in the unit with the approval of the HABC. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61) or disabled.

The HABC will approve a live-in aide if needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability. Approval of a live-in aide for reasonable accommodation will be in accordance with CFR 24 Part 8 and the reasonable accommodation section in Chapter 1 of this administrative plan.

Verification must include the hours the care will be provided.

[24 CFR 982.316] At any time, the HABC will refuse to approve a particular person as a live-in aide or may withdraw such approval if:

- The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related criminal activity or violent criminal activity; or
- The person currently owes rent or other amounts to the HABC or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the HABC will make the decision taking into consideration the following factors:

- Which family unit retains the children or any disabled or elderly members.
- Recommendations of Social Service Agencies
- Which family member applied as Head of Household

Multiple Families in the Same Household

When families apply which consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

C. INCOME LIMITATIONS [24 CFR 982.201(b), 982.353]

Prior to the 1994 Conforming Rule, income eligibility between certificate and voucher programs varied, and tracking admissions limits was cumbersome to administer. In preparing the Conforming Rule, HUD established categories for admission that would assure the statutory non-very low income limit of “not more than 15 percent of program admissions” would be preserved. Furthermore, by establishing the non-low income eligibility categories, HUD was able to eliminate the program procedures for restricting and tracking non-very low income occupancies. Effective October 1st 1998, Congress has required that Authorities ensure that at least 75% of an existing program’s Housing Choice Vouchers are issued to eligible families with income that does not exceed 30% of the median average income of the Authority’s jurisdiction.

To be income eligible the applicant must have an annual income at the time of admission that does not exceed the following income limits established by HUD [24 CFR 982.201(b)]:

- A very low-income family such that the family income does not exceed 50 percent of the median income for the area, adjusted for smaller and larger families, as determined by HUD.
- A low income family such that the family income does not exceed 80 percent of the median income for the area, adjusted for smaller and larger families, as determined by HUD as:
 - “continuously assisted” under the 1937 Housing Act.
 - physically displaced by rental rehabilitation activity under 24 CFR part 511.
 - a non-purchasing family residing in a HOPE 1 or HOPE 2 project.
 - a non-purchasing family residing in a project subject to a home-ownership program under 24 CFR 248.173.
 - displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

To determine if the family is income-eligible, the HABC compares, at the time of admission, the annual income of the family to the applicable income limit for the family's size.

Families whose annual income exceeds the income limit will be denied admission and offered an informal review.

The applicable income limit used for initial issuance of a voucher is the highest income limit within the jurisdiction where the voucher will be used.

Portability: For initial lease-up at admission, families who exercise portability must be within the applicable income limit for the jurisdiction of the receiving PHA in which they want to live.

D. MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216, 5.218]

Families are required to provide verification or signed certifications of Social Security numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Persons who have not been issued a Social Security Number must sign a certification that they have never been issued a Social Security number.

Persons who disclose their Social Security number but cannot provide verification must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.

Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

E. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS [24 CFR Part 5, Subpart E]

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither, may elect not to contend their status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

All members ineligible. Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students. Defined by HUD in the non-citizen regulations at 24 CFR 5.522. Not eligible for assistance.

Appeals. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.

Verification of Status Before Admission

The HABC will not provide assistance to families prior to the verification of eligibility for the individual or at least one member of the family pursuant to this section.

F. OTHER CRITERIA FOR ADMISSIONS [24 CFR 982.552(b)]

A family will not be admitted to the program if any member of the family has been evicted from federally assisted housing for serious violation of the lease within the past five years.

A family will be denied admission to the program if any member of the family fails to sign and submit consent forms for obtaining information required by the HABC, including Form HUD-9886.

The HABC will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program:

- The family must not have violated any family obligation during a previous participation in the Section 8 program for three years prior to final eligibility determination.
- The family must pay any outstanding debt owed the HABC or another PHA as a result of prior participation in any federal housing program within 30 days of HABC notice to repay.
- The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before this HABC will allow participation in its Section 8 program.

The HABC will check criminal history for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as described in the "Denial or Termination of Assistance" chapter.

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, the HABC will deny assistance and may refer the family file/record to the proper authorities for appropriate disposition. (See Program Integrity Addendum).

G. TENANT SCREENING [24 CFR 982.307]

The HABC will take into consideration any of the criteria for admission described in the "Denial or Termination of Assistance" chapter.

The HABC will not screen family behavior or suitability for tenancy. The HABC will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before HABC approval of the tenancy, the HABC will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as:[24 CFR 982.307(a)(3)]

- Payment of rent and utility bills
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing
- Compliance with all other conditions of tenancy.

The HABC will give the owner upon request:

- The family's current and prior address as shown in the HABC records; and
- The name and address (if known by the HABC) of the landlord at the family's current and prior address.

The HABC will advise families how to file a complaint if they claim that an owner has discriminated against them. The HABC will advise the family to make a Fair Housing complaint. The HABC may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

H. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility or share of the rental payment.

I. INELIGIBLE FAMILIES

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to Non-Citizen status. See "Complaints and Appeals" chapter for additional information about informal reviews and informal hearings.

J. PROHIBITED ADMISSIONS CRITERIA [982.202(b)]

Admission to the program may not be based on where the family lives before admission to the program.

Admission to the program may not be based on:

- Where a family lives prior to admission to the program.
- Where the family will live with assistance under the program.
- Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
- Discrimination because a family includes children.
- Whether a family decides to participate in a family self sufficiency program; or
- Other reasons as listed in the "Statement of Policies and Objectives" chapter under the Fair Housing and Reasonable Accommodations sections.

Chapter 3

APPLYING FOR ADMISSION

[24 CFR 982.204]

INTRODUCTION

The policy of the HABC is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but the HABC will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

A. OVERVIEW OF THE APPLICATION TAKING PROCESS

The purpose of application taking is to permit the HABC to gather information and determine placement on the waiting list. The application will contain questions designed to obtain pertinent program information.

Families who wish to apply for any one of the HABC programs must complete a written application form when the waiting list is open. When the waiting list is open, any family asking to be placed on the waiting list for Housing Choice Voucher Program assistance will be given the opportunity to complete an application at the 300 Cathedral Street office or applications will be mailed to interested families upon request. Applications will be made available in an accessible format upon request from a person with a disability.

The 300 Cathedral Street office will receive applications during regular business hours (between 8:30 AM and 4:30 PM) Monday through Friday.

The application will be dated and time-stamped on the day in which it is delivered to 300 Cathedral Street.

The application process will involve two phases. The first is the initial application for assistance. The purpose of this phase is to permit the HABC to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. Therefore, the applicant must provide the following information:

- Applicant name that is the same as the designated head of household
- Family unit size and composition in order to determine the number of bedrooms for which the family qualifies under the Authority's occupancy standards.
- Assigned date and time of application.

- Local preference (i.e., residency, rent burden, special need).
- Racial and Ethnic designation of the head of household.
- Family Income
- Special Accommodation Needs
- Qualification for any Local Preferences

To provide specific accommodation for persons with disabilities, the information may be taken by a staff person over the telephone. It may also be mailed to the applicant and, if requested, it will be mailed in an accessible format.

Initial applications will not require an interview. The information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined during the second phase when the full application process is completed and all information is verified.

The second phase is eligibility determination. The eligibility determination process takes place when the family reaches the top of the waiting list. At this time the HABC ensures that verification of all HUD and HABC eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

B. OPENING/CLOSING OF THE WAITING LIST [24 CFR 982.206, 982.54(d)(1)]

The HABC will utilize the following procedures for opening the waiting list:

When the HABC opens the waiting list, the HABC will advertise through public notice as described in Chapter 1. Section M. of this plan. The notice will contain:

- The dates, times, and the locations where families may apply.
- The duration of time for which the Waiting List will remain open.
- The programs (e.g., Housing Choice Vouchers, Project-Based) and purposes (e.g., income targeting, special categories) for which applications will be taken.
- A brief description of the individual programs and purposes.
- A statement that public housing residents must submit a separate application if they want to apply for section 8.
- Limitations, if any, on those families who may apply.
- Procedure for special accommodation applicants

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the HABC address and telephone number, and how to submit an application. If applicable, additional information on eligibility requirements, and the availability of local preferences will be identified.

Upon request from a person with a disability, the HABC will identify one of the following agencies that can provide appropriate accommodation service:

- Baltimore Neighborhoods Incorporated
- Community Housing Association
- First Call for Help
- Governors Office for Individuals with Disabilities
- HABC Division of Family Support Services
- Hearing and Speech Agency
- Making Choice for Independent Living
- Maryland Center for Community Development
- Maryland Disability Law Center
- Maryland Mental Health Partners
- Maryland Public Mental Health System
- Maryland Relay Center
- Maryland Technical Assistance Program
- Mayor's Commission of Disabilities
- Medical Rehabilitation Services
- MTA Bus/Metro/Call-a-lift
- MTA Mobility
- National Federation of the Blind
- Volunteers for Medical Engineering

Additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation (i.e., applications taken after the closing deadline) is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next 12 months. When the period for accepting applications is over, the HABC will add the new applicants to the list by separating the new applicants into groups based on preferences and ranking applicants within each group by date and time of application.

The HABC will accept applications from eligible families unless there is good cause for not accepting the application. Good cause includes denial of assistance because of action or inaction by members of the family for the grounds stated in the "Denial or Termination of Assistance" chapter of this Administrative Plan [24 CFR 982.206(b)(2)].

Closing the Waiting List

Except for emergency preferences, as defined in this plan, the HABC may close the waiting list (i.e., stop applications) if there are enough applicants to fill anticipated openings for the next 12 months. The waiting list will not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

The HABC may keep the waiting list open for particular preferences other than the emergency preferences, while the waiting list is closed. The decision to keep the waiting list open for particular preferences will be made by the Executive Director without the approval of the Board of Commissioners and advertised in accordance with Chapter 1 of this Administrative Plan. The HABC will announce the closing of the waiting list by public notice as described in Chapter 1. Section M. of this plan.

C. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]

During the initial phase period, applicants are required to inform the HABC [in writing] of changes in address. Applicants are also required to respond to requests from the HABC to update information on their application and to determine their interest in assistance.

If after a review of the application the family is determined to be preliminarily eligible, they will be notified in writing or in an accessible format upon request, as a reasonable accommodation.

The notice will contain the approximate date that assistance may be offered, and will further explain that the estimated date is subject to factors such as turnover and available funding.

This written notification of preliminary eligibility will be mailed to the applicant by first class mail.

If the family is determined to be ineligible based on the information provided in the application, the HABC will notify the family in writing (in an accessible format upon request as a reasonable

accommodation), state the reason(s), and inform them of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation. See "Complaints and Appeals" chapter.

D. TIME OF SELECTION [24 CFR 982.204]

When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, subject to income targeting requirements, and special purpose voucher categories.

When there is insufficient funding available for the family at the top of the list, the HABC will not admit any other applicant until funding is available for the first applicant.

E. APPLICATION COMPLETION AND INTERVIEW

All preferences claimed on the application or while the family is on the waiting list will be verified during the application completion and interview process. The qualification for a preference must exist at the time the preference is claimed and at the time of verification, because claim of a preference determines placement on the waiting list. If a preference is denied, the applicant will be re-sequenced on the waiting list in accordance with their verified preference status.

After the preference is verified, the applicant will be required to:

- Complete a Personal Declaration Form prior to the full application interview.
- Complete and sign the full application. The applicants must complete the application in their own handwriting unless assistance is needed. Applicants may request a reasonable accommodation for completion of an application. The HABC staff will interview the applicant to review the information on the full application form.

Requirement to Attend Interview

The HABC conducts application interviews to discuss family circumstances in greater detail, to clarify information that has been provided by the family, and to ensure that the information is complete. The interviews are also used to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other HABC services or programs which may be available.

All adult family members are required to attend the interview and sign the housing application.

Exceptions may be made for verified students attending school out of state for whom attendance would be a hardship.

If an applicant fails to appear for a pre-scheduled appointment, the HABC will automatically schedule a second appointment. If the applicant misses the second appointment without prior approval, the

application is denied.

Reasonable accommodation will be made for persons with a disability. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the interview, the applicant will be notified in writing and offered an opportunity to request an informal review. (See "Complaints and Appeals" chapter.)

All adult members must sign the HUD Form 9886, Release of Information, the application and all supplemental forms required by the HABC, the declarations and consent forms related to citizenship/immigration status and any other documents required by the HABC. Applicants will be required to sign specific verification forms for information not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by the HABC.

Every adult household member must sign a consent form to release criminal conviction records and to allow the HABC to receive records and use them in accordance with HUD regulations.

If the HABC determines at or after the interview that additional information or documentation is needed, the HABC will request the documentation or information in writing. The family will be given 14 days to supply the information.

If the information is not supplied in this time period (subject to reasonable accommodation), the HABC will send the family notification of denial for assistance (See "Complaints and Appeals" chapter).

F. VERIFICATION [24 CFR 982.201(e)]

Information provided by the applicant will be verified, using the verification procedures in the "Verification Procedures" chapter. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 60 days old at the time of issuance of the Voucher.

G. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY [24 CFR 982.201]

After the verification process is completed, the HABC will make a final determination of eligibility. This decision is based upon information provided by the family, the verification of the information by the HABC, and the current eligibility criteria in effect. If the family is determined to be eligible, the HABC will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.

Applicants will be denied assistance and removed from the list for the following reasons:

- Determined ineligible as a result of the initial phase of determination.

- The applicant does not respond to the requested information or cannot provide the information necessary for the Authority to verify the applicant's status for program selection within a 14day period. The HABC may grant an exception where the applicant's failure to respond is not caused by the applicant's disability, any circumstances beyond the applicant's control, or other good cause as determined by the Authority.
- The applicant is no longer eligible for the tenant-based program as a result of program selection verification that is conducted within 60 days of anticipated voucher issuance. (Note: The applicant is not removed from the waiting list based on preference change).
- The Authority determines that fraud has been committed in completing the application.
- The applicant has refused offers of tenant-based assistance under the voucher program.
- The applicant has been admitted into the voucher program.

The Authority may not take any of the following actions because an applicant has applied for, received, or refused other housing assistance:

- Refuse to list the applicant on the Authority's waiting list for the remaining type of housing assistance.
- Deny admission preference for which the applicant is otherwise qualified.
- Remove the applicant from another waiting list.

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

INTRODUCTION

It is the HABC policy and a HUD requirement that families are placed on and selected from the waiting list in the proper order. Following such a practice will ensure that an offer of assistance is not delayed to any family or made to any family prematurely. By maintaining a viable waiting list, the HABC will be able to perform the activities which will ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner. Effective January 1, 1999, documenting proper placement and selection from the waiting list is a SEMAP requirement.

The HABC maintains a single waiting list for admissions to its Housing Choice Voucher program, and a separate waiting list for its low-income public housing program. Therefore, if:

- The Section 8 waiting list is open when an applicant is placed on the low-income public housing program, the Authority will offer to place the applicant on the Section 8 waiting list.
- The low-income public housing waiting list is open when an applicant is placed on the Section 8 waiting list, and the low-income public housing program contains units that are suitable for the applicant, the Authority will offer to place the applicant on its waiting list.

Except under special circumstances (as discussed later in this section), admissions are made from the waiting list in accordance with the criteria and process described in Chapter 7 of this Administrative Plan.

For the purpose of this discussion, it is important to keep in mind three underlying concepts for managing the waiting list:

- The waiting list uses a preference system for ranking applicants selected from the waiting list.
- Preferences are local criteria approved by the Board to give priority to certain special need populations. A preference is not a right and may be changed upon Board action. Any such change in preference criteria will result in immediate change in the waiting list order.
- Only certified eligible applicants are selected from the waiting list based on applicant ranking. It is possible that a lower ranked applicant may be issued a voucher if the higher ranked applicants are not yet certified eligible (i.e., awaiting third party verification, or re-scheduled after missing an interview appointment).

A. WAITING LIST [24 CFR 982.204]

The HABC uses a single waiting list for admission to its Housing Choice Voucher tenant-based assistance program. Except for Special Admissions, applicants will be selected from the HABC waiting list in accordance with policies, preferences and income targeting requirements defined in this

Administrative Plan. The HABC will maintain information that permits proper selection from the waiting list. The waiting list contains the following information for each applicant listed:

- Applicant name
- Family size
- Family unit size (number of bedrooms family qualifies for under HABC subsidy standards)
- Date and time of application
- Qualification for any local preference
- Racial or ethnic designation of the head of household
- Annual (gross) family income
- Targeted program qualifications

B. ORDER OF SELECTION [24 CFR 982.207(e)]

The HABC method for selecting applicants from a preference category provides a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the Administrative Plan.

Local Preferences

Local preferences will be used to select families from the waiting list. The waiting list will be organized by local preference. Each local preference category will be organized according to date and time.

HUD Notice PIH 98-64 eliminated the requirement for public notice and a period for public comment when changing the HABC preference system. However, the HABC must inform all applicants about available preferences and must give applicants an opportunity to show that they qualify for available preferences. If it is impracticable to do so because of the length of the waiting list, the HABC may provide notification to fewer than all applicants at any given time.

An applicant will not be granted any local preference if:

- Any member of the family has been evicted from housing assisted under a 1937 Housing Act program during the past three years because of drug-related criminal activity.
- If an applicant makes a false statement in order to qualify for a local preference

Local preferences will be numerically ranked, with number 1 being the highest preference, in the following order:

- 1) Emergency Preferences

- (a) Any family displaced due to Natural Disaster
 - (b) Intimidated Crime Victims and Intimidated Witnesses of Crime Referred by the Maryland Office of the State's Attorney and/or Police Agencies
 - (c) Families displaced due to Public Action
 - (d) Families currently in a HABC Public Housing unit, where the head of household, spouse, or other family member has a disability for which they request a reasonable accommodation.
- 2) State Rental Allowance Program (RAP) Participants
 - 3) Rent Hardship Preference for applicant families paying rent greater than 50% of the applicant's adjusted gross income
 - 4) Working Family Preference defined as the head, spouse or sole member of the family is:
 - (a) Employed
 - (b) Age 62 or older
 - (c) Person with Disabilities
 - (d) Enrolled in an approved Job Training Program
 - 5) Families where the Head of Household, spouse or any family member have a Disability
 - 6) Veterans Preference: Families where the Head of Household has received an honorable discharge from the United States Armed Services, and received combat incentive pay.

Residency Preference: The HABC will grant priority for the five preference categories to families who live or work in Baltimore City. Families who do not live or work or have been hired to work in Baltimore City will only be considered for assistance after the waiting list is exhausted of families who live or work in the City, or have been hired to work in the City, regardless of priority. An elderly or disabled family who is unable to work and live outside of Baltimore City will be offered the residency preference.

At the time of application, an applicant's certification that they qualify for a preference will be accepted without verification at the initial application. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and given an opportunity for an informal review.

If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family does not verify their eligibility for the preference as of the date of application, the family will be removed from the list.

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HABC in writing when their circumstances change.

When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly claimed preference, if that preference is of a higher ranking.

The exception to this is, if at the time the family applied, the waiting list was only open to families who claimed that preference. In such case, the applicant must verify that they were eligible for the first preference before they are returned to the waiting list with the new preference.

If the HABC denies a preference, the HABC will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld as a result of the informal review, or the applicant does not request an informal review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list. Applicants making false statements to claim a preference will be ineligible for assistance for three (3) years, from the date of their selection from the waiting list.

C. Set-Aside of Vouchers for Families with Disabilities

200 Housing Choice Vouchers will be set-aside for issuance to families where a family member has a disability. These vouchers will be offered to families on the waiting list who have been found eligible for the HCVP with a disability preference, in order by date and time, until the 200 vouchers are exhausted. As vouchers expire, they will be offered to the next eligible family with the disability preference. The HABC reserves the right to set aside additional vouchers for issuance to families where a family member has a disability.

D INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, for each fiscal year the HABC will reserve a minimum of 75% of its Section 8 new admissions for families whose income does not exceed 30% of the area median income. HUD refers to these families as "extremely low-income families." The HABC will admit families who qualify under the extremely low-income limit in order to meet this requirement, regardless of preference. This practice shall be referred to as income targeting. Where necessary to meet this requirement, we will skip applicants on the waiting list until the first extremely low-income family is reached.

The HABC income targeting requirement does not apply to low-income families who are continuously assisted as defined in the 1937 Housing Act.

The HABC is also exempted from this requirement where the HABC is providing assistance to low-income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

If the family's verified annual income, at final eligibility determination, does not fall under the Extremely Low-income limit and the family was selected for income targeting purposes before a family with a higher preference, the family will be returned to the waiting list.

E. SPECIAL PROGRAM CATEGORIES [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the special funding criteria.

The HABC has the following special program categories: Family Unification Program (50 Vouchers)

Welfare to Work (700 Vouchers)

G. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

Admission of a family that is not on the HABC waiting list or without considering the applicant's waiting list position is called a special admission. Special admissions occur when HUD gives the HABC program funding for families living in specified units as opposed to a special category of persons on the waiting list.

Examples are funding for families displaced because of demolition or disposition of federally assisted property, or displacement from a federally assisted project due to termination of assistance or other event.

The tenant-based assistance program rules provide that when HUD awards the HABC program funding that is targeted for families that live in specified units, the HABC must use the assistance for families living in these units. The HABC may admit a family that is not on the HABC waiting list, or without considering the family's waiting list position; and, in accordance with Section 982.203(a). The HABC must maintain records showing the family was admitted with HUD targeted assistance.

The HABC does not use (nor is it permitted to use) this special method of admissions for any purpose other than when HUD gives an HABC program funds for families living in specified units. For example, the HABC does not use special admissions to solve over-or under-crowded situations, for persons that require terminal ill care, rehabilitation purposes, etc. However, the HABC may use its system of local preferences (approved by the Board) to address these situations.

If HUD awards funding that is targeted for families living in specific units, the HABC is to use the funding for that purpose. The HABC will use the targeted funding in accordance with the conditions imposed when the funds are awarded to and accepted by the HABC.

In most instances, funding for special admissions is only restricted on initial use for a particular family. If HUD does not require continued use of the funding for a special purpose, the funding is released from special requirements upon turnover. At such time, funding becomes available for general use in the

HABC Housing Choice Voucher Program. Re-issuance of these vouchers will be made in accordance with waiting list procedures.

The HABC is to maintain documentation of each special purpose funding increment describing the special purpose, the units and families associated with the units, and information on requirements regarding continued use. The HABC must also maintain an accounting of each voucher issuance, turnover and placement in the general voucher program.

H. PROJECT BASED PROGRAM (24 CFR 983)

(See Chapter 20)

I. HOMEOWNERSHIP

(See Chapter 19)

Chapter 5

SUBSIDY STANDARDS

[24 CFR 982.54(d)(9)]

INTRODUCTION

HUD guidelines require that HABC establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards. This Chapter explains the subsidy standard that will be used to determine the voucher size (family unit size) for a family upon selection from the waiting list. It will also explain the HABC procedures when a family's size changes, or a family selects a unit size that is different from the Voucher.

A. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

The HABC does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom on the Voucher. The HABC subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing guidelines. For subsidy standards, an adult is a person 18 years old or older.

All standards in this section relate to the number of bedrooms on the Voucher, not the family's actual living arrangements. The unit size on the Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size rented.

The HABC will consider factors such as family characteristics including sex, age, or relationship. Consideration will also be given for medical reasons and the presence of a live-in aide.

Generally, the HABC assigns one bedroom to two people within the following guidelines:

- Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults should be allocated a separate bedroom.
- Children 10 years of age or older will be assigned a separate bedroom.
- Foster children, appropriately documented, will be included in determining unit size only if they will be in the unit for more than 180 days per year.
- Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.
- Space may be provided for a child who is away at school but who lives with the family during school recesses provided that it does not result in an otherwise unused room.
- A single pregnant woman with no other family members must be treated as a two-person family.

- Single person families shall be allocated one bedroom.

GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10
6 Bedrooms	8	12

B. EXCEPTIONS TO SUBSIDY STANDARDS [24 CFR 982.403(a) & (b)]

The HABC shall grant exceptions from the subsidy standards if the family requests and the HABC determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances.

The HABC will grant an exception upon request as an accommodation for persons with disabilities. Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a verified medical or health reason.

Request for Exceptions to Subsidy Standards

The HABC will not issue a larger voucher due to additions of family members other than by birth, adoption, marriage, or court-awarded custody. Requests based on health related reasons must be verified by a medical doctor. If the HABC errs in the bedroom size designation, the family will be issued a voucher of the appropriate size.

The HABC will also notify the family of the circumstances under which an exception will be granted, such as:

- A family with a disability is “under-housed” in an accessible unit.
- A family requires the additional bedroom because of a health problem that has been verified by the HABC.

Changes for Applicants

The voucher size is determined prior to the briefing by comparing the family composition to the HABC subsidy standards. If an applicant requires a change in the voucher size, based on the requirements of the HABC subsidy standards, the above-referenced guidelines will apply.

Changes for Participants

The HABC must approve new members of the family residing in the unit. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the HABC within 30 days. The above referenced guidelines will apply.

Underhoused and Overhoused Families

If a unit does not meet the HABC subsidy standard due to an increase in family size, (unit too small), the HABC will issue a new voucher of the appropriate size and assist the family in locating a suitable unit.

When a change in family composition requires a larger voucher size and no funds are available, the family will be issued the next available voucher change.

C. UNIT SIZE SELECTED [24 CFR 982.402(c)]

The family may select a different size dwelling unit than that listed on the voucher. There are three criteria to consider:

Subsidy Limitation: The family unit size as determined for a family under the HABC subsidy standard for a family assisted in the voucher program is based on the HABC adopted payment standards. The payment standard for a family shall be the *lower of*:

- The payment standard amount for the family unit size.
- The payment standard amount for the unit size rented by the family.

Utility Allowance: The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's voucher.

Housing Quality Standards: The standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.

HQS Guidelines for Unit Size Selected

Unit Size	Maximum Number in Household
0 Bedroom	1
1 Bedroom	4
2 Bedrooms	6
3 Bedrooms	8
4 Bedrooms	10
5 Bedrooms	12
6 Bedrooms	14

Chapter 6

FACTORS RELATED TO TOTAL TENANT PAYMENT AND FAMILY SHARE DETERMINATION

[24 CFR Part 5, Subparts E and F; 982.153, 982.551]

INTRODUCTION

The HABC will use the methods as set forth in this Administrative Plan to verify and determine that family income at admission and at annual reexamination is correct. The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the Regulations.

This Chapter defines the allowable expenses and deductions to be subtracted from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. The HABC policies in this Chapter address those areas that allow the HABC discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

A. INCOME AND ALLOWANCES [24 CFR 5.609]

Income: Includes all monetary amounts that are received on behalf of the family. For purposes of calculating the Total Tenant Payment, HUD defines what is to be calculated and what is to be excluded in the federal regulations. In accordance with this definition, all income that is not specifically excluded in the regulations is counted.

Gross Income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income that has been excluded by HUD.

Annual Income is defined as all amounts, monetary or not, that: (i) go to, or are given on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; (ii) are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and (iii) amounts derived (during a 12-month period) from assets to which any member of the family has access. Annual income is used to determine whether or not applicants are within the applicable income limits. Annual income includes, but is not limited to:

- The full amount, before any payroll deductions, of wages, salaries and other compensation for personal services.
- Net income from operation of a business or profession.

- Interest, dividends and other net income of any kind from real or personal property.
- The full amount of periodic payments (e.g., social security, annuities, pensions, disability or death benefits) not specifically excluded.
- Payments in lieu of wages, salary or other earnings (e.g., worker's compensation, unemployment) not specifically excluded.
- Welfare assistance.
- Periodic determinable allowances such as alimony and child support payments (i.e., amount awarded by the court unless evidenced by third party documentation to the contrary), and regular contribution from non lease members.
- All pay and allowances from the armed forces, not specifically excluded (e.g., hostile fire allowance).

The annual income derived from the sources identified above must be calculated for the family head of household and the spouse, and for each additional member of the family listed on the lease 18 years or older. Incomes from family members permanently absent are not counted for purposes of family size or income determination. When the Authority is notified of a permanent absence, after unit lease, the event may result in a income re-determination and subsidy standard modification.

Annual income excludes the following:

- Income from the employment of family members under 18 years of age.
- Payments received for the care of foster children or adults.
- Lump sum additions to family assets such as inheritances, insurance payments, etc.
- Payments received by the family for the cost of medical expenses.
- Income of live-in aid.
- Full amount of student financial assistance.
- Special pay of family members serving in the Armed Forces exposed to hostile fire.
- Amounts received under training programs funded by HUD, including stipends that do not exceed \$200 per month.
- Temporary, nonrecurring, or sporadic income.

- Reparation payments paid pursuant to claims filed under Nazi persecution.
- Full time student earnings in excess of \$480 for each non-head of household or spouse family member.
- Adoption assistance payments in excess of \$480 per child.
- Lump sum payment of deferred periodic payments of supplemental security income.
- Refunds or rebates under state or local law for property taxes paid on the dwelling unit.
- Amounts paid on behalf of developmentally disabled family member to keep member at home.
- Amounts specifically excluded by Federal statute for determination of housing assistance.

Adjusted Income is defined as the determined Annual Income after making the following mandatory deductions:

- Dependent Allowance: \$480 each for family members (other than the head or spouse) who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
- Elderly/Disabled Allowance: \$400 per family for families whose head or spouse is 62 or over or disabled.
- Allowable Medical Expenses: The sum of the following (to the extent that the sum exceeds 3% of annual income):
 - (i) unreimbursed medical expenses of any elderly family or disabled family;
 - (ii) unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This allowance may not exceed the earned income received by family members who are 18 years of age and older who are able to work because of such attendant care or auxiliary apparatus.
- Child Care Expenses: Deducted for the care of children under 13 when child care is necessary, reasonable and customary to allow an adult member to work, attend school, or actively seek employment.

B. DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS FOR PERSONS WITH DISABILITIES [24 CFR 5.617; 982.201(b)(3)]

This section was effective April 20, 2001. Exclusion of income during participation in training programs under 24 CFR 5.609[c][8][v] is still applicable. HUD issued a final rule January 19, 2001 in the Federal Register effective for disabled families who are participants in the Section 8 Housing Choice Voucher Program on or after April 20, 2001. The HABC must take all necessary steps to ensure those disabled families eligible for the mandatory earned income disallowance receive the disallowance.

The annual income for qualified disabled families may not be increased as a result of increases in earned income of a family member who is a person with disabilities beginning on the date on which the increase in earned income begins and continuing for a cumulative 12-month period. After the disabled family receives 12 cumulative months of the full exclusion, annual income will include a phase-in of half the earned income excluded from annual income.

A disabled family qualified for the earned income exclusion is a disabled family that is receiving tenant-based rental assistance under the Housing Choice Voucher Program; and

- Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment;
- Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
- Whose annual income increases, as a result of new employment, or the increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance, benefits or services under any State program for TANF. The total amount of the increase over a six-month period must be at least \$500.

The HUD definition of "previously unemployed" includes a person with disabilities who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

The HUD definition of economic self-sufficiency program is: any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded are any earned income increases of a family member who is a person with disabilities during participation in an economic self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment.

The amount of TANF received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

The amount that is subject to the disallowance is the amount of incremental increase in income of a family member who is a person with disabilities. The incremental increase in income is calculated by comparing the amount of the disabled family member's income before the beginning of qualifying employment or increase in earned income to the amount of such income after the beginning of employment or increase in earned income.

Initial Twelve-Month Exclusion

During the cumulative 12-month period beginning on the date a member who is a person with disabilities of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the HABC will exclude from annual income of a qualified family any increase in income of the family member who is a person with disabilities as a result of employment over the prior income of that family member.

Second Twelve-Month Exclusion and Phase-in

During the second cumulative 12-month period after the expiration of the initial cumulative 12-month period referred to above, the HABC must exclude from annual income of a qualified family 50 percent of any increase in income of a family member who is a person with disabilities as a result of employment over income of that family member prior to the beginning of such employment.

Maximum Four Year Disallowance

The earned income disallowance is limited to a lifetime 48-month period for each family member who is a person with disabilities. For each family member who is a person with disabilities, the disallowance only applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of phase-in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period. It may be continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month full exclusion and the second 12-month phase-in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

Applicability to Child Care and Disability Assistance Expense Deductions

The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for disabled families entitled to the earned income disallowance, the amounts of the full and phase-in exclusions from income shall not be used in determining the cap for child care and disability assistance expense deductions.

Tracking the Earned Income Exclusion

The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent.

Such documentation will include:

- Date the increase in earned income was reported by the family
- Name of the family member whose earned income increased
- Reason (new employment, participation in job training program, within 6 months after receiving TANF) for the increase in earned income
- Amount of the increase in earned income (amount to be excluded)
- Date the increase in income is first excluded from annual income
- Date(s) earned income ended and resumed during the initial cumulative 12-month * period of exclusion (if any)
- Date the family member has received a total of 12 months of the initial exclusion
 - Date the 12-month phase-in period began
 - Date(s) earned income ended and resumed during the second cumulative 12-month period (phase-in) of exclusion (if any)
- Date the family member has received a total of 12 months of the phase-in exclusion
 - Ending date of the maximum 48-month (four year) disallowance period (48 months from the date of the initial earned income disallowance)

The HABC will maintain a tracking system to ensure correct application of the earned income disallowance.

Inapplicability to Admission

The earned income disallowance is only applied to determine the annual income of disabled families who are participants in the Housing Choice Voucher Program, and therefore does not apply for purposes of

admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

C. MINIMUM RENT [24 CFR 5.616]

Minimum rent refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied. HABC has a \$0 minimum rent policy. However, HABC will for each \$0 rent determined family:

- Assess and assist \$0 rent families in obtaining financial assistance for which they may be eligible.
- Monitor (through quarterly interim certifications) the financial status of such families.
- Report to management on a monthly basis the amount of \$0 rent families.

D. DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT [24 CFR 982.54(d)(10), 982.551]

Permanent and temporary absence has significant impact on a number of Section 8 assistance aspects including family size determination, subsidy standard determination, and split household and remaining tenants. The HABC must account for and compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, the HABC must count the income of the spouse or the head of the household, if that person is temporarily absent, even if that person is not on the lease. Income of persons determined permanently absent will not be counted. It is the responsibility of the head of household to report changes in family composition. The HABC will evaluate absences from the unit using this policy.

Absence of Any Member

Any member of the household will be considered permanently absent if s/he is away from the unit for more than 180 days except as otherwise provided in this Chapter.

Absence due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the HABC will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 181 consecutive days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the HABC "Absence of Entire Family" policy.

Absence Due to Full-time Student Status

Full time students (other than head of household or spouse) who attend school away from the home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of Voucher size. A head of household or spouse will be considered temporarily absent while enrolled in school.

Absence due to Incarceration

Any member of the household will be considered permanently absent if s/he is incarcerated for 30 days. The HABC will determine if the reason for incarceration is for drug-related or violent criminal activity and take appropriate action.

Absence of Children due to Placement in Foster Care

If the family includes a child or children temporarily absent from the home due to placement in foster care, the HABC will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 180 days from the date of removal of the child/children, the Voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with the HABC subsidy standards.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the HABC will terminate assistance in accordance with appropriate termination procedures contained in this Plan.

"Absence" means that no family member is residing in the unit. In order to determine if the family is absent from the unit, the HABC may write letters to the family at the unit, telephone the family at the unit, interview neighbors, verify if utilities are in service or check with the post office.

Families are required both to notify the HABC before they move out of a unit and to give the HABC information about any family absence from the unit. Families must notify the HABC before leaving the unit if they are going to be absent from the unit for more than 14 consecutive days. If the entire family is absent from the assisted unit for more than 60 consecutive days, the unit will be considered vacated and the assistance will be terminated. If it is determined that the family is absent from the unit, the HABC will contact the landlord to confirm the absence and continue assistance payments through the end of the month following the discovery of family absence and notification of the landlord. HUD regulations

require the HABC to terminate assistance if the entire family is determined to have been absent from the unit for a period of more than 180 consecutive calendar days.

A person with a disability may request an extension of time as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 consecutive calendar days limit.

If the absence which resulted in termination of assistance was due to a person's disability, and the HABC can verify that the person was unable to notify the HABC in accordance with the family's responsibilities, and if funding is available, the HABC may reinstate the family as an accommodation.

Caretaker for Children

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the HABC will treat that adult as a visitor for the first 180 days. If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker. If the appropriate agency cannot confirm the guardianship status of the caretaker, the HABC will determine the eligibility of the caretaker for the child/children and count the caretaker's income for TTP determination pending a final disposition. The HABC will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 60 days, the person will be considered permanently absent.

Visitors

Any adult not included on the HUD 50058 who has been in the unit more than 14 consecutive days without HABC approval, or a total of 90 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member. Determination of the unauthorized status will include any of the following:

- Absence of evidence of any other address will be considered verification that the visitor is a member of the household.
- Statements from neighbors and/or the landlord will be considered in making the determination.
- Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

Reporting Additions to Owner and HABC

Reporting changes in household composition to the HABC is a family responsibility.

The family obligations require the family to request HABC approval to add any other family member as

an occupant of the unit and to inform the HABC of the birth, adoption or court-awarded custody of a child. The family must request prior approval of additional household members in writing. If any new family member is added, the income of the additional member will be included in the family income as applicable under HUD regulations. * If the family does not obtain prior written approval from the HABC, any person the family has permitted to move in will be considered an unauthorized household member.

An interim reexamination will be conducted for any additions to the household.

In addition, the lease may require the family to obtain prior written approval from the owner when there are changes in family composition other than birth, adoption or court awarded custody.

Reporting Absences to the HABC

Reporting changes in household composition is both a family responsibility and a HABC requirement.

If a family member leaves the household, the family must report this change to the HABC, in writing, within 14 days of the change and certify as to whether the member is temporarily absent or permanently absent. The HABC will conduct an interim evaluation for changes that effect the Total Tenant Payment in accordance with the interim policy.

E. AVERAGING INCOME

When annual income cannot be anticipated for a full twelve months, the HABC will average known sources of income that vary to compute an annual income. If there are bonuses or overtime that the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

F. MINIMUM INCOME

There is no minimum income requirement. Families who report zero income are required to undergo an interim re-examination every 120 days and will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

G. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME

[24 CFR 982.54(d)(10)]

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the HABC will calculate the income by using the following methodology and use the income figure that would result in a lower payment by the family:

- Exclude the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member.
- Include the income and deductions of the member if his/her income goes to a family member.

H. REGULAR CONTRIBUTIONS AND GIFTS [24 CFR 5.609]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received annually or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$500 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See "Verification Procedures" chapter for further definition.)

I. ALIMONY AND CHILD SUPPORT [24 CFR 5.609]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment. The HABC will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and verification of item(s) below are provided:

- The HABC receives verification from the agency responsible for enforcement or collection.
- The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

J. LUMP-SUM RECEIPTS [24 CFR 5.609]

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments such as unemployment or welfare assistance are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine the effect of a lump sum payment, the HABC will calculate prospectively at the time of annual re-examination. At the annual re-examination, the HABC will apply the percentage balance to the lump sum and add it to the rest of the annual income.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

K. CONTRIBUTIONS TO RETIREMENT FUNDS - ASSETS [24 CFR 5.603(d)]

Contributions to company retirement/pension funds are handled as follows:

- While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
- After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

L. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE [24 CFR 5.603(d)(3)]

The HABC must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The HABC will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

If the total value of assets disposed of within a one-year period is less than \$5000, they will not be considered an asset.

M. CHILD CARE EXPENSES [24 CFR 5.603]

Child care expenses for children under 13 may be deducted from annual income if they enable an adult to work or attend school full time, or to actively seek employment. Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include a person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Allowable deductions for child-care expenses are based on the following guidelines:

- Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work.
- Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including reasonable travel time to and from school.
- Amount of Expense: The HABC will maintain a child care expense range as a guideline. If the hourly rate materially exceeds the guideline, the HABC may calculate the allowance using the guideline.

N. MEDICAL EXPENSES [24 CFR 5.609(a)(2), 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

O. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.520]

Applicability

Pro-ration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

Prorated Assistance Calculation

Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Calculations for each housing program are performed on the HUD 50058 form.

P. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The HABC will not reduce the rental contribution for families whose welfare assistance is reduced specifically because of:

- Fraud by a family member in connection with the welfare program.
- Failure to participate in an economic self-sufficiency program.
- Noncompliance with a work activities requirement

However, the HABC will reduce the rental contribution if the welfare assistance reduction is a result of:

- The expiration of a lifetime time limit on receiving benefits.

- A situation where a family member has not complied with other welfare agency requirements.
- A situation where a family member has complied with welfare agency economic self-sufficiency or work activities requirements but cannot or has not obtained employment, such as the family member has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

Imputed welfare income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for rental contribution.

Imputed welfare income is not included in annual income if the family was not an assisted resident at the time of sanction. The amount of imputed welfare income is offset by the amount of additional income a family receives that begins after the sanction was imposed. When additional income is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

Verification Before Denying a Request to Reduce Rent

The HABC will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance with economic self-sufficiency or work activities requirements *before* denying the family's request for rent reduction.

The HABC, will obtain from the welfare agency the:

- Amount and term of specified welfare benefit reduction for the family.
- Reason for the reduction.
- Subsequent changes in term or amount of reduction.

Q. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS [24 CFR 982.153, 982.517]

The utility allowance is intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. Allowances are not based on an individual family's actual energy consumption. The same Utility Allowance Schedule is used for all tenant-based programs.

The HABC utility allowance schedule, and the utility allowance for an individual family, includes the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards. The HABC does not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

The HABC classifies utilities in the utility allowance schedule according to the following general categories: space heating, cooking, water heating, refrigerator (for tenant supplied refrigerator), range (cost of tenant-supplied range); and other specified services.

An allowance for tenant-paid air conditioning will be provided in those cases where the majority of housing units in the market have central air conditioning, or are wired for tenant installed air conditioners [24 CFR 982.517].

The HABC will review the utility allowance schedule annually. If the review finds a utility rate has changed by 10 percent or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

The approved utility allowance schedule is given to families along with their Voucher. The utility allowance is based on the actual unit size selected.

Where the calculation on the HUD 50058 results in a utility reimbursement payment due the family [24 CFR 982.514(b)], the HABC will provide a utility reimbursement payment for the family each month. The check will be made out directly to the tenant.

Chapter 7

VERIFICATION PROCEDURES

[24 CFR Part 5, Subparts B, D, E and F; 24 CFR 982.158; 24 CFR 5.617]

INTRODUCTION

HUD regulations require that eligibility and Total Tenant Payment/Family Share be verified by the HABC. HABC staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third party verifications are not possible and the file entry will explain the reasons for not obtaining the third party verification.

Applicants and program participants must provide true and complete information to the HABC whenever information is requested. The HABC verification requirements are designed to maintain program integrity. This chapter explains the HABC procedures and standards for verification of preferences, income, assets, allowable deductions, family status, and changes in family composition. The HABC will obtain proper authorization from the family before requesting information from independent sources.

A. RELEASE OF INFORMATION [24 CFR 5.230]

Adult family members will be required to sign the HUD 9886 Release of Information/Privacy Act form.

In addition, family members will be required to sign specific authorization forms when information is needed that is not covered by the HUD form 9886, Authorization for Release of Information/Privacy Act Notice.

Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information and to sign consent forms requested by the HABC or HUD.

B. METHODS OF VERIFICATION AND TIME ALLOWED [24 CFR 982.516]

The HABC will verify information through the four methods of verification acceptable to HUD in the following order:

1. Third-Party Written
2. Third-Party Oral
3. Review of Documents
4. Certification/Self-Declaration

The HABC will allow 14 calendar days for the return of written third-party verifications and 7 days (including 3 documented attempts to obtain oral third party verification) and will document the file as to why third party written verification was not obtained. For applicants, verifications may not be more than 60 days old at the time of Voucher issuance.

Third-Party Written Verification

Third-party verification is used to verify information directly with the source. Third-party written verification forms will be sent and returned via first class mail. The family will be required to sign an authorization for the information source to release the specified information.

Verifications received electronically directly from the source are considered third party written verifications. Third party verification forms from employers will not be hand carried by the family under any circumstances. The HABC will send requests for third party written verifications to the source at all times regardless of whether the family provides a computerized printout.

The HABC will accept verifications in the form of a recent (i.e. 14 days) computerized printouts delivered by the family from the following agencies provided they are followed up by an oral third party verification:

- Social Security Administration
- Veterans Administration
- Welfare Assistance
- Unemployment Compensation Board
- City or County Courts

Third-Party Oral Verification

Oral third-party verification will be used when written third-party verification is delayed or not possible. When third-party oral verification is used, staff will be required to complete a Certification of Document Viewed or Person Contacted form, noting with whom they spoke, the date of the conversation, and the facts provided. If oral third party verification is not available, the HABC will compare the information to any documents provided by the Family. If provided by telephone, the HABC must originate the call.

Review of Documents

In the event that third-party written or oral verification is unavailable, or the information has not been verified by the third party within 21 days, the HABC will annotate the file accordingly. The file entry will explain the reasons for not obtaining the third party verification and provide evidence that the request was made. The family will be requested to provide documents as the primary source of information, if the documents provide complete information.

All such documents, excluding government checks, will be photocopied and retained in the applicant file. In cases where documents are viewed which cannot be photocopied, staff viewing the document(s) will complete a Certification of Document Viewed or Person Contacted form or document. The HABC will accept the following documents from the family provided that the document is such that tampering would be easily noted:

- Printed wage stubs
- Computer print-outs from the employer
- Signed letters (provided that the information is confirmed by phone)
- Other documents noted in this Chapter as acceptable verification

If third-party verification is received after documents have been accepted as provisional verification, and there is a discrepancy, the HABC will utilize the third party verification.

Self-Certification/Self-Declaration

Self-certification means a notarized statement/affidavit/certification/statement under penalty of perjury and must be witnessed. Self-Certification is only used for validating legal status/citizenship when required evidence is otherwise unavailable or delayed. The declaration is only valid for 1 year and if not obtained will result in program termination.

C. ITEMS TO BE VERIFIED [24 CFR 982.516]

All income not specifically excluded by the regulations.

Full-time student status including High School students who are 18 or over.

Current assets including assets disposed of for less than fair market value in preceding two years.

Child care expense where it allows an adult family member to be employed or to further his/her education.

Total medical expenses of all family members in households whose head or spouse is elderly or disabled.

Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member to be employed.

Information regarding disability for the determination of preferences, allowances or deductions.

U.S. citizenship/eligible immigrant status

Social security numbers for all family members over 6 years of age or older who have been issued a social security number.

"Preference" status

Marital status when needed for head or spouse definition.

Verification of Reduction in Benefits for Noncompliance from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance before approving the family's \$0 rent status or request for rent reduction.

D. VERIFYING NON-FINANCIAL FACTORS [24 CFR 5.617(b)(2)]

Verification of Legal Identity

In order to prevent program abuse, the HABC will require applicants to furnish verification of legal identity for all family members. The documents listed below, in order of preference, will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

- Certificate of Birth, naturalization papers
- Church issued baptismal certificate
- U.S. passport
- Current, valid Driver's license
- U.S. military discharge (DD 214)
- Voter's registration
- Department of Motor Vehicles Identification Card
- Hospital records

Documents considered acceptable for the verification of legal identity for minors, in order of preference, may be one or more of the following:

- Certificate of Birth
- Adoption papers
- Custody agreement
- Health and Human Services ID

Verification of Marital Status

This would be used to determine spouse for income and deduction, and citizenship determinations.

Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer.

Verification of a separation may be a copy of court-ordered maintenance or other records.

Verification of marriage status is a marriage certificate.

Familial Relationships

The following verifications will always be required if applicable:

- Verification of relationship: Official identification showing names, Birth Certificates or Baptismal certificates.
- Verification of guardianship is: Court-ordered assignment, affidavit of parent, or verification from social services agency.

Verification of Permanent Absence of Family Member

If an adult member who was formerly a member of the household is reported to be permanently absent by the family, the HABC will consider any of the following as verification:

- Husband or wife institutes divorce action.
- Husband or wife institutes legal separation.
- Order of protection/restraining order obtained by one family member against another.
- Proof of another home address, such as utility bills, canceled checks for rent, drivers license, or lease or rental agreement, if available.
- Statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location.
- If the adult family member is incarcerated, a document from the Court or correctional facility

should be obtained stating how long they will be incarcerated.

Verification of Change in Family Composition

The HABC may verify changes in family composition (either reported or unreported) through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources.

Verification of Disability

Verification of disability must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) or verified by appropriate diagnostician such as physician, psychiatrist, or licensed social worker, using the HUD language as the verification format.

Verification of Citizenship/Eligible Immigrant Status [24 CFR 5.508, 5.510, 5.512, 5.514]

In accordance with the Quality Housing and Work Responsibility Act of 1998 individuals must be U.S. citizens or eligible immigrants to be eligible for assistance. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the six categories specified by the regulations and must have their status verified by Immigration and Naturalization Service (INS).

Each family member must declare his/her status once. Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants may be delayed while the HABC hearing is pending.

Citizens or Nationals of the United States are required to sign a declaration under penalty of perjury. The HABC requires citizens to provide documentation of citizenship. Acceptable documentation will include at least one of the following original documents:

- United States birth certificate
- United States passport

Eligible Immigrants who were Participants and 62 or over on June 19, 1995, are required to sign a declaration of eligible immigration status and provide proof of age.

Non-citizens with eligible immigration status must sign a declaration of status and verification consent form and provide their original immigration documents which are copied front and back and returned to the family. The HABC verifies the status through the INS SAVE system. If this primary verification fails to verify status, the HABC must request within ten days that the INS conduct a manual search.

Ineligible family members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the head of household or spouse.

Non-citizen students on student visas are ineligible members even though they are in the country lawfully. They must provide their student visa but their status will not be verified and they do not sign a declaration but are listed on the statement of ineligible members.

Failure to Provide. If an applicant or participant family member fails to sign required declarations and consent forms or provide documents, as required, they must be listed as an ineligible member. If the entire family fails to provide and sign as required, the family may be denied or terminated for failure to provide required information.

Time of Verification

For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the same time as verification of other factors of eligibility for final eligibility determination. The HABC will not provide assistance to any family prior to the affirmative establishment and verification of the eligibility of the individual or at least one member of the family. The HABC will verify the U.S. citizenship/eligible immigration status of all participants no later than the date of the family's first annual reexamination following the enactment of the Quality Housing and Work Responsibility Act of 1998. For family members added after other members have been verified, the verification occurs at the first re-examination after the new member moves in. Once verification has been completed for any covered program, it need not be repeated except that, in the case of port-in families, if the initial PHA does not supply the documents, the HABC must conduct the determination.

Extensions of Time to Provide Documents

The HABC will grant an extension of not to exceed 30 days for families to submit evidence of eligible immigrant status.

Acceptable Documents of Eligible Immigration

A birth certificate is not acceptable verification of status. The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register:

- Resident Alien Card (I-551)
- Alien Registration Receipt Card (I-151)
- Arrival-Departure Record (I-94)
- Temporary Resident Card (I-688)
- Employment Authorization Card (I-688B)

All documents in connection with U.S. citizenship/eligible immigrant status must part of the applicant/participant permanent file.

If the HABC determines that a family member has knowingly permitted another individual who is not eligible for assistance to reside permanently in the family's unit, the family's assistance will be terminated for 24 months, unless the ineligible individual has already been considered in prorating the family's assistance.

Verification of Social Security Numbers [24 CFR 5.216]

Social security numbers must be provided as a condition of eligibility for all family members age six and over if they have been issued a number. Verification of social security numbers will be done through a social security card issued by the Social Security Administration. If a family member cannot produce a social security card, only the documents listed below showing his or her social security number may be used for verification. The family is also required to certify in writing that the document(s) submitted in lieu of the social security card information provided is/are complete and accurate:

- A driver's license
- Identification card issued by a Federal, State or local agency
- Identification card issued by a medical insurance company or provider (including Medicare and Medicaid)
- Earnings statements or payroll stubs
- Benefit award letters from government agencies
- Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
- Verification of benefits or social security number from Social Security Administration

New family members ages six and older will be required to produce their social security card or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported to the HABC.

If an applicant or participant is able to disclose the social security number but cannot meet the documentation requirements, the applicant or participant must sign a certification to that effect provided by the HABC. The applicant/participant or family member will have an additional 30 days to provide proof of the social security number. If they fail to provide this documentation, the family's assistance will be terminated.

In the case of an individual at least 62 years of age, the HABC may grant an extension for an additional 120 days. If, at the end of this time, the elderly individual has not provided documentation, the family's assistance will be terminated.

If the family member states they have not been issued a number, the family member will be required to sign a certification to this effect.

Medical Need for Larger Unit

A written certification that a larger unit is necessary must be obtained from a licensed medical professional.

E. VERIFICATION OF WAITING LIST PREFERENCES [24 CFR 982.207]

Emergency Preference

The HABC grants emergency preference status to those families that are displaced due to natural disasters or public action, intimidated crime victims or are referred as an intimidated witness of a crime activity.

Families who claim they are being or have been displaced due to either a disaster or public (i.e., governmental) action must provide written documentation provided by the displacing unit or agency of government, or by the disaster service agency such as the Red Cross or FEMA.

Families that claim a hate crime victim or witness preference must provide referrals and documentation from the appropriate law enforcement agency that has jurisdiction over the case. Families who claim they have been or are about to be displaced to avoid reprisals for providing information to assist police in a criminal investigation are required to provide certification of threat assessment from the law enforcement agency. Families who claim to be displaced by hate crimes are required to provide a written statement from law enforcement agency, HUD, Fair Housing or other agency responsible for non-discrimination advocacy. The statement should contain approximate number of occurrences and date of last occurrence.

State Rental Allowance Program (RAP) Participants

In cooperation with the State of Maryland, the HABC provides a preference for those families who have successfully completed participation in the State funded Rent Allowance Program (RAP) that is designed to provide temporary housing and primary self-sufficiency skills to participants. This preference will be granted by the HABC upon receipt of the program completion and referral form from the RAP Advisor.

Homeownership Preference

A home ownership preference will be granted to families that have been determined eligible for the HABC home ownership program in accordance with 24CFR982.627 and have completed the readiness requirements under the program.

Rent Hardship (Paying more than 50% of income for rent):

The family income, the lease term, and monthly rent and utility payments must be obtained and verified in order to establish a 50% rent burden preference. If the application is more than 60 days old, the HABC must establish that the preference existed both at the time of declaration and that the burden currently exists.

Family Income

The standard third party verification process can be used to establish and document the existence of a current rent burden. If the application is over 60 days old, the HABC must also establish income at the time of the family's rent burden declaration. This is established by the HABC through third party verification for the month of the preference declaration or, if not timely received, by obtaining appropriate income documentation from the family. If family documentation is provided, the documentation requirement is the same as required to establish income eligibility except it must be during the time frame of the family's burden declaration.

Lease Term.

The HABC must establish the current residency of the applicant, and if the application is over 60 days, the residency of the applicant at the time of preference declaration. An executed lease is the primary document that established residency and should be supported by copies of rental receipts for the period under verification. For purposes of establishing residency at the time of declaration when a lease is not available, the HABC may contact the landlord directly by mail or telephone. If there is no rental agreement, and no other landlord verification, the HABC will require documentation of residency for one month prior to the date of preference declaration on the application.

Monthly Rent and Utility Payments

Families must furnish copies of rental receipts, the lease, canceled checks, money orders, etc. to determine the level of rent burden. In cases where the family pays rent to a co-renter or sublets the unit, the HABC requires a certification from the person who receives the money from the applicant, and verification from the owner that the family resides in the unit. To verify the amount the family actually paid for utilities not included in the rent, the HABC requires one of the following:

- Copies of receipts, canceled checks, bills showing previous utility payments.
- Written verification of consumption costs directly from the utility or service supplier.
- Verification must be provided for a minimum period of two months and for heating a summer and winter month.

At the family's option, the HABC can use either the actual cost of utilities or the HABC Section 8 Existing utility allowance schedule.

Working/Job Training Preference: This preference is available for families with at least one member who is employed (including families whose head or spouse is receiving income based on their inability to

work) and for families whose head of household or spouse is enrolled and in good standing in a job-training program. The HABC will require the name of the employer or from the agency or institution that is providing the job training. The HABC is required to third party verify the accuracy of the information provided by the applicant.

Residency Preference: This preference is for families who live, work or have been hired to work in the jurisdiction of the HABC. Families who are unable to work due to age or disability automatically qualify for this preference.

To verify that an applicant is a resident, the HABC will require in the following order:

- An executed lease and rent receipts
- Government agency records and utility bills in the name of the head of household or spouse
- Current drivers license or voters registration card and utility bills in the name of the head of household or spouse

For families who have been hired to work in jurisdiction of the HABC, a statement from the employer will be required.

(Note: This preference has been submitted to and approved by the local HUD Office in conjunction with the approval of the HABC Agency Plan.)

F. VERIFICATION OF INCOME [24 CFR 982.516]

This section defines the methods the HABC will use to verify various types of income.

Employment Income

Verification forms request the employer to specify the:

- Dates of employment
- Amount and frequency of pay
- Date of the last pay increase
- Likelihood of change of employment status and effective date of any known salary increase during the next 12 months
- Year to date earnings
- Estimated income from overtime, tips, bonus pay expected during next 12 months

Acceptable methods of verification include, in this order:

1. Written, third party verification form completed by the employer
2. Oral, third party verification provided by the employer (i.e., Human Resource or Payroll Department) accompanied by a HABC document of the name, title and time of the phone conversation.
3. Check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings. A statement of why the third party request was not obtained and appropriate documentation of the third party request attempt (i.e., copy the letter sent) must accompany this form of verification.
4. W-2 forms plus income tax return forms along with the appropriate documentation of the third party attempt. Where doubt regarding income exists, a referral to IRS for confirmation will be made on a case-by-case basis.

Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Acceptable methods of verification include, in this order:

1. Benefit verification form completed by agency providing the benefits.
2. Award or benefit notification letters prepared and signed by the providing agency.
3. Computer report electronically obtained or in hard copy.

(Note: It is the responsibility of the HABC to obtain this information if not provided by the applicant)

Unemployment Compensation

Acceptable methods of verification include, in this order:

1. Verification form completed by the unemployment compensation agency.
2. Computer report electronically obtained or in hard copy from the Unemployment Office stating payment dates and amounts.
3. Payment receipts.

(Note: It is the responsibility of the HABC to obtain this information if not provided by the applicant)

Welfare Payments or General Assistance

Acceptable methods of verification include, in this order:

1. HABC verification form completed by payment provider.
2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months.
3. Computer-generated Notice of Action.
4. Computer-generated list of recipients from Welfare Department.

(Note: It is the responsibility of the HABC to obtain this information if not provided by the applicant)

Alimony or Child Support Payments

Acceptable methods of verification include, in this order:

1. Copy of a separation or settlement agreement, or a divorce decree, stating amount and type of support and payment schedules.
2. Copy of latest check and/or payment stubs from Court Trustee. HABC must record the date, amount, and number of the check.
3. Family's self-certification of amount received, and/or family self-certification that support payments are not being received. If payments are irregular, the family must provide:
 - A statement from the agency responsible for enforcing payments to show that the family has filed for enforcement.
 - A welfare notice of action showing amounts received by the welfare agency for child support.
 - A written statement from an attorney certifying that a collection or enforcement action has been filed.

Net Income from a Business

In order to verify the net income from a business, the HABC will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.

Acceptable methods of verification include:

- IRS Form 1040, including:
 - Schedule C (Small Business)
 - Schedule E (Rental Property Income)

Schedule F (Farm Income)

- If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules.
- Audited (or non-audited) financial statements of the business.
- For the initial year only the family's self-certification as to net income realized from the business during previous years. The family must provide one of the above mentioned forms of verification upon re-examination .

Child Care Business

If an applicant/participant is operating a licensed day care business, income will be verified as with any other business.

Recurring Gifts

The family must furnish a self-certification that contains the following information:

- The person who provides the gifts
- The value of the gifts
- The regularity (dates) of the gifts
- The purpose of the gifts

Zero Income Status

Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, TANF, SSI, etc. are not being received by the household. The HABC will obtain third party verification (written/oral) from the appropriate agencies.

The HABC will run a credit report if information is received that indicates the family has an unreported income source.

Full-time Student Status

Only the first \$480 of the earned income of full time students, other than head, co-head, or spouse, will be counted towards family income.

Financial aid, scholarships and grants received by full time students is not counted towards family income.

Verification of full time student status includes:

- Written verification from the registrar's office or other school official.
- School records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

G. INCOME FROM ASSETS [24 CFR 982.516]

Savings Account Interest Income and Dividends

Acceptable methods of verification include, in this order:

1. Account statements, passbooks, certificates of deposit, or HABC verification forms completed by the financial institution.
2. Broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification.
3. IRS Form 1099 from the financial institution, provided that the HABC must adjust the information to project earnings expected for the next 12 months.

Interest Income from Mortgages or Similar Arrangements

Acceptable methods of verification include, in this order:

1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown.)
2. Amortization schedule showing interest for the 12 months following the effective date of the certification or re-examination .

Net Rental Income from Property Owned by Family

Acceptable methods of verification include, in this order:

1. IRS Form 1040 with Schedule E (Rental Income).
2. Copies of most recent rent receipts, leases, or other documentation of rent amounts.
3. Documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense.

H. VERIFICATION OF ASSETS

Family Assets

The HABC will require the information necessary to determine the current cash value of the family's assets, (the net amount the family would receive if the asset were converted to cash).

Acceptable verification may include any of the following:

- Verification forms, letters, or documents from a financial institution or broker.
- Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.
- Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate.
- Real estate tax statements if the approximate current market value can be deduced from assessment.
- Financial statements for business assets.
- Copies of closing documents showing the selling price and the distribution of the sales proceeds.
- Appraisals of personal property held as an investment.

Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Re-examination

For all Certifications and Re-examination s, the HABC will obtain the Family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or re-examination .

If the family certifies that they have disposed of assets for less than fair market value, verification is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible.

I. VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME [24 CFR 982.516]

Child Care Expenses

Written verification from the person who receives the payments is required. If the child care provider is an individual, s/he must provide a statement of the amount they are charging the family for their services.

Verifications must specify the child care provider's name, address, telephone number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.

Family's certification as to whether any of those payments have been or will be paid or reimbursed by outside sources.

Medical Expenses

Families who claim medical expenses will be required to submit a certification as to whether or not any expense payments have been, or will be, reimbursed by an outside source. Expense claims will always be verified, by using one or more of the methods listed below:

- Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency.
- Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family.
- Written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months. A computer printout will be accepted.
- For attendant care:

A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes.

Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services.

- Receipts, canceled checks, or pay stubs that verify medical costs and insurance expenses likely to be incurred in the next 12 months.
- Copies of payment agreements or most recent invoice that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.
- Receipts or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. HABC may use this approach for "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one time, nonrecurring expenses from the previous year.

The HABC will use mileage at the IRS, or cab, bus fare, or other public transportation cost for verification of the cost of transportation directly related to medical treatment.

Assistance to Persons with Disabilities [24 CFR 5.611(c)]

In All Cases:

- Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed.
- Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

Attendant Care:

- Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided.
- Certification of family and attendant and/or copies of canceled checks family used to make payments.

Auxiliary Apparatus:

- Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus.
- In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

J. COMPUTER MATCHING

The 1988 McKinney Act legislation authorized State wage record keepers to release to both HUD and the HABC information pertaining to wages and unemployment compensation. The HABC will sign an agreement with the appropriate State agency so that they can compare the name and social security number of applicants and participants with the records of the State agency.

For some time, HUD has conducted a computer matching initiative to independently verify resident income. HUD can access income information and compare it to information submitted by the HABC on the 50058 form. HUD can disclose Social Security information to the HABC, but is precluded by law from disclosing Federal tax return data to the HABC. If HUD receives information from Federal tax return data indicating a discrepancy in the income reported by the family, HUD will notify the family of the discrepancy. The family is required to disclose this information to the HABC (24 CFR 5.240). HUD's letter to the family will also notify the family that HUD has notified the HABC in writing that the

family has been advised to contact the HABC. HUD will send the HABC a list of families who have received "income discrepancy" letters.

When the HABC receives notification from HUD that a family has been sent an "income discrepancy" letter, the HABC will contact the family by mail and telephone after 40 days following the date of notification. The HABC will request that the family promptly furnish any letter or other notice by HUD concerning the amount or verification of family income. The HABC will fully document the contact in the tenant's file, including a copy of the letter to the family/ written documentation of phone call.

When the family provides the required information, the HABC will verify the accuracy of the income information received from the family. The HABC will review the interim re-examination policy, will identify unreported income, will charge retroactive rent as appropriate, and change the amount of rent or terminate assistance, as appropriate, based on the information. If the amount of rent owed to the HABC exceeds \$3000, the HABC will seek to terminate assistance.

If the tenant fails to respond to the HABC, the HABC will request that HUD send a second letter. After an additional 40 days, the HABC will send a letter to the head of household, warning of the consequences if the family fails to contact the HABC within two weeks.

If the tenant claims a letter from HUD was not received:

- The HABC will ask HUD to send a second letter with a verified address for the tenant.
- After 40 days, the HABC will contact the tenant family.
- If the tenant family still claims they have not received a letter, the HABC will set up a meeting with the family to complete IRS forms 4506 and 8821.

If the tenant family fails to meet with the HABC or will not sign the IRS forms, the HABC will send a warning letter to the head of household. The warning letter will notify the family that termination proceedings will begin within one week, if the tenant fails to meet with the HABC and/or sign forms.

- If tenant does receive a discrepancy letter from HUD, the HABC will set up a meeting with the family.
- If the family fails to attend the meeting, the HABC will reschedule the meeting.
- If the family fails to attend the second meeting, the HABC will send a termination warning.
- The family must bring the original HUD discrepancy letter to the HABC.
- If tenant disagrees with the Federal tax data contained in the HUD discrepancy letter:

- The HABC will ask the tenant to provide documented proof that the tax data information is not correct.
- If the tenant does not provide documented proof, the HABC will obtain proof to verify the Federal tax data using third party verification.

Chapter 8

VOUCHER ISSUANCE AND BRIEFINGS

[24 CFR 982.301, 982.302]

INTRODUCTION

The HABC goals and objectives are designed to ensure that families selected to participate are equipped with the tools necessary to locate an acceptable housing unit. Families are provided sufficient knowledge and information regarding the program and how to achieve maximum benefit while complying with program requirements. When eligibility has been determined, the HABC will conduct a mandatory briefing to ensure that families know how the program works. The briefing will provide a broad description of owner and family responsibilities, HABC procedures, and how to lease a unit. The family will also receive a briefing packet that provides more detailed information about the program including the benefits of moving outside areas of poverty and minority concentration. This chapter describes how briefings will be conducted, the information that will be provided to families, owner and participant responsibilities and the policies for how changes in family composition will be handled.

The information provided to families will also include descriptions of mobility counseling programs established to implement components of the partial consent decree entered in the Thompson v. HUD case.

A. ISSUANCE OF VOUCHERS [24 CFR 982.204(d), 982.54(d)(2)]

When funding is available, the HABC will issue vouchers to applicants whose eligibility has been determined. The number of vouchers issued must ensure that the HABC stays as close as possible to 100 percent lease-up. The HABC maintains a continuous accounting to determine whether applications can be processed, the number of vouchers that can be issued, and to what extent the HABC can over-issue (issue more vouchers than the budget allows to achieve lease-up).

The HABC may over-issue vouchers to the extent necessary to meet leasing goals. All vouchers that are over-issued must be honored. If the HABC finds it is over-leased, it must adjust future issuance of vouchers in order not to exceed the ACC budget limitations over the fiscal year.

The HABC will not issue a voucher to a family unless the household representative has attended a briefing and signed the voucher. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. Applicants who fail to attend 2 scheduled briefings, without prior notification and approval of the HABC, will be denied admission based on failure to supply information needed for certification. The HABC will conduct individual briefings for families with disabilities at their homes, upon request by the family, if required for reasonable accommodation.

B. BRIEFING TYPES AND REQUIRED ATTENDANCE [24 CFR 982.301]

Applicant Briefing

A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. Group briefings will be conducted. Families who attend group briefings and still have the need for individual assistance will be referred to the appropriate leasing specialist.

Briefings will be conducted in English. The purpose of the briefing is to explain how the program works and to explain the documents in the voucher holder's packet to families so that they are fully informed about the program. This will enable families to utilize the program to their advantage, and it will prepare them for discussions with potential owners and property managers. The Authority will use the briefing to explain the documents included in the voucher information packet, and to discuss relevant issues including, but not limited to, the following:

- A general description of the Section 8 program.
- Family and owner responsibilities.
- Where a household may lease a unit, including renting a unit outside the HABC jurisdiction.
- Explanation of portability.
- Advantages of moving to a census tract with low poverty.
- Descriptions of the following mobility counseling programs: the Affordable Housing Initiative, the Special Mobility Counseling program (upon implementation) and, until it expires, the Baltimore Regional Housing Opportunities Program (BRHOP).
- Special considerations concerning families that may have special needs.
- Exercising choice in residency.
- Choosing a unit carefully and only after due consideration.
- The Family Self Sufficiency Program and its advantages.
- Tenant obligations associated with Welfare to Work Vouchers.
- The benefits and challenges of moving to an opportunity neighborhood
- Tenant Readiness
- Maintenance of a "Search" Log

Applicant Briefing Packet [24 CFR 982.301(b)]

The documents and information provided in the briefing packet for the voucher program will comply with all HUD requirements. The family is provided with the following information and materials

- The term of the voucher, and the HABC policy for requesting extensions or suspensions of the voucher (referred to as tolling).
- A description of the method and a copy of the worksheet used to calculate the housing assistance payment for a family, including how the HABC determines the payment standard for a family; how the HABC determines total tenant payment for a family and information on the payment standard and utility allowance schedule. How the HABC determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit. For family that qualifies to lease a unit outside the HABC jurisdiction under portability procedures, the information must include an explanation of how portability works.
- The HUD required tenancy addendum, which must be included in the lease.
- The Request for Tenancy Approval (RFTA) form, and a description of the procedure for requesting approval for a tenancy.
- A statement of the HABC policy regarding providing information regarding families to prospective owners.
- The HABC Subsidy Standards including when and how exceptions are made.
- The HUD brochure on how to select a unit and the HUD brochure "A Good Place to Live" on how to select a unit that complies with HQS.
- The HUD pamphlet on lead-based paint entitled *Protect Your Family From Lead in Your Home* and information about where blood level testing is available.
- Information on Federal, State and local equal opportunity laws and a copy of the housing discrimination complaint form. The HABC will also include the pamphlet "Fair Housing: It's Your Right" and other information about fair housing laws and guidelines and the phone numbers of the local fair housing agency and the HUD enforcement office.
- A list of landlords or other parties willing to lease to assisted families or help in the search and known units available for the voucher issued. The list includes landlords or other parties who are willing to lease units or help families find units outside areas of poverty or minority concentration.
- Information about the following mobility counseling programs: the Affordable Housing Initiative, the Special Mobility Counseling Program (upon implementation), and, until it expires, the BRHOP.
- If the family includes a person with disabilities, notice that the HABC will provide a list of available accessible units known to the HABC.

- The family obligations under the program including any obligations of a family participating in the welfare to work voucher program.
- The grounds for which the HABC may terminate assistance for a participant family because of family action or failure to act.
- The HABC informal hearing procedures including when the HABC is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.
- Information packet including an explanation of how portability works, including a list of neighboring housing agencies with the name, address and telephone number of a portability contact person at each for use by families who move under portability.
- A map showing areas representing various income levels of the jurisdiction and surrounding areas for the purpose of expanding housing opportunities for families.
- Information regarding the HABC outreach program that assists families who may be interested in, or experiencing difficulty in obtaining available housing units in areas outside of minority concentrated locations.
- A list of properties or property management organizations that own or operate housing units outside areas of poverty or minority concentration.
- The family's rights as a tenant and a program participant.
 - The requirements for reporting changes between annual re-examinations.
 - Information on security deposits and legal referral services.
 - The Family Self Sufficiency program and its advantages.
- If the family includes a person with disabilities, the HABC will ensure compliance with CFR 8.6 to ensure effective communication.

Owner Outreach

The following efforts will be undertaken to increase the number of landlords participating in the program and to increase the number of units outside of areas of racial or poverty concentration.

- Attending broker fairs and real estate auctions and meeting with commercial brokers, real estate associations and real estate companies
- Maintaining lists of vacancies, which are updated weekly and are provided to Leasing Team members so that they are always working from a current list.

- Conducting cold calls
- Establishing relationships with real estate companies that will, for a fee, find new landlords in neighborhoods outside of areas of minority and poverty concentrations for HABC families who want to stay in Baltimore City. The identity of landlords in neighborhoods outside of areas of minority and poverty concentrations will be provided to the Special Mobility Counselor
- Holding quarterly open houses for interested landlords to advise them about the Housing Choice Voucher Program. Open houses may include outside speakers.
- Providing incentives to landlords who bring new landlords into the program
- Providing incentive payments to landlords that provide units in neighborhoods in areas outside of poverty and minority concentrations
- Holding annual landlord appreciation ceremony
- Providing assistance to landlords that need help in dealing with voucher holder tenants, have questions or concerns about the program, etc.

Other Steps to Increase Landlord Participation

- Using the HABC web page to market housing choice voucher program to landlords; Providing notice of workshops, etc.
- Airing Public Service Announcements regarding the HABC and the Housing Choice Voucher Program

Owner Briefing

Scheduled briefings may be held during the month for both landlord outreach and for pending HAP landlords.

New and prospective owners will receive a personal invitation. Current owners will be notified via mail or newsletter. The purpose of the briefing is to ensure successful owner participation in the program. The briefing covers the responsibilities and roles of the three parties: HABC staff, owners, and participating families.

C. ENCOURAGING PARTICIPATION IN AREAS WITH LOW POVERTY OR MINORITY CONCENTRATION

The HABC has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration. Under this policy, the HABC will inform voucher holders of the full range of areas where they may lease units both inside and outside the HABC jurisdiction. The HABC will supply a list of landlords or other parties who are willing to lease units or

help families find units, including units outside areas of poverty or minority concentrations. The HABC will inform voucher holders about the mobility counseling programs.

At the briefing, families are encouraged to search for housing in neighborhoods in areas outside of minority and poverty concentration and the HABC will provide assistance to families who wish to do so. In addition, the HABC will provide the following tools to assist families move to areas outside poverty and minority concentration:

- The HABC has areas of poverty and minority concentration clearly delineated in order to provide families with information and encouragement in seeking housing opportunities outside highly concentrated areas.
- The HABC has maps that show various areas and information about facilities and services in neighboring areas such as schools, transportation, and supportive and social services.
- The HABC will investigate and analyze when voucher holders are experiencing difficulties locating or obtaining housing units outside areas of concentration.
- The assistance provided to such families includes:
 - Providing families with a search record form to gather and record information.
 - Direct contact with landlords and neighborhood groups.
 - Counseling with the family including formal mobility counseling provided through the Partial Consent Decree.
 - Meeting with fair housing groups or agencies.

D. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION

The HABC will give participants a copy of HUD Form 903 to file a housing discrimination complaint.

E. SECURITY DEPOSIT REQUIREMENTS [24 CFR 982.313]

The owner is not required to but may collect a security deposit from the tenant. Security deposits charged to families may be any amount the owner wishes to charge, subject to the following conditions:

- Security deposits charged by owners may not exceed those charged to unassisted tenants or the maximum two months rent to owner prescribed by State or local law.
- Responsibility for first and last month's rent is not considered a security deposit issue. In these cases, the owner should settle the issue with the tenant prior to the beginning of assistance.
- Owners requesting first and last months rent and/or security deposit greater than one months rent to owner must submit documentation evidencing that such payments are standard and certify that they are not in an amount greater than charged for unassisted units.

Leases Effective Prior to October 2, 1995

There may be limited instances where pre-merger voucher contracts are still in effect. Under the pre-merger voucher program, the owner, at his/her discretion, could have collected a Security Deposit in an amount not to exceed the amount charged to unassisted tenants up to a maximum that may not exceed the amount allowed under Maryland Law.

F. TERM OF VOUCHER [24 CFR 982.303, 982.54(d)(11)]

During the briefing session, each household will be issued a voucher that represents a contractual agreement between the HABC and the family specifying the rights and responsibilities of each party. Receiving and signing a voucher does not constitute admission to the program. Admission to the program occurs when the lease and contract become effective.

Expirations/Extensions

The voucher is valid for a total period not to exceed 180 calendar days from the date of issuance.

The HABC will extend the term 30 days if the family needs and request an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. If the family needs an extension in excess of 30 days, the HABC will extend the voucher term for the amount of time reasonably required for said reasonable accommodation.

If the voucher has expired, and has not been extended by the HABC or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing.

Tolling

When a Request for Approval of Tenancy is received, the HABC will deduct the number of days required to process the request from the term of the voucher.

Assistance to Voucher Holders

Families who require additional assistance during their search may call the HABC Office to request assistance. Voucher holders will be notified at their briefing session that the HABC periodically updates the listing of available units and how the updated list may be obtained. The HABC will provide systematic case management to all voucher holders to provide assistance in locating and renting units. The HABC will assist families with negotiations with owners and provide other assistance related to the families' search for housing.

G. RETENTION OF VOUCHER - SPLIT HOUSEHOLDS [24 CFR 982.315]

In those instances when an applicant family in possession of a voucher becomes divided into two otherwise eligible families due to divorce, legal separation, or the division of the family, and the new families cannot agree as to which new family unit should continue to receive the assistance, and there is no determination by a court, the HABC shall consider, in order, the following factors to determine which of the families will continue to be assisted:

- Which family unit retains the children or any disabled or elderly members.
- Recommendations of Social Service Agencies.
- Which family member applied as head of household.

Documentation of these factors will be the responsibility of the requesting parties.

If documentation is not provided, the HABC will terminate assistance on the basis of failure to provide information necessary for a re-examination.

H. RETENTION OF VOUCHER - REMAINING MEMBER OF TENANT FAMILY [24 CFR 982.315]

Persons that have been previously approved as family members can be considered the remaining member of the tenant family. A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the Family. In order for a minor child to continue to receive assistance as a remaining family member:

- The court has to have awarded emancipated minor status to the minor, or
- The HABC has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the children for an indefinite period.

A reduction in family size may require a reduction in the voucher family unit size.

Chapter 9

REQUEST FOR APPROVAL OF TENANCY AND CONTRACT EXECUTION

[24 CFR 982.302]

INTRODUCTION [24 CFR 982.305(a)]

The HABC program operations are designed to utilize available resources in a manner that is efficient and provides eligible families timely assistance based on the number of units that have been budgeted. The HABC objectives include maximizing HUD funds by providing assistance to as many eligible families and for as many eligible units as the budget will allow.

After families are issued a voucher, they may search for a unit anywhere within the HABC area of jurisdiction, or outside of the HABC jurisdiction if they qualify for portability. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a Housing Assistance Payments Contract with the HABC. This chapter defines the types of eligible housing, the HABC policies that pertain to initial inspections, lease requirements, owner disapproval, and the processing of Requests For Tenancy Approval (RFTA).

A. REQUEST FOR TENANCY APPROVAL [24 CFR 982.302, 982.305(b)]

The family must submit the completed Request for Tenancy Approval (RFTA) and a copy of the proposed lease, including the HUD prescribed tenancy addendum, during the term of the voucher. The family must submit the Request for Tenancy Approval in the form and manner required by the HABC. The owner and voucher holder must sign the RFTA. The HABC will not permit the family to submit more than one RFTA at a time.

The HABC will review the proposed lease and the RFTA documents to determine whether or not they are approvable. The request will be approved if:

- The unit is an eligible type of housing
- The unit meets HUD's Housing Quality Standards
- The rent is reasonable
- The security deposit is approvable in accordance with any limitations in this plan.
- The proposed lease complies with HUD and HABC requirements (See "Lease Review" section below).
- The owner is approvable, and there are no conflicts of interest (See "Owner Disapproval" section below).
- At the time a family initially receives assistance in a unit (new admissions and moves), if the gross rent for the unit exceeds the applicable payment standard for the family, the family share of rent may not exceed 40 percent of the family monthly adjusted income (See

"Owner Rents, Rent Reasonableness and Payment Standards" chapter of this Administrative Plan).

Disapproval of RFTA

If the HABC determines that the request cannot be approved for any reason, the landlord and the family will be notified in writing. The HABC will instruct the owner and family of the steps that are necessary to approve the request, if applicable. When, for any reason, an RFTA is not approved, the HABC will furnish another RFTA form to the family along with the notice of disapproval so that the family can continue to search for eligible housing.

B. ELIGIBLE AND INELIGIBLE TYPES OF HOUSING [24 CFR 982.352]

Eligible Housing Types

The HABC will approve any of the following types of housing in the voucher program, in accordance with the requirements of the program, and as specified in Chapter 20:

- All dwelling unit structure types can be utilized.
- Manufactured homes where the tenant leases the mobile home and the pad.
- Manufactured homes where the tenant owns the mobile home and leases the pad for [vouchers]
- Group homes
- Congregate facilities (only the shelter rent is assisted)
- Single room occupancy (SRO)
- Units owned (but not subsidized) by the HABC (following HUD-prescribed requirements).
- Cooperative Housing
- Homeownership

A family can own a rental unit but cannot reside in it while being assisted, except in the case when the tenant owns the mobile home and leases the pad. A family may lease in and have an interest in a cooperative housing development.

Ineligible Housing Types

The HABC may not permit a voucher holder to lease a unit

- Which receives project based Section 8 assistance or any duplicative rental subsidies.

- in public housing or Indian housing
- in a Nursing home, board and care home, or a facility providing continual psychiatric, medical or nursing services.
- in Colleges or other school dormitories
- on the grounds of penal, reformatory, medical, mental and similar public or private institutions
- occupied by its owner or by a person with any interest in the unit.

C. LEASE REVIEW [24 CFR 982.308]

The HABC will review the lease, particularly noting the compliance of optional charges with program regulations and overall compliance with regulations and state and local law.

The tenant also must have legal capacity to enter a lease under state and local law.

Responsibility for utilities, appliances and optional services must correspond to those provided on the Request for Tenancy Approval.

The family and owner must submit a standard form of lease used in the locality by the owner and that is generally used for other unassisted tenants in the premises. The terms and conditions of the lease must be consistent with state and local law.

The lease must specify the:

- Names of the owner and tenant
- Address of the unit rented (including apartment number, if any)
- Amount of the monthly rent to owner
- Utilities and appliances to be supplied by the owner
- Utilities and appliances to be supplied by the family

The HUD prescribed tenancy addendum must be included in the lease word-for-word before the lease is executed.

Effective September 15, 2000, the owner's lease must include the Lead Warning Statement and disclosure information required by 24 CFR 35.92(b).

The lease must provide that drug-related criminal activity engaged in by the tenant, any household member, or any guest on or near the premises, or any person under the tenant's control on the premises

are grounds to terminate tenancy. The lease must also provide that owner may evict family when the owner determines that:

- Any household member is illegally using a drug
- A pattern of illegal use of drug by any household member interferes with the health, safety or right to peaceful enjoyment of the premises by other residents

The lease must provide that the following types of criminal activity by a "covered person" are grounds to terminate tenancy:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents (including property management staff residing on the premises)
- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises
- Any violent criminal activity on or near the premises by a tenant, household member, or guest
- Any violent criminal activity on the premises by any other person under the tenant's control

The lease must provide that the owner may terminate tenancy if a tenant is:

- Fleeing to avoid prosecution or custody or confinement after conviction for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees
- Violating a condition of probation or parole imposed under Federal or State law.

House Rules of the owner may be attached to the lease as an addendum, provided they are approved by the HABC to ensure they do not violate any fair housing provisions and do not conflict with the tenancy addendum.

Actions Before Lease Term

All of the following must be completed before the beginning of the initial term of the lease for a unit:

- The HABC has inspected the unit and has determined that the unit satisfies the HQS
- The HABC has determined that the rent charged by the owner is reasonable
- The landlord and the tenant have executed the lease, including the HUD-prescribed tenancy addendum
- The HABC has approved leasing of the unit in accordance with program requirements
- When the gross rent exceeds the applicable payment standard for the family, the HABC must determine that the family share (total family contribution) will not be more than 40% of the family's monthly adjusted income

D. SEPARATE AGREEMENTS

Separate agreements are not necessarily illegal side agreements. Families and owners will be advised of the prohibition of illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease. The family is not liable under the lease for unpaid charges for items covered by separate agreements and nonpayment of these agreements cannot be cause for eviction. Owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease if the agreement is in writing and approved by the HABC.

Any appliances, services or other items that are routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease.

In order to enter into a separate agreement, the family must have the option of not utilizing the service, appliance or other item. If the family and owner have come to a written agreement on the amount of allowable charges for a specific item, so long as those charges are reasonable and not a substitute for higher rent, they will be allowed. All agreements for special items or services must be attached to the lease approved by the HABC. If agreements are entered into at a later date, they must be approved by the HABC and attached to the lease.

E. INITIAL INSPECTIONS [24 CFR 982.305(a) & (b)]

See "Housing Quality Standards and Inspections" chapter of this Administrative Plan.

F. RENT LIMITATIONS [24 CFR 982.507]

The HABC will make a determination as to the reasonableness of the proposed rent in relation to comparable units available for lease on the private unassisted market, and the rent charged by the owner for a comparable unassisted unit in the building or premises.

By accepting each monthly housing assistance payment from the HABC, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises. The owner is required to provide the HABC with information requested on rents charged by the owner on the premises or elsewhere.

At all times during the tenancy, the rent to owner may not be more than the most current reasonable rent as determined by the HABC.

G. DISAPPROVAL OF PROPOSED RENT [24 CFR 982.502]

In any of the programs, if the proposed gross rent is not reasonable, at the family's request, the HABC will negotiate with the owner to reduce the rent to a reasonable rent. If, in the voucher program, the rent is not affordable because the family share would be more than 40% of the family's monthly adjusted income, the HABC will negotiate with the owner to reduce the rent to an affordable rent for the family.

If the rent can be approved after negotiations with the owner, the HABC will continue processing the RFTA and lease. The owner must submit a new RFTA when the revised rent involves a change in the provision of utilities. If the owner does not agree on the rent to owner after the HABC has tried and failed to negotiate a revised rent, the HABC will inform the family and owner that the lease is disapproved.

H. INFORMATION TO OWNERS [24 CFR 982.307(b), 982.54(d)(7)]

In accordance with HUD requirements, the HABC will furnish prospective owners with the family's current address as shown in the HABC records and, if known to the HABC, the name and address of the landlord at the family's current and prior address. The HABC will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The HABC will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy. The HABC will also acknowledge that the family and adult members have been checked for criminal activity.

A statement of the HABC policy on release of information to prospective landlords will be included in the briefing packet that is provided to the family.

Where the HABC is an applicant's prior landlord, the HABC will provide information, based on documentation in the tenant folder that includes eviction history, any record of damage to rental units and other aspects of tenancy history. Only the Public Housing Manager or designee may provide this information. The HABC policy on providing information to owners is included in the briefing packet and will apply uniformly to all families and owners.

I. OWNER DISAPPROVAL [24 CFR 982.306]

See chapter on "Owner Disapproval and Restriction."

J. CHANGE IN TOTAL TENANT PAYMENT (TTP) PRIOR TO HAP EFFECTIVE DATE

When the family reports changes in factors that will affect the total family share prior to the effective date of the HAP contract at admission, the information will be verified and the total family share will be recalculated. If the family does not report any change, the HABC need not obtain new verifications before signing the HAP contract, even if verifications are more than 60 days old.

K. CONTRACT EXECUTION PROCESS [24 CFR 982.305(c)]

The HABC prepares the Housing Assistance Payment contract (HAP) and lease for execution. The

family and the owner will execute the lease agreement, and the owner and the HABC will execute the HAP contract. Copies of the documents will be furnished to the parties who signed the respective documents. The HABC will retain a copy of all signed documents.

The HABC makes every effort to execute the HAP contract before the commencement of the lease term. The HAP contract may not be executed more than 60 days after commencement of the lease term and no payments will be made until the contract is executed.

The HABC requires the following information from the landlord to execute the HAP contract:

- An employer identification number or social security number
- A copy of their driver's license or other photo identification
- If ownership cannot be validated through third party verification, owners must submit proof of ownership of the property, such as a grant deed or tax bill.
- A copy of the management agreement if the property is managed by a management agent.
- A home telephone number and business number if applicable

Unless their lease was effective prior to June 17, 1998, a family may not lease properties owned by a parent, child, grandparent, grandchild, sister or brother of any family member. The HABC will waive this restriction as a reasonable accommodation for a family member who is a person with a disability.

The following HABC representative(s) is/are authorized to execute a contract on behalf of the HABC: Rental Unit Team Manager, Chief Program Administrator and the Associate Deputy Director.

L. CHANGE IN OWNERSHIP

See "Owner Disapproval and Restriction" chapter.

Chapter 10

HOUSING QUALITY STANDARDS AND INSPECTIONS

[24 CFR 982.401]

INTRODUCTION

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as the unit. Newly leased units must pass the HQS inspection before the beginning date of the assisted lease and HAP contract.

The HABC will inspect all new units before HAP contract execution and each unit under contract at least annually. The HABC will conduct additional inspections as deemed necessary or at the request of program stakeholders.

HQS inspections are performed by trained, Section 8 inspectors using HUD form 52580A. The HABC will normally schedule inspections on business days between the hours of 8:30a.m. and 4:30 p.m. Completed forms will be maintained as a permanent record in the tenant's file and the owner and the tenant will receive a copy of the inspection form. Inspection standards are ensured through Quality Control Inspections conducted by the Section 8 Inspections Supervisor within 2 days of the previously completed inspection. Quality Control Inspections will be conducted on the number of files required for file sampling by SEMAP annually (see 24CFR985.2) to maintain the HABC required standards and to assure consistency in the HABC program.

This chapter describes the HABC procedures for performing HQS and other types of inspections, and HABC standards for the timeliness of repairs. It also explains the responsibilities of the owner and family, and the consequences of non-compliance with HQS requirements for both families and owners. The use of the term "HQS" in this Administrative Plan refers to the combination of both HUD and HABC requirements. (See additions to HQS).

A. GUIDELINES/TYPES OF INSPECTIONS [24 CFR 982.401(a), 982.405]

The HABC has adopted the following local requirements of acceptability in addition to those mandated by the HUD Regulations (i.e., HQS):

Walls:

In areas where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.

Any exterior or interior surfaces with peeling or chipping paint must be scraped and painted with two coats of unleaded paint or other suitable material.

Windows:

All window sashes must be in good condition. Damaged or deteriorated sashes must be replaced.

Window screens must be in good condition. (Applies only if screens are present)

Doors:

All exterior doors must be weather-tight, lockable, have no holes, and have all trim intact.

Floors:

Any loose or warped boards must be secured and made level.

All floors must be in a finished state (no plywood).

Sinks:

All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.

All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.

Security:

If window security bars or security screens are present on emergency exit window, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

Bedrooms:

Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capability.

Minimum bedroom ceiling height is 7'6", or as defined by local code, whichever is greater.

Modifications:

Modifications or adaptations to a unit due to a disability must meet all applicable HQS and building codes.

Extension for repair items not required by HQS will be granted for modifications to the unit if agreed to

by the tenant and landlord. HABC will allow execution of the HAP contract if unit meets all requirements and the modifications do not affect the livability of the unit.

Efforts will be made to point out other deficiencies and to encourage owners to provide housing above HQS minimum standards. The HABC will not promote any additional acceptability criteria likely to adversely affect the health or safety of participant families, or severely restrict housing choice. All utilities must be in service prior to the effective date of the HAP contract. If the utilities are not in service at the time of inspection, the inspector will notify the tenant or owner (whomever is responsible for the utilities according to the RFTA to have the utilities turned on. The responsible person will be required to submit documentation evidencing that the utilities are turned on prior to contract execution).

If the tenant is responsible for supplying the stove and/or the refrigerator, the HABC will allow the stove and refrigerator to be placed in the unit after the unit has passed all other HQS. The family must then certify that the appliances are in the unit and working. The HABC will not conduct a re-inspection.

There are 6 types of inspections the HABC will perform:

- Initial/Move-in: Conducted upon receipt of Request for Tenancy Approval.
- Annual: Must be conducted within twelve months of the last annual inspection.
- Re-inspection: Follow-up for failed, incomplete or unable to conduct inspections.
- Special/Complaint: At request of owner, family or an agency or third-party.
- Move-out/Vacate: At the request of the landlord to document tenant damages and required for pre-1995 voucher contracts.
- Quality Control: Concurrent or within 2 days of the scheduled inspection.

B. INITIAL HQS INSPECTION [24 CFR 982.401(a), 982.305(b)(2)]

Timely Initial HQS Inspection

The HABC will inspect the unit, determine whether the unit satisfies the HQS and notify the family and owner of the determination within 15 calendar days after the family and the owner have submitted a request for approval of tenancy. The 15-day clock will be suspended during any period when the unit is not available for inspection. For file audit purposes, the HABC will note in each tenant file, the date on which the unit first became available for inspection according to information obtained from the RFTA (i.e., the later of the date of “inspection availability” or the date the RFTA was received.

The HABC will make every reasonable effort to conduct initial HQS inspections for the family and owner in a manner that is time efficient and indicative of good customer service. If the inspection cannot be completed in 15 days, the file will document the reason for the delay.

The Supervisor of Inspections will report the monthly average time to complete inspections and the number of inspection that were completed in excess of the 15 day period. If the HABC determines that the average time for a family and owner to obtain an initial inspection is longer than 15 days, the HABC will review staffing needs relevant to HQS inspection.

The Initial Inspection will be conducted to:

- Determine if the unit and property meet the HQS defined in this Plan.
- Document the current condition of the unit as to assist in future evaluations whether the condition of the unit exceeds normal wear and tear.
- Document the information to be used for determination of rent reasonableness.

If the unit fails the initial Housing Quality Standards inspection, the family and owner will be advised to notify the HABC once repairs are completed.

On an initial inspection, the owner will be given up to 15 days to correct the items noted as Fail, at the inspector's discretion, depending on the amount and complexity of work to be done. The owner will be allowed up to 2 re-inspections for repair work to be completed. If the time period given by the inspector to correct the repairs has elapsed, or the maximum number of failed re-inspections has occurred, the family must select another unit.

C. ANNUAL HQS INSPECTIONS [24 CFR 982.405(a)] [24 CFR 982.551(d)]

The HABC conducts an inspection in accordance with Housing Quality Standards at least annually. Inspections are scheduled 60 days prior to the last annual inspection, so that the inspections are conducted at least annually, as required by SEMAP. Special inspections may be scheduled between anniversary dates.

The landlord is responsible to correct HQS deficiencies that caused a unit to fail unless it is a fail for which the tenant is responsible. The family must allow the HABC to inspect the unit at reasonable times with reasonable notice.

The HABC will notify the family and owner of the date and time of the inspection appointment by mail at least 15 days prior to the scheduled inspection date. If the family is unable to be present, they must reschedule the appointment so that the inspection can be timely completed.

If the family does not contact the HABC to reschedule the inspection, or if the family misses two inspection appointments, the HABC will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with the termination procedures in the Plan.

The family and owner are provided a notice of the re- inspection appointment by mail. If the family is not at home for the re-inspection appointment, a card will be left at the unit and another appointment is

automatically scheduled. The appointment letter contains a warning of abatement (in the case of owner responsibility), and a notice of the owner's responsibility to notify the family.

Time Standards for Repairs

Emergency items which endanger the family's health or safety must be corrected by the owner within 24 hours of notification. (See Emergency Repair Items section.) For non-emergency items, repairs must be made within 30 days. For major repairs, the inspector may approve an extension beyond 30 days.

Rent Adjustments

Rent adjustments to owners may not be approved if the unit is in a failed condition.

D. MOVE OUT/VACATE

A move out inspection will be performed only at the landlord's request to document tenant damages and if claim is to be submitted for contracts effective before 10/2/95.

E. SPECIAL/COMPLAINT INSPECTIONS [24 CFR 982.405(c)]

If at any time the family or owner notifies the HABC that the unit does not meet Housing Quality Standards, the HABC will conduct an inspection. The HABC may also conduct a special inspection based on information from third parties such as neighbors or public officials.

The HABC will inspect only the items that were reported, but if the inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party will be required to make the necessary repairs. If the annual inspection date is within 120 days of a special inspection, a full inspection will be conducted and the special inspection will serve as the annual inspection and all annual procedures will be followed.

F. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b)]

Quality Control inspections will be performed by the Inspections Supervisor for the number of files required by SEMAP. The purpose of Quality Control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in application of the HQS.

The sampling of files will include concurrent and recently completed inspections (i.e., within 2 days), a cross-section of neighborhoods, and a cross-section of inspectors.

G. EMERGENCY REPAIR ITEMS [24 CFR 982.404(a)]

The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice by the inspector:

- Waterlogged ceiling in imminent danger of falling
- Major plumbing leaks or flooding
- Natural gas leak or fumes
- Electrical problem which could result in shock or fire
- No heat when outside temperature is below 60degrees Fahrenheit and temperature inside unit is below 65 degrees Fahrenheit.
- Utilities not in service
- No running hot water
- Obstacle which prevents tenant's entrance or exit
- Lack of functioning toilet
- Inoperable smoke detectors

In those cases where there is leaking gas or potential of fire or other threat to public safety, and the responsible party cannot be notified or it is impossible to make the repair, proper authorities will be notified by the HABC.

If the emergency repair item(s) are not corrected in the time period required by the HABC, and the owner is responsible, the housing assistance payment will be abated and the HAP contract will be terminated.

If the emergency repair items are not corrected in the time period required by the HABC, and it is an HQS breach that is a family obligation, the HABC will terminate the assistance to the family.

H. CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS)
 [24 CFR 982.405, 982.453]

When it has been determined that a unit on the program fails to meet Housing Quality Standards, the owner will be responsible for completing the necessary repair(s) in the time period specified by the HABC. If the repairs were not completed in a timely manner the assistance payment to the owner will be abated.

Abatement

A Notice of Abatement will be sent to the owner, and the abatement will be effective from the day after the date of the failed re-inspection. The HABC will inspect abated units within 7 days of the owner's notification that the work has been completed. If the owner makes repairs during the abatement period, payment will resume on the day the unit passes the abatement inspection.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. The notice of abatement states that the tenant is not responsible for the HABC portion of rent that is abated.

Termination of Contract

If the owner is responsible for repairs, and fails to correct all the deficiencies cited prior to the end of the abatement period (i.e., abatement inspection date) the owner will be sent a HAP Contract Proposed Termination Notice. Prior to the effective date of the termination, the abatement will remain in effect.

If repairs are completed before the effective termination date, the termination may be rescinded by the HABC if the tenant chooses to remain in the unit. Only one Housing Quality Standard inspection will be conducted after the termination notice is issued.

I. DETERMINATION OF RESPONSIBILITY [24 CFR 982.404, 982.54(d)(14)]

Certain HQS deficiencies are considered the responsibility of the family:

- Tenant-paid utilities not in service
- Failure to provide or maintain family-supplied appliances
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear

The owner is responsible for all other HQS violations.

The owner is responsible for vermin infestation even if caused by the family's living habits. However, if such infestation is serious and repeated, it may be considered a lease violation and the owner may evict for serious or repeated violation of the lease. The HABC may terminate the family's assistance on that basis.

The inspector will make a determination of owner or family responsibility during the inspection. The owner or tenant may appeal this determination to independent mediation within 15 days of notification of the HABC determination.

J. CONSEQUENCES IF FAMILY IS RESPONSIBLE [24 CFR 982.404(b)]

If emergency violations of HQS are determined to be the responsibility of the family, the HABC will require the landlord to make repair(s) or the family to make correction(s) within 24 hours. If non-emergency violations of HQS are determined to be the responsibility of the family, the HABC will require the landlord make any repair(s) or the family to make corrections within 30 of days. The landlord may charge the tenant for the cost of the repairs. If the repair(s) or correction(s) are not made in this time period, the HABC will terminate assistance to the family, after providing an opportunity for an informal hearing. The owner's rent will not be abated for items that are the family's responsibility. If

the tenant is responsible and corrections are not made, the HAP contract will terminate when assistance is terminated.

Chapter 11

OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS

[24 CFR 982.502, 982.503, 982.504, 982.505, 982.507]]

INTRODUCTION

The policies in this chapter reflect the amendments to the HUD regulations, which were implemented by the Quality Housing and Work Responsibility Act of 1998 for the Section 8 Tenant-Based Assistance Program. These amendments became effective on October 1, 1999, which is referred to as the "merger date". These amendments complete the merging of the Section 8 Certificate and Voucher Programs into one program, called the Housing Choice Voucher Program.

In accordance with the regulations, effective 10/1/99, for Section 8 participant families where there is a HAP contract in effect entered into prior to October 1, 1999, the HABC will:

- Continue to uphold the rent calculation methods of the pre-merger certificate (regular) tenancies until the 2nd regular reexamination of family income and composition following the "merger date."
- Utilize the Housing Choice Voucher rent calculation methods described at 24 CFR 982.502 and 982.505 for pre-merger voucher [and OFTO] tenancies.

However, all new leases, moves and new admissions taking effect on or after October 1, 1999 will be subject to the regulations of the new Housing Choice Voucher Program.

The HABC will determine rent reasonableness in accordance with 24 CFR 982.507(a). It is the HABC responsibility to ensure that the rents charged by owners are reasonable, based upon unassisted comparable units in the rental market, using the criteria specified in 24 CFR 982.507(b).

This chapter explains the HABC procedures for determination of rent-reasonableness, payments to owners, adjustments to the payment standards, and rent adjustments.

A. RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM

The rent to owner is limited by the rent reasonableness determination. The HABC must demonstrate that the rent to owner is reasonable in comparison to rent for other comparable unassisted units.

The only other limitation on rent to owner is the maximum rent standard (i.e., payment standard) at initial occupancy (24 CFR 982.508). At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, whether it is a new admission or a move to a different unit, if the gross rent for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40 percent of the family's monthly adjusted income.

During the initial term of the lease, the owner rent may not be adjusted.

B. MAKING PAYMENTS TO OWNERS [24 CFR 982.451]

Once the HAP contract is executed, the HABC begins processing payments to the landlord. A HAP Register will be used as a basis for HAP payments and for monitoring the accuracy and timeliness of the payments. The Section 8 Department will submit an approved Payment Register to the Comptrollers office for check distribution each month. Checks are disbursed bi-monthly, with the primary check run for the 1st of the month distribution. Owners may schedule to pick up their checks with the Section 8 Department. On occasion the Section 8 Department may require owners to pick up HAP checks as part of a "paymaster" verification function. If initiated the Section 8 Department will notify the landlord in writing 7 calendar days prior to the paymaster distribution. The primary HAP check run is on the 1st of the month. A second run on the 15th is typically run. Checks that are not received will not be replaced until a written request (e.g., mail, e-mail or fax) has been received from the payee and a stop payment has been put on the check.

Excess Payments

The total of rent paid by the tenant plus the HABC housing assistance payment to the owner may not be more than the rent to owner. The owner must immediately return any excess payment to the HABC. Owners who do not return excess payments will be subject to penalties as outlined in the "Owner or Family Debts to the HABC" chapter of this Administrative Plan.

Late Payments to Owners

One of the advantages to the owner to participate in the Section 8 program is the timeliness of the subsidy payment from the HABC. Therefore, in keeping with generally accepted practices in the local housing market, the HABC must make housing assistance payments to the owner promptly and in accordance with the HAP contract. If payments are not issued timely (i.e., by the 5 business day of the month, the HACB will make late fee payment to owner/landlord, in an amount of \$5 per day late, after the initial grace period has elapsed (i.e., payment issued on the 6th of the month will include a (\$30 late fee).

To assist the HABC in its outreach efforts to owners, and to provide better customer service, the HABC will offer to make automatic monthly HAP deposits into the bank account of owners who have 4 or more properties under HAP contract. If the owner agrees to such an arrangement with the HABC, the date the bank shows as the deposit date, will be the official date of record and will be the determining factor in cases involving late payment penalties. The Comptrollers Office will make a determination of properties under contract for the purpose of direct deposit each July 1.

The HABC will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond the control of the HABC, such as a delay in the receipt of program funds from HUD. The HABC will not use any program funds for the payment of late fee penalties to the owner. The HABC will use administrative fee income or the administrative fee reserve as its only source for late payment penalty.

C. RENT REASONABLENESS DETERMINATIONS [24 CFR 982.507]

The HABC will determine and document on a case-by-case basis that the approved rent is reasonable in comparison to rent for other comparable unassisted units in the market. This applies to all funding categories. The HABC will not approve a lease until the HABC determines that the initial rent to owner is a reasonable rent.

The HABC will re-determine the reasonable rent:

- Before any increase in the rent to owner
- If there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary
- If directed by HUD
- Based on a need identified by the HABC auditing system.

The HABC may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by the HABC. The owner will be advised that by accepting each monthly housing assistance payment s/he will be certifying that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

The market areas for rent reasonableness are census tracts and/or neighborhoods within the HABC jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area. The data for other unassisted units will be gathered from newspapers, professional associations, owner inquiries, market surveys, and other available sources. If requested, the owner must give the HABC information on rents charged by the owner for other units in the premises or elsewhere.

Documentation for rent reasonableness determination will include location, size (number of Bedrooms/square footage), quality, amenities (bathrooms, dishwasher, air conditioning, etc.), housing services, age of unit, unit type, maintenance and utilities.

Rent Reasonableness Methodology

The HABC utilizes a rent reasonableness system that corresponds and defines the factors listed above. The system has a total point count that is divided into rating categories. Information is gathered on rental units in the HABC market area, and each unit is rated, using the HABC rent reasonableness system. Using an automated method, the average rents are identified for units of like size and type within the same market area. Each defined factor of the items listed above on the unit to be assisted will be compared, using a point adjustment system, to those factors of comparable unassisted units in the database. The average will be adjusted up or down based on the dollar value of all HUD required comparable items in comparison with the total database.

D. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM [24 CFR 982.503]

The Payment Standard is used to calculate the housing assistance payment for a family. In accordance with HUD regulation, and at the discretion of the HABC, the Voucher Payment Standard amount is set by the HABC between 90 percent and 110 percent of the HUD published FMR. This is considered the basic range. The HABC reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, the HABC will ensure that the Payment Standard is always within the range of 90 percent to 110 percent of the new FMR, unless there is an exception payment standard for the area that has been approved by HUD.

The HABC may establish multiple voucher payment standards within its jurisdiction. For each area, the HABC will establish payment standard amounts for each "unit size". This practice will both ensure that the Section 8 program will not artificially inflate market rents within its jurisdiction and provide opportunity to expand housing outside areas of minority or poverty concentration. Payment standards assigned must be within the 90-110% of FMR range. The HABC may approve a higher payment standard within the basic range, if required as a reasonable accommodation for a family that includes a person with disabilities.

E. ADJUSTMENTS TO PAYMENT STANDARDS [24 CFR 982.503]

Payment Standards may be adjusted, within HUD regulatory limitations, to increase Housing Assistance Payments in order to keep families' rents affordable. The HABC will not raise Payment Standards solely to make "high end" units available to Voucher holders.

Adjustment Methodology

The HABC will establish a separate voucher payment standard, within the basic range, for designated parts its jurisdiction. These standards will be established if the HABC determines that a higher payment standard is needed in these areas in order to provide families with quality housing choices and to give families an opportunity to move outside areas of high poverty and low income. If it is determined that particular areas or unit sizes in the HABC jurisdiction have payment standard amounts that are creating rent burdens for unsubsidized families, the HABC will modify its payment standards for those particular locations and unit sizes.

The HABC will utilize a rent burden measurement to objectively make its determination of whether an adjustment should be made to the Payment Standard. The HABC will review its voucher payment standard amounts at least annually to determine the relative range of total tenant payments and if:

- More than 40 percent of families in a particular area, unit size or housing type are paying more than 30% of their annual adjusted income for rent, the payment standard will be adjusted up.
- At least 20 percent of the families are not paying more than 40 percent of their adjusted annual income in a particular area, unit size or housing type the payment standard will be adjusted downwardly. Other factors to be determined when performing the annual assessment and setting the payment standard include:

- Quality of Units Selected. The HABC will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that Payment Standard increases are only made when needed to reach the mid-range of the market.
- Subsidy Standard Impact. The HABC will review the average percent of income of families on the program. If more than (25%) of families are paying more than 30% of monthly adjusted income, the HABC will determine:
 - whether there are specific differences related to voucher size
 - whether families are renting units larger than their voucher size,
 - and whether families are renting units which exceed HUD's HQS and any additional standards added by the HABC in the Administrative Plan.

If families are paying more than 30% of their income for rent due to the selection of larger bedroom size units, the HABC may decline to increase the payment standard. These units will be eliminated in the determination of payment standard adjustment.

Raising and Lowering of the Payment Standard

Before increasing the Payment Standard, the HABC may review the budget to determine the impact projected subsidy increases would have on funding available for the program and number of families served. For this purpose, the HABC will compare the number of families who could be served under a higher Payment Standard with the number assisted under current Payment Standards.

Lowering of the FMR may require an adjustment of the Payment Standard. Additionally, statistical analysis may reveal that the Payment Standard should be lowered. In any case, the Payment Standard will not be set below 90 percent of the FMR without authorization from HUD.

File Documentation

A file will be retained by the HABC for at least three years to document the analysis and findings to justify whether or not the Payment Standard was changed.

F. EXCEPTION PAYMENT STANDARDS

To prevent financial hardship for families, and increase housing choice opportunities, the HABC may request approval from the Assistant Secretary of Public and Indian Housing to establish an exception payment standard of 120% of the FMR for designated areas within its jurisdiction. If the dwelling unit is located in a approved exception area, the HABC will use the appropriate payment standard amount established by the HABC for the exception area in accordance with regulation at 24 CFR 982.503(c). Currently, the HABC has not applied to receive HUD approval to establish a payment standard amount that is higher or lower than the basic range. Should the HABC request an exception payment standard, areas, types and sizes will be delineated.

G. OWNER PAYMENT IN THE PREMERGER REGULAR CERTIFICATE PROGRAM [24 CFR 982.502(d), 982.519, 982.520]

The HUD regulations relating to owner rent adjustments applicable to the regular tenancy (certificate) program will be used until the HAP contract is no longer effective which will be no later than the second regular reexamination of the family after the merger date.

The HABC will not notify owners of their right to request a rent adjustment.

Owners must request the rent increase in writing. Any increase will be effective the later of (1) the anniversary date of the contract, or (2) at least 60 days after the owner's request is received.

The approval or disapproval decision regarding the adjustment will be based on HUD-required calculations and a rent reasonableness determination. The adjustment may be an increase or a decrease.

The notice of rent change does not affect the automatic renewal of the lease and does not require a new lease or contract or even an executed amendment.

For information regarding terminations of Pre-merger Regular Certificate HAP contracts, see the "Contract Terminations" chapter.

To receive an increase resulting from the annual adjustment for an annual anniversary date, the owner must request the increase at least sixty days before the next annual anniversary date.

The rent to owner for a unit will not be increased at the annual anniversary date unless, during the year before the anniversary date, the owner has complied with all requirements of the HAP contract, including compliance with HQS.

H. OWNER PAYMENT IN THE HOUSING CHOICE VOUCHER PROGRAM [(24CFR 982.308(g))]

The owner is required to notify the HABC, in writing, at least sixty days before any change in the amount of rent to owner is scheduled to go into effect. Any requested change in rent to owner will be subject to rent reasonableness requirements. See 24 CFR 982.503.

Chapter 12
REEXAMINATIONS

[24 CFR 982.516]

INTRODUCTION

In accordance with HUD requirements, the HABC will reexamine the income and household composition of all families at least annually. Families will be provided accurate annual and interim rent adjustments. Reexaminations and interim examinations will be processed in a manner that ensures families are given reasonable notice of rent increases. All annual activities will be coordinated in accordance with HUD regulations. It is a HUD requirement that families report all changes in household composition. This Chapter defines the HABC policy for conducting annual reexaminations and coordinating annual activities. It also explains the interim reporting requirements for families, and the standards for timely reporting.

A. ANNUAL ACTIVITIES [24 CFR 982.516, 982.405]

There are three activities that the HABC must conduct on an annual basis.

- Reexamination of income and family composition
- HQS inspection
- Rent to owner adjustment in accordance with HUD requirements.

The HABC produces a monthly listing of units under contract to ensure that timely reviews of rent to owner, housing quality, and factors related to total tenant payment/family share can be made. Requests for rent adjustments and other monetary changes will be transmitted to the Finance Department.

Reexamination of the family's income and composition must be conducted at least annually.

Annual inspections: See "Housing Quality Standards and Inspections" chapter.

Rent adjustments: See "Owner Rents, Rent Reasonableness and Payment Standards" chapter.

B. ANNUAL REEXAMINATION [24 CFR 982.516]

The HABC is responsible for reexamination and verification of family income. The HABC must conduct a reexamination of family income and composition at least annually.

Moves Between Reexaminations

When families move to another dwelling unit the anniversary date for the reexamination will not be changed.

Income limits are not used as a test for continued eligibility at reexamination.

Reexamination Notice to the Family

The HABC will maintain a reexamination tracking system and the household will be notified by mail of the deadline for return of required reexamination forms and documentation at least 120 days in advance of the anniversary date. If requested as an accommodation by a person with a disability, the HABC will provide the notice in an accessible format. The HABC will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

The HABC will require families to return completed forms and related documentation within 15 calendar days of the mailing.

Completion of Annual Reexamination

The HABC will have all reexaminations for families completed before the anniversary date. This includes notifying the family of any changes in rent at least 60 days before the scheduled date of the change in family rent.

Collection of Information [24 CFR 982.516(f)]

The HABC has established appropriate reexamination procedures necessary to ensure that the income data provided by families is complete and accurate.

The HABC will allow the family to complete the Personal Declaration Form and all reexamination forms. The family will be required to submit the completed forms to the HABC via mail or in person, as prescribed below.

Failure to Respond to Notification of Reexamination

If the family does not return the completed reexamination documentation within 15 calendar days as required above, and has not made prior arrangements with the HABC, the HABC will conduct a follow-up mailing.

If the family fails to submit the required forms and documentation within 7 calendar days of the for the 2nd mailing, the HABC will send the family a notice of termination and offer them an informal hearing.

Documents Required From the Family

In the notification letter to the family, the HABC will include instructions for the family to submit the following:

- Personal Declaration Form completed by head of household and signed by all adults
- Documentation of any deductions/allowances
- Privacy Act Notice (HUD Form 9886)
- Citizenship Form
- HABC Authorization for Verification (Wage) Form
- HABC Authorization for Verification (Child Care) Form

Verification of Information

The HABC will follow the verification procedures and guidelines described in this Plan. Verification information for reexaminations must be less than 120 days old, as of the scheduled effective date of the reexamination.

Tenant Rent Increases

If the tenant rent increases, a “sixty day“ notice is mailed to the family prior to the scheduled effective date of the annual reexamination.

If less than sixty days are remaining before the scheduled effective date of the annual reexamination, the tenant rent increase will be effective on the first of the month following the “sixty day” notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent to the scheduled effective date of the annual reexamination.

Tenant Rent Decreases

If the tenant rent decreases, it will be effective on the anniversary date.

If the family causes a delay so that the processing of the reexamination is not completed by the anniversary date, the rent change will be effective on the first day of the month following completion of the reexamination processing by the HABC.

C. REPORTING INTERIM CHANGES [24 CFR 982.516]

Program participants must report all changes in household composition to the HABC between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain HABC approval prior to all other additions to the household.

If any new family member is added, family income must include any income of the new family member. The HABC will conduct a reexamination to determine such additional income and will make the appropriate adjustments in the housing assistance payment and family unit size.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified as required at the first interim or regular reexamination after moving into the unit.

Increases in Income

The HABC will not conduct interim reexaminations when families have an increase in income.

Families will be required to report all increases in income/assets within 30 days of the increase.

Decreases in Income

Participants may report a decrease in income and other changes that would reduce the amount of tenant rent, such as an increase in allowances or deductions. The HABC must calculate the change if a decrease in income is reported.

HABC Errors

If the HABC makes a calculation error at admission to the program or at an annual reexamination, an interim reexamination will be conducted, if necessary, to correct the error, but the family will not be charged retroactively. Families will be given decreases, when applicable, retroactive to when the decrease for the change would have been effective if calculated correctly.

D. OTHER INTERIM REPORTING ISSUES

An interim reexamination does not affect the date of the annual reexamination.

An interim reexamination will be scheduled for families with zero income every 120 days.

The HABC may conduct the interim reexamination by mail.

Any changes reported by participants other than those listed in this section will be noted in the file by the staff person but will not be processed between regularly scheduled annual reexaminations.

E. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS [24 CFR 5.615]

The QHWRA establishes new requirements for the treatment of income changes resulting from welfare program requirements.

The HABC will not reduce the family share of rent for families whose welfare assistance is reduced due to a "specified welfare benefit reduction", which is a reduction in benefits by the welfare agency specifically because of:

- Fraud in connection with the welfare program; or
- Failure to comply with a welfare agency requirement to participate in an economic self-sufficiency program.

However, the HABC will reduce the rent if the welfare assistance reduction is a result of:

- The expiration of a lifetime time limit on receiving benefits; or
- the expiration of a lifetime time limit on receiving benefits; or a situation where the family complied with welfare program requirements but cannot or has not obtained employment; or
- a situation where a family member has not complied with other welfare agency requirements.

Definition of Covered Family

A household that receives benefits for welfare or public assistance from a State or public agency program which requires, as a condition of eligibility to receive assistance, the participation of a family member in an economic self-sufficiency program.

Definition of "Imputed Welfare Income"

Imputed Welfare Income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for purposes of determining rent.

The amount of imputed welfare income is determined by the HABC, based on written information supplied to the HABC by the welfare agency, including:

- The amount of the benefit reduction
- The term of the benefit reduction
- The reason for the reduction
- Subsequent changes in the term or amount of the benefit reduction

The family's annual income will include the imputed welfare income, as determined at the family's annual or interim reexamination, during the term of the welfare benefits reduction (as specified by the welfare

agency).

The amount of imputed welfare income will be offset by the amount of additional income the family receives that commences after the sanction was imposed. When additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero.

If the family was not an assisted resident when the welfare sanction began, imputed welfare income will not be included in annual income.

If the family claims the amount of imputed welfare income has been calculated incorrectly, the Advisor will review the calculation for accuracy. If the imputed welfare income amount is correct, the HABC will provide a written notice to the family that includes:

- A brief explanation of how the amount of imputed welfare income was determined;
- A statement that the family may request an informal hearing if they do not agree with the HABC determination.

Family Dispute of Amount of Imputed Welfare Income

If the family disputes the amount of imputed income and the HABC denies the family's request to modify the amount, the HABC will provide the tenant with a notice of denial, which will include:

- An explanation for the HABC determination of the amount of imputed welfare income
- A statement that the tenant may request an informal hearing.
- A statement that the grievance information received from the welfare agency cannot be disputed at the informal hearing, and the issue to be examined at the informal hearing will be the HABC determination of the amount of imputed welfare income, not the welfare agency's determination to sanction the welfare benefits.

Verification Before Denying a Request to Reduce Rent

The HABC will obtain written verification from the welfare agency stating that the family's benefits have been reduced due to fraud or noncompliance with welfare agency economic self-sufficiency or work activities requirements *before* denying the family's request for rent reduction.

The HABC will rely on the welfare agency's written notice to the HABC regarding welfare sanctions.

Cooperation Agreements [24 CFR 5.613]

The final Admissions and Occupancy rule, published in the Federal Register on 3/29/00, requires the HABC to make best efforts to enter into cooperation agreements with welfare agencies.

The HABC will execute a Memorandum of Understanding with the local welfare agency under which the welfare agency agrees to provide written verification to the HABC concerning welfare benefits for applicant and participant families. The welfare agency will provide information regarding a specified reduction in welfare benefits for a family member, listing the following:

- Amount of reduction
- Reason for the reduction
- Term of the reduction
- Subsequent re-determination of benefit income.

The HABC will execute a Memorandum of Understanding with the local welfare agency to ensure timely and accurate verification of noncompliance.

F. NOTIFICATION OF RESULTS OF REEXAMINATIONS [HUD Notice PIH 98-6]

The HUD Form 50058 will be completed and transmitted as required by HUD.

The Notice of Rent Change is mailed to the owner and the tenant. Signatures are not required by the HABC. If the family disagrees with the rent adjustment, they may request an informal hearing.

G. TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS) [24 CFR 982.516(c)]

Standard for Timely Reporting of Changes

The HABC requires that families report interim changes to the HABC within 30 days of when the change occurs. Any information, document or signature needed from the family that is needed to verify the change must be provided within 45 days of the change.

If the change is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

Procedures when the Change is Reported in a Timely Manner

The HABC will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following guidelines:

- Increases in the Tenant Rent are effective on the date of the next scheduled annual income reexamination following at least sixty days' notice.
- Decreases in the Tenant Rent are effective the first of the month following that in which the change is reported. However, no rent reductions will be processed until all the facts have

been verified, even if a retroactive adjustment results.

The change may be implemented based on documentation provided by the family, pending third-party written verification.

Procedures when the Change is Not Reported by the Family in a Timely Manner

If the family does not report the change as described under Timely Reporting, the family will have caused an unreasonable delay in the interim reexamination processing and the following guidelines will apply:

- Increase in Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and may be required to sign a Repayment Agreement.
- Decrease in Tenant Rent will be effective on the first of the month following the month that the change was reported.

Procedures when the Change is Not Processed by the HABC in a Timely Manner

"Processed in a timely manner" means that the change goes into effect on the date it should when the family reports the change in a timely manner. If the change cannot be made effective on that date by the HABC, then the change has not been processed in a timely manner.

In this case, an increase will be effective after the required thirty days' notice prior to the first of the month after completion of processing by the HABC.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

H. CHANGES IN VOUCHER SIZE AS A RESULT OF FAMILY COMPOSITION CHANGES [24 CFR 982.516(c)]

(See "Subsidy Standards" chapter.)

I. CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.518]

Under the Non-citizens Rule, "mixed" families are families that include at least one citizen or eligible immigrant and any number of ineligible members.

The Non-citizens Rule was implemented prior to November 29, 1996, and "mixed" families who were participants as of June 19, 1995, shall continue receiving full assistance if they meet all of the following criteria:

The head of household or spouse is a U.S. citizen or has eligible immigrant status; AND

All members of the family other than the head, the spouse, parents of the head or the spouse, and children of the head or spouse are citizens or eligible immigrants. The family may change the head of household to qualify under this provision.

J. MISREPRESENTATION OF FAMILY CIRCUMSTANCES

If any participant deliberately misrepresents the information on which eligibility or tenant rent is established, the HABC may terminate assistance and may refer the family file/record to the proper authorities for appropriate disposition. (See Program Integrity Addendum.)

Chapter 13

MOVES WITH CONTINUED ASSISTANCE/PORTABILITY

[24 CFR 982.314, 982.353, 982.355(a)]

INTRODUCTION

HUD regulations permit families to move with continued assistance to another unit within the HABC jurisdiction, or to a unit outside of the HABC jurisdiction under portability procedures. The regulations also allow the HABC the discretion to develop policies that define any limitations or restrictions on moves. This chapter defines the procedures for moves, both within and outside of, the HABC jurisdiction, and the policies for restriction and limitations on moves.

A. ALLOWABLE MOVES

A family may move to a new unit with continued assistance if:

- The assisted lease for the old unit has terminated because the HABC has terminated the HAP contract for owner breach, or the lease was terminated by mutual agreement of the owner and the family.
- Subject to the provisions of Chapter 15, Section C., of this plan, the owner has given the family a notice to vacate, or has commenced an action to evict the tenant. Additionally, if the owner has obtained a court judgment or other process allowing the owner to evict the family (unless assistance to the family will be terminated).
- The family has given proper notice of lease termination (and if the family has a right to terminate the lease on notice to owner).

B. RESTRICTIONS ON MOVES [24 CFR 982.314, 982.552(a)]

The following are restrictions to moves:

- Families will not be permitted to move within the HABC jurisdiction during the initial year of assisted occupancy.
- Families will not be permitted to move outside the HABC jurisdiction under portability procedures during the initial year of assisted occupancy.
- Families will not be permitted to move more than once in a 12-month period.
- The HABC will deny permission to move if there is insufficient funding for continued assistance.

The HABC will deny permission to move if:

- The family has violated a family obligation.

- The family owes the HABC money.
- The family has moved within the previous 12 months.

The Director of Section 8 may make exceptions to these restrictions if there is an emergency reason for the move over which the participant has no control.

C. PROCEDURE FOR MOVES [24 CFR 982.314]

Issuance of Voucher

Subject to the restrictions on moves the HABC will issue the voucher to move. If the family does not locate a new unit, they may remain in the current unit so long as the owner permits. The annual recertification date will be changed to coincide with the new lease-up date.

Notice Requirements

Briefing sessions emphasize the family's responsibility to give the owner and the HABC proper written notice of any intent to move.

The family must give the owner the required number of days written notice of intent to vacate specified in the lease and must give a copy to the HABC simultaneously.

For units under a Certificate HAP contract effective before October 2, 1995, if the family vacates the unit without proper notice in writing to the owner, the family will be responsible for any vacancy loss paid by the HABC.

Time of Contract Change

In a move, assistance stops at the old unit at the end of the month in which the tenant ceased to occupy, unless proper notice was given to end a lease mid-month. Assistance will start on the new unit on the effective date of the lease and contract. Assistance payments may overlap for the month in which the family moves. A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move except that there will be no overlapping assistance.

D. PORTABILITY [24 CFR 982.353]

Portability applies to families moving out of or into the HABC jurisdiction within the United States and its territories. The following table summarizes portability responsibilities.

Procedure	Responsibility	Tools/Documents
Determine family income eligibility in the area where the family intends to lease.	Initial Authority	HA jurisdictional map. Jurisdiction income limit.
Advise family how to contact and request assistance from receiving Authority.	Initial Authority	Written Procedures.
Notify the receiving Authority to expect the portable family within 5 days.	Initial Authority	HA Portability Notification and Issue Log.
Contact receiving Authority and follow procedures for incoming portable families.	Portable Family	Attend Debriefing at receiving Authority.
Provide latest 50058 (Family Report) and verification information.	Initial Authority	HA Information Transmission and Receipt Log.
Re-certify family for income eligibility if family is transferring between programs or family was not already participating in initial HA Voucher program.	Receiving Authority	Re-certification Procedures.
Promptly issue the voucher and approval of unit.	Receiving Authority	HA Portability Notification and Issue Log.
Promptly inform the initial Authority whether it will administer or absorb the family.	Receiving Authority	Notification of Voucher Administration or Absorption at time of family request.
Issue a voucher in accordance with 982.353(d) and with term greater than or equal to initial voucher.	Receiving Authority	Portability Certificate/voucher Issuance Log.
Determine the Family Unit Size in accordance with subsidy standard of receiving Authority.	Receiving Authority	Subsidy Standard Assignment.
Submit a Request for lease approval within the voucher term.	Portable Family	RFTA form.
Notification of the initial Authority of the outcome status of the portable family.	Receiving Authority	Outcome Log and notification letter.
Provide tenant based assistance and perform all program functions (e.g., HQS, re-certification).	Receiving Authority	Follow HA responsibilities for program administration.
Deny or terminate assistance if appropriate in accordance with 982.552.	Either Authority	Prompt notification of termination and Log entry.

E. OUTGOING PORTABILITY [24 CFR 982.353, 982.355]

Within the limitations of the regulations and this policy, a participant family has the right to receive tenant-based voucher assistance to lease a unit outside the HABC jurisdiction, anywhere in the United States, in the jurisdiction of a PHA with a tenant-based program. When a family requests to move outside of the HABC jurisdiction, the request must specify the area to which the family wants to move. If there is more than one PHA in the area in which the family has selected a unit, the HABC will choose the receiving PHA.

Restrictions on Portability

Applicants

If neither the head nor spouse had a domicile (legal residence) in the HABC jurisdiction at the date of their initial application for assistance, the family will not be permitted to exercise portability upon initial issuance of a voucher, unless the receiving PHA absorbs such move.

For a portable family that was not already receiving assistance in the HABC tenant based program, the HABC must determine whether the family is eligible for admission under the receiving PHA program.

Participants

After an applicant has leased-up in the jurisdiction of the initial housing agency, they cannot exercise portability during the first year of assisted occupancy, except if the receiving and initial PHA agrees to absorb the move.

The HABC will not permit families to exercise portability if the family:

- Is in violation of a family lease obligation.
- Owes money to the HABC.
- Has moved out of its assisted unit in violation of the lease.

F. INCOMING PORTABILITY [24 CFR 982.354, 982.355]

Absorption or Administration

The HABC will accept a family with a valid voucher from another jurisdiction and administer or absorb the voucher. If administering, the family will be issued a "portable" voucher by the initial PHA. The term of the voucher will not expire before the expiration date of any initial PHA voucher. The family must submit a request for approval of tenancy for an eligible unit to the HABC during the term of the initial PHA voucher. The HABC may grant extensions in accordance with this Administrative Plan. However, if the family decides not to lease-up in the HABC jurisdiction, they must contact the initial PHA to request an extension.

The HABC will absorb incoming vouchers in cases where the initial PHA absorbs an equal number of the HABC outgoing vouchers and/or provided that there is funding available.

When the HABC does not absorb the incoming voucher, it will administer the initial PHA voucher and the HABC policies will prevail.

For admission to the program a family must be income eligible in the area where the family initially leases a unit with assistance under the program. The HABC does not re-determine eligibility for a portable family that was already receiving assistance in the initial PHA Section 8 tenant-based program.

The PHA will issue a "portability voucher" according to its own Subsidy Standards. If the family has a change in family composition that would change the voucher size, the PHA will change to the proper size based on its own Subsidy Standards.

Income and Total Tenant Payment of Incoming Portables [982.353(d)]

As receiving PHA, the HABC will conduct a re-certification interview but only verify the information provided if the documents are missing or are over 120 days old, whichever is applicable, or there has been a change in the family's circumstances.

If the HABC conducts a re-certification of the family it will not cause a delay in the issuance of a voucher.

If the family's income is such that a \$0 subsidy amount is determined prior to lease-up in the HABC jurisdiction, the HABC will refuse to enter into a contract on behalf of the family at \$0 assistance.

Requests for Tenancy Approval

When the family submits a Request for Tenancy Approval, it will be processed using the HABC policies. A briefing will be mandatory for all portability families.

If the family does not submit a Request for Tenancy Approval or does not execute a lease, the initial PHA will be notified within 5 days of the event by the HABC. If the family leases up successfully, the HABC will notify the initial PHA within 14 days, and the billing process will commence. The HABC will notify the initial PHA if the family fails to submit a request for approval of tenancy for an eligible unit within the term of the voucher.

If the HABC denies assistance to the family, the PHA will notify the initial PHA within 5 days and the family will be offered a review or hearing. The HABC will notify the family of its responsibility to contact the initial PHA if the family wishes to move outside the HABC jurisdiction under continued portability.

Regular Program Functions

The HABC will perform all program functions applicable the tenant-based assistance program, such as:

- Annual reexaminations of family income and composition;
- Annual inspection of the unit; and
- Interim examinations when requested or deemed necessary by the PHA.

Terminations

The HABC will notify the initial PHA in writing of any termination of assistance within 5 days of the termination. If an informal hearing is required and requested by the family, the hearing will be conducted by the HABC, using the regular hearing procedures included in this Plan. A copy of the hearing decision will be furnished to the initial PHA.

The initial PHA will be responsible for collecting amounts owed by the family for claims paid and for monitoring repayment. If the initial PHA notifies the HABC that the family is in arrears or the family has

refused to sign a payment agreement, the HABC will terminate assistance to the family.

Required Documents

As receiving PHA, the HABC will require the documents listed on the HUD Portability Billing Form from the initial PHA.

Billing Procedures

As receiving PHA, the HABC will bill the initial PHA monthly for housing assistance payments. The billing cycle for other amounts, including administrative fees and special claims will be monthly unless requested otherwise by the initial PHA.

The HABC will bill 100% of the housing assistance payment, and 80% of the administrative fee (at the initial PHA rate) for each "portability" voucher leased as of the first day of the month.

The HABC will notify the initial PHA of changes in subsidy amounts and will expect the initial PHA to notify the HABC of changes in the administrative fee amount to be billed.

Chapter 14

CONTRACT TERMINATIONS

[24 CFR 982.311, 982.314]

INTRODUCTION

The Housing Assistance Payments (HAP) contract is the contract between the owner and the HABC that defines the responsibilities of both parties. This chapter describes the circumstances under which the contract can be terminated by the HABC and the owner, and the policies and procedures for such terminations.

A. CONTRACT TERMINATION [24 CFR 982.311]

The term of the HAP contract is the same as the term of the lease. The contract between the owner and the HABC may be terminated by the HABC, or by the owner or tenant terminating the lease.

No future subsidy payments on behalf of the family will be made by the HABC to the owner after the month in which the contract is terminated. The owner must reimburse the HABC for any subsidies paid by the HABC for any period after the contract termination date.

If the family continues to occupy the unit after the Section 8 contract is terminated, the family is responsible for the total amount of rent due to the owner. The owner will have no right to claim compensation from the HABC for vacancy loss under the provisions of certificate HAP contracts effective before October 2, 1995.

After a contract termination, if the family meets the criteria for a move with continued assistance, the family may lease-up in another unit. The contract for the new unit may begin during the month in which the family moved from the old unit.

B. TERMINATION BY THE FAMILY: MOVES [24 CFR 982.314(c)(2)]

Family termination of the lease must be in accordance with the terms of the lease.

C. TERMINATION OF TENANCY BY THE OWNER: EVICTIONS [24 CFR 982.310, 982.455]

If the owner wishes to terminate the lease, the owner must provide proper notice as stated in the lease.

During the term of the lease, the owner may not terminate the tenancy except for the grounds stated in the HUD regulations.

During the term of the lease the owner may only evict for:

- Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms and conditions of the lease as follows:
- Violations of Federal, state or local laws that impose obligations on the tenant in connection with the occupancy or use of the premises
- Criminal activity by the tenant, any member of the household, a guest or another person under the tenant's control that threatens the health, safety or right to peaceful enjoyment of the premises by the other residents, or persons residing in the immediate vicinity of the premises.
- Drug-related criminal activity which occurs on or near the premises.
- Other good cause.

During the initial term of the lease, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do (see 982.310)

Evidence of Criminal Activity

The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines they have engaged in the criminal activity:

- Regardless of arrest or conviction
- Without satisfying the standard of proof used for a criminal conviction

Termination of Tenancy Decisions

If the law and regulation permit the owner to take an action but does not require action to be taken, the owner can decide whether to take the action. Relevant circumstances for consideration include:

- The seriousness of the offense
- The effect on the community
- The extent of participation by household members
- The effect on uninvolved household members
- The demand for assisted housing by families who will adhere to responsibilities
- The extent to which leaseholder has shown personal responsibility and taken all reasonable

steps to prevent or mitigate the offending action

- The effect on the integrity of the program

Exclusion of culpable household member

The owner may require a tenant to exclude a household member in order to continue to reside in the assisted unit.

Consideration of Rehabilitation

When determining whether to terminate the tenancy for illegal drug use or alcohol abuse, the owner may consider whether the member:

- Is no longer participating in a rehabilitation program
- Has successfully completed a supervised drug or alcohol rehab program
- Has otherwise been successfully rehabilitated

The owner may require the tenant to submit evidence of any of the three (above).

Actions of termination by the owner must be consistent with the fair housing and equal opportunities as stated in 24 CFR 5.105.

The owner must provide the tenant a written notice specifying the grounds for termination of tenancy, at or before the commencement of the eviction action. The notice may be included in, or may be combined with, any owner eviction notice to the tenant.

The owner eviction notice means a notice to vacate, or a complaint, or other initial pleading used under State or local law to commence an eviction action.

The HABC may require that the owner specify the section of the lease that has been violated and cite some or all of the ways in which the tenant has violated that section as documentation for the HABC decision regarding termination of assistance.

Housing assistance payments are paid to the owner under the terms of the HAP contract. If the owner has begun eviction and the family continues to reside in the unit, the HABC must continue to make housing assistance payments to the owner until the owner has obtained a court judgment or other process allowing the owner to evict the tenant.

If the action is finalized in court, the owner must provide the HABC with the documentation, including notice of the lock-out date.

The HABC must continue making housing assistance payments to the owner in accordance with the contract as long as the tenant continues to occupy the unit and the contract is not violated. By endorsing the monthly check from the HABC, the owner certifies that the tenant is still in the unit, the rent is reasonable and s/he is in compliance with the contract.

If an eviction is not due to a serious or repeated violation of the lease, and if the HABC has no other grounds for termination of assistance, the HABC may issue a new voucher so that the family can move with continued assistance.

D. TERMINATION OF THE CONTRACT BY HABC [24 CFR 982.404(a), 982.453, 982.454, 982.552(a)(3)]

The term of the HAP contract terminates when the lease terminates, when the HABC terminates program assistance for the family, and when the owner has breached the HAP contract. (See "Owner Disapproval and Restriction" chapter)

The HABC may also terminate the contract if:

- The HABC terminates assistance to the family.
- The family is required to move from a unit when the subsidy is too big for the family size (pre-merger certificate program) or the unit does not meet the HQS space standards because of an increase in family size or a change in family composition (pre-merger certificate and voucher programs).
- Funding is no longer available under the ACC.

The contract will terminate automatically if 180 days have passed since the last housing assistance payment to the owner.

Termination of Premerger Certificate HAPS [24 CFR 982.502(d)]

The HABC must terminate program assistance under any outstanding HAP contract for a regular tenancy under the pre-merger certificate program at the effective date of the second regular reexamination of family income and composition on or after the merger date. At such termination of assistance, the HAP contract will automatically terminate. The HABC will give the owner and family at least 120 days written notice of such termination. The HABC will offer the family the opportunity for continued tenant-based assistance under the voucher program.

Any OFTO tenancy HAP contract entered into prior to the merger date will automatically be considered as a tenancy under the voucher program. Such tenancies will be subject to the requirements of the voucher program, including calculation of the housing assistance payment. See "Owner Rents, Rent Reasonableness and Payment Standards" chapter.

Notice of Termination

When the HABC terminates the HAP contract under the violation of HQS space standards, the HABC will provide the owner and family written notice of termination of the contract, and the HAP contract will terminate at the end of the calendar month that follows the calendar month in which the HABC gives such notice to the owner.

Chapter 15

DENIAL OR TERMINATION OF ASSISTANCE

[24 CFR 5.902, 5.902, 5.903, 5.905, 982.4, 982.54, 982.552, 982.553]

INTRODUCTION

The HABC may deny or terminate assistance for a family because of the family's action or failure to act. The HABC will provide families with a written description of the family obligations under the program, the grounds under which the HABC can deny or terminate assistance, and the HABC informal hearing procedures. This chapter describes when the HABC is required to deny or terminate assistance, and the HABC policies for the denial of a new commitment of assistance and the grounds for termination of assistance under an outstanding HAP contract.

A. GROUNDS FOR DENIAL/TERMINATION [24 CFR 982.54, 982.552, 982.553]

If denial or termination is based upon behavior resulting from a disability, the HABC will delay the denial or termination in order to determine if there is an accommodation that would negate the behavior resulting from the disability.

Form of Denial/Termination

Denial of assistance for an applicant may include any or all of the following:

- Denial for placement on the HABC waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a tenancy
- Refusing to process or provide assistance under portability procedures

Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a tenancy
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

Mandatory Denial and Termination [24 CFR 982.54 (d), 982.552(b), 982.553(a), 982.553(b)]

The HABC must deny assistance to applicants, and terminate assistance for participants if the family is under contract and 180 days (or 12 months, depending on the HAP contract used) have elapsed since the HABC last housing assistance payment was made. (See "Contract Terminations" chapter.)

The HABC must permanently deny assistance to applicants, and terminate the assistance of persons convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.

The HABC must deny admission to the program for applicants, and terminate assistance for program participants if the HABC determines that any household member is currently engaging in illegal use of a drug. See section B of this chapter for the HABC established standards.

The HABC may deny admission to the program for applicants, and terminate assistance for program participants, if the HABC determines that it has reasonable cause to believe that a household member is engaging in illegal drug use or a pattern of illegal drug use, that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. See Section B of this chapter for the HABC established standards.

The HABC must deny admission to an applicant if the HABC determines that any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. See section B of this chapter for the HABC established standards regarding criminal background investigation and determining whether a member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

The HABC must terminate program assistance for a family evicted from housing assisted under the program for serious violation of the lease.

The HABC must deny admission to the program for an applicant or terminate program assistance for a participant if any member of the family fails to sign and submit consent forms for obtaining information in accordance with Part 5, subparts B and F.

The HABC must deny admission or terminate assistance when required under the regulations for failure to establish citizenship or eligible immigration status.

Grounds for Denial or Termination of Assistance [24 CFR 982.552(c)]

The HABC will deny program assistance for an applicant, or terminate program assistance for a participant, if any member of the family:

- Violates any family obligation under the program as listed in 24 CFR 982.551.
- Engaging in any drug-related criminal activity.
- Engaging in any violent criminal activity.
- Has been evicted from federally assisted housing in the last five years.
- Has ever had their assistance under the program terminated by the HABC or another PHA.
- Commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- Currently owes rent or other amounts to the HABC or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- Has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- Breaches an agreement with the HABC or other PHA to pay amounts owed to the HABC or PHA, or amounts that have been paid by the HABC or PHA to an owner. The HABC at its discretion may offer the family the opportunity to enter into a repayment agreement. The HABC will prescribe the terms of the agreement. (See "Repayment Agreements" chapter.)
- Participating in an FSS program fails to comply, without good cause, with the family's FSS contract of participation.
- Fails to fulfill its obligation under the Section 8 welfare-to-work voucher program.
- Engages in or threatens abusive or violent behavior toward HABC personnel.

"Abusive or violent behavior towards HABC personnel" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for termination or denial.

"Threatening" refers to oral or written threats or physical gestures that communicate an

intent to abuse or commit violence.

Actual physical abuse or violence will always be cause for termination.

- Engages in, or has engaged in drug or alcohol abuse that interferes with the health, safety or peaceful enjoyment of other residents. See section B of this chapter.
- Commits drug-related criminal activity, or violent criminal activity. (See Section B of this chapter and 982.553 of the regulations)

Refer to "Eligibility for Admission" chapter, "Other Criteria for Admission" section for further information.

B. SCREENING AND TERMINATION FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the HABC to fully endorse and implement a policy designed to:

- Help create and maintain a safe and drug-free community
- Keep our program participants free from threats to their personal and family safety
- Support parental efforts to instill values of personal responsibility and hard work
- Help maintain an environment where children can live safely, learn and grow up to be productive citizens
- Assist families in their vocational/educational goals in the pursuit of self-sufficiency

Administration

All screening and termination of assistance procedures shall be administered fairly and in such a way as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, sex or other legally protected groups.

To the maximum extent possible, the HABC will involve other community and governmental entities in the promotion and enforcement of this policy.

Screening of Applicants

In an effort to prevent future drug related and other criminal activity, HABC will endeavor to screen applicants as thoroughly and fairly as possible. This will help to ensure the health, safety and peaceful enjoyment of the premises by other residents. This will also ensure compliance with 24 CFR 982, Subpart L, and CFR Part 5, Subpart J.

Such screening will apply to any member of the household who is 14 years of age or older.

HUD Definitions

Covered person, for purposes of 24 CFR Part 982 and this chapter, means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Guest, for purposes of this chapter and 24 CFR part 5, subpart A and 24 CFR Part 982, means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of part 982 apply to a guest as so defined.

Household, for the purposes of 24 CFR Part 982 and this chapter, means the family and HABC-approved live-in aide.

Other person under the tenant's control, for the purposes of the definition of *covered person* and for 24 CFR Parts 5 and 982 and for this chapter, means that the person, although not staying as a guest (as defined in this chapter) in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has expressed or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not *under the tenant's control*.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Standard for Violation

The HABC will deny participation in the program to applicants and terminate assistance to participants in cases where the HABC determines that there is reasonable cause to believe that a household member is illegally using a drug. The HABC will deny participation in the program to applicants and terminate assistance to participants if the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the HABC determines that there is a pattern of illegal use of a drug or a pattern of alcohol abuse.

The HABC will consider the use of a controlled substance or alcohol to be a pattern if there is more than one incident during the previous 12 months.

"Engaged in or engaging in" violent criminal activity means any act within the past three (3) years by an applicant or participant or household member which involved criminal activity that included the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage, which resulted in the arrest and/or conviction of the applicant, participant, or any family or household member.

The existence of the above-referenced behavior by any family or household member, regardless of the applicant or participant's knowledge of the behavior, shall be grounds for denial or termination of assistance.

In evaluating evidence of negative past behavior, the HABC will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

The procedure for determining the length of debarment for applicants may be found in the Application Denial Procedure Addendum of this Plan.

Drug Related and Violent Criminal Activity

Persons evicted from federally assisted housing because of drug-related criminal activity are ineligible for admission to the Section 8 program for a five (5) year period beginning on the date of such eviction.

However, the household may be admitted if, after considering the individual circumstances of the household, the HABC determines that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the HABC.

Applicants will be denied assistance if they have been arrested/convicted/evicted from Federally assisted housing for violent criminal activity within the last five (5) years prior to the date of the certification interview.

Denial of Assistance for Sex Offenders

The HABC will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In screening applicants, the HABC will perform criminal history background checks to determine whether any household member is subject to a lifetime sex offender registration requirement.

Denial of Assistance Based on Information from Baltimore City Fire Records

- 1) The HABC will review Fire Department Records where a family is claiming an emergency preference due to natural disaster where their existing unit was damaged by fire. If it is determined that the fire is the result of arson or the willful malfeasance of the family or visitor; or the gross negligence or misuse of the facilities by a family member or visitor, the family will be found to be ineligible for assistance.
- 2) The HABC will review Fire Department Records where a family is living in a HCVP assisted unit which is damaged by fire. If it is determined that the fire is the result of arson or the willful malfeasance of the family or visitor; or the gross negligence or misuse of the facilities by a family member or visitor, the family will be terminated and denied further participation in the program for 5 years from the date of the fire, without causing another fire.

Termination of Assistance for Participants

Termination of Assistance for Drug-related Criminal Activity or Violent Criminal Activity:

Under the family obligations listed at 24 CFR 982.551, the members of the household must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. HUD regulations at 24 CFR 982.553(b) require the HABC to establish standards for termination of assistance when this family obligation is violated. The HABC has established the following standards for termination of assistance for the family when a household member has violated the family obligation to refrain from participating in drug-related or violent criminal activity.

Assistance will be terminated for participants who have been arrested/convicted/evicted from a unit assisted under any Federally assisted housing program for drug-related or violent criminal activity during participation in the program, and within the last three (3) years prior to the date of the notice to

terminate assistance. Families arrested/convicted/evicted from a Federally assisted unit will be denied future assistance in accordance with HUD rules and regulations and this Administrative Plan.

If any member of the household violates the family obligations by engaging in drug-related or violent criminal activity, the HABC will terminate assistance.

In appropriate cases, the HABC may permit the family to continue receiving assistance provided that family members determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the HABC may consider individual circumstances with the advice of Juvenile Court officials.

The HABC may waive the requirement regarding drug-related criminal activity if the person has demonstrated successful completion of a credible rehabilitation program approved by the HABC.

Terminating Assistance for Alcohol Abuse by Household Members

Under the family obligations listed in 24 CFR 982.551, the members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. A violation of a family obligation will result in the termination of assistance if the HABC determines that a member of the household has demonstrated a pattern of alcohol abuse that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

Assistance will be terminated if a household member is arrested/convicted/incarcerated for any alcohol-related criminal activity on or near the premises within any 12 month period.

In appropriate cases, the HABC may permit the family to continue receiving assistance provided that household members determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the HABC may consider individual circumstances with the advice of Juvenile Court officials.

Notice of Termination of Assistance

In any case where the HABC decides to terminate assistance to the family, the HABC must give the family written notice which states:

- The reason(s) for the proposed termination,
- The effective date of the proposed termination,
- The family's right, if they disagree, to request an Informal Hearing to be held before termination of assistance.

- The date by which a request for an informal hearing must be received by the HABC.

If the HABC proposes to terminate assistance for criminal activity as shown by a criminal record, the HABC will provide the subject of the record and the tenant with a copy of the criminal record.

The HABC will simultaneously provide written notice of the contract termination to the owner so that it will coincide with the Termination of Assistance. The Notice to the owner will not include any details regarding the reason for termination of assistance.

Required Evidence

Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Credible evidence may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants.

The HABC will terminate assistance for criminal activity by a household member, as described in this chapter, if the HABC determines, based on a preponderance of the evidence, that the household member has engaged in the activity. This action will be taken regardless of whether the household member has been arrested or convicted for such activity.

The HABC will pursue fact-finding efforts as needed to obtain credible evidence.

The HABC may terminate assistance for criminal activity by a household member under this section if the HABC has determined that the household member has engaged in the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

Confidentiality of Criminal Records

The HABC will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed, will be housed in a locked file with access limited to individuals responsible for screening and determining eligibility for initial and continued assistance and to the Associate Deputy Director or designee.

Misuse of the above information by any employee will be grounds for termination of employment.

C. FAMILY OBLIGATIONS [24 CFR 982.551]

The family must supply any information that the HABC or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR 982.551). "Information" includes any requested certification, release or other documentation.

The family must supply any information requested by the HABC or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.

The family must disclose and verify Social Security Numbers (as provided by 24 CFR 5.216) and must sign and submit consent forms for obtaining information in accordance with 24 CFR 5.230.

All information supplied by the family must be true and complete.

The family is responsible for an HQS breach caused by the family as described in 982.404(b).

The family must allow the HABC to inspect the unit at reasonable times and after reasonable notice.

The family may not commit any serious or repeated violations of the lease.

The family must notify the owner and, at the same time, notify the HABC before the family moves out of the unit or terminates the lease upon notice to the owner.

The family must promptly give the HABC a copy of any owner eviction notice.

The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

The composition of the assisted family residing in the unit must be approved by the HABC. The family must promptly inform the HABC of the birth, adoption or court-awarded custody of a child. The family must request HABC approval to add any other family member as an occupant of the unit.

The family must promptly notify the HABC if any family member no longer resides in the unit.

If the HABC has given approval, a foster child or a live-in aide may reside in the unit. If the family does not request approval or HABC approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.

Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family.

The family must not sublease or let the unit.

The family must not assign the lease or transfer the unit.

The family must supply any information or certification requested by the HABC to verify that the family is living in the unit, or relating to family absence from the unit, including any HABC-requested information or certification on the purposes of family absences. The family must cooperate with the HABC for this purpose. The family must promptly notify the HABC of absence from the unit.

The family must not own or have any interest in the unit.

The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.

The household members may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.

Housing Authority Discretion [24 CFR 982.552(c)]

In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, the HABC has discretion to consider all of the circumstances in each case, including the seriousness of the case. The HABC will use its discretion in reviewing the extent of participation or culpability of individual family members and the length of time since the violation occurred. The HABC may also review the family's more recent history and record of compliance, and the effects that denial or termination of assistance may have on other family members who were not involved in the action or failure to act.

The HABC may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in, or were culpable for the action or failure to act, will not reside in the unit. The HABC may permit the other members of a family to continue in the program.

Enforcing Family Obligations

Explanations and Terms

The term "promptly" when used with the family obligations always means within 30 days. Denial or termination of assistance is always optional except where this Plan or the regulations state otherwise.

HQS Breach

The inspector will determine if an HQS breach as identified in 24 CFR 982.404 (b) is the responsibility of the family. Families may be given extensions to cure HQS breaches by the Associate Deputy Director or designee.

Lease Violations

The following criteria will be used to decide if a serious or repeated violation of the lease will result in termination of assistance:

- The owner terminates tenancy through court action for serious or repeated violation of the lease.
- The owner notifies the family of termination of tenancy assistance for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action, and the HABC determines that the cause is a serious or repeated violation of the lease based on available evidence.
- The owner notifies the family of termination of tenancy assistance for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action, and if there are police reports, neighborhood complaints or other third party information, that have been verified by the HABC.
- Nonpayment of rent is considered a serious violation of the lease.

Notification of Eviction

If the family submits a request for assistance to move and they did not notify the HABC of an eviction within five (5) days of receiving the Notice of Lease Termination, the move will be denied.

Proposed Additions to the Family

The HABC will deny a family's request to add additional family members who are:

- Persons who have been evicted from public housing.
- Persons who have previously violated a family obligation listed in 24 CFR 982.51 of the HUD regulations.
- Persons who have been part of a family whose assistance has been terminated under the Certificate or Voucher program.

- Persons who commit drug-related criminal activity or violent criminal activity.
- Persons who do not meet the HABC definition of family.
- Persons who commit fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- Persons who currently owe rent or other amounts to the HABC or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- Persons who have engaged in or threatened abusive or violent behavior toward HABC personnel.

When a Family Member Moves Out

Families are required to notify the HABC if any family member leaves the assisted household. When the family notifies the HABC, they must furnish the following information:

- The date the family member moved out.
- The new address, if known, of the family member.
- A statement as to whether the family member is temporarily or permanently absent.

Limitation on Profit-Making Activity in Unit

If the HABC determines that the use of the unit as a business is not incidental to its use as a dwelling unit, it will be considered a program violation.

If the HABC determines the business is not legal, it will be considered a program violation.

Interest in Unit

The owner may not reside in the assisted unit regardless of whether the owner is a member of the assisted family, unless the family owns a mobile home and rents the pad.

Fraud

In each case, the HABC will consider which family members were involved, the circumstances, and any hardship that might be caused to innocent members.

D. PROCEDURES FOR NON-CITIZENS [24 CFR 5.514, 5.516, 5.518]

Denial or Termination due to Ineligible Immigrant Status

Applicant or participant families where all members are neither U.S. citizens nor eligible immigrants are not eligible for assistance and must have their assistance terminated. The HABC must offer the family an opportunity for a hearing. (See "Eligibility for Admission" chapter, section on Citizenship/Eligible Immigration Status.)

Assistance may not be terminated while verification of the participant family's eligible immigration status is pending.

False or Incomplete Information

When the HABC has clear, concrete, or substantial documentation (such as a permanent resident card or information from another agency) that contradicts the declaration of citizenship made by an applicant or participant, an investigation will be conducted and the individual will be given an opportunity to present relevant information.

If the individual is unable to verify their citizenship, the HABC will not give him/her an opportunity to provide a new declaration as an eligible immigrant or an opportunity to elect not to contend their status.

The HABC will deny or terminate assistance based on the submission of false information or misrepresentation.

Procedure for Denial or Termination

If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the status, the family may make an appeal to the INS and request a hearing with the HABC either after the INS appeal or in lieu of the INS appeal.

After the HABC has made a determination of ineligibility, the family will be notified of the determination and the reasons and informed of the option for prorated assistance (if applicable).

E. ZERO (\$0) ASSISTANCE TENANCIES

HAP Contracts Prior to 10/2/95

For contracts that were effective prior to 10/2/95, the HABC is liable for unpaid rent and damages if the family vacates during the allowable 12 months after the last HAP payment. The HABC must perform all of the functions normally required, such as reexaminations and inspections.

The participant will be notified of the right to remain on the program at \$0 assistance for 12 months. If the family is still in the unit after 12 months, the assistance will be terminated.

In order for a family to move to another unit during the 12-month period, the rent for the new unit would have to be high enough to necessitate a housing assistance payment.

HAP Contracts On or After 10/2/95 [24 CFR 982.455 (a)]

For contracts effective on or after 10/2/95, the HABC has no liability for unpaid rent or damages, and the family may remain in the unit at \$0 assistance for up to 180 days after the last HAP payment. If the family is still in the unit after 180 days, the assistance will be terminated. If, within the 180 day timeframe, an owner rent increase or a decrease in the Total Tenant Payment causes the family to be eligible for a housing assistance payment, the HABC will resume assistance payments for the family.

In order for a family to move to another unit during the 180 days, the rent for the new unit would have to be high enough to necessitate a housing assistance payment.

F. OPTION NOT TO TERMINATE FOR MISREPRESENTATION [24 CFR 982.551, 982.552(c)]

If the family has misrepresented any facts that caused the HABC to overpay assistance, the HABC may choose not to terminate and may offer to continue assistance provided that the family:

- executes a Repayment Agreement within 30 calendar days and makes payments in accordance with the agreement
- or reimburses the HABC in full within 30 calendar days.

G. MISREPRESENTATION IN COLLUSION WITH OWNER [24 CFR 982.551, 982.552 (c)]

If the family intentionally, willingly, and knowingly commits fraud or is involved in any other illegal scheme with the owner, the HABC will deny or terminate assistance.

H. MISSED APPOINTMENTS AND DEADLINES [24 CFR 982.551, 982.552 (c)]

It is a Family Obligation to supply information, documentation, and certification as needed for the HABC to fulfill its responsibilities. The HABC schedules appointments and sets deadlines in order to obtain the required information. The Obligations also require that the family allow access to the HABC to inspect the unit, and appointments are made for this purpose.

An applicant or participant who fails to keep an appointment, or to supply information required by a deadline without notifying the HABC, may be sent a Notice of Denial or Termination of Assistance for failure to provide required information, or for failure to allow the HABC to inspect the unit.

The family will be given information about the requirement to keep appointments and the number of times appointments will be rescheduled, as specified in this Plan.

Appointments will be scheduled and time requirements will be imposed for the following events and

circumstances:

Eligibility for Admissions

Verification Procedures

Certificate/Voucher Issuance and Briefings

Housing Quality Standards and Inspections

Re-examinations

Appeals

Medical or Family emergencies are acceptable reasons for missing appointments or failing to provide information by deadlines.

Procedure when Appointments are Missed or Information not Provided

For most purposes in this Plan, the family will be given two opportunities before being issued a notice of termination or denial for breach of a family obligation.

After issuance of the termination notice, if the family offers to correct the breach within the time allowed to request a hearing the notice will be rescinded after the family cures the breach if the family does not have a history of non-compliance.

Chapter 16

OWNER DISAPPROVAL AND RESTRICTION

[24 CFR 982.54, 982.306, 982.453]

INTRODUCTION

It is the policy of the HABC to recruit owners to participate in the Voucher program. The HABC will provide owners with prompt and professional service in order to maintain an adequate supply of available housing throughout the jurisdiction of the HABC. The regulations define when the HABC must disallow an owner participation in the program, and they provide the HABC discretion to disapprove or otherwise restrict the participation of owners in certain categories. This Chapter describes the criteria for owner disapproval, and the various penalties for owner violations.

A. DISAPPROVAL OF OWNER [24 CFR 982.306, 982.54(d)(8)]

The owner does not have a right to participate in the program. For purposes of this section, "owner" includes a principal or other interested party.

The HABC will disapprove of owner participation in the program for the following reasons:

- HUD has informed the HABC that the owner has been disbarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.
- HUD has informed the HABC that the federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements or such action is pending.
- HUD has informed the HABC that a court or administrative agency has determined that the owner has violated the Fair Housing Act or other federal equal opportunity requirements.
- Unless their lease was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. The HABC will waive this restriction as a reasonable accommodation for a family member who is a person with a disability.
- In cases where the owner and tenant bear the same last name, the HABC may, at its discretion, require the family and or owner to certify whether they are related to each other in any way.
- The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
- The owner has committed fraud, bribery or any other corrupt act in connection with any

federal housing program.

- The owner has engaged in drug-related criminal activity or any violent criminal activity.
- The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program.
- The owner has a history or practice of renting units that fail to meet State or local housing codes.
- The owner has a history or practice of failing to terminate the tenancy of participating residents of units assisted under Section 8 or any other federally assisted housing program for actionable offenses. These offenses include activity engaged in by the tenant, any member of the tenant's household, and/or any guest or another person under the control of any member of the household that:

Threatens the right to peaceful enjoyment of the premises by other residents;

Threatens the health or safety of other residents, of employees, of the HABC, or of owner employees or other persons engaged in management of the housing.

Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or

Is drug-related criminal activity or violent criminal activity;

- The owner has not paid State or local real estate taxes, fines or assessments.
- The owner has failed to comply with regulations, the mortgage or note, or the regulatory agreement for projects with mortgages insured by HUD or loans made by HUD.

B. OWNER RESTRICTIONS AND PENALTIES [24 CFR 982.453]

If an owner has committed fraud or abuse or is guilty of frequent or serious contract violations, the HABC will restrict the owner from future participation in the program for a period of time commensurate with the seriousness of the offense. The HABC may also terminate some or all contracts with the owner.

Before imposing any penalty against an owner the HABC will review all relevant factors pertaining to the case, and will consider such factors as the owner's record of compliance and the number of violations.

See Program Integrity Addendum for guidance as to how owner fraud will be handled.

C. CHANGE IN OWNERSHIP

A change in ownership does not require execution of a new contract and lease.

The HABC may approve the assignment of the HAP contract at the old owner's request. The HABC may approve the assignment, since they are a party to the contract. The HABC may deny approval of assignment of the contract, for any of the reasons listed in Section A. of this chapter.

The HABC will process a change of ownership only upon the written request of the new owner. The request must be accompanied by a copy of the escrow statement or other document showing the transfer of title, recorded deed and the Employee Identification Number or Social Security number of the new owner.

If the new owner does not want an assignment of the contract, the HABC will terminate the HAP contract with the old owner, since they are no longer the owner. The new owner may offer the family a new assisted lease. The family may elect to enter into the new lease or move to another unit.

Chapter 17

OWNER OR FAMILY DEBTS TO THE HABC

[24 CFR 982.552]

INTRODUCTION

This chapter describes the HABC policies for the recovery of money that has been overpaid to families, and to owners. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is the HABC policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts. Before a debt is assessed against a family or owner, the file must contain documentation to support the HABC claim that the debt is owed. The file must further contain written documentation of the method of calculation, in a clear format for review by the owner, the family or other interested parties.

When families or owners owe money to the HABC, the HABC will make every effort to collect. The HABC will use a variety of collection tools to recover debts including, but not limited to:

- Requests for lump sum payments
- Civil suits
- Payment agreements
- Abatements
- Reductions in HAP to owner
- Collection agencies
- Credit bureaus
- Income tax set-off programs

A. PAYMENT AGREEMENT FOR FAMILIES [24 CFR 982.552 (c)(v-vii)]

A Payment Agreement as used in this Plan is a document entered into between the HABC and a person who owes a debt to the HABC. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the HABC upon default of the agreement.

The HABC will prescribe the terms of the payment agreement, including determining whether to enter into a payment agreement with the family based on the circumstances surrounding the debt to the HABC.

There are some circumstances in which the HABC will not enter into a payment agreement. They are:

- If the family already has a Payment Agreement in place.
- If the HABC determines that the family committed program fraud.
- If, in the opinion of the HABC, the debt amount is larger than can be paid back by the family, in a reasonable time.

The maximum length of time the HABC will enter into a payment agreement with a family is one year.

B. DEBTS OWED FOR CLAIMS [24 CFR 792.103, 982.552 (c)(v-vii)]

If a family owes money to the HABC for claims paid to an owner:

- The HABC will review the circumstances resulting in the overpayment and decide whether the family must pay the full amount.
- The HABC may enter into a Payment Agreement.

Late Payments

A payment will be considered to be in arrears if the payment has not been received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the close of the next business day.

If the family's payment agreement is in arrears, and the family has not contacted or made arrangements with the HABC, the HABC will:

- Require the family to pay the balance in full
- Pursue civil collection of the balance due
- Terminate the housing assistance

If the family requests a move to another unit and has a payment agreement in place for the payment of an owner claim which is not in arrears, the family will be required to pay the balance in full prior to the issuance of a voucher.

If the family requests a move to another unit and is in arrears on a payment agreement for the payment of an owner claim the family will be required to pay the balance in full, or be terminated from the program.

C. DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF INFORMATION [24 CFR 982.163]

HUD's definition of program fraud and abuse is a single act or pattern of actions that constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in payment of Section 8 program funds in violation of Section 8 program requirements.

Family Error/Late Reporting

Families who owe money to the HABC due to the family's failure to report increases in income will be required to repay in accordance with the guidelines in the Payment Agreement Section of this Chapter.

Program Fraud

If a family owes an amount that equals or exceeds \$500.00 as a result of program fraud, the case will be referred to the Inspector General. If the Inspector General concurs with the finding of fraud, the family will be required to pay the amount owed in full, and assistance to the family will be terminated.

Where appropriate, the HABC will refer the case for criminal prosecution.

D. GUIDELINES FOR PAYMENT AGREEMENTS [24 CFR 982.552(c)(v-vii)]

Payment agreements will be executed between the HABC and the head of household/co-head only.

Payment agreements must be executed by the Associate Deputy Director or designee.

The agreement will be in default when a payment is delinquent by the 5th business day of the month.

The family's assistance will be terminated unless the HABC receives the balance of the payment agreement in full within 5 business days of the termination notice.

Monthly payments may be decreased in cases of family hardship and if requested with reasonable notice from the family, verification of the hardship, and the approval of the Associate Deputy Director or designee.

No move will be approved until the debt is paid in full unless the move is the result of the following causes, and the payment agreement is current:

- Family size exceeds the HQS maximum occupancy standards
- The HAP contract is terminated due to owner non-compliance or opt-out
- A natural disaster

Additional Monies Owed: If the family already has a payment agreement in place and incurs an additional debt to the HABC:

- The HABC will not enter into more than one payment agreement with the family.
- Additional amounts owed by the family will be added to the existing payment agreement.
- If a payment agreement is in arrears more than 5 business days, any new debts must be paid in full.

E. OWNER DEBTS TO THE HABC [24 CFR 982.453(b)]

If the HABC determines that the owner has retained housing assistance or claim payments the owner is not entitled to, the HABC may reclaim the amounts from future housing assistance or claim payments owed the owner for any units under contract.

If future housing assistance or claim payments are insufficient to reclaim the amounts owed, the HABC will:

- Require the owner to pay the amount in full within 30 days.
- Pursue collections through the local court system.
- Restrict the owner from future participation.

F. WRITING OFF DEBTS

Debts will be written off if:

- * The debtor's whereabouts are unknown and the debt is more than 120 days old.
- * A determination is made that the debtor is judgment proof.
- * The debtor is deceased.

Chapter 18

COMPLAINTS AND APPEALS

[24 CFR 982.554 & 982.555]

INTRODUCTION

The informal review for applicants and informal hearing for participants defined in HUD regulation are applicable to participating families who disagree with an action, decision, or inaction of the HABC. This chapter describes the policies, procedures and standards to be used when families disagree with a HABC decision. It is the policy of the HABC to ensure that all families have the benefit of all protections due to them under the law.

In addition to applicant and participant families, HABC also receives inquiries from owners, employees, and the public.

A. INQUIRIES TO THE HABC

The HABC will respond promptly to inquiries from families, owners, employees, and members of the public. All inquiries will be logged by customer service and close-out will be documented. Applicant families may be entitled to an informal hearing to discuss HABC determinations that affect their eligibility. Participant families are eligible to request an informal hearing regarding any determination made by the HABC regarding their continued participation in the HCVP.

The HABC hearing procedures will be provided to families in the briefing packet.

B. PREFERENCE DENIALS

When the HABC denies a preference to an applicant, and the applicant disagrees with the decision, the HABC will offer the applicant an informal review. This is different from an informal review or hearing. The person who made the decision to deny the preference, or any other HABC representative, may conduct the meeting. The meeting is limited only to the circumstances pertaining to the preference denial.

C. INFORMAL REVIEW PROCEDURES FOR APPLICANTS [24 CFR 982.54(d)(12), 982.554]

Reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. The exception is that when an applicant is denied assistance for citizenship or eligible immigrant status, the applicant is entitled to an informal hearing.

When the HABC determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:

The reason(s) they are ineligible,

The procedure for requesting a review if the applicant does not agree with the decision and
The time limit for requesting a review.

When denying admission for criminal activity as shown by a criminal record, the HABC will provide the subject of the record and the applicant with a copy of the criminal record upon which the decision to deny was based.

The HABC must provide applicants with the opportunity for an informal review of decisions denying:

Listing on the HABC waiting list

Issuance of a voucher

Participation in the program

Assistance under portability procedures

Informal reviews are not required for established policies and procedures and HABC determinations such as:

Discretionary administrative determinations by the HABC

General policy issues or class grievances

A determination of the family unit size under the HABC subsidy standards

Refusal to extend or suspend a voucher

A HABC determination not to grant approval of the tenancy

Determination that unit is not in compliance with HQS

Determination that unit is not in accordance with HQS due to family size or composition

Procedure for Review

A request for an informal review must be received in writing by the close of the business day, no later than 14 days from the date of the HABC notification of denial of assistance. The informal review will be scheduled within 14 days from the date the request is received. The person who made or approved the decision, or a subordinate of that person may not conduct the review.

The applicant will be given the option of presenting oral or written objections to the decision. Both the HABC and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense. The review may be conducted by mail and/or telephone if acceptable to both parties.

A notice of the review findings will be provided in writing to the applicant within 14 days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision. All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

D. INFORMAL HEARING PROCEDURES [24 CFR 982.555(a-f), 982.54(d)(13)]

Participants will be notified in writing when the HABC makes a decision regarding continued eligibility and/or the amount of assistance. The HABC will give the family prompt notice of such determinations that will include:

The proposed action or decision of the HABC;

The date the proposed action or decision will take place;

The family's right to an explanation of the basis for the HABC decision.

The procedures for requesting a hearing if the family disputes the action or decision;

The time limit for requesting the hearing.

When terminating assistance for criminal activity as shown by a criminal record, the HABC will provide the subject of the record and the tenant/participant with a copy of the criminal record upon which the decision to terminate was based.

The HABC must provide participants with the opportunity for an informal hearing for decisions related to any of the following HABC determinations:

Determination of the family's annual or adjusted income and the computation of the housing assistance payment

Appropriate utility allowance used from schedule

Family unit size determination under HABC subsidy standards

Determination that pre-merger certificate program family is under-occupied in their current unit and a request for exception is denied

Determination to terminate assistance for any reason.

Determination to terminate a family's FSS contract, to withhold supportive services, or propose forfeiture of the family's escrow account.

The HABC must always provide the opportunity for an informal hearing before termination of assistance.

Informal hearings are not required for established policies and procedures and HABC determinations such as:

- Discretionary administrative determinations by the HABC
- General policy issues or class grievances
- Establishment of the HABC schedule of utility allowances for families in the program
- A HABC determination not to approve an extension or suspension of a voucher term
- A HABC determination not to approve a unit or lease
- A HABC determination that an assisted unit is not in compliance with HQS (HABC must provide hearing for family breach of HQS because that is a family obligation determination)
- A HABC determination that the unit is not in accordance with HQS because of the family size
- A HABC determination to exercise or not exercise any right or remedy against the owner under a HAP contract

Notification of Hearing

It is the HABC objective to resolve disputes at the lowest level possible, and to make every effort to avoid the most severe remedies. However, if this is not possible, the HABC will ensure that participants will receive all of the protections and rights afforded by the law and the regulations.

A request for an informal hearing must be received in writing by the close of the business day, no later than 14 days from the date of the HABC notice of termination of assistance.

When the HABC receives a request for an informal hearing, a hearing shall be scheduled within 14 days. The notification of hearing will contain:

- The date and time of the hearing
- The location where the hearing will be held
- The family's right to bring evidence, witnesses, legal or other representation at the family's expense
- The right to view any documents or evidence in the possession of the HABC upon which the HABC based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing.

- A notice to the family that the HABC will request a copy of any documents or evidence the family will use at the hearing.

Families have the right to:

- Present written or oral objections to the HABC determination.
- Examine the documents in the file that are the basis for the HABC action, and all documents submitted to the Hearing Officer.
- Copy any relevant documents at their expense.
- Present any information or witnesses pertinent to the issue of the hearing.
- Request that HABC staff be available or present at the hearing to answer questions pertinent to the case.
- Be represented by legal counsel, advocate, or other designated representative at their own expense.

In addition to other rights contained in this Chapter, the HABC has a right to:

- Present evidence and any information pertinent to the issue of the hearing.
- Be notified if the family intends to be represented by legal counsel, advocate, or another party.
- Examine and copy any documents to be used by the family prior to the hearing.
- Have its attorney present.
- Have staff persons and other witnesses familiar with the case present.

The informal hearing shall be conducted by an employee Hearing Officer appointed by the HABC who is neither the person who made or approved the decision, nor a subordinate of that person. The HABC appoints hearing officers who:

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations.

The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision.

The Hearing Officer will determine whether the action, inaction or decision of the HABC is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to the HABC and the family within 14 days and shall include:

- A clear summary of the decision and reasons for the decision.
- If the decision involves money owed, the amount owed and documentation of the calculation of monies owed.
- The date the decision goes into effect.

The HABC is not bound by hearing decisions:

- Which concern matters in which the HABC is not required to provide an opportunity for a hearing.
- Which conflict with or contradict to HUD regulations or requirements.
- Which conflict with or contradict Federal, State or local laws.
- Which exceed the authority of the person conducting the hearing.

The HABC shall send a letter to the participant if it determines the HABC is not bound by the Hearing Officer's determination within 14 days. The letter shall include the HABC reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file.

E. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS" [24 CFR Part 5, Subpart E]

In accordance with the Quality Housing and Work Responsibility Act of 1998, PHAs may no longer elect not to comply with ("opt-out" of) the non-citizen requirements (Part 5, Subpart E).

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the HABC hearing is pending but assistance to an applicant may be delayed pending the HABC hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the HABC notifies the applicant or participant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the HABC either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the HABC a copy of the appeal and proof of mailing or the HABC may proceed to deny or terminate. The time period to request an appeal may be extended by the HABC for good cause.

The request for a HABC hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the HABC will:

- Deny the applicant family
- Defer termination if the family is a participant and qualifies for deferral
- Terminate the participant if the family does not qualify for deferral

If there are eligible members in the family, the HABC will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

- If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.
- Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.
- Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of tenant rent and Total Tenant Payment.
- Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

F. MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES [24 CFR 982.204, 982.552(c)]

When applicants are denied placement on the waiting list, or the HABC is terminating assistance, the family will be informed that presence of a disability may be considered as a mitigating circumstance during the informal review process.

Chapter 19

SPECIAL HOUSING TYPES

[24 CFR 982.601]

INTRODUCTION

The HABC will approve any of the following types of housing in the voucher program, in accordance with the requirements of the program, and as specified in Chapter 20:

- All dwelling unit structure types can be utilized.
- Manufactured homes where the tenant leases the mobile home and the pad.
- Manufactured homes where the tenant owns the mobile home and leases the pad for [vouchers]
- Group homes
- Congregate facilities (only the shelter rent is assisted)
- Single room occupancy (SRO)
- Units owned (but not subsidized) by the HABC (following HUD-prescribed requirements).
- Cooperative Housing
- Homeownership

The HABC will permit the use of special housing types when requested, as a reasonable accommodation for persons with disabilities.

Verification of Need for Reasonable Accommodation

Acceptable documentation as verification of the need for reasonable accommodation would be a letter to the HABC describing how the special housing type requested provides the accommodation of which the person is in need. The request and documentation will be reviewed by the HABC, and a written response stating approval or disapproval will be sent to the applicant/participant within 10 days of receipt of the request.

A copy of the HABC response with supporting documentation will be maintained in the applicant/participant's file. The requested housing type must be approvable by all other HUD standards and HQS requirements in accordance with 24 CFR 982 Section M - Special Housing Types.

A. SINGLE ROOM OCCUPANCY [24 CFR 982.602]

HUD has determined that there is a demand for SRO housing in this area. Therefore, a single person

may reside in an SRO housing unit. The HABC will use a separate lease and housing assistance payment contract for each assisted person residing in a SRO. [24 CFR 982.603]

SRO Rent and Housing Assistance Payment [24 CFR 982.604]

The HABC SRO payment standard is 75 percent of the zero bedroom payment standard schedule. Should a person reside in an exception area the payment standard is 75 percent of the HUD-approved zero bedroom exception payment standard amount. While an assisted person resides in SRO housing, the SRO payment standard must be used to calculate the housing assistance payment. The utility allowance for an assisted person residing in SRO housing is 75 percent of the zero bedroom utility allowance. The HABC will ensure that all SRO units approved for the program are in compliance with all of the Housing Quality Standards for SRO as regulated in 24 CFR 982.605.

B. CONGREGATE HOUSING [24 CFR 982.606]

An elderly person or a person with disabilities may reside in a congregate housing unit. The HABC may approve a family member or live-in aide to reside with the elderly person or person with disabilities. The HABC will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

Congregate Housing Lease and HAP Contract [24 CFR 982.607]

For congregate housing there will be a separate lease and HAP contract for each assisted family. Unless there is a live-in aide, the payment standard for a family that resides in a congregate housing unit is the zero-bedroom payment standard on the HABC payment standard schedule. However, if there are two or more rooms in the unit (not including kitchen or sanitary facilities), the payment standard for a family that resides in a congregate housing unit is the one bedroom payment standard amount. If there is a live-in aide, the live-in aide will be counted in determining the family unit size. The HABC will ensure that all congregate housing units approved for the program are in compliance with all of the Housing Quality Standards for congregate housing as regulated in 24 CFR 982.609.

C. GROUP HOMES [24 CFR 982.610, 982.612]

A group home must be licensed, certified, or otherwise approved in writing by the State, or the State's licensing department. An elderly person or a person with disabilities may reside in a State-approved group home. If approved by the HABC, a live-in aide may reside with a person with disabilities. The HABC must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. Except for a live-in aide, all residents of a group home must be elderly persons or persons with disabilities.

The HABC will not approve assistance for a person to live in a group home if file documentation indicates that the person is in need of continual medical or nursing care. No more than twelve persons may reside in a group home. This limit covers all persons who reside in the unit, including assisted and unassisted residents and any live-in aide.

Group Home Lease and HAP Contract [24 CFR 982.611]

There will be a separate HAP contract and lease for each assisted person living in a group home. For a group home the term "pro-rata portion" means that which is derived by dividing the number of persons in the assisted household by the total number of residents (assisted and unassisted) residing in the group home. The number of persons in the assisted household equals one assisted person plus any HABC-approved live-in Aide. The HABC will ensure that all group home units approved for the program are in compliance with all of the Housing Quality Standards for group homes as regulated in 24 CFR 982.614.

Group Home Rent and HAP Contract [24 CFR 982.613]

The rent to owner for an assisted person may not exceed the pro-rata portion of the reasonable rent for the group home. The reasonable rent for a group home is determined in accordance with 982.503. In determining reasonable rent the HABC will consider whether sanitary facilities, and facilities for food preparation and service, are common facilities or private. Unless there is a live-in aide, the family unit size is one bedroom. If there is a live-in aide, the live-in aide will be counted in determining the family unit size. The payment standard for a person who resides in a group home is the lower of the payment standard for the family unit size; or the pro-rata portion of the payment standard amount on the HABC payment standard schedule for the group home size. The utility allowance for each assisted person residing in a group home is the pro-rata portion of the utility allowance for the group home unit size.

D. COOPERATIVE HOUSING [24 CFR 982.619]

The HABC will approve a family living in cooperative housing if it is determined that assistance under the program will help maintain affordability of the cooperative unit for low-income families. The HABC will not approve assistance for a family in cooperative housing until the HABC has also determined that the cooperative has adopted requirements to maintain continued affordability for low-income families after transfer of a cooperative member's interest in a cooperative unit (such as a sale of the resident's share in a cooperative corporation).

The reasonable rent in cooperative housing is determined in accordance with "Owner Rents, Rent Reasonableness, and Payment Standards" chapter. For cooperative housing, the rent to owner is the monthly carrying charge under the occupancy agreement/lease between the member and the cooperative.

The carrying charge consists of the amount assessed to the member by the cooperative for occupancy of the housing. It includes the member's share of the cooperatives debt service, operating expenses, and necessary payments to cooperative reserve funds. However, the carrying charge does not include down-payments or other payments to purchase the cooperative unit, or to amortize a loan to the family for this purpose. Gross rent is the carrying charge plus any utility allowance.

For a cooperative, rent adjustments are applied to the carrying charge as determined in "Owner Rents, Rent Reasonableness, and Payment Standards" chapter.

The lease and other appropriate documents will stipulate that the monthly carrying charge is subject to Section 8 limitations on rent to owner. The housing assistance payment will be determined in accordance with the guidelines in "Owner Rents, Rent Reasonableness, and Payment Standards" chapter.

The HABC may approve a live-in aide to reside with the family to care for a person with disabilities. The HABC will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. If the HABC approves a live-in aide, the live-in aide will be counted when determining the family unit size.

Housing Quality Standards

The HABC will ensure that all cooperative housing units approved for the program are in compliance with all of the Housing Quality Standards outlined in the "Housing Quality Standards and Inspections" chapter, and regulated by 24 CFR 982.401.

E. MANUFACTURED HOMES [24 CFR 982.620]

The HABC will permit a family to lease a manufactured home and space with assistance under the program. The HABC will provide assistance for a family that owns the manufactured home and leases only the space. The HABC may approve a live-in aide to reside with a family to care for a person with disabilities. The HABC will approve a live-in aide if needed as a reasonable accommodation so that the program is accessible to and usable by persons with disabilities. If the HABC approves a live-in aide, the live-in aide must be counted when determining the family unit size.

Housing Quality Standards [24 CFR 982.621]

A manufactured home must meet all the HQS requirements outlined in the "Housing Quality Standards and Inspections" chapter and regulated by 24 CFR 982.401. In addition the manufactured home also must meet the following requirements:

A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage.

A manufactured home must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors, in order to resist wind overturning and sliding.

Manufactured Home Space Rental [24 CFR 982.622]

Rent to owner for a manufactured home space will include payment for maintenance services that the owner must provide to the tenant under the lease for the space.

Rent to owner does not include the cost of utilities and trash collection for the manufactured home. However, the owner may charge the family a separate fee for the cost of utilities or trash collection provided by the owner.

Reasonable Rent

During the assisted tenancy, the rent to owner for the manufactured home space may not exceed a reasonable rent as determined by the HABC.

The HABC will not approve a lease for a manufactured home space until the HABC has determined that the initial rent to owner for the space is a reasonable rent. At least annually during the assisted tenancy, the HABC will re-determine that the rent is reasonable.

The HABC will determine whether the rent to owner for a manufactured home space is a reasonable rent in comparison to rents for other comparable manufactured home spaces. The HABC will consider the size and location of the space and any services and maintenance provided by the owner in accordance with the lease.

By accepting each monthly housing assistance payment from the HABC, the owner of the manufactured home space certifies that the rent to owner for the space is not more than rent charged by the owner for unassisted rental of comparable spaces in the same manufactured home park or elsewhere. If requested by the HABC, the owner must provide the HABC information on rents for other manufactured home space.

Housing Assistance Payments for Manufactured Home Space [24 CFR 982.623]

The Fair Market Rent (FMR) for a manufactured home space will be determined by HUD.

HAP for the Regular Tenancy Program

For the Regular Tenancy Program the initial rent to owner for leasing a manufactured home space may not exceed the published FMR for a manufactured home space.

During the term of a certificate tenancy, entered prior to the merger date, the amount of the monthly housing assistance payment equals the lesser of the manufactured home space cost minus the the Total Tenant Payment or the rent to owner for the manufactured home space.

"Manufactured home space cost" means the sum of: the amortization cost, the utility allowance, and the rent to owner for the manufactured home space.

The amortization cost may include debt service to amortize costs (other than furniture costs) included in the purchase price of the manufactured home. The debt service includes the payment for principal and interest on the loan. The debt service amount will be reduced by 15 percent to exclude debt service to amortize the cost of furniture, unless the HABC determines that furniture was not included in the purchase price.

Any debt service due to refinancing the manufactured home after purchase of the home is not included in the amortization costs.

The HABC will not approve as part of the monthly amortization payment, set-up charges to be included

in the debt service incurred by a family that relocates its home.

HAP for the Voucher Tenancy

There is a separate FMR for a family renting a manufactured home space. The payment standard is used to calculate the monthly housing assistance payment for a family. The FMR for rental of a manufactured home space is generally 40 percent of the published FMR for a two-bedroom unit. During the term of a voucher tenancy, the amount of the monthly housing assistance payment for a family will equal the lesser of:

- The payment standard minus the total tenant payment; or
- The rent paid for rental of the real property on which the manufactured home owned by the family is located (the space rent) minus the total tenant payment.

The space rent is the sum of the following as determined by the HABC:

Rent to owner for the manufactured home space

Owner maintenance and management charges for the space

The utility allowance for tenant paid utilities

Utility Allowance Schedule for Manufactured Home Space Rental [24 CFR 982.624]

The HABC will establish utility allowances for manufactured home space rental. For the first twelve months of the initial lease term only, the allowances will include a reasonable amount for utility hook-up charges payable by the family, if the family actually incurs the expenses because of a move.

Allowances for utility hook-up charges do not apply to a family that leases a manufactured home space in place.

Utility allowances for manufactured home space will not be applied to cover the costs of digging a well or installation of a septic system.

H. HOMEOWNERSHIP [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. The HABC must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

The HABC reserves the right to restrict homeownership to families or purposes defined by the HABC. The HABC also reserves the right to limit the number of families assisted with homeownership. The HABC will offer a preference for the homeownership option to applicant families who:

- Are currently enrolled and participating in a self-sufficiency program operated by a Federal,

State or local agency.

- Are graduates of the HABC Family Self-Sufficiency (FSS) program.

Eligibility Requirements [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance.

The family must be eligible for the Housing Choice Voucher program.

The family must qualify as a first-time homeowner, or may be a co-operative member.

The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement.

The family must meet the Federal minimum employment requirement.

At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance.

HUD regulations define “full time employment” as not less than an average of 30 hours per week.

The Federal minimum employment requirement does not apply to elderly or disabled families. Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

The HABC will impose the following additional initial requirements:

- The family has had no family-caused violations of HUD’s Housing Quality standards within the last 1 year.
- The family is not within the initial 1-year period of a HAP Contract.
- The family does not owe money to the HABC.
- The family has not committed any serious or repeated violations of an HABC-assisted lease within the past 3 year/specify time period.

Homeownership Counseling Requirements [24 CFR 982.630]

When the family has been determined eligible, they must attend and complete homeownership counseling sessions. These counseling sessions will be conducted by HABC staff or approved housing counseling agency. Such counseling shall be consistent with HUD-approved housing counseling. The following topics will be included in the homeownership counseling sessions:

- Home maintenance (including care of the grounds)
- Budgeting and money management
- Credit counseling
- How to negotiate the purchase price of a home
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing
- How to find a home, including information about homeownership opportunities, schools, and transportation in the HABC jurisdiction
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas
- Information about RESPA, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions

Eligible Units [24 CFR 982.628]

The unit must meet HUD's "Eligible Housing" requirements and meet all of the following requirements:

- The unit was already existing or under construction at the time the family was determined eligible for homeownership assistance.
- The unit is a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit has been inspected by the HABC and by an independent inspector designated by the family.
- The unit meets HUD Housing Quality Standards.
- The HABC must not approve the seller of the unit if the HABC has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

The unit may not be any of the following:

- A public housing or Indian housing unit
- A unit receiving Section 8 project-based assistance
- A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services
- A college or other school dormitory
- On the grounds of penal, reformatory, medical, mental, or similar public or private institutions

HABC Search and Purchase Requirements [24 CFR 982.629]

The HABC has established the maximum time that will be allowed for a family to locate and purchase a home. The family's deadline date for locating a home to purchase will be 120 from the date the family's eligibility for the homeownership option is determined. The family must obtain financing for the home within 120 of the date eligibility for the homeownership program is determined. The family must purchase the home within 180 calendar days of the date eligibility for the homeownership program is determined.

The HABC will not require periodic reports on the family's progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time limit, the HABC will place the family's name on the waiting list for a voucher.

Inspection and Contract [24 CFR 982.631]

The unit must meet Housing Quality Standards, and must also be inspected by an independent professional inspector selected and paid by the family.

The independent inspection must cover major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions, including major building systems and components. These systems and components include, but are not limited to:

- Foundation and structure
- Housing interior and exterior
- Roofing
- Plumbing, electrical and heating systems

The independent inspector must not be a HABC employee or contractor. The HABC will not require the family to use an independent inspector selected by the HABC, but the HABC has determined that a licensed inspection organization must be used. Copies of the independent inspection report will be provided to the family and the HABC. Based on the information in this report, the family and the HABC will determine whether any pre-purchase repairs are necessary. The HABC may disapprove the unit for homeownership assistance because of information in the report.

The family must enter into a contract of sale with the seller of the unit. A copy of the contract must be given to the HABC. The contract of sale must specify the price and terms of sale, and provide that the purchaser will arrange for a pre-purchase independent inspection of the home. The contract must also:

- Provide that the purchaser is not obligated to buy the unit unless the inspection is satisfactory;
- Provide that the purchaser is not obligated to pay for necessary repairs; and
- Contain the seller's certification that he or she has not been debarred, suspended or subject to a

limited denial of participation.

Financing [24 CFR 982.632]

The family is responsible for securing financing. The HABC has established financing requirements, listed below, and may disapprove of the proposed financing if the HABC determines that the debt is unaffordable. The HABC will prohibit the following forms of financing:

- Balloon payment mortgages
- Variable interest rate loans
- Seller financing on a case-by-case basis

The HABC will require a minimum cash down payment of 3% percent of purchase price with 1% to be paid from the family's own resources.

Continued Assistance [24 CFR 982.633]

- Homeownership assistance may only be paid while the family is residing in the home. The family or lender is not required to refund homeownership assistance for the month when the family moves out.
- The family must comply with the following obligations:
- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to CFR 982.551 (h) and (i).
- The family must supply information to the HABC or HUD as specified in CFR 982.551(b). The family must further supply any information required by the HABC or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the HABC before moving out of the home.
- The family must notify the HABC if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The family must attend and complete ongoing homeownership counseling.
- Before commencement of homeownership assistance, the family must execute a statement in

which the family agrees to comply with all family obligations under the homeownership option.

Maximum Term of Homeownership Assistance [24 CFR 982.634]

Except in the case of elderly or disabled families, the maximum term of homeownership assistance is:

- 15 years, if the initial mortgage term is 20 years or longer, or
- 10 years in all other cases.

The elderly exception only applies if the family qualified as elderly at the start of homeownership assistance. The disabled exception applies if, at any time during receipt of homeownership assistance, the family qualifies as disabled.

If the family ceases to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date assistance commenced. However, such a family must be afforded at least 6 months of homeownership assistance after the maximum term becomes applicable.

If the family receives homeownership assistance for different homes, or from another PHA, the total is subject to the maximum term limitations.

Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment. In determining the amount of the homeownership assistance payment, the HABC will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in this plan for the Housing Choice Voucher program. The HABC will pay the homeownership assistance payment to the family or to the lender at the discretion of the HABC.

Some homeownership expenses are allowances or standards determined by the HABC in accordance with HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home. Homeownership expenses include:

- Principal and interest on mortgage debt.
- Mortgage insurance premium.
- Taxes and insurance.
- The HABC utility allowance used for the voucher program.
- The HABC allowance for routine maintenance costs of up to \$100 per month based on the size of the home.
- Principal and interest on debt for improvements.

Portability [24 CFR 982.636, 982.353(b) and (c), 982.552, 982.553]

Subject to the restrictions on portability included in HUD regulations and in Chapter 13 of this plan, the family may exercise portability if the receiving HABC is administering a voucher homeownership program and accepting new homeownership families.

The receiving HABC may absorb the family into its voucher program, or bill the initial HABC. The receiving HABC arranges for housing counseling and the receiving HABC homeownership policies apply.

Moving With Continued Assistance [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

Denial or Termination of Assistance [24 CFR 982.638]

Termination of homeownership assistance is governed by the policies for the Housing Choice Voucher program contained in chapter 15 of the Administrative Plan. However, the provisions of CFR 982.551 (c) through (j) are not applicable to homeownership.

The HABC will terminate homeownership assistance if the family is dispossessed from the home due to a judgment or order of foreclosure. The HABC will not permit such a family to move with voucher rental assistance. The HABC will terminate homeownership assistance if the family violates any of the family obligations contained in this section.

SELECTION OF FAMILIES FOR PARTICIPATION IN THE HOMEOWNERSHIP PROGRAM

- Applicants for Homeownership may only be selected from the HABC HCVP Waiting List
- HABC may operate a separate homeownership waiting list and all tenant-based applicants who seek homeownership may be placed on the homeownership list upon request and without penalty to any other pending application for assistance.
- Qualified applicants (income eligible working families, disabled families, and elderly families) will be offered the homeownership option and placement on the homeownership waiting list.

Chapter 20

PROJECT BASED ASSISTANCE PROGRAM

[24 CFR 983]

INTRODUCTION

Project-based vouchers are a component of the HABC Housing Choice Voucher Program. Under the project-based program HABC may attach up to 20% of its voucher assistance to specific housing units for which a HAP (housing assistance payment) contract has been executed.

The HABC operates its project-based voucher program in accordance with regulations promulgated at 24 CFR 983. Except as expressly modified or excluded by part 983, provisions of 24 CFR 982 (Housing Choice Voucher Program) apply.

The HUD Appropriations Act of 2001 amended the existing law that governs the amount of tenant-based housing choice voucher funding that may be used for project-based assistance, and made provisions to make project-based vouchering assistance more flexible. Consistent with legislative intent, HUD is revising its current project-based regulations at 24 CFR 983 to further the program's flexibility and workability, and to help PHAs, owners and eligible families in need of housing take immediate advantage of new statutory features.

Important changes expected under the amended project-based program include:

- Attaching tenant-based assistance to existing units (that pass HQS) in addition to the current requirement of funding only newly constructed and rehabilitated units.
- Extending the project-base cap from 15% to 20% of the baseline units in the Housing Voucher Choice Program.
- Providing mobility and continued assistance to families that choose to participate in the project-based voucher program.
- Extending the HAP contract term to 10 years or more in order to make the project financially feasible, subject to appropriations.
- Placement of applicants referred by owners on the HABC waiting list in accordance with the HABC local policies and selection preferences.
- Permits the HABC, at its discretion, to continue to provide assistance for a unit that becomes vacant for up to 60 days.

Statutory provisions of the Act are non-discretionary and effective immediately.

A. CONSISTENCY WITH AGENCY PLAN AND DECONCENTRATION GOALS

The Appropriations Act of 2001 integrates the project-based vouchersing option within the Agency Plan requirements such that the HABC may only enter into a project-based HAP contract if circumstances indicate that the project basing of units, rather than tenant basing of the same amount of assistance, is an appropriate option. In addition, project basing of vouchers must be consistent with the statutory goals of de-concentrating poverty and expanding housing and economic opportunity.

Until HUD issues further instructions, the HABC will provide, as a required attachment to its Agency Plan, a statement of the projected number of project-based units and general locations and show how the project basing is consistent with its overall Agency Plan. Should the HABC wish to use the project based voucher program before the anticipated approval date of the Agency Plan, HABC will add the information as an amendment to the Agency Plan and follow the regulations and notices for HABC Agency Plan amendments.

Until HUD issues further instructions, HABC will ensure the statutory goals of poverty de-concentration by requiring that all new project-based assistance agreements or contracts be for units in census tracts with poverty rates of less than 20%, unless HUD specifically approves an exception.

B. FAMILY ELIGIBILITY AND OBTAINING A PROJECT-BASED VOUCHERS

Any Section 8 eligible family on the HABC waiting list that is interested in moving into a specific unit under a project based HAP contract is eligible for a project based voucher. The HABC refers families, who have already applied for housing choice vouchers and are on the waiting list, to properties that have project-based voucher assistance when units become vacant (owner notification of vacancy). The HABC project based selection system complies with the following program requirements:

- Applicants may only be selected from the HABC waiting list.
- HABC may operate a separate project-based waiting list notwithstanding that all tenant-based applicants who seek project-based housing can be placed on the project-based list upon request and without penalty to any other pending application for assistance.
- HABC may place a family referred by an owner of a project based voucher unit on its waiting list, subject to stated waiting list policies and selection preferences.

Chapter 21

ANNUAL CONTRIBUTIONS CONTRACT, ADMINISTRATIVE FEE AND RESERVES [24 CFR 982.151, .152, .153, & .155),

INTRODUCTION

This chapter discussed the terminology that is used to describe the contractual obligations for funding and administering the Section 8 programs. It describes the payment structure for the Section 8 program and the procedures for establishing and maintaining program reserves.

A. Annual Contributions Contract (ACC)

Under an ACC, HUD agrees to make payments to Authorities over a specified term for housing assistance payments owners and administrative fees. The Authority agrees to administer the program in accordance with HUD regulations and requirements. The ACC specifies the Contract Authority (i.e., maximum annual payment by HUD) and the Budget Authority (i.e., maximum that may be paid by HUD to a PHA over the ACC term of a funding increment).

Each Section 8 funding increment constitutes a separate ACC. The ACC terms are typically executed for one-year periods. Commitments for all voucher funding increments in a PHA program are listed in a Consolidated Annual Contributions Contract. Before adding funding increments to the Authority's consolidated ACC, HUD must reserve budget authority from amounts authorized and appropriated by Congress.

For a given HA fiscal year, the amount of HUD's maximum annual payment for the HA program equals the sum of the Contract Authority for all the funding increments under the consolidated ACC. The maximum annual payment does not include contract authority for expired funding increments due to fiscal year end differences between HUD and the Authority. Additional payments resulting from year-end differences may be paid from the ACC reserve account subject to HUD approval.

B. Administrative Fee

Payments from HUD to the Authority for operating a Section 8 program are referred to as administrative fees. Program administrative fees are specified in the Authority's Section 8 Budget prepared based on the Authority's fiscal year. Administrative fees are paid in amounts approved by HUD from funds appropriated for that purpose by Congress.

Authority's are eligible to receive preliminary and on-going administrative fees. However, HUD may approve additional payments for costs associated with:

- Hard to house families (i.e., \$75 per initial or move contract of families with 3 children and or disabled members)
- Coordinate supportive services for elderly and disabled
- Costs associated with providing reasonable accommodations to the extent that they cannot be paid out of the administrative fee
- Families in FSS programs
- Costs of an independent audit
- Other costs deemed extraordinary by HUD Headquarters.

HUD may also reduce or offset the administrative fee if the Authority fails to perform any of its program responsibilities (e.g., failure to enforce HQS, not promptly reimbursing a receiving Authority for portability units). Importantly, HUD must reduce the Administrative Fee by 10% if the Authority's MTCS Reporting Rate is not at least 85% for the fiscal year.

Ongoing Administrative Fees are paid for each program unit under HAP contract on the first day of the month in an amount published by HUD. The administrative fee may only be used to cover costs incurred to perform Authority administrative responsibilities for the program in accordance HUD regulations and requirements.

C. Reserves

There are two types of program reserve accounts. The first type is called the ACC reserve account. One reserve account is established for the consolidated ACC funding. The second type of reserve is called the administrative fee reserve account. The Authority establishes and maintains this account. Further discussion of each type of reserve account is provided under separate headings.

ACC Reserve Account is a non-funded account established and maintained by the local HUD Office. It was formally called the "project reserve" a holdover term from the project based section 8 programs. The account is used to account for an ongoing balance of the Section 8 program. At the end of each Authority fiscal year HUD credits the ACC reserve account in an amount by which the sum of the contract authority maximum payment (i.e., annual funding increment under the consolidated ACC) exceeds the amount actually approved and paid out during the Authority fiscal year.

The ACC Reserve Account is "swept" by HUD annually of reserves in excess of 6 weeks of estimated HAP payments. The Authority can access the ACC Reserve Account, with HUD approval, to pay amounts needed to fund up to 100% of the units budgeted under the program.

Administrative Fee Reserve is maintained by the Authority and was formally referred to as the operating reserve. The Authority is to credit to the administrative reserve the total of the amount by which the program administrative fees paid during the Authority's fiscal year exceed the program administrative expenses, plus interest earned on the administrative reserve account. The Authority may use surpluses in administrative

reserves to cover annual expense deficits. If administrative reserves are available after last funding increment, the reserve can be used for other housing purposes.

CHAPTER 22

MONITORING, RECORDKEEPING AND REPORTING

[24 CFR part 985]

INTRODUCTION

In accordance with its consolidated ACC to operate Section 8 programs, the HABC must maintain complete and accurate accounts and other records for the program in accordance with HUD requirements, in a manner that permits a speedy and effective audit. In addition, HABC must furnish to HUD accounts and other records, reports, documents and other information as required by HUD.

This chapter details the monitoring, recordkeeping and reporting practices that are to be followed by HABC in accordance with HUD requirements. In addition, this chapter reviews the Section 8 Management Assessment Program (SEMAP) requirements.

A. Monitoring of Program Requirements and Performance

HABC has developed monitoring procedures as part of its required internal control systems to monitor the program's requirements and performance standards. The monitoring procedures are designed to assist HABC in streamlining its operation, improving efficiency, and ensuring compliance with HUD rules and regulations.

The following table identifies and describes the program and performance monitoring requirements, the standard by which the requirement will be judged, and the procedure that should be followed by HABC.

Section 8 Monitoring

Requirement	Standard	Procedure
Program		
· Reexamination of Assisted Families	Incomes of assisted families must be reexamined annually on a timely basis, so that any changes in housing assistance payments are effective on the applicable anniversary date.	The Section 8 staff schedules reexaminations in a manner that ensures completion within 12 months of the previous re-examination. Completion includes all third party verifications, full MTCS acceptance of the 50058, rent change notice to tenant 60 days prior to the effective date and tenant file maintenance. The tenants scheduled 120 days in advance of the effective date and are required to provide the any data deemed necessary by HABC to determine eligibility. Upon completion of the reexamination, HABC will provide the results of the reexamination to each household in writing, and advise the households of their right to a informal hearing. Additionally, HABC will complete the HUD 50058 form and transmit it to HUD.
· Accurate HAP Payments to Owners	Assure that housing assistance payments reflect the actual amount of contract rent and tenant rent initially listed on the HAP Contract, and any changes required because of a family reexamination, an interim reexamination or contract rent adjustments. Ensure that payments are not made for any HAP	Review HAP payment versus contract rent agreement during the reexamination procedure.

Section 8 Monitoring

Requirement	Standard	Procedure
	Contract that has been terminated.	
Performance		
· Leasing of Unit Increments	HABC must monitor its leasing progress on a quarterly basis to identify the number of Vouchers issued that resulted in HAP Contracts.	Set an annual goal for the number of Vouchers issued that result in HAP contracts. Review the goal quarterly. If the leasing success rate falls below the projected goal, HABC should take steps to improve its leasing performance.
· Occupance Rate of Units	Ensure that at least 95% of the units are under lease (i.e., under HAP contract) so that assisted housing resources are effectively used and enough administrative fees will be earned to cover the expenses.	<ol style="list-style-type: none"> 1) Review the number of units under HAP agreement quarterly. 2) If the number of units under HAP Contract is under 95%, HABC may do the following: <ul style="list-style-type: none"> · over-issue vouchers to compensate for the estimated number of vouchers that do to result in HAP contracts and to achieve the needed amount unused units months . · improve lease-up rate by reassigning or hiring more staff to process family applications, brief voucher holders, verify income, and inspect units.
· Waiting List	<p>HABC will review its waiting list to answer the following questions:</p> <ul style="list-style-type: none"> · Has outreach been effective for families least likely to apply? · Is additional outreach necessary for any particular family category, or to fill preferences? · Does application taking need to be suspended because the waiting list is too long? 	<ol style="list-style-type: none"> 1) Review the number of units that are vacant or scheduled to become vacant on a monthly basis. 2) Review the waiting list to determine if there are enough families to fill the vacant units. 3) Determine if sections of the population that are unlikely to apply are represented. 4) If these populations are under-represented, identify outreach medium to contact and attract these specific groups of people to apply for assistance, (i.e., opening portion of waiting list. 5) Institute outreach program through the selected medium.
· Location of Units	HABC will wish to monitor the location of the units under HAP Contract to identify the extent to which units are leased in areas without undue concentrations of minority or lower income families.	<ol style="list-style-type: none"> 1) Develop a thematic map which identifies the minority concentration and family income level by Census tract. 2) Correlate the HAP contracts on the map to determine which areas have the greatest concentration on Section 8 recipients.
· Housing Quality Standards (HQS)	HABC will track the number of units that did not meet HQS, the number of units that were improved, and the type and the cost of the improvements. This information will help HABC in determining the extent to which the program has improved the quality of housing in the area.	<ol style="list-style-type: none"> 1) The Section 8 staff will maintain an active file of all of the units that fail to meet HQS. 2) As the HQS deficiencies are repaired, remove the house from the file. 3) Keep a annual statistics of the number of houses that are repaired and brought up to HQS to determine the extent to which the program has improved the quality of housing in the area.

B. Program Reporting

HABC is required submit standardized reports regarding the Section 8 program to HUD throughout the year. The following table identifies and describes each of these reports as well as defining the required frequency of their submission.

Section 8 Reporting

Report	Description	Frequency
Program Utilization (Form HUD-52683)	The report must identify the following: <ul style="list-style-type: none"> · The number of outstanding vouchers. · The total number of units under lease/HAP Contract. · The total number of units under lease/HAP Contract that are occupied by elderly, handicapped, or disabled families. All reports are due 10 working days from the end of the reporting period. The first report should contain information through the end of the calendar quarter during which the ACC was executed. Subsequent reports must contain information through the end of each calendar quarter.	<ul style="list-style-type: none"> · If less than 95% of the units are under HAP Contract, the report is submitted quarterly. · If greater than 95% of the units are under HAP Contract, the report is submitted annually with a 6/30, reporting period.
Budget <ul style="list-style-type: none"> · Supporting Data for Annual Contributions Estimates (Form HUD-52672) · Estimates of Total Required Annual Contributions (Form HUD-52673) 	These forms must be submitted before any ACC amendment adding a new project to HABC's Existing Housing Program. HABC must send an original and two copies of each form to the Field office.	<ul style="list-style-type: none"> · HABC must submit at least 90 calendar days before the beginning each fiscal year.
Partial Payment of Annual Contributions (Form HUD- 52663)	HABC must submit an original of its consolidated requisition with two copies to the Field office for all units under the ACC Part I.	<ul style="list-style-type: none"> · 45 calendar days before the beginning of each calendar quarter.
Year-end Settlement <ul style="list-style-type: none"> · Voucher for Payment of Annual Contribution and Operating Statement (Form HUD-52681) 	Used to report operating receipts and expenses. Additionally, this form must be submitted to the Regional Accounting Division if there is an overpayment, and enclose a check for any over advances received.	<ul style="list-style-type: none"> · At the end of each fiscal year.
<ul style="list-style-type: none"> · Balance Sheet for Section 8 and Public Housing (Form HUD-52595) 	Used to report assets and liabilities.	<ul style="list-style-type: none"> · At the end of each fiscal year.
Recertification (Form HUD-50058)	Recertifications are used to ensure that the families are still eligible for the program, housed in a properly sized unit, and paying the appropriate amount of rent according to the guidelines of the program.	<ul style="list-style-type: none"> · Form HUD-50058 annually.
Family Self-Sufficiency (Form HUD-50058-FSS)	The purpose of the Family Self-Sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of public and Indian housing assistance and housing assistance under the Section 8 rental certificate and rental voucher programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency.	Form HUD-50058-FSS submitted annually.
Portability (Form HUD-50058)	The Section 8 portability feature allows a voucher holder to rent a dwelling unit outside the jurisdiction of the initial (i.e., issuing) authority. Portability also permits a family to move with continued assistance to another unit outside HABC's jurisdiction and establishes the rules under which a family may move with	Form HUD-50058 submitted annually.

Section 8 Reporting

Report	Description	Frequency
	continued assistance to the jurisdiction of another Authority.	

C. Record Keeping and Other Data

HABC is required by HUD to maintain complete and accurate accounts and other records for the program on each family in their files. These family files are used to facilitate monitoring and program auditing. HABC should establish a file for each family during the application process.

During the term of the assisted lease, and for three years thereafter, HABC will keep the following documents.

- A copy of the executed lease.
- The HAP Contract.
- The Application from the family.

In addition, HABC will maintain the following information for at least three years:

- Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants.
- An application from each ineligible family and notice that the applicants and participants.
- HUD required reports.
- Unit inspection reports.
- Lead-based paint inspection records as required by 24 CFR § 982.401 (j).
- Accounts and other records supporting HABC budget and financial statements for the program.
- Other records specified by HUD.

HABC also maintains following documents in the tenant files for three years, although they are not required to do so by HUD:

- Reexamination notices and work papers.
- Income verification forms.
- A copy of each Certificate issued.

- Copies of relevant correspondence.
- All requests for lease approval.
- All rent reasonableness determinations.
- Interim re-determination forms and related records.
- Notification of lease disapprovals, if applicable.
- Records concerning denial of assistance, or termination of assistance.
- All Authority records and determinations concerning informal reviews or hearings affecting an applicant or participant in the Section 8 Existing Housing Certificate Program.
- Family Service Record that identifies all contracts HABC has had with the family or other on behalf of the family, information and support services supplied at the briefing session(s), referrals provided, and response to complaints or requests for assistance.

HABC maintains statistical information and other program data on a current basis. This capability includes both current and cumulative statistics for the following:

- Percentage of minority families assisted.
- Percentage of single-parent head-of-household families assisted.
- Percentage of assisted families on welfare.
- Percentage of assisted families with earned income.
- Percentage of assisted families with disabilities.
- Percentage of assisted families who leased in place.
- Percentage of assisted families who leased units of smaller or larger sizes than those listed on their Voucher.
- Percentage of assisted families who have been evicted.
- Percentage of families who have left the program.
- Percentage of assisted handicapped or disabled families.
- Percentage of assisted elderly families.

- Percentage of assisted hard-to-house families (i.e., those with 3 or more minors).
- Number and amount of vacancy loss claims.
- Number and amount of damage claims.
- Number of HAP Contract terminations due to non-compliance with HQS.
- Percentage of owners who have dropped out of the program.
- Number of families who applied for the program but were not assisted.
- Number of units accessible to non-elderly handicapped or disabled assisted families.
- Number of assisted families in each census tract (or enumeration district) in HABC's jurisdiction.
- Number of families, owners, and Authority employees receiving disciplinary action of program abuse.
- Number of Certificate holders that were not successful in finding suitable housing.

D. Section 8 Management Assessment Program (SEMAP)

HUD has established a Section 8 Management Assessment Program to objectively measure public housing agency performance in key Section 8 and tenant based assistance program areas. The regulations governing the SEMAP requirements are found at 24 CFR 985.

HABC conducts an annual assessment of its program administrative performance to certify its performance score with respect to the housing choice voucher program. The SEMAP Rule applies to the housing choice voucher program (24 CFR 982), the project-based component of the certificate or voucher program (24 CFR 983), and participation in the FSS program (24 CFR 984).

SEMAP Standards and Responsibility Table

SEMAP Indicator	Verification Method	Responsibility	Points
Selection from the Waiting List	Quality Control Sample	Applications Manager	15
Reasonable Rent	Quality Control Sample	Leasing & Contracting Manager	20
Determination of Adjusted Income	Quality Control Sample	Applications Manager	20
Utility Allowance Schedule	Annual Utility Allowance Assessment Report	Inspection Manager	5
HQS Quality Control	Quality Control Sample	Inspection Manager	5
HQS Enforcement	Quality Control Sample	Inspection Manager	10
Expanding Housing Opportunity	Annual Briefing Package Assessment Report	Leasing and Contracting Manager	5

Deconcentration Bonus	Monthly Statistical Report	Leasing and Contracting Manager	5
Payment Standard	Annual Report	Section 8 Director	5
Annual Re Examination	Monthly MTCS Report	Re Examination Manager	10
Correct Tenant Rent Calculations	Monthly MTCS Report	Re Examination Manager	5
Pre-Contract HQS Inspections	Monthly MTCS Report	Inspection Manager	5
Annual HQS Inspections	Monthly MTCS Report	Inspection Manager	10
Lease-Up	Monthly MTCS Report	Section 8 Director	20
FSS Enrollment and Escrow Accounts	Monthly MTCS Report	Resident Services Manager	5

GLOSSARY

A. ACRONYMS USED IN SUBSIDIZED HOUSING

AAF	Annual Adjustment Factor. A factor published by HUD in the Federal Register which is used to compute annual rent adjustment.
ACC	Annual Contributions Contract
BR	Bedroom
CDBG	Community Development Block Grant
CFR	Code of Federal Regulations. Commonly referred to as "the regulations". The CFR is the compilation of Federal rules which are first published in the Federal Register and define and implement a statute.
CPI	Consumer Price Index. CPI is published monthly by the Department of Labor as an inflation indicator.
ELI	Extremely low income
FDIC	Federal Deposit Insurance Corporation
FHA	Federal Housing Administration
FICA	Federal Insurance Contributions Act - Social Security taxes
FmHA	Farmers Home Administration
FMR	Fair Market Rent
FY	Fiscal Year
FYE	Fiscal Year End
GAO	Government Accounting Office
GFC	Gross Family Contribution. Note: Has been replaced by the term Total Tenant Payment (TTP).
GR	Gross Rent
HAP	Housing Assistance Payment
HAP Plan	Housing Assistance Plan
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	The Department of Housing and Urban Development or its designee.
HURRA	Housing and Urban/Rural Recovery Act of 1983; resulted in most of the 1984 HUD regulation changes to definition of income, allowances, rent calculations
IG	Inspector General

IGR	Independent Group Residence
IPA	Independent Public Accountant
IRA	Individual Retirement Account
MSA	Metropolitan Statistical Area established by the U.S. Census Bureau
PHA	Public Housing Agency
PMSA	A Primary Metropolitan Statistical Area established by the U.S. Census Bureau
PS	Payment Standard
QC	Quality Control
RFAT	Request for Approval of Tenancy
RFP	Request for Proposals
RRP	Rental Rehabilitation Program
SRO	Single Room Occupancy
SSMA	Standard Statistical Metropolitan Area. Has been replaced by MSA, Metropolitan Statistical Area.
TR	Tenant Rent
TTP	Total Tenant Payment
UA	Utility Allowance
URP	Utility Reimbursement Payment

B. GLOSSARY OF TERMS IN SUBSIDIZED HOUSING

1937 ACT. The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.)

ADMINISTRATIVE PLAN. The HUD required written policy of the PHA governing its administration of the Section 8 tenant-based programs. The Administrative Plan and any revisions must be approved by the PHA's board and a copy submitted to HUD as a supporting document to the PHA Plan.

ABSORPTION. In portability, the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

ACC RESERVE ACCOUNT (FORMERLY "PROJECT RESERVE"). Account established by HUD from amounts by which the maximum payment to the PHA under the consolidated ACC (during a PHA fiscal year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

ADA. Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)

ADJUSTED INCOME. Annual income, less allowable HUD deductions.

ADMINISTRATIVE FEE. Fee paid by HUD to the PHA for administration of the program.

ADMINISTRATIVE FEE RESERVE (Formerly "Operating reserve"). Account established by PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes.

ADMISSION. The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

ANNUAL BUDGET AUTHORITY. The maximum annual payment by HUD to a PHA for a funding increment.

ANNUAL CONTRIBUTIONS CONTRACT (ACC). A written contract between HUD and a PHA. Under the contract HUD agrees to provide funding for operation of the program, and the PHA agrees to comply with HUD requirements for the program

ANNUAL INCOME. The anticipated total Annual Income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

ANNUAL INCOME AFTER ALLOWANCES. The Annual Income (described above) less the HUD-approved allowances.

APPLICANT. (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

"AS-PAID" STATES. States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

ASSETS. (See Net Family Assets.)

ASSISTED TENANT. A tenant who pays less than the market rent as defined in the regulations. Includes tenants receiving rent supplement, Rental Assistance Payments, or Section 8 assistance and all other 236 and 221 (d)(3) BMIR tenants, except those paying the 236 market rent or 120% of the BMIR rent, respectively.

BUDGET AUTHORITY. An amount authorized and appropriated by the Congress for payment to PHAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.

CERTIFICATE. A Certificate issued by the PHA under the Section 8 pre-merger certificate program, declaring a family to be eligible for participation in this program and stating the terms and conditions for such participation. Will no longer be issued after October 1, 1999.

CERTIFICATE PROGRAM. Pre-merger rental certificate program.

CHILD CARE EXPENSES. Amounts paid by the family for the care of minors under 13 years of age where such care is necessary to enable a family member to be employed or for a household member to further his/her education.

CO-HEAD. An individual in the household who is equally responsible for the lease with the Head of Household. (A family never has a Co-head and a Spouse and; a Co-head is never a Dependent).

COMMON SPACE. In shared housing: Space available for use by the assisted family and other occupants of the unit.

CONGREGATE HOUSING. Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing.

COOPERATIVE. A dwelling unit owned and or shared by a group of individuals who have individual sleeping quarters and share common facilities such as kitchen, living room and some bathrooms.

CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT. (Consolidated ACC). See 24 CFR 982.151.

CONTIGUOUS MSA. In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.

CONTINUOUSLY ASSISTED. An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

CONTRACT. (See Housing Assistance Payments Contract.)

COOPERATIVE. (term includes mutual housing). Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: See 24 CFR 982.619.

COVERED FAMILIES. Statutory term for families who are required to participate in a welfare agency economic self-sufficiency program and who may be subject to a welfare benefit sanction for noncompliance with this obligation. Includes families who receive welfare assistance or other public assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

DEPENDENT. A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student 18 years of age or over.

DISABILITY ASSISTANCE EXPENSE. Anticipated costs for care attendants and auxiliary apparatus for disabled family members which enable a family member (including the disabled family member) to work.

DISABLED FAMILY. A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

DISABLED PERSON. See Person with Disabilities.

DISPLACED PERSON/FAMILY. A person or family displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under federal disaster relief laws.

DOMICILE. The legal residence of the household head or spouse as determined in accordance with State and local law.

DRUG-RELATED CRIMINAL ACTIVITY. The illegal manufacture, sale, distribution, use, or the possession with intent to manufacture, sell distribute or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802).

DRUG TRAFFICKING. The illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

ECONOMIC SELF-SUFFICIENCY PROGRAM. Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see 24 CFR 5.603 (c).

ELDERLY FAMILY. A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

ELDERLY HOUSEHOLD. A family whose head or spouse or whose sole member is at least 62 years of age; may include two or more elderly persons living together or one or more such persons living with another person who is determined to be essential to his/her care and wellbeing.

ELDERLY PERSON. A person who is at least 62 years old.

ELIGIBILITY INCOME. May 10, 1984, regulations deleted Eligibility Income, per se, because Annual Income is now for eligibility determination to compare to income limits.

ELIGIBLE FAMILY (Family). A family is defined by the PHA in the administrative Plan, which is approved by HUD.

EXCEPTIONAL MEDICAL OR OTHER EXPENSES. Prior to the regulation change in 1982, this meant medical and/or unusual expenses as defined in Part 889 which exceeded 25% of the Annual Income. It is no longer used.

EXCEPTION RENT. In the pre-merger certificate program, an initial rent (contract rent plus any utility allowance) in excess of the published FMR. See FMR/Exception rent.

EXCESS MEDICAL EXPENSES. Any medical expenses incurred by elderly or disabled families only in excess of 3% of Annual Income which are not reimbursable from any other source.

EXTREMELY LOW-INCOME FAMILY. A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30% of medical income for an a if HUD finds such variations are necessary due to unusually high or low family incomes.

FAIR HOUSING ACT. Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.)

FAIR MARKET RENT (FMR). The rent including the cost of utilities (except telephone) that would be required to be paid in the housing market area to obtain privately owned existing decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Fair market rents for existing housing are established by HUD for housing units of varying sizes (number of bedrooms) and are published in the *Federal Register*.

FAMILY. "Family" includes but is not limited to:

A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);

An elderly family;

A near-elderly family;

A displaced family

The remaining member of a tenant family; and

A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

("Family" can be further defined by the PHA).

FAMILY OF VETERAN OR SERVICE PERSON. A family is a "family of veteran or service person" when:

The veteran or service person (a) is either the head of household or is related to the head of the household; or (b) is deceased and was related to the head of the household, and was a family member at the time of death.

The veteran or service person, unless deceased, is living with the family or is only temporarily absent unless s/he was (a) formerly the head of the household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided, the family contains one or more persons for whose support s/he is legally responsible and the spouse has not remarried; or (b) not the head of the household but is permanently hospitalized; provided, that s/he was a family member at the time of hospitalization and there remain in the family at least two related persons.

FAMILY RENT TO OWNER. In the voucher program, the portion of the rent to owner paid by the family.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM). The program established by a PHA to promote self-sufficiency of assisted families, including the provision of supportive services.

FAMILY SHARE. The amount calculated by subtracting the housing assistance payment from the gross rent.

FAMILY UNIT SIZE. The appropriate number of bedrooms for a family, as determined by the PHA under the PHA's subsidy standards.

FMR/EXCEPTION RENT. The fair market rent published by HUD headquarters. In the pre-merger certificate program the initial contract rent for a dwelling unit plus any utility allowance could not exceed the FMR/exception rent limit (for the dwelling unit or for the family unit size). In the voucher program the PHA adopts a payment standard schedule that is within 90% to 110% of the FMR for each bedroom size.

FOSTER CHILD CARE PAYMENT. Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.

FULL-TIME STUDENT. A person who is attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended).

FUNDING INCREMENT. Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.

GROSS FAMILY CONTRIBUTION. Changed to Total Tenant Payment.

GROSS RENT. The sum of the Rent to Owner and the utility allowance. If there is no utility allowance, Rent to Owner equals Gross Rent.

GROUP HOME. A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

HAP CONTRACT. (See Housing Assistance Payments contract.)

HEAD OF HOUSEHOLD. The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

HOUSING AGENCY. A state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. ("PHA" and "HA" mean the same thing.)

HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974. Act in which the U.S. Housing Act of 1937 (sometimes referred to as the Act) was recodified, and which added the Section 8 Programs.

HOUSING ASSISTANCE PAYMENT. The monthly assistance payment by a PHA. The total assistance payment consists of:

A payment to the owner for rent to owner under the family's lease.

An additional payment to the family if the total assistance payment exceeds the rent to owner. The additional payment is called a "utility reimbursement" payment.

HOUSING ASSISTANCE PAYMENTS CONTRACT. (HAP contract). A written contract between a PHA and an owner in the form prescribed by HUD headquarters, in which the PHA agrees to make housing assistance payments to the owner on behalf of an eligible family.

HOUSING ASSISTANCE PLAN. (1) A Housing Assistance Plan submitted by a local government participating in the Community Development Block Program as part of the block grant application, in accordance with the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD. (2) A Housing Assistance Plan meeting the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD.

HOUSING QUALITY STANDARDS (HQS). The HUD minimum quality standards for housing assisted under the tenant-based programs.

HUD. The Department of Housing and Urban Development.

HUD REQUIREMENTS. HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters as regulations. Federal Register notices or other binding program directives.

IMPUTED ASSET. Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

IMPUTED INCOME. HUD passbook rate x total cash value of assets. Calculation used when assets exceed \$5,000.

IMPUTED WELFARE INCOME. An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family's annual income and therefore reflected in the family's rental contribution.

INCOME. Income from all sources of each member of the household as determined in accordance with criteria established by HUD.

INCOME FOR ELIGIBILITY. Annual Income.

INDIAN. Any person recognized as an Indian or Alaska native by an Indian tribe, the federal government, or any State.

INDIAN HOUSING AUTHORITY (IHA). A housing agency established either by exercise of the power of self-government of an Indian Tribe, independent of State law, or by operation of State law providing specifically for housing authorities for Indians.

INITIAL PHA. In portability, the term refers to both:

A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and

A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.

INITIAL PAYMENT STANDARD. The payment standard at the beginning of the HAP contract term.

INITIAL RENT TO OWNER. The rent to owner at the beginning of the HAP contract term.

INTEREST REDUCTION SUBSIDIES. The monthly payments or discounts made by HUD to reduce the debt service payments and, hence, rents required on Section 236 and 221 (d)(3) BMIR projects. Includes monthly interest reduction payments made to mortgagees of Section 236 projects and front-end loan discounts paid on BMIR projects.

JURISDICTION. The area in which the PHA has authority under State and local law to administer the program.

LANDLORD. This term means either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

LARGE VERY LOW INCOME FAMILY. Prior to the 1982 regulations, this meant a very low income family which included six or more minors. This term is no longer used.

LEASE. A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA. In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the PHA.

LEASE ADDENDUM. For pre-merger Certificate, pre-merger OFTO, and pre-merger Voucher tenancies, the lease language required by HUD in the lease between the tenant and the owner.

LIVE-IN AIDE. A person who resides with an elderly person or disabled person and who is determined to be essential to the care and well-being of the person, is not obligated for the support of the person, and would not be living in the unit except to provide necessary supportive services.

LOCAL PREFERENCE. A preference used by the PHA to select among applicant families.

LOW-INCOME FAMILY. A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 80% for areas with unusually high or low income families.

MANUFACTURED HOME. A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type. See 24 CFR 982.620 and 982.621.

MANUFACTURED HOME SPACE. In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See 24 CFR 982.622 to 982.624

MARKET RENT. The rent HUD authorizes the owner of FHA insured/subsidized multi-family housing to collect from families ineligible for assistance. For unsubsidized units in an FHA-insured multi-family project in which a portion of the total units receive project-based rental assistance, under the Rental Supplement or Section 202/Section 8 Programs, the Market Rate Rent is that rent approved by HUD and is the Contract Rent for a Section 8 Certificate holder. For BMIR units, Market Rent varies by whether the project is a rental or cooperative.

MEDICAL EXPENSES. Those total medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. (A deduction for elderly or disabled families only.) These allowances are given when calculating adjusted income for medical expenses in excess of 3% of Annual Income.

MERGER DATE. October 1, 1999.

MINOR. A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

MIXED FAMILY. A family with citizens and eligible immigration status and without citizens and eligible immigration status as defined in 24 CFR 5.504(b)(3)

MONTHLY ADJUSTED INCOME. 1/12 of the Annual Income after Allowances or Adjusted Income.

MONTHLY INCOME. 1/12 of the Annual Income.

MUTUAL HOUSING. Included in the definition of COOPERATIVE.

NATIONAL. A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

NEAR-ELDERLY FAMILY. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

NEGATIVE RENT. Now called Utility Reimbursement. A negative Tenant Rent results in a Utility Reimbursement Payment (URP).

NET FAMILY ASSETS. Value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition.

NET FAMILY CONTRIBUTION. Former name for Tenant Rent.

NON CITIZEN. A person who is neither a citizen nor a national of the United States.

OCCUPANCY STANDARDS. [Now referred to as **Subsidy Standards**] Standards established by a PHA to determine the appropriate number of bedrooms for families of different sizes and compositions.

OVER-FMR TENANCY (OFTO). In the pre-merger Certificate program: A tenancy for which the initial gross rent exceeds the FMR/exception rent limit.

OWNER. Any persons or entity having the legal right to lease or sublease a unit to a participant.

PARTICIPANT. A family that has been admitted to the PHA's program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (First day of initial lease term).

PAYMENT STANDARD. The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).

PERSON WITH DISABILITIES. A person who has a disability as defined in 42 U.S.C 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means an "individual with handicaps" as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or conditions arising from AIDS, but does not include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes).

PHA PLAN. The annual plan and the 5-year plan as adopted by the PHA and approved by HUD in accordance with part 903 of this chapter.

PORTABILITY. Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.

PREMISES. The building or complex in which the dwelling unit is located, including common areas and grounds.

PRIVATE SPACE. In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

PROCESSING ENTITY. Entity responsible for making eligibility determinations and for income reexaminations. In the Section 8 Program, the "processing entity" is the "responsible entity."

PROGRAM. The Section 8 tenant-based assistance program under 24 CFR Part 982.

PROGRAM RECEIPTS. HUD payments to the PHA under the consolidated ACC, and any other amounts received by the PHA in connection with the program.

PUBLIC ASSISTANCE. Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.

PUBLIC HOUSING AGENCY (PHA). PHA includes any State, county, municipality or other governmental entity or public body which is authorized to administer the program (or an agency or instrumentality of such an entity), or any of the following:

A consortia of housing agencies, each of which meets the qualifications in paragraph (1) of this definition, that HUD determines has the capacity and capability to efficiently administer the program (in which case, HUD may enter into a consolidated ACC with any legal entity authorized to act as the legal representative of the consortia members):

Any other public or private non-profit entity that was administering a Section 8 tenant-based assistance program pursuant to a contract with the contract administrator of such program (HUD or a PHA) on October 21, 1998; or

For any area outside the jurisdiction of a PHA that is administering a tenant-based program, or where HUD determines that such PHA is not administering the program effectively, a private non-profit entity or a governmental entity or public body that would otherwise lack jurisdiction to administer the program in such area.

REASONABLE RENT. A rent to owner that is not more than rent charged for comparable units in the private unassisted market, and not more than the rent charged for comparable unassisted units in the premises.

RECEIVING PHA. In portability: A PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family.

RECERTIFICATION. Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported. There are annual and interim recertifications.

REGULAR TENANCY. In the pre-merger certificate program: A tenancy other than an over-FMR tenancy.

REMAINING MEMBER OF TENANT FAMILY. Person left in assisted housing after other family members have left and become unassisted.

RENT TO OWNER. The total monthly rent payable to the owner under the lease for the unit. Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.

RESIDENCY PREFERENCE. A PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").

RESIDENCY PREFERENCE AREA. The specified area where families must reside to qualify for a residency preference.

RESIDENT ASSISTANT. A person who lives in an Independent Group Residence and provides on a daily basis some or all of the necessary services to elderly, handicapped, and disabled individuals receiving Section 8 housing assistance and who is essential to these individuals' care or wellbeing. A Resident Assistant shall not be related by blood, marriage or operation of law to individuals receiving Section 8 assistance nor contribute to a portion of his/her income or resources towards the expenses of these individuals.

RESPONSIBLE ENTITY. For the public housing and Section 8 tenant-based assistance, project-based certificate assistance and moderate rehabilitation program, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

SECRETARY. The Secretary of Housing and Urban Development.

SECTION 8. Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).

SECURITY DEPOSIT. A dollar amount which can be applied to unpaid rent, damages or other amounts to the owner under the lease.

SERVICE PERSON. A person in the active military or naval service (including the active reserve) of the United States.

SHARED HOUSING. A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. A special housing type.

SINGLE PERSON. A person living alone or intending to live alone.

SPECIAL ADMISSION. Admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position.

SPECIAL HOUSING TYPES. See Subpart M of 24 CFR 982, which states the special regulatory requirements for SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

SPECIFIED WELFARE BENEFIT REDUCTION. Those reductions of welfare benefits (for a covered family) that may not result in a reduction of the family rental contribution. A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

SPOUSE. The husband or wife of the head of the household.

SUBSIDIZED PROJECT. A multi-family housing project (with the exception of a project owned by a cooperative housing mortgage corporation or association) which receives the benefit of subsidy in the form of:

Below-market interest rates pursuant to Section 221(d)(3) and (5) or interest reduction payments pursuant to Section 236 of the National Housing Act; or

Rent supplement payments under Section 101 of the Housing and Urban Development Act of 1965; or

Direct loans pursuant to Section 202 of the Housing Act of 1959; or

Payments under the Section 23 Housing Assistance Payments Program pursuant to Section 23 of the United States Housing Act of 1937 prior to amendment by the Housing and Community Development Act of 1974;

Payments under the Section 8 Housing Assistance Payments Program pursuant to Section 8 of the United States Housing Act after amendment by the Housing and Community Development Act unless the project is owned by a Public Housing Agency;

A Public Housing Project.

SUBSIDY STANDARDS. Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

SUBSTANDARD UNIT. Substandard housing is defined by HUD for use as a federal preference.

SUSPENSION/TOLLING. Stopping the clock on the term of a family's voucher, for such period as determined by the PHA, from the time when the family submits a request for PHA approval to lease a unit, until the time when the PHA approves or denies the request. If the PHA decides to allow extensions or suspensions of the voucher term, the PHA administrative plan must describe how the PHA determines whether to grant extensions or suspensions, and how the PHA determines the length of any extension or suspension.

TENANCY ADDENDUM. For the Housing Choice Voucher Program, the lease language required by HUD in the lease between the tenant and the owner.

TENANT. The person or persons (other than a live-in-aide) who executes the lease as lessee of the dwelling unit.

TENANT RENT. The amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing). For a tenancy in the pre-merger certificate program, tenant rent equals the total tenant payment minus any utility allowance.

TOTAL TENANT PAYMENT (TTP). The total amount the HUD rent formula requires the tenant to pay toward gross rent and utility allowance.

UNIT. Residential space for the private use of a family.

UNUSUAL EXPENSES. Prior to the change in the 1982 regulations, this was the term applied to the amounts paid by the family for the care of minors under 13 years of age or for the care of disabled or handicapped family household members, but only where such care was necessary to enable a family member to be gainfully employed.

UTILITIES. Utilities means water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection and sewage services. Telephone service is not included as a utility.

UTILITY ALLOWANCE. If the cost of utilities (except telephone) including range and refrigerator, and other housing services for an assisted unit is not included in the Contract Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthy living environment.

UTILITY REIMBURSEMENT. In the voucher program, the portion of the housing assistance payment which exceeds the amount of the rent to owner.

UTILITY REIMBURSEMENT PAYMENT. In the pre-merger certificate program, the amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

VACANCY LOSS PAYMENTS. (For pre-merger certificate contracts effective prior to 10/2/95) When a family vacates its unit in violation of its lease, the owner is eligible for 80% of the Contract Rent for a vacancy period of up to one additional month, (beyond the month in which the vacancy occurred) if s/he notifies the PHA as soon as s/he learns of the vacancy, makes an effort to advertise the unit, and does not reject any eligible applicant except for good cause.

VERY LARGE LOWER-INCOME FAMILY. Prior to the change in the 1982 regulations this was described as a lower-income family which included eight or more minors. This term is no longer used.

VERY LOW INCOME FAMILY. A Lower-Income Family whose Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes. This is the income limit for the pre-merger certificate and voucher programs.

VETERAN. A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

VIOLENT CRIMINAL ACTIVITY. Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

VOUCHER (rental voucher). A document issued by a PHA to a family selected for admission to the voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

VOUCHER HOLDER. A family holding a voucher with an unexpired term (search time).

VOUCHER PROGRAM. The Housing Choice Voucher program.

WAITING LIST. A list of families organized according to HUD regulations and PHA policy who are waiting for subsidy to become available.

WAITING LIST ADMISSION. An admission from the PHA waiting list.

WELFARE ASSISTANCE. Income assistance from Federal or State welfare programs, including assistance provided under TANF and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, child care or other services for working families. FOR THE FSS PROGRAM (984.103(b)), "welfare assistance" includes only cash maintenance payments from Federal or State programs designed to meet a family's ongoing basic needs, but does not include food stamps, emergency rental and utilities assistance, SSI, SSDI, or Social Security.

WELFARE RENT. This concept is used ONLY for pre-merger Certificate tenants who receive welfare assistance on an "AS-PAID" basis. It is not used for the Housing Voucher Program.

If the agency does NOT apply a ratable reduction, this is the maximum a public assistance agency COULD give a family for shelter and utilities, NOT the amount the family is receiving at the time the certification or recertification is being processed.

If the agency applies a ratable reduction, welfare rent is a percentage of the maximum the agency could allow.

WELFARE-TO-WORK (WTW) FAMILIES. Families assisted by a PHA with voucher funding awarded to the PHA under the HUD welfare-to-work voucher program (including any renewal of such WTW funding for the same purpose).

C. GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE

CHILD. A member of the family other than the family head or spouse who is under 18 years of age.

CITIZEN. A citizen or national of the United States.

EVIDENCE OF CITIZENSHIP OR ELIGIBLE STATUS. The documents which must be submitted to evidence citizenship or eligible immigration status.

HEAD OF HOUSEHOLD. The adult member of the family who is the head of the household for purpose of determining income eligibility and rent.

HUD. Department of Housing and Urban Development.

INS. The U.S. Immigration and Naturalization Service.

MIXED FAMILY. A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status.

NATIONAL. A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

NONCITIZEN. A person who is neither a citizen nor national of the United States.

PHA. A housing authority who operates Public Housing.

RESPONSIBLE ENTITY. The person or entity responsible for administering the restrictions on providing assistance to noncitizens with ineligible immigration status (the PHA).

SECTION 214. Section 214 restricts HUD from making financial assistance available for noncitizens unless they meet one of the categories of eligible immigration status specified in Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C. 1436a).

SPOUSE. Spouse refers to the marriage partner, either a husband or wife, who is someone you need to divorce in order to dissolve the relationship. It includes the partner in a common-law marriage. It does not cover boyfriends, girlfriends, significant others, or "co-heads." "Co-head" is a term recognized by some HUD programs, but not by public and Indian housing programs.

Reserved

PROGRAM INTEGRITY ADDENDUM

[24 CFR 792.101 to 792.204, 982.54]

INTRODUCTION

The US Department of HUD conservatively estimates that 200 million dollars is paid annually to program participants who falsify or omit material facts in order to gain more rental assistance than they are entitled to under the law. HUD further estimates that 12% of all HUD-assisted families are either totally ineligible, or are receiving benefits which exceed their legal entitlement.

The HABC is committed to assuring that the proper level of benefits is paid to all participating families, and that housing resources reach only income-eligible families so that program integrity can be maintained.

The HABC will take all steps necessary to prevent fraud, waste, and mismanagement so that program resources are utilized judiciously.

This chapter outlines the HABC policies for the prevention, detection and investigation of program abuse and fraud.

A. CRITERIA FOR INVESTIGATION OF SUSPECTED ABUSE AND FRAUD

Under no circumstances will the HABC undertake an inquiry or an audit of a participating family arbitrarily. The HABC expectation is that families will comply with HUD requirements, provisions of the voucher, and other program rules. The HABC staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, the HABC has a responsibility to HUD, to the Community, and to eligible families in need of housing assistance, to monitor participants and owners for compliance and, when indicators of possible abuse come to the attention of the HABC, to investigate such claims.

The HABC will initiate an investigation of a participating family only in the event of one or more of the following circumstances:

- **Referrals, Complaints, or Tips.** The HABC will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a family is in non-compliance with, or otherwise violating the family obligations or any other program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be retained in the family's file.
- **Internal File Review.** A follow-up will be made if HABC staff discovers (as a function of a certification or re-examination, an interim re-determination, or a quality control review), information or facts which conflict with previous file data, the HABC knowledge of the family, or is discrepant with statements made by the family.

Verification of Documentation

A follow-up will be made if the HABC receives independent verification or documentation that conflicts with representations in the family's file (such as public record information or credit bureau reports, reports from other agencies).

B. STEPS THE HABC WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD

The HABC management and staff will utilize various methods and practices (listed below) to prevent program abuse, non-compliance, and willful violations of program rules by applicants and participants. This policy objective is to establish confidence and trust in the management by emphasizing education as the primary means to obtain compliance by families.

- **Things You Should Know:** This program integrity bulletin (created by the HUD Inspector General) will be furnished and explained to all applicants to promote understanding of program rules, and to clarify the HABC expectations for cooperation and compliance.
- **Program Orientation Session:** Mandatory briefing sessions will be conducted by the HABC staff for all prospective program participants, either prior to or upon issuance of a voucher. At the conclusion of all Program Orientation Sessions, the family representative will be required to sign a "Program Briefing Certificate" to confirm that all rules and pertinent regulations were explained to them.
- **Resident Counseling:** The HABC will routinely provide participant counseling in order to clarify any confusion pertaining to program rules and requirements.
- **Review and explanation of Forms:** Staff will explain all required forms and review the contents of all certification documents.
- **Use of Instructive Signs and Warnings:** Instructive signs will be conspicuously posted in common areas and interview areas to reinforce compliance with program rules and to warn about penalties for fraud and abuse
- **Participant Certification:** All family representatives will be required to sign a "Participant Certification" form, as contained in the HUD Participant Integrity Program Manual.

C. STEPS THE HABC WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD

The HABC Staff will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families.

- **Quality Control File Reviews:** Prior to initial certification, and at the completion of all subsequent re-examinations the HABC will conduct Quality Control File Reviews in conformance with SEMAP standards.. Such reviews shall include, but are not limited to:
 - Assurance that verification of all income and deductions is present.

- Changes in reported Social Security Numbers or dates of birth.
 - Authenticity of file documents.
 - Ratio between reported income and expenditures.
 - Review of signatures for consistency with previously signed file documents.
 - All forms are correctly dated and signed.
- **Observations:** The HABC Management and Occupancy Staff (to include inspection personnel) will maintain high awareness of circumstances that may indicate program abuse or fraud, such as unauthorized persons residing in the household and unreported income. Observations will be documented in the family's file.
 - **State Wage Data Record Keepers:** Inquiries to State Wage and Employment record keeping agencies as authorized under Public Law 100-628, the Stewart B. McKinley Homeless Assistance Amendments Act of 1988, may be made annually in order to detect unreported wages or unemployment compensation benefits
 - **Credit Bureau Inquiries.** Credit Bureau inquiries may be made (with proper authorization by the applicant or participant) in the following circumstances:
 - **At the time of final eligibility determination**
 - **When an allegation is received by the HABC wherein unreported income sources are disclosed.**
 - **When a participant's expenditures exceed his/her reported income, and no plausible explanation is given.**

D. THE HABC HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD

The HABC staff will encourage all participating families to report suspected abuse to the HABC Inspector General. All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented and placed in the participant's file. All allegations, complaints and tips will be carefully evaluated in order to determine if they warrant follow-up.

- **File Review:** An internal file review will be conducted to determine if the subject of the allegation is a client of the HABC and, if so, to determine whether or not the information reported has been previously disclosed by the family. It will then be determined if the HABC is the most appropriate authority to do a follow-up (more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.
- **Conclusion of Preliminary Review:** If at the conclusion of the preliminary file review there is/are fact(s) contained in the allegation which conflict with file data, and the fact(s) are independently verifiable, the Inspector General or designee will initiate an investigation to

determine if the allegation is true or false.

E. OVERPAYMENTS TO OWNERS

If the landlord has been overpaid as a result of fraud, misrepresentation or violation of the Contract, the HABC may terminate the Contract and arrange for restitution to the HABC and/or family as appropriate.

F. HOW THE HABC WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD

If the HABC determines that an allegation or referral warrants follow-up, either the staff person who is responsible for the file, or a person designated by the Executive Director to monitor the program compliance will conduct the investigation. The steps taken will depend upon the nature of the allegation and may include, but are not limited to, the items listed below. In all cases, the HABC will secure the written authorization from the program participant for the release of information.

- Credit Bureau Inquiries: In cases involving previously unreported income sources, a CBI inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.
- Verification of Credit: In cases where the financial activity conflicts with file data, a *Verification of Credit* form may be mailed to the creditor in order to determine the unreported income source.
- Employers and Ex-Employers: Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.
- Neighbors/Witnesses: Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to the HABC review.
- Other Agencies: Investigators, case workers or representatives of other benefit agencies may be contacted.
- Public Records: If relevant, the HABC will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records and postal records.
- Interviews with Head of Household or Family Members. The HABC will discuss the allegation (or details thereof) with the Head of Household or family member by scheduling an appointment at the appropriate HABC office. High standards of courtesy and professionalism will be maintained by HABC staff. If possible, an additional staff person will attend such interviews.

G. PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE HABC

Documents and other evidence obtained by the HABC during the course of an investigation will be considered "work product" and will either be kept in the participant's file, or in a separate "work file." In either case, the participant's file or work file shall be kept in a locked file cabinet. Such cases under review will not be discussed among HABC Staff unless they are involved in the process, or have information that may assist in the investigation.

H. CONCLUSION OF THE HABC'S INVESTIGATIVE REVIEW

At the conclusion of the investigative review, the reviewer will report the findings to the Executive Director or designee. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

I. EVALUATION OF THE FINDINGS

If it is determined that a program violation has occurred, the HABC will review the facts to determine:

- The type of violation (procedural, non-compliance, fraud).
- Whether the violation was intentional or unintentional.
- What amount of money (if any) is owed by the family.
- If the family is eligible for continued occupancy.

J. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED

Once a program violation has been documented, the HABC will propose the most appropriate remedy based upon the type and severity of the violation.

- **Procedural Non-compliance:** This category applies when the family "fails to" observe a procedure or requirement of the HABC, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family.

Examples of non-compliance violations are:

Failure to appear at a pre-scheduled appointment.

Failure to return verification in time period specified by the HABC.

Warning Notice to the Family: In such cases a notice will be sent to the family that contains the following:

- A description of the non-compliance and the procedure, policy or obligation which was violated.
- The date by which the violation must be corrected, or the procedure complied with.

- The action which will be taken by the HABC if the procedure or obligation is not complied with, by the date specified.
 - The consequences of repeated (similar) violations.
- Procedural Non-compliance - Overpaid Assistance: When the family owes money to the HABC for failure to report changes in income or assets, the HABC will issue a Notification of Overpayment of Assistance. This Notice will contain the following:
 - A description of the violation and the date(s) of violation.
 - Any amounts owed to the HABC.
 - A 30 day deadline for response.
 - The right to disagree and to request an informal hearing with instructions for the request of such hearing.
- Participant Fails to Comply with HABC Notice. If the Participant fails to comply with the HABC notice, and a family obligation has been violated, the HABC will initiate termination of assistance.
- Participant Complies with HABC Notice. When a family complies with the HABC notice, the staff person responsible will meet with him/her to discuss and explain the Family Obligation or program rule which was violated. The staff person will complete a Participant Counseling Report, give one copy to the family and retain a copy in the family's file.
- **Intentional Misrepresentation:** When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance by the HABC, the HABC will evaluate whether or not:

The participant had knowledge that his/her actions were wrong, and

The participant willfully violated the family obligations or the law.

- Knowledge that the action or inaction was wrong: This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. The participant's signature on various certification, briefing certificate, Personal Declaration and Things You Should Know are adequate to establish knowledge of wrong-doing.
- The participant willfully violated the law: Any of the following circumstances will be considered adequate to demonstrate willful intent:
 - An admission by the participant of the misrepresentation.
 - That the act was done repeatedly.

- If a false name or Social Security Number was used.
 - If there were admissions to others of the illegal action or omission.
 - That the participant omitted material facts which were known to him/her (e.g., employment of self or other household member).
 - That the participant falsified, forged or altered documents.
 - That the participant uttered and certified to statements at a interim (re)determination which were later independently verified to be false.
- **Dispositions of Cases Involving Misrepresentations** . In all cases of misrepresentations involving efforts to recover monies owed, the HABC may pursue, depending upon its evaluation of the criteria stated above, one or more of the following actions:
 - (a) Criminal Prosecution: If the HABC has established criminal intent, and the case meets the criteria for prosecution, the HABC will refer the case to the local State or District Attorney, notify HUD's RIGI, and terminate rental assistance.
 - (b) Administrative Remedies:
 - Terminate assistance and demand payment of restitution in full.
 - Permit continued assistance at the correct level and execute an administrative repayment agreement in accordance with the HABC repayment policy.

HOUSING AUTHORITY OF BALTIMORE CITY

Housing Choice Voucher Program

Procedure: Application Screening, Eligibility and Denial of Assistance

Date: February 13, 2003

Revision: 0

INTRODUCTION & SCOPE

All applicants for the Housing Choice Voucher (Section 8) Program (HCVP) must be subject to a screening process in accordance with Department of Housing and Urban Development (HUD) rules and regulations and the HABC Administrative Plan for the HCVP. The screening consists of a criminal background investigation of the family, including the head of household (HOH), spouse/co-head and all other family members' 14 years of age and older. The HABC will deny admission to applicants in cases where evidence, in the form of convictions and probation before judgments, demonstrates that the HOH or any of the household members exhibit behavior, engages in drug-related criminal activity, violent criminal activity, or other criminal activity that interferes with the health, safety or right to peaceful enjoyment of other residents.

RELATED DOCUMENTS AND LEGAL AUTHORITY

42 U.S.C. §1437f; 42 U.S.C §13661; 24 C.F.R.§§ 982.4, 982.54, 982.552, 982.553, 982.554; 24 C.F.R. § 5.100; HCVP Administrative Plan; Conviction & Denial Factor Key; Informal Review Form; Exclusion Agreement; Exception (Administrative Review) Request Form

PROCEDURE

I. Definitions

Drug: a controlled dangerous substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity: the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with the intent to manufacture, sell, distribute or use the drug.

Federally Assisted Housing: housing assisted under any of the following programs: public housing; project-based or tenant-based assistance under Section 8 of the US Housing Act of 1937; other housing programs as defined in 24 C.F.R. § 5.100.

Period of Ineligibility: The period of time during which a household member convicted of a crime will be ineligible for participation in the HCVP. The periods of ineligibility for each crime are set forth in the Conviction and Eligibility Key. The periods of ineligibility start from the date of conviction or the date of release from incarceration whichever is later.

Right to peaceful enjoyment: the right to exclusive use and possession of the unit without interference from the landlord or other person under the landlord's control.

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Violent criminal activity: any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

IV. II. Mandatory Denials

24 C.F.R. § 982.553(a)(1)(i); 982.553(a)(1)(ii)(C); 982.553(a)(2)(i)

- 1) The HABC must permanently prohibit admission to the HCVP for applicants in the following categories:
 - a) Any household member who has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing;
 - b) Any household member who is subject to a lifetime registration requirement under Maryland's Sex Offender Registration Program found at Title 11, Subtitle 7 of the Criminal Procedure Article of the Maryland Annotated Code; or
- 2) The HABC must prohibit admission to the HCVP for three years from the date of eviction if any household member has ever been evicted from federally assisted housing for drug-related criminal activity. The HABC will admit the household if the HABC determines:
 - a) The evicted household member who engaged in the drug-related criminal activity has successfully completed a supervised drug rehabilitation program; or
 - b) The circumstances leading to the eviction no longer exist (for example, the criminal household member has died, is imprisoned, or otherwise no longer a member of the household). In these circumstances the remaining household member may be required to comply with an Exclusion ~~Agreement~~ **Contract** in order to gain admission to the HCVP. See paragraph ~~V.1d~~ **III(1)(f)** below

III. Permissive Denials

24 C.F.R. § 982.553(a)(2)(ii), 982.552(2)(i), 982.552(2)(ii), 982.552(2)(iv)

1. The HABC will also deny admission if any household member is currently engaged in, or has engaged in during a reasonable time before the admission in any drug-

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related criminal activity, violent criminal activity, or other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity. HABC will also deny admission to any applicant that makes a false statement on their application.

- a) In making its determination to deny assistance based on the above-referenced criminal activity, HABC will only consider criminal charges which resulted in convictions or probation before judgement.
- b) The HABC has created a Conviction and Denial Eligibility Key which lists offenses and periods of ineligibility during which applicants convicted of the offense will be ineligible to participate in the HCVP. Applicants charged with offenses that appear on the Conviction & Denial Eligibility Key that resulted in probation before judgement are also subject to these periods of ineligibility. The periods of ineligibility run from the date of conviction or the date of release from incarceration whichever is later. The periods of ineligibility are not cumulative for multiple offenses. The applicant is subject to the longest period of ineligibility applicable.
- c) Applicants are not removed from the waiting list during the period of ineligibility, however, the applicant will not be scheduled for an interview until the period of ineligibility has expired or the denial decision is overturned through the Informal Review process whichever occurs first. Applicants are responsible for informing the HABC of any changes in their contact information and responding to all HABC correspondence during the period of ineligibility.
- d) The Conviction and Eligibility Denial Key establishes the period of ineligibility. The denial is refutable through the Informal Review process. In each case the HABC shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances of a family member, effects of the denial of assistance on other family members who were not involved, and other factors which might indicate a reasonable probability of favorable future conduct. For example: evidence of rehabilitation, evidence of the applicant family's participation in to participate in social service or other appropriate counseling service programs and the availability of such programs.
- e) The HABC may as a condition of assistance require the applicant to exclude the criminal household member from the unit for the period of ineligibility

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established in the Conviction and Eligibility Denial Key. The applicant will be required to execute an Exclusion Agreement, which prohibits the offending household member from occupying the unit during the specified time period. The HABC may shorten the period of ineligibility pursuant to paragraph (1)(e) of this section. Refusal to execute the Exclusion Agreement will result in application denial. Any violation of the Exclusion Agreement will result in termination of assistance. Once the period of ineligibility expires, the participant may submit a written request to add the offending household member to the unit.

IV. Notice of Denial and Informal Review

- 1) The HABC will give applicants written notice of a decision denying assistance to the applicant which contains a brief statement of the reason for the denial, a description of the specific crime(s) under which the applicant is being denied and the period of ineligibility. This notice will also state that the applicant may request an Informal Review and describe how to schedule this review.
 - a) If the reason for the denial is alleged criminal activity, the HABC will attach a copy of the criminal record obtained by the HABC and used to reach its decision to the denial notice.
 - b) The denial notice will also include an Informal Review Request Form along with a self-addressed stamped envelope. Applicants will have 14 -days from the date the denial notice is received to return the Informal Review Request Form. The denial is presumed to have been received 3 business days after the date of mailing.
 - c) The HABC may accept Informal Review Request Form beyond the 14-day period for good cause.
- 2) Once the Informal Review Request Form has been received, HABC will mail the applicant an Informal Review Notice detailing the Informal Review date, time, and location, the applicant's right to appear with legal representation, the right to bring witnesses and any other documentation to support their case.
- 3) Applicants may request a postponement of the Informal Review one time without cause. Additional postponements may be requested for good cause only.

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- 4) As a reasonable accommodation to a person with a disability, the Informal Review may be conducted by telephone.
- 5) The Informal Review is presided over by the Informal Review Officer. The Officer must be a qualified employee, who is not involved in application screening, did not make or approve the initial decision to deny assistance, and is not a subordinate of this person.
 - a) The HABC Representative and the Applicant may present witnesses, affidavits, documentary evidence, and oral argument. Each may also question any adverse witness and examine all documents presented at the Informal Review.
 - b) The Informal Review Officer shall maintain a record of the Informal Review which must contain all correspondence between HABC and the Applicant related to the denial, copies of all evidence presented at the Informal Review, a summary of all testimony presented, copies of any notes written by the Officer during or after the Informal Review, and a copy of the Officer's written decision.
 - c) The Informal Review Officer shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances of a family member, effects of the denial of assistance on other family members who were not involved, and other factors which might indicate a reasonable probability of favorable future conduct. For example: evidence of rehabilitation, evidence of the applicant family's participation in social service or other appropriate counseling service programs and the availability of such programs.
 - d) The Informal Review Officer will issue a written decision, which includes findings of fact and conclusions. The decision will be mailed to the applicant within 14 calendar days from the date of the Informal Review. The decision shall include an explanation of the right to and process for taking Exceptions to the Officer's decision.

V. Exceptions

- 1) The Applicant or HABC Representative may file an exception to the Informal Review Officer's decision with the Administrative Review Committee within 14-days of

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receiving the Officer's decision. The decision is presumed to have been received 3 business days after the date of mailing.

- 1) The exceptions must be in writing and must contain a concise statement as to each portion of the decision to which exception is taken, the reason for taking the exception, and must be forwarded to the HABC Representative, the Applicant, and the Administrative Review Committee.
- 2) The HABC Representative and the Applicant will be given an opportunity to submit additional written argument in support of or in response to the exception(s).
- 3) The Administrative Review Committee may hear oral argument in lieu of written arguments as a reasonable accommodation for a person with a disability.
- 4) The Administrative Review Committee will review the exception(s), any written argument submitted, the applicant's case file, the record of the Informal Review, and the Informal Review Officer's decision.
 - a) The Applicant or HABC Representative may submit additional evidence to the Committee along with the written exception.
 - b) The Committee will issue a final written decision within 30 calendar days of the filing of the exceptions.
 - c) The Committee may uphold the Officer's decision in whole or in part; modify the Officer's decision; overturn the Officer's decision; or remand the case to the Officer to take additional evidence and submit a new decision.

Conviction and Eligibility Denial Key

Abuse and Other Offensive Conduct CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Child Abuse CHILD ABUSE- CHILD UNDER 18	Felony	Criminal Law § 3-601 parent, other person with custody of minor, or household/family member may not cause physical injury to minor	3 years
Sexual Abuse of a Minor CHILD ABUSE MOLEST EXPLOIT	Felony	Criminal Law § 3-602	3 Years or Sexual Offender Registry- Lifetime Bar [If there is sexual penetration (i.e. rape) with a minor under the age of 12]
Sale of Minor CHILD SELLING	Misdemeanor	Criminal Law § 3-603 a person may not sell, barter, trade or offer to sell a minor for money, property, or anything of value	18 months
Abuse or Neglect of Vulnerable Adult first degree VULNERABLE ADULT ABUSE/NEGLECT	Felony	Criminal Law § 3-604 caregiver, parent, household member, person with custody, may not cause abuse or neglect vulnerable adult that results in serious physical injury or involves sexual abuse	3 Years
Abuse or Neglect of Vulnerable Adult second degree VULNERABLE ADULT ABUSE/NEGLECT	Misdemeanor	Criminal Law § 3-605 caregiver, parent, other person with custody, or household/family member may not cause abuse or neglect vulnerable adult	18 months
Arson and Burning CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Arson-1st degree ARSON - FIRST DEGREE	Felony	Criminal Law § 6-102 willfully setting fire to or burning a dwelling or structure w/person in it	3 Years
Arson-2nd degree ARSON-2ND DEGREE	Felony	Criminal Law § 6-103 willfully setting fire to or burning a structure	3 Years
Malicious burning of	Felony	Criminal Law § 6-104	3 Years

Conviction and Eligibility Denial Key

personal property-1st degree MALICIOUS BURN/1ST DEGREE		willfully setting fire to or burning personal property of another worth \$1,000 or more	
Malicious burning of personal property-2nd degree MALICIOUS BURN/ 2 ND DEGREE	Misdemeanor	Criminal Law § 6-105 willfully setting fire to or burning personal property of another worth less than \$1,000	18 months
Burning with intent to defraud MALICIOUS BURN/ DEFRAUD	Misdemeanor	Criminal Law § 6-106 willfully setting fire to or burning property with intent to defraud	18 months
Assault, Reckless Endangerment, and Related Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Assault-1st degree ASSAULT-FIRST DEGREE	Felony	Criminal Law § 3-202 intentionally cause or attempt to cause serious physical injury to another	3 Years
Assault- 2 nd degree ASSAULT-SECOND DEGREE	Misdemeanor	Criminal Law § 3-203 a person may not commit an assault	18 months
Reckless Endangerment RECKLESS ENDANGERMENT	Misdemeanor	Criminal Law § 3-204 reckless conduct that creates a substantial risk of death or bodily injury	18 months
Life-threatening injury by motor vehicle or vessel while under the influence of alcohol	Misdemeanor	Criminal Law § 3-211 a person may not cause life-threatening injury by motor vehicle or vessel while under the influence of alcohol	18 months
Attempted poisoning POISON-ATTEMPT	Felony	Criminal Law § 3- 213 attempt to poison a person	3 Years
Contaminating water/drink/food	Felony	Criminal Law § 3-214 knowing contamination of water	3 Years

Conviction and Eligibility Denial Key

CONTAMINATE/ POISON FOOD/DRINK		source, food supply, etc.	
Burglary and Related Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Burglary - 1st degree BURGLARY - 1 ST DEGREE	Felony	Criminal Law § 6-202 breaking and entering dwelling of another with intent to commit theft or violence	3 Years
Burglary - 2nd degree BURGLARY-2ND DEGREE	Felony	Criminal Law § 6-203 breaking & entering storehouse of another with intent to commit theft, violence, 2 nd degree arson, or carry away firearms	3 Years
Burglary - 3rd degree BURGLARY-THIRD DEGREE	Felony	Criminal Law § 6-204 breaking & entering dwelling of another with intent to commit crime	3 Years
Burglary - 4th degree BURGLARY- FOURTH DEGREE	Misdemeanor	Criminal Law § 6-205 breaking & entering dwelling or storehouse of another, being in or on dwelling or storehouse of another with intent to commit theft	18 months
Breaking and entering motor vehicle - Rogue and vagabond ROGUE AND VAGABOND	Misdemeanor	Criminal Law § 6-206 a person may not possess a burglar's tool with the intent to use or allow the use of the burglar's tool in the commission of a crime involving the breaking and entering of a motor vehicle	18 months
Burglary with destructive device BURGLARY WITH EXPLOSIVES	Felony	Criminal Law § 6-207 opening or attempting to open safe using destructive device while committing 1 st , 2 nd , or 3 rd degree burglary	3 Years
Breaking and Entering-research facility B&E RESEARCH FACILITY	Felony	Criminal Law § 6-208 breaking & entering research facility with intent to obtain control over, alter, damage, move, or destroy research property	3 Years
Credit Card Crimes	Misdemeanor or	Maryland Annotated Code	

Conviction and Eligibility Denial Key

CJIS CODE	Felony	Citation	Period of Ineligibility
Credit card counterfeiting	Felony	Criminal Law § 8-205 falsely making a purported credit card, falsely embossing a credit card, or transferring or possessing a falsely made instrument purported to be a credit card; unauthorized signature on a credit card with intent to defraud	3 Years
Obtaining property by counterfeiting, theft, or misrepresentation	Felony	Criminal Law §8-206 a person may not for the purpose of obtaining money, goods, services or anything of value with the intent to defraud use a credit card obtained in violation of 8-204 or 8-205 or a credit card that the person knows to be counterfeit	3 Years
Fraud Honoring stolen or counterfeit credit card	Felony	Criminal Law § 8-207 if a person is authorized by an issuer to furnish money, goods, services on presentation of a credit card by the cardholder, the person or an agent or employee of the person may not, with the intent to defraud the issuer or cardholder furnish if the credit card was obtained in violation of 8-204, 8-205 or if the person knows the credit card is counterfeit	3 Years
Crimes Against Public Administration	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Representation of destructive device	Felony	Criminal Law § 9-505 a person may not manufacture, possess, transport, or place a device that is constructed to represent a destructive device	3 Years
Injury to or interference w/ property- Acting w/ intent to hinder defense-related activity	Felony	Criminal Law § 9-702 a person may not destroy, impair, damage, or interfere or tamper w/ real property or personal property w/ intent to hinder, delay, or interfere w/ a defense-related activity	3 Years
Defective workmanship- Acting w/ intent to hinder defense-related activity	Felony	Criminal Law § 9-703 a person may not intentionally make or cause to be made or omit to note on inspection a defect in a product to be used in connection w/ a defense-related activity	3 Years

Conviction and Eligibility Denial Key

Crimes Relating To Animals CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Abuse or neglect of an animal	Misdemeanor	Criminal Law § 10-604 a person may not overdrive or overload animals; deprive animals; inflict pain on an animal	18 months
Attending dogfight	Misdemeanor	Criminal Law § 10-605 a person may not knowingly attend a deliberately conducted dogfight as a spectator	18 months
Aggravated cruelty to animals ANIMAL CRUELTY	Felony	Criminal Law § 10-606 a person may not intentionally mutilate, torture, cruelly beat, or kill an animal	3 Years
Arranging, conducting, or using dog in dogfight ANIMAL CRUEL: DOG FIGHTING	Felony	Criminal Law § 10-607 a person may not use or allow a dog to be used in a dog fight	3 Years
Cockfight ANIMAL CRUEL: COCKFIGHTING	Felony	Criminal Law § 10-608 a person may not use or allow the use of a fowl, cock, or other bird to fight with another animal	3 Years
Killing of a cat or dog ANIMAL - KILLING	Misdemeanor	Criminal Law § 10-611 a person may not kill or allow a dog or cat to be killed by decompression, gas, or curariform drugs	18 months
Abandoning domestic animal ANIMAL - ABANDON	Misdemeanor	Criminal Law § 10-612 a person who owns, possesses, or has custody of a domestic animal may not drop or leave the animal on the road, in a public place, or on a private property	18 months
Poisoning dog CRUELTY - POISON/ GROUND GLASS DOG	Misdemeanor	Criminal Law § 10-618 a person may not willfully or maliciously give poison or ground glass to a dog	18 months
Interference with a race horse INJURE, ETC.	Felony	Criminal Law § 10-620 a person may not willfully or maliciously interfere with, injure, destroy, or tamper w/ a horse used for	3 Years

Conviction and Eligibility Denial Key

RACE/BREED HORSE		racine	
Injuring or trapping carrier pigeon	Misdemeanor	Criminal Law § 10-622 a person may not shoot, kill, or maim a carrier pigeon	18 months
Disturbing the Peace, Disorderly Conduct CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Disturbance of the peace and disorderly conduct DISORDERLY CONDUCT	Misdemeanor	Criminal Law § 10-201 may not obstruct or hinder free passage of another, act in disorderly manner that disturbs peace, fail to obey lawful order, make unreasonably loud noise	18 months
Drug Related Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Possessing or administering controlled dangerous substance CDS-UNLAWFUL POSSESSION ETC CDS: ADMINISTER	Misdemeanor	Criminal Law § 5-601 possession or administration of any CDS	18 months
Keeping common nuisance	Misdemeanor	Criminal Law § 5-605 resorted to by individuals for the purpose of administering illegally controlled dangerous substances; or where controlled dangerous substances or controlled paraphernalia are manufactured, distributed, dispensed, stored, or concealed illegally	18 months
Drug kingpin CDS - DRUG KINGPIN	Felony	Criminal Law § 5-613 an organizer, supervisor, financier, or manager who acts as a coconspirator in a conspiracy to manufacture, distribute, dispense, transport in, or bring into the State a controlled dangerous substance	3 Years
Importer of certain controlled dangerous substances	Felony	Criminal Law § 5-614 bringing into state CDS's exceeding certain enumerated amounts	3 Years

Conviction and Eligibility Denial Key

CDS: INTERST/TRANS CDS - BRING INTO STATE			
Distributing fake controlled dangerous substance NON-CDS TO BE USED AS CDS: DIST	Felony	Criminal Law § 5-617 distribution of non-controlled substance as CDS	3 Years
Possession or purchase of non controlled substance	Misdemeanor	Criminal Law § 5-618 possession or purchase of non-CDS believed to be CDS	18 months
Drug paraphernalia CDS-PARA/USE POSS W/INTENT USE	Misdemeanor	Criminal Law § 5-619 use/possession of drug paraphernalia; delivery or sale of paraphernalia or possession of w/intent to do as much	18 months
Controlled paraphernalia CDS-PARA/USE POSS W/INTENT USE CDS- PARA/DELIVER SELL MFG	Misdemeanor	Criminal Law § 5-620 possession of controlled paraphernalia (syringe or instrument adopted related)	18 months
Use of weapon as a separate crime CDS- POSS. OF FIREARMS	Felony	Criminal Law § 5-621 a person may not possess a firearm during and in relation to a drug traffic crime	3 Years
Firearm Crimes - Possession, ownership, transportation, etc., of a firearm	Felony	Criminal Law § 5-622 a person may not possess, own, carry or transport a firearm if the person has been convicted of an attempted felony, a felony, or conspiracy to commit of felony	3 Years
Proceeds of drug	Felony	Criminal Law § 5-623	3 Years

Conviction and Eligibility Denial Key

crime CDS-PROCEEDS FROM OFFENSES		receiving or acquiring proceeds knowing they derived from CDS offense or engaging in financial transactions relating w/similar knowledge	
Drug-induced conduct CDS: ADMINISTER	Misdemeanor	Criminal Law § 5-624 administration of CDS to another without that person's knowledge and commission of crime against that person	18 months
Controlled dangerous substance near school CDS: SCHOOL BUS/PROPERTY	Felony	Criminal Law § 5-627 manufacture, dispense, or possess CDS w/intent to do near schools	3 Years
Use of minor HIRE ETC. MINOR DEL/DIST CDS	Felony	Criminal Law § 5-628 using minors to manufacture, distribute, or deliver controlled dangerous substance	3 Years
Dispensing prescription drug CDS/PRECRP: OBTAIN BY FRAUD CDS/PRESCRIP OBTN-ALTER ORDER CDS/PRESCRIP CONTNR: FALSE LABEL CDS/PRESCRIP: ILL POSS W/ INT DIS CDS/PRESCRIP: REMOVE REQ'D LABEL	Misdemeanor	Criminal Law § 5-701 a person may not dispense a prescription drug unless licensed; manufacture, distribute, possess w/ intent to distribute; affix a false or counterfeit label; omit, remove or alter a prescription; obtain a prescription by fraud	18 months
Harboring, Escape, and Contraband	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility

Conviction and Eligibility Denial Key

CJIS CODE			
Harboring fugitive HARBOR FELON/FUGITIVE	Misdemeanor	Criminal Law § 9-402 may not harbor fugitive from prosecution, custody or confinement after conviction of felony	18 months
Harboring escaped prisoner HARBOR FELON/FUGITIVE	Misdemeanor	Criminal Law § 9-403 may not harbor felon who escaped from custody	18 months
Escape-1st degree ESCAPE-FIRST DEGREE	Felony	Criminal Law § 9-404 knowingly escape from place of confinement, juvenile facility, or violate restriction on movement of temporary release or home detention	3 Years
Escape-2nd degree ESCAPE-SECOND DEGREE	Misdemeanor	Criminal Law § 9-405 knowingly depart from custody after arrest, fail to obey order to report to confinement	18 months
Contraband-weapon CONTRABAND POSS W/I DEL	Felony	Criminal Law § 9-414 deliver weapon to person detained or confined	3 Years
Contraband- Controlled Dangerous Substance CONTRABAND POSS W/I DEL	Misdemeanor	Criminal Law § 9-416 deliver cds to person detained or confined	18 months
Hate Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Damaging property of religious entity	Misdemeanor or Felony	Criminal Laws § 10-301 a person may not deface, damage, or destroy, or attempt to deface, damage, or destroy, personal or real property of church, synagogue, or other place of worship; a cemetery; religious school, educational facility, or community center, and grounds adjacent to them	18 months/ 3 Years
Obstructing exercise of religious belief	Misdemeanor or Felony	Criminal Law § 10-302 a person may not, by force or threat of force, obstruct or attempt to obstruct another in the free exercise of that	18 months/ 3 Years

Conviction and Eligibility Denial Key

		person's religions beliefs	
Harassment; destruction of property	Misdemeanor or Felony	Criminal Law § 10-303 because of another's race, color, religious beliefs, or national origin a person may not harass or commit a crime against that person; damage the real or personal property of that person; deface, damage, or destroy, attempt to deface, damage, or destroy the real or personal property of that person or burn or attempt to burn an object on the real or personal property of that person	18 months/ 3 Years
Damage to associated building	Misdemeanor or Felony	Criminal Law § 10-304 may not deface, damage, destroy or burn an object on real or personal property connected to a building that is publicly or privately owned, leased or used because of race, religion, color, national origin	18 months/ 3 Years
Homicide CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Murder 1 st degree MURDER - 1 ST DEGREE	Felony	Criminal Law § 2-201 the killing was willful, deliberate and premeditated; committed by lying in wait; committed by poison; or committed in the perpetration of or an attempt to perpetrate: arson, burglary, carjacking, escape from correctional facility, kidnapping, mayhem, rape, robbery, sexual offense, sodomy, or anything concerning a destructive device (felony murder)	3 Years
Murder 2 nd degree MURDER - 2 ND DEGREE	Felony	Criminal Law § 2-204 presumption that the homicide is 2 nd degree unless the State can prove that the killing was willful, deliberate and premeditated	3 Years
Attempted murder 1 st degree MURDER-1ST DEGREE - ATT	Felony	Criminal Law § 2-205 a specific intent to murder	3 Years
Attempted murder 2 nd degree MURDER-2ND	Felony	Criminal Law § 2-206 assault with the intent to murder	3 Years

Conviction and Eligibility Denial Key

DEGREE - ATT			
Manslaughter MANSLAUGHTER	Felony	Criminal Law § 2-207 a homicide the occurs without malice	3 Years
Manslaughter by vehicle or vessel MANSLAUGHTER AUTO/BOAT ETC	Felony	Criminal Law § 2-209 a person may not cause the death of another as a result of the person's driving, operating, or controlling a vehicle in a grossly negligent manner	3 Years
Homicide by Motor Vehicle or Vessel While Impaired or Under the Influence CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Homicide by vehicle or vessel while under the influence of alcohol HOMICIDE - MV WHILE INTOX	Felony	Criminal Law § 2-503 a homicide by a motor vehicle while under the influence of alcohol	3 Years
Homicide by vehicle or vessel while impaired by alcohol HOMICIDE- MV/VESSEL UNDER INFLU	Felony	Criminal Law § 2-504 a homicide by motor vehicle while impaired by alcohol	3 Years
Homicide by vehicle or vessel while impaired by drugs HOMICIDE- MV/VESSEL UNDER INFLU	Felony	Criminal Law § 2-505 a homicide by motor vehicle while impaired by drugs	3 Years
Homicide by vehicle or vessel while impaired by controlled dangerous substance	Felony	Criminal Law § 2-506 a homicide by motor vehicle while impaired by controlled dangerous substance	3 Years
Identity Fraud CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
		Criminal Law §8-301	

Conviction and Eligibility Denial Key

Identity fraud	Felony	a person may not with fraudulent intent possess, obtain, or help another to possess or obtain any personal identifying information of an individual without the consent of the individual, in order to use, sell or transfer the information to get a benefit, credit, good, service or other thing of value in the name of the individual	3 Years
Indecency and Obscenity CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Indecent Exposure INDECENT EXPOSURE	Misdemeanor	Criminal Law § 11-107	18 months
Obscene Publications– Child Pornography Manufacture, Distribution CHILD PORN: PERMIT AS SEX SUBJ CHILD PORN: FILM IN SEX ACT CHILD PORN: PROMOTE/ DISTRIBUTE	Felony	Criminal Law § 11-207 induce minor to engage as subject in obscene matter, distribute material showing minors engaged in, or using computer to do same	3 Years
Obscene Publications– Child Pornography Possession POSSESS CHILD PORNOGRAPHY	Misdemeanor	Criminal Law § 11-208 knowingly possessing film, tape, picture, depicting child under 16 engaged in sex conduct/acts	18 months
Obscene Publications– Hiring a minor for prohibited purpose OBSCENE MAT- HIRE MINOR TO DIST	Misdemeanor	Criminal Law § 11-209 hiring a minor to do or assist in the sale or display of obscene publications	18 months
Kidnapping	Misdemeanor or	Maryland Annotated Code Citation	Period of Ineligibility

Conviction and Eligibility Denial Key

CJIS CODE	Felony		
Kidnapping KIDNAPPING	Felony	Criminal Law § 3-502 a person may not by force or fraud, carry or cause a person to be carried in or outside the State	3 Years
Child Kidnapping ABDUCTION - CHILD UNDER 12	Felony	Criminal Law § 3-503 a person may not, w/out color of right: abduct, take, carry away a child under the age of 12 years	3 Years
Malicious Destruction and Related Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Malicious Destruction MAL DESTR PROPERTY VALUE	Misdemeanor	Criminal Law § 6-301 willful and malicious destruction of real/personal property of another having a value of less than/more than \$500	18 months
Throwing an object at a vehicle	Misdemeanor	Criminal Law § 6-302 unlawful and willful throwing (of rocks, bricks, scrap) at or into occupied vehicles	18 months
Obstructing Justice CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Inducing false testimony or avoidance of subpoena INDUCE FALSE TESTIMONY	Misdemeanor	Criminal Law § 9-302 a person may not harm, threaten another, or destroy property to influence a victim or witness to testify, or avoid a subpoena	18 months
Retaliation for testimony	Misdemeanor	Criminal Law § 9-303 a person may not intentionally harm another or destroy property with the intent to retaliate for giving testimony	18 months
Intimidating or corrupting a juror	Misdemeanor	Criminal Law § 9-305 a person may not, by threat, force, or corruption try to influence a juror	18 months

Conviction and Eligibility Denial Key

Obstruction of Justice OBSTRUCTING JUSTICE	Misdemeanor	Criminal Law § 9-306 a person may not, by threat, force, or corruption obstruct the administration of justice	18 months
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Prostitution and Related Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Receiving earnings of prostitute PROSTITUTION- BUSINESS PROSTITUTION- GENERAL	Misdemeanor	Criminal Law § 11-304 knowingly receiving money without consideration from earnings of prostitute	18 months
Abduction of child under 16 ABDCT/ABET: PROST/CHILD UN 16	Misdemeanor	Criminal Law § 11-305 inducing a child under age of 16 to engage in prostitution	18 months
House of prostitution PROSTITUTION- BUSINESS	Misdemeanor	Criminal Law § 11-306 keep, set up, occupy, maintain, or operate a house for prostitution	18 months
Robbery CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Robbery ROBBERY	Felony	Criminal Law § 3-402 taking and carrying away of the personal property of another, from his person or in his presence, by violence or force	3 Years
Robbery w/ Dangerous Weapon ROBBERY	Felony	Criminal Law § 3-403 taking and carrying away of the personal property of another, from his person or in his presence, by violence or force with a weapon	3 Years
Carjacking CARJACKING ARMED	Felony	Criminal Law § 3-405 an individual may not take unauthorized possession or control of a motor vehicle from another individual who actually possesses the	3 Years

Conviction and Eligibility Denial Key

CARJACKING		motor vehicle, by force or violence, or by putting the individual in fear through intimidation or threat of force or violence	
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Sexual Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Rape first degree RAPE-1ST DEGREE; THREAT DEATH ETC; USE OF WEAPON	Felony	Criminal Law § 3-303 first degree (aggravating factor present such as weapon, injury, others, burglary)	Sex Offender Registry- Lifetime Bar
Rape second degree RAPE-2ND DEGREE	Felony	Criminal Law § 3-304 2 nd degree (no aggravating factors or victim mentally limited or under 14 yrs)	Sex Offender Registry- Lifetime Bar
Sexual Offense first degree SEX OFFENCE-1ST DEG/THREAT/FORCE	Felony	Criminal Law § 3-305 (1 st degree)-- sexual act w/aggravating factor present	Sex Offender Registry- Lifetime Bar
Sexual Offense second degree SEX OFFENCE-2ND DEGREE	Felony	Criminal Law § 3-306 (2 nd degree)--sexual act by force or victim mentally limited or under 14 yrs	Sex Offender Registry- Lifetime Bar
Sexual Offense third degree SEX OFFENSE-3RD DEGREE	Felony	Criminal Law § 3-307 (3 rd degree)-- sexual act w/aggravating factors or victim under 14 if defendant 4 yrs older or if victim 14 or 15 if defendant at least 21	Sex Offender Registry- Lifetime Bar
Sexual Offense fourth degree SEX OFFENSE-4TH DEGREE	Misdemeanor	Criminal Law § 3-308 (4 th degree)-- sexual act without aggravating factors, or victim was 14 or 15 and defendant not 21	18 months
Attempted rape first degree ATT 1 ST DEG RAPE	Felony	Criminal Law § 3-309 (1 st degree)-- attempt to commit rape	Sex Offender Registry- Lifetime Bar
Attempted rape second degree	Felony	Criminal Law § 3-310 (2 nd degree)-- attempt to commit rape	Sex Offender Registry- Lifetime Bar

Conviction and Eligibility Denial Key

ATT 2 ND DEG RAPE			
Attempted Sexual Offenses first degree SEX OFFENCE - 1 ST DEGREE- ATT	Felony	Criminal Law § 3-311 (1 st degree)-- attempt to commit a sexual offense w/aggravating factors	Sex Offender Registry- Lifetime Bar
Attempted Sexual Offenses second degree SEX OFFENCE - 2 ND DEGREE- ATT	Felony	Criminal Law § 3-312 or sexual offense w/no aggravating factors or victim mentally limited or minor	Sex Offender Registry- Lifetime Bar
Sexual Offense By Correctional Employee	Misdemeanor	Criminal Law § 3-314 correctional employee engaging in intercourse and sexual act w/inmate	18 months
Continuing Course of Conduct with a Child	Felony	Criminal Law § 3-315 3 or more acts over a period of 90 days in violation of 3-303,3- 304, 3-305, 3-306, or 3-307	Sex Offender Registry- Lifetime Bar
Stalking and Harrassment CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Stalking STALK	Misdemeanor	Criminal Law § 3-802 a malicious course of conduct w/ an intent to place that person in reasonable fear of serious bodily injury or death or that a third person will suffer serious bodily injury or death	18 months
Harassment HARASS: A COURSE OF CONDUCT	Misdemeanor	Criminal Law § 3-803 following another in a public place or maliciously engaging in a course of conduct that alarms or seriously annoys with the intent to harass, alarm, annoy; after receiving a reasonable warning or request to stop.	18 months
Surveillance and Other Crimes Against Privacy CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Visual Surveillance		Criminal Law § 3-901	

Conviction and Eligibility Denial Key

VIS SURVEILLANCE - PRIV PLACE	Misdemeanor	a person may not conduct or procure another to conduct visual surveillance of an individual in a private place w/out consent	18 months
Visual Surveillance w/ prurient intent	Misdemeanor	Criminal Law § 3-902 a person may not w/ prurient conduct or procure another to conduct visual surveillance of an individual in a private place w/out consent	18 months
Camera Surveillance VIS SURVEILLANCE - PRIV PLA CE	Misdemeanor	Criminal Law § 3-903 a person may not place or procure another to place a camera on a private residence to conduct deliberate surreptitious	18 months
Theft CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Theft	Felony	Criminal Law § 7-104 a person may not willfully or knowingly obtain or exert unauthorized control over property	3 Years
Motor vehicle theft	Felony	Criminal Law § 7-105 a person may not knowingly and willfully take a motor vehicle out of the owner's lawful custody, control, or use without the owner's consent	3 Years
Weapon Crimes CJIS CODE	Misdemeanor or Felony	Maryland Annotated Code Citation	Period of Ineligibility
Dangerous weapons - Carrying or wearing a concealed weapon w/ intent to injure DEADLY WEAPON-INT INJURE	Misdemeanor	Criminal Law § 4-101 no person shall wear or carry a dangerous weapon concealed or about the person; or mace, etc. w/ the intent or purpose of injuring any person in any unlawful manner	18 months
Carrying or possessing deadly weapon upon school property DEADLY WEAPON- ON SCHOOL PROP	Misdemeanor	Criminal Law § 4-102 no person shall carry or possess any weapon on any public school property	18 months
Disarming a law enforcement officer	Felony	Criminal Law § 4-103 a person may not knowingly remove	3 Years

Conviction and Eligibility Denial Key

DISARM LAW OFFICER		or attempt to remove a firearm from the possession of a law enforcement officer	
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Conviction and Eligibility Denial Key

<p>Child's access to firearms</p> <p>FIREARMS-ACCESS BY MINORS</p>	Misdemeanor	<p>Criminal Law § 4-104 a person may not store or leave a loaded firearm in a location where the person knew or should have known that an unsupervised child would gain access</p>	18 months
<p>Transfer if switchblade or shooting knife</p> <p>KNIFE - SALE, ETC SWITCHBLADE</p>	Misdemeanor	<p>Criminal Law § 4-105 a person may not sell, barter, display, or offer to sell or barter: a knife, penknife that opens automatically, or a shooting knife</p>	18 months
<p>Wearing, carrying or transporting a handgun</p> <p>HANDGUN-WEAR/CARRY ETC</p>	Misdemeanor	<p>Criminal Law § 4-203 a person may not wear, carry, or transport a handgun (concealed or open) on or about the person, or in a vehicle traveling on a road or parking lot</p>	18 months
<p>Unlawful use of handgun or antique firearm in commission of crime</p> <p>HANDGUN: USE IN COMMITTING CRIME</p>	Misdemeanor	<p>Criminal Law § 4-204 a person may not use a handgun or antique firearm capable of being concealed on the person in the commission of a crime</p>	18 months
<p>Permit holder carrying, wearing, or transporting a handgun while under the influence</p> <p>HANDGUN ON PERSON: CARRY/WEAR</p>	Misdemeanor	<p>Criminal Law § 4-207 a person to whom a permit as been issued may not wear, carry, or transport a handgun while under the influence of alcohol or drugs</p>	18 months
<p>Demonstration w/ a firearm in a public place</p> <p>FIREARMS-DEMONS. IN PUB PLACE</p>	Misdemeanor	<p>Criminal Law § 4-208 a person may not have a firearm in the person's possession or on or about the person at a demonstration in a public place or in a vehicle that is within 1,000 feet of a demonstration in a public place if the person as a been advised of the demonstration or ordered by an officer to leave the area</p>	18 months
<p>Assault Pistols - Prohibited</p>	Misdemeanor	<p>Criminal Law § 4-303 a person may not possess an assault pistol unless it was possessed before</p>	18 months

Conviction and Eligibility Denial Key

PISTOL-ILLEGAL POSSESSION		June 1, 1994 and registered with the Secretary of the State of Police before Aug. 1, 1994	
Detachable magazines - Prohibited	Misdemeanor	Criminal Law § 4-305 a person may not manufacture, sell, offer for sale, purchase, receive, or transfer a detachable magazine that has the capacity of more than 20 rounds of ammunition	18 months
Use of a machine gun in a crime of violence MACHINE GUN- USE FOR CRIME	Felony	Criminal Law § 4-404 a person may not use or possess a machine gun in the commission or attempted commission of a crime of violence	3 Years
Use of a machine gun for aggressive purposes MACH GUN- AGGRESSIVE PURPOSE	Misdemeanor	Criminal Law § 4-405 a person may not possess or use a machine gun for an offensive or aggressive purpose when the machine gun is not owned or rented by the bona fide permanent resident where the machine gun is found, or is in possession of a foreign-born person, a person who has been convicted of a felony, or the machine is not registered	18 months
Manufacture or possess destructive device	Felony	Criminal Law § 4-503 manufacture, transport, possess, control, store, sell, distribute, use destructive device, or possess explosive material with intent to create destructive device	3 Years

ATTACHMENT P

Housing Authority of Baltimore City Statement of Policies and Standards Governing Admissions To and Occupancy of Low-Income Public Housing

The HABC Draft Admissions and Continued Occupancy Policy (Draft ACOP) occupied this space in the Draft Annual Plan 2003, submitted for public comment on February 15, 2003.

Since that date, residents of public housing have suggested a number of changes, and in consideration of such suggestions, HABC will be extending the review and comment period for the Draft ACOP by public notice.

Therefore, the statements in Component 3A of the Annual Plan template are reflective of the current HABC public housing admissions and occupancy policy.