

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

PHA Plans

5-Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal-Year 2004

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

**PHA Plan
Agency Identification**

PHA Name: Baltimore County Housing Office

PHA Number: MD033

PHA Fiscal Year Beginning: 07/2004

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

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.

X The PHA's mission is:

Baltimore County's Housing Office is committed to administering quality rental assistance programs that effectively address the needs of County low-income, very low-income, and extremely low-income families. We will do this by providing leadership, innovative responses, and comprehensive support to our citizens. Our rental assistance programs will: provide decent, safe and affordable housing free from discrimination; promote freedom of housing choice and spatial deconcentration; provide incentives to private property owners to rent to lower income families; and, promote economic self-sufficiency.

Within this mission we are committed to our *agency values*.

Service – We exist to serve our customers. We will maintain an open, responsive, reliable organization that constantly strives to improve service and be more user-friendly. Communication, coordination and planning are essential to our success.

Integration of Housing and Welfare Reform – We seek to create opportunities to integrate the resources of housing programs with welfare initiatives to support the economic self-sufficiency of our customers.

Communication – Knowledge is power, and communication is empowerment. It is our responsibility to communicate clearly, effectively and consistently with our customers, and citizens.

Accountability – We hold ourselves accountable for meeting the standards of our customers. We will maximize available resources and integrative technologies to expedite provision of service, increase communication, and monitor our performance.

Innovation – We will use flexibility in the integration of services, and challenge rigid interpretations of regulations that do not serve the best interest of our citizens. We will seek creative approaches and collaborative relationships with community organizations, service and care providers, law enforcement, and the public to address the needs and problems of our customers.

Professional Competency – We will provide staff the information, skills, and core competencies needed to be successful in the changing housing environment, and to provide quality service to our customers. In response to the growing needs and differences of the various cultural groups in the County, we will institutionalize cultural competence as a vital component of our operations.

The Housing Office has held to our mission as stated in our 5Year Plan, and accomplished many of the bold plans for providing quality rental assistance that we set out to achieve. Following our agency values, we have made progress in delivering innovative and comprehensive responses to families' affordable housing and economic self-sufficiency needs.

B. Goals

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 - X Apply for additional rental vouchers:

Annually, the County will assess the need for and availability of rental vouchers. Based on this assessment, the County will determine whether application for additional subsidies is the most effective means to meet the needs of the County's very low-income citizens.

During the past year the County received 81 new Section 8 Vouchers to assist families living in a rental complex where the owner opted out of the Section 8 project-based contract.

- Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities:

The Housing Office will seek collaborative opportunities to expand resources for our customers.

- Acquire or build units or developments
- Other (list below)

- X PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)

- X Improve voucher management: (SEMAP score)

The Housing Office continues to invest in strengthening its management performance, with particular focus on all SEMAP performance indicators. For the fiscal year ending June 30, 2003, the Housing Office received a SEMAP rating of 100 and qualified as a “high performer”. Additionally, the Housing Office received a satisfactory rating in its initial Rental Integrity Monitoring (RIM) review conducted by HUD.

- X Increase customer satisfaction:

During the past year, the Housing Office 1) continued efforts to engage those least likely to apply to our programs – the elderly and the disabled, 2) participated in a study with the Department of Social Services to improve the coordination of information and facilitate timely service to families, 3) updated and refined written landlord outreach materials, and 4) implemented one-on-one signature briefings of new landlords and families.

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

- Other: (list below)

- X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:

In compliance with federal requirements, the County’s three (3) existing contracts for the Section 8 Moderate Rehabilitation Program are being renewed. At such time as authorized by HUD, the County will provide replacement vouchers to families affected by contract expirations.

- X Conduct outreach efforts to potential voucher landlords
- X Increase voucher payment standards

The Housing Office continues to pursue a multi-faceted approach to increasing families’ housing choices.

Mobility counseling: *The Housing Office continues to encourage subsidy holders to consider the widest range of housing appropriate to their needs. Counseling and briefing sessions address the benefits of locating housing in areas where there is no concentration of poverty,*

minority or assisted housing. During the past year, 13.7% of all mover families used their subsidies to locate housing in exception rent / opportunity areas.

Outreach to owners: This past year, the Housing Office enrolled 198 new landlords, representing 216 new units for program families. Additionally, existing landlords have chosen to increase their level of participation. As a result, we have 1000 participating landlords providing over 6000 units for our families. This is the County's highest recorded level of voluntary landlord participation.

Payment standards: The Housing Office reviews payment standards annually for needed affordability changes. Based on this review, on October 1, 2003 the Housing Office enacted standards at 110% of HUD's fair market rents (FMRs) for this area. These standards reflect local market conditions and increase families' ability to move into opportunity areas. Additionally, Baltimore County has received HUD approval for payment standards exceeding 110% of fair market rents to open areas of opportunity for assisted families.

Subsidy term: The Housing Office has maximized the term of all subsidies issued, giving each subsidy holder at least 120 days from the date of issuance. We find this enhances the search term, especially for families exploring all options, while decreasing administrative actions. Accommodations for persons with disabilities are provided.

X Implement voucher homeownership program:

Baltimore County's voucher homeownership program is designed to target families taking steps toward economic self-sufficiency: those with stable employment and adequate income to make the homeownership program feasible. To that end, initial targeting will be to families successfully participating in the Family Self-Sufficiency Program.

The partnership of the Housing Office with the Office of Community Conservation will facilitate effective financing arrangements and management strategies necessary to maximize opportunities and minimize constraints so eligible households may purchase modest housing in a variety of housing markets.

Program components include 1) pre-purchase counseling, 2) home search assistance, 3) inspections, 4) home purchase financing models, and 5) post-purchase activities.

- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

X 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)
- X Other: (list below)

The Housing Office will coordinate with the County’s goals as stated in our Consolidated Plan. This document reflects our unified vision for community conservation and enhancement. Specifically, we will maintain a collaborative process of community and agency interaction to improve the quality of life and economic vitality in our communities with a focus on the following strategic issues:

- Assisting the private sector to expand employment and business opportunities;
- Achieving excellence in education;
- Making communities safe places to live, work, play and raise a family;
- Promoting a policy of Community conservation by stabilizing and revitalizing neighborhoods;
- Promoting the revitalization of the County’s older commercial cores and corridors;
- Meeting the housing needs of the County’s population within the context of the community;
- Meeting the human service needs of the County’s population; and
- Promoting active community participation in the process and responsibility of governing.

The Housing Office has maintained active collaboration with our partners to improve the stability, safety and quality of life in our communities, with a focus on our conservation areas. We work closely with our Police and Health Departments, and our Office of Community Conservation to assess community needs and to work with residents to address these.

*The Housing Office continues its support of County initiatives to improve the **stability and economic vitality** in our communities. The agency maintains robust Family Self-Sufficiency and Welfare-to-Work Programs. The Housing Office also targets significant resources to our special needs populations, who represent 52.5% of all program participants.*

***Persons with disabilities** constitute 34% of all subsidy holders. Within this population, 278 families participate in locally designed programs for the disabled: our Mainstream Program for Persons with Disabilities, our Independent Group Residency (IGR) Program, and our Medicaid Waiver Program. Additionally, the Housing Office participates in the State’s Olmstead Task Force Committee on affordable accessible housing for persons with disabilities, and the local Housing Assistance for Families with Disabilities (HOPWA) Program.*

***The elderly** comprise 18.5% of all subsidy holders, representing an annual increase in participation of 2.5%. The Housing Office continues outreach to this underserved population.*

*Finally, the Housing Office is assisting families to **relocate from blighted communities** where the County is focusing its community conservation efforts. Such is the case for families residing in the Villa Gardens community, located in the eastern sector of the County, where the County will invest HOME Tenant-Based Rental Assistance (TBRA) Program funds.*

In sum, these activities contribute to stabilizing and revitalizing neighborhoods, as well as meeting families' affordable housing needs within our communities.

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

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

Objectives:

X Increase the number and percentage of employed persons in assisted families:

- The Housing Office will promote participation in our Family Self-Sufficiency Program, and increase by 25% the number of families with escrow accounts.
- The Housing Office will integrate programs and services with those of our Department of Social Services to eliminate barriers to participants' employment.
- The Housing Office will fully develop our Welfare-to-Work Section 8 Program, and increase the number of participants with employment income by 25%.

X Provide or attract supportive services to improve assistance recipients' employability:

The Housing Office will collaborate with the County's service providers, community organizations and faith institutions to identify and develop approaches to promote the employability and economic self-sufficiency of our recipients. At minimum, the Housing Office will coordinate with the County's Job Network, the Office of Employment and Training, community colleges, our community action agency, local vendors and the faith community to offer education, job readiness, and employment skills services to improve recipients' employability. A focus of Housing Office efforts will be the administration of our Section 8 Welfare-to-Work Program to help families make life changes that promote stability, geographic mobility, and economic self-sufficiency.

Our Welfare-to-Work Section 8 Program is innovative in its collaboration of federal initiatives through the Departments of Housing and Urban Development, Health and Human Services, Labor, Transportation and Education, with a wide array of public and private service providers, businesses and centers for employment and training. Our Welfare-to-Work Program coordinates and incorporates existing welfare-to-work and welfare reform initiatives with innovative strategies to build a comprehensive response for families caught in the welfare cycle.

The County's Welfare-to-Work Section 8 Program will broaden the number of opportunities for families to overcome barriers to economic self-sufficiency, improve our targeting and management of available resources, and focus resources on families' transition from welfare rolls to payrolls.

***Family Self-Sufficiency Program Activity
January 1, 2003 – December 31, 2003***

<i>Total # FSS participants</i>	647
<i># participants obtained first time employment</i>	358
<i># participants obtained better paying jobs</i>	342
<i>Participant average hourly wage</i>	\$15.76
<i>Participant average increase in hourly wage (From entry into FSS Program)</i>	\$7.51
<i># FSS graduates (During the year)</i>	138
<i># FSS graduates who purchased homes (During the year)</i>	34 (26%)

Collaboration. *Collaboration is the hallmark of County efforts to assist families in their move to economic self-sufficiency. Our Section 8 Program resources form the foundation of FSS Program collaboration with our County partners. These partners include the Department of Social Services' Family Investment Program (FIP), County Fire and Police Departments, the Office of Community Conservation, Work Force Solutions, the Workforce Transportation Coalition, and various other local businesses and financial institutions. Working with our partners, the FSS Program provides consistent one-on-one mentoring and case management. Monthly reporting, bi-monthly newsletters, and semi-annual educational forums keep program participants focused on their goals, and annual awards recognize individuals' progress and achievement.*

Welfare-to-Work Program. *The County's Section 8 Welfare-to-Work Program, known as the RISE Program (Rental Incentives Supporting Employment) has been successful in refocusing families from dependency on government subsidies to goals for financial independence. All RISE participants participate in our FSS Program, where they receive assistance in creating a plan for success. To maintain program participation, families must work and document progress in meeting self-sufficiency goals. During calendar year 2003, 415 families participated in the RISE Program.*

- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Elderly

As stated in our Consolidated Plan, addressing the housing needs of the low-income elderly is a priority. Our Department of Aging has primary responsibility for coordinating services to and for our elderly citizens. The Department provides critical services to more than 138,000 County seniors and their families and caretakers. Department programs and activities support senior citizens in their efforts to remain healthy, active, and independent members of the community. The Department is committed to provide, coordinate and advocate for services to ensure the highest quality of life for both active and health impaired seniors, their families and caregivers.

Similarly, the Department of Social Services provides services to elderly adults. From the provision of a home aide to help with daily living tasks, to professional counseling or assistance in relocating to a safe environment, the Department strives to assist individuals while preserving each person's self-determination and independence.

Core services during this plan's five-year period are expected to include the following.

- Home care services – Provides paid in-home aides for personal-care assistance and self-care services critical to making sure an elderly citizen is safe and secure within his or her own home and community.
- CountyRide – Provides para-transit service designed to serve seniors and persons with disabilities.
- HealthScope – Provides free health education and screening services.
- Nutrition Services – Provides hot lunches to all senior centers.
- Partnerships – Provides resources and services where government funding does not exist (e.g. partnerships with private companies such as Metlife, GBMC, Merck, Patuxent Publishing Company, The Sun, Comcast, CVS/Pharmacy, GBMC Diversified Health, and Sheppard Pratt Health System).
- Community Outreach Program – Provides casework services at 18 senior centers, and to the homebound.
- Caregivers Program – Provides information and support services to residents who take care of elderly family members.
- Home Team Program – Matches eligible, case managed seniors with community volunteers to promote greater independence.
- Legal Services – Provides legal services under contract with the Legal Aid Bureau, Inc.
- Loan Closet – Provides durable medical equipment at no cost for as long as needed.
- Senior Centers – Provides meaningful social, recreational, educational, and preventive health services.
- Center Connection – Provides specialized staff assistance to enable seniors to participate in senior center activities.

***Elderly:** During the past year the Housing Office continued a focus on expanding participation by our elderly citizens – a population that has been underserved. The Housing Office: 1) contacted local service providers to the elderly and reintroduced our program, 2) conducted home visits to interview and brief eligible households, and 3) offered referrals to existing and new elderly housing facilities. As a result of these efforts we have increased by 2% the participation of elderly households`.*

Families with Disabilities

Ensuring supportive services that promote the independence of citizens with disabilities is also a priority for the County. The coordination and direction of these services to an estimated 100,000 residents with disabilities aged 16 and older who are not institutionalized, is the responsibility of the County's Commission on Disabilities.

The County is committed to effectively delivering programs and services to families with disabilities, and to affirmatively furthering fair housing. Core resources during the next five years are expected to include the following.

Baltimore County directs significant resources to our citizens with disabilities. The Housing Office targets 100 subsidies to our Mainstream Program, 65 to our Housing Assistance for Families with Disabilities Program, 104 to our Independent Group Residency (IGR) Program, and 25 to our citizens who are Medicaid Waiver eligible and to those living in assisted living facilities. 1589 additional citizens with disabilities participate in our standard Section 8 Program.

The Housing Office works with the Department of Social Services, the Health Department, the Commission on Disabilities, Making Choices for Independent Living (MCIL), the many providers of service to our citizens with disabilities, as well as the County's Legal Aid Bureau to provide rental assistance and resources to enhance the quality of life for our citizens with disabilities.

- **Community Development Block Grant Program (CDBG)** – The County commits approximately twenty percent (20%) of its CDBG Program funds to meeting the needs of people with disabilities.
- **Rehabilitation Loan and Grant Program** – This program will expand to provide funds to make multi-family housing accessible to meet the needs of persons with disabilities.
- **WorkNet** – This is an internet-based job bank to serve persons with disabilities.
- **Accessible Housing Database** – This is an internet-based database of accessible units for use in locating housing.
- **Mainstream Housing Opportunities for Persons with Disabilities Program (Mainstream Program)** – This is a comprehensive program providing Section 8 rental assistance and supportive services at the community level to support independent living.
- **Independent Group Residency(IGR) Program** – The County commits a block of Section 8 subsidies for use by members of our Commission on Disabilities to enable persons with disabilities to live in a group setting within the community while receiving supportive services from member agencies.

X Other: (list below)

The Housing Office will maintain participation in the Housing Opportunities for Persons with AIDS (HOPWA) Program. Cooperatively administered by the Housing Office and the Department of Health, this valuable program provides rental assistance and supportive services to the target population. The County will seek to 1) maximize utilization of all available HOPWA funding under the region's fair share distribution of funding, and 2) collaborate with local service providers to expand services to promote the self-sufficiency of program participants.

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Baltimore County has certified in its Consolidated Plan its commitment to affirmatively further fair housing. The County participated in an Analysis of Impediments (AI) to Fair Housing Choice conducted by the Baltimore Metropolitan Council on behalf of the Baltimore Region, and has incorporated the findings into our local fair housing initiatives.

This analysis reviewed policies, procedures and practices to assess how impediments affect the location, availability, and accessibility of housing in the County. It also reviewed conditions affecting fair housing choice and examined existing and potential barriers to fair housing in the community, and local obstacles to the provision of housing.

- The analysis identified lack of public awareness of fair housing rights and responsibilities as a significant barrier to fair housing. The Housing Office is committed to working closely with advocacy groups to reduce this obstacle. Consistent with the Housing Office's Equal Opportunity Housing Plan, the Housing Office will support the Greater Baltimore Community Housing Resource Board (CHRB) and its activities, which promote fair housing and educate the public. The Housing Office will maintain participation in the CHRB's radio and television shows, as well as conferences and outreach efforts on tenant-landlord problems and housing discrimination problems.
- The Housing Office will support Baltimore Neighborhoods, Inc.'s (BNI) communication, education, and outreach efforts on tenant-landlord problems and housing discrimination.
- The Housing Office will promote housing choice through participation in the Community Assistance Network (CAN)—Baltimore Regional Housing Opportunity Program (BRHOP). The goal for all families participating in BRHOP is to move to

an area where the family can find better schools, jobs, transportation and other services to enhance the quality of their lives. The County will continue to invite Baltimore County Section 8 participant families and those moving to Baltimore County to participate in this program.

- The Housing Office will encourage landlords to submit units for leasing that are not located in poverty or minority concentrated areas, and engage in an active program of outreach to encourage participation by landlords in opportunity areas.
- The Housing Office will conduct a variety of outreach activities to encourage participation of new landlords to expand housing opportunities, as well as to keep currently participating landlords apprised of new regulations. Presentations will include information concerning Fair Housing and Civil Rights requirements for assisted housing programs.
- The Housing Office will work with the County's Human Relations Commission to assist in resolving concerns raised by or about families participating in rental assistance programs and to educate landlords and the public on Fair Housing.
 - X 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:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- The Housing Office will continue to promote the resources of available mobility counseling programs.
- The Housing Office will provide information to landlords on Fair Housing and the ADA, and actively promote participation of landlords with accessible units, and units that would satisfy varied unit size needs.
- The Housing Office will maintain its strong connection with the County's Commission on Disabilities to ensure fair and equal access to suitable housing in our communities. The Housing Office will actively promote the Rehabilitation Loan and Grant Program, the Independent Group Residency Program, the Mainstream Program, and use of the accessible unit database described above.

Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2004
 [24 CFR Part 903.7]

i. Annual Plan Type:

X **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)]

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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14. Pets (Inactive for January 1 PHAs)	NA
15. Civil Rights Certifications (included with PHA Plan Certifications)	NA
16. Audit	NA
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18. Other Information	NA

Attachments

Required Attachments: 42

Admissions Policy for Deconcentration

- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

NA

Optional Attachments:

- X PHA Management Organizational Chart
 - FY 2000 Capital Fund Program 5-Year Action Plan
 - Public Housing Drug Elimination Program (PHDEP) Plan
 - X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 - Other (List below, providing each attachment name)
- NA

Supporting Documents Available for Review

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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies, Section 8 Homeownership Program
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	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 development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	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 X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input 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	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	agency	Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(See page 42)

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

Key: 1 Least – 5 Greatest

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	23,744	5	1	3	3	1	3
Income >30% but <=50% of AMI	35,000	5	1	3	3	1	3
Income >50% but <80% of AMI	45,000	5	1	3	3	1	2
Elderly	77,933	5	3	3	5	3	5
Families with Disabilities	51,949	5	5	3	5	3	5
*Race 1	220,110	1	1	1	1	1	1
*Race 2	60,275	1	1	1	1	1	1
*Race 3	899	1	1	1	1	1	1
*Race 4	9,596	1	1	1	1	1	1
*Race 5	98	1	1	1	1	1	1
*Race 6	8,899	1	1	1	1	1	1

*1-White

2-Black or African American

3-American Indian/Alaska Native

4-Asian

5-Native Hawaiian/Other Pacific Islander

6-Some other race

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.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 2002-2006
FY2003 One-Year Action Plan
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (2000)
- X American Housing Survey data
Indicate year: 2001
- X Other housing market study
Indicate year: 2002: Out of Reach 2002 (National Low-Income Housing Coalition)
- X Other sources: (list and indicate year of information)
 - Maryland Department of Planning Data Services (2002)
 - American Community Survey (9/03)
 - Baltimore County Office of Planning

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

* In addition to annual turnover, the waiting list is routinely updated, and inactive applications are purged. (See Administrative Plan, Chapter 4.)

Housing Needs of Families on the Waiting List					
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	% of total families	Annual Turnover	Hispanic	Non-Hispanic
Waiting list total	9723	100%	1335		
Extremely low income <=30% AMI	7564	78%	1042		
Very low income (>30% but <=50% AMI)	2030	21%	280		
Low income (>50% but <80% AMI)	129	1%	13		
Families with children	6110	63%	841 **		
Elderly families	460	5%	67		
Families with Disabilities	3266	34%	454 **		
White	2578	27%	360	39	2539
Black or African American	6814	70%	935	68	6746
American Indian/ Alaska Native	7	0.1%	1	1	6
Asian	87	0.9%	12	1	86
Native Hawaiian and Other Pacific Islander	0	0.0%	0	0	0
Balance	237	2.4%	27	136	101
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					

* Includes dropped and moved to program assistance.

** Families with disabilities can also be families with children, thus causing totals to be greater than 100% of waiting list.

C. Strategy for Addressing Needs

Baltimore County's Consolidated Plan notes the County's commitment within its fiscal capacity to ensuring that each of its residents has the resources to enjoy a high quality of life, and that each of its communities is livable and attractive. Among these resources is the right of fair and equal access to housing that is decent, safe, sanitary, and affordable. To this end, Baltimore County is making an effort to maintain the institutional and financial capacity to ensure the availability of housing for all its citizens.

Housing Office activities in support of this commitment during the upcoming year will include:

- Promoting full utilization of all existing subsidies;
- Promoting maintenance of the current supply of decent, affordable, assisted housing within the context of stable, well-maintained and well-serviced neighborhoods;
- Promoting homeownership and, in particular, assisting first-time homebuyers to purchase existing homes;
- Creating housing opportunities for populations with special needs, including the elderly, people with disabilities and households of low or fixed income;
- Providing opportunities for economic self-sufficiency and asset development needed to empower assisted housing program participants; and
- Promoting fair housing and equal opportunity in housing.

These activities represent sound investments in the future of the County, as well as in the future of each of its citizens.

(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:

- 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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- X 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:

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

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

The Housing Office conducts ongoing outreach to encourage families of all types to apply for participation in the County’s rental assistance programs. Review of existing data on the characteristics of families served and families on the Section 8 Waiting List documents these exceed HUD’s targeting requirements, without any written policy or requirement to do so.

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

X Employ admissions preferences aimed at families who are working
 To further goals of economic self-sufficiency while broadening the income mix of eligible families with housing needs, the Housing Office may employ program specific preferences aimed at families who are working (e.g. preferences to comply with our local Section 8 Welfare-to-Work Program requirements).

- 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:

- Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X Other: (list below)
 - The Housing Office will target outreach to elderly citizens least likely to apply for participation in rent subsidy programs.
 - The Housing Office will coordinate with related supportive service providers to promote the use of Section 8 subsidies by Medicaid waiver eligible elderly families.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other: (list below)
 - Maximize utilization of existing Mainstream , HOPWA and Independent Group Residency rent subsidies.
 - Collaborate with the Department of Social Services, the Health Department, Commission on Disabilities, Making Choices for Independent Living, and County service providers in targeting of existing housing resources.
 - Promote the resources of the County’s accessible housing database.
 - Promote the use of Section 8 subsidies for Medicaid waiver eligible families with disabilities.
 - Promote the use of Section 8 subsidies in assisted living facilities.

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:

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

Participate in public awareness activities coordinated by the Greater Baltimore Community Housing Resource Board (CHRB), the Governor's Olmstead Task Force, and other disability service providers (e.g. conferences, outreach sessions, radio and television presentations).

Strategy 2: Conduct activities to affirmatively further fair housing

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
 - X Market the section 8 program to owners outside of areas of poverty /minority concentrations
 - X Other: (list below)
- Collaborate with advocacy groups to increase public awareness of fair housing rights and responsibilities (CHRB, BNI, Metropolitan Baltimore Quadel, Human Relations Commission, Commission on Disabilities, MCIL, Legal Aid Bureau).
 - Include information on fair housing at all landlord meetings and conferences.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- X 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
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$30,984,785	5403 subsidies
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME TBRA	\$1,000,000	150 subsidies
Other Federal Grants (list below)		
HOPWA TBRA	\$270,711	45 subsidies
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Section 8 Moderate Rehabilitation Program	\$2,792,340	438 subsidies
4. Non-federal sources (list below)		
State Rental Allowance Program (RAP)	\$80,070	45 subsidies
State Rental Allowance Program RAP-to-Work	-0-	-0-
Total resources	\$35,127,906	6081 subsidies

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(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)
 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)

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)
- c. Preferences
1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5))
- Occupancy)**

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- X 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)
- X Other (list below)

Baltimore County processes a criminal background check for all applicants prior to admission to rental assistance programs. This background query includes all adult household members. The County requires the head of the household to sign a Self-Declaration form that screens for the following information regarding all family members.

- Previous evictions from Public Housing
- Citizenship or eligible immigration status
- Disability Status
- Special accommodations needed due to a disability
- Previous terminations from rental assistance under the certificate or voucher program
- Unpaid rent or other amounts owed to a Housing Authority in connection with Section 8 or public housing assistance
- Monies owed to any Housing Agency for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed under the lease
- Breach of an agreement with a Housing Agency to pay amounts owed
- Drug related criminal activity or violent criminal activity history

- 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)

The Housing Office provides only the following information about a family to prospective owners (from Housing Office records, if known):

- The family's current address
- The name and address of the family's current landlord
- The name and address of the family's prior landlord

This information is noted in writing on the back of the Request for Tenancy Approval form the Housing Office issues to the family, and which the family must provide to a prospective owner.

(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)

Persons interested in applying for admission to Baltimore County's Section 8 Programs may obtain an application directly from the Housing Office in person or by mail. Applications may also be obtained at the following locations:

- County Department of Social Services District Offices and Service Divisions
- County Public Libraries
- County Health Department
- Project-based rental assistance developments
- Shelters for the homeless
- County's website www.co.ba.md.us

(3) Search Time

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

If yes, state circumstances below:

The initial term of a Housing Choice Voucher is a period of 120 calendar days from the date it is issued.

Families in one of the following categories are eligible for a 60-day written extension:

- A family that includes a person with disabilities
- A hard to house family (family with more than three minor children)
- A family whose head or spouse is 62 years of age or older
- A family with extenuating circumstances

The extension must be requested in writing prior to the expiration date of the voucher.

No other extensions are granted.

(4) Admissions Preferences

a. Income targeting

Yes X 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?

*See Page 8. During the next year families served from the County's Waiting List will exceed the requirement.

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- X 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)

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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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)

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

- X 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)

- X 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
- X 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)

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

The County administers a number of special purpose Section 8 Programs. These include the Family Unification Program (FUP), the Mainstream Program for Housing Opportunities for the Disabled (Mainstream Program), the Family Self-Sufficiency Program (FSS), and the Welfare-to-Work Program (RISE), the Section 8 Medicaid Waiver Program, and the Section 8 Homeownership Program.

The County takes affirmative action to make these policies known to the general public, as well as to potential applicants and current participants. As part of our marketing efforts, the policies for our special purpose programs are made available through public notices, newspaper articles, brochures, audio and visual reference presentations, outreach informational handbooks, and our policies and procedures booklet provided to all applicants and participants during their interviews and briefings. Additionally, these policies are available for reference in related program design documents, applications for funding, and memoranda of understanding.

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

- X Through published notices
- X Other (list below)

The Housing Office’s general outreach strategy is designed to attract applications from all elements of these programs’ eligible populations. When necessary to assure a broad mix of applicants, the Housing Office periodically reviews the family characteristics of applicants, and amends outreach efforts accordingly. The Housing Office conducts targeted outreach to make the availability of the valuable resources of our special purpose Section 8 Programs known to the public. In addition to published notices, the Housing Office regularly markets these programs through broad distribution of written materials such as brochures, flyers, poster, newsletter articles, letters, and canvas notices.

Further, the Housing Office conducts outreach presentations to local civic organizations, special interest groups, community associations, service providers, landlords, government agencies, and local businesses to provide information on these programs and to encourage their support and referrals. Participation in the GBCHBR’s radio and television programming has added an important dimension to this outreach.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- 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)

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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

HUD memorandum dated January 13, 2004 rescinded the field office authority for additional renewals of exception payment standard amounts. The formula prescribed by HUD still allows for an increased payment standard for units located in the 120% exception rent area.

- 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)
- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - X To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- X 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)

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below)

HUD Headquarters – Economic and Market Analysis Data

(2) Minimum Rent

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

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

b. Yes X 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)]

A. PHA Management Structure

(select one)

- X An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	5403	451
Section 8 Certificates		
Section 8 Mod Rehab	438	72
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Preservation	45	4
Opt Outs	1458	122
FUP	100	8
Welfare to Work	415	35
Public Housing Drug Elimination Program (PHDEP)	NA	NA
RAP	45	4
Other Federal Programs(list individually)		
HOPWA TBRA	45	4
HOME TBRA	150	13
TOTAL	6081	544

*Footnote: Counted in with Section 8 vouchers above.

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- X PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

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

-or-

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

[24 CFR Part 903.7 9 (i)]

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

2. Activity Description

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

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

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

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

[24 CFR Part 903.7 9 (k)]

A. Public Housing

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing

Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. X 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:

As noted in the 5-Year Strategic Plan of the County’s Consolidated Plan, Baltimore County places great emphasis on increasing homeownership rates, especially in its older communities. The

County identifies homeownership as the greatest stabilizing factor for any community, yet recognizing this is often difficult to achieve for low-to-moderate income households.

Employing the Section 8 Homeownership Program will provide opportunities for qualified households to purchase modest houses in good condition and under financing terms that will be affordable over the long-term.

Baltimore County will provide Section 8 Homeownership Program opportunities to a maximum of 25 families at any time.

a. Size of Program

X 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)

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

b. PHA-established eligibility criteria

X 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:

To be considered for the Homeownership Program, the participant must:

- Be a participant in good standing
- Be a participant in Baltimore County's Family Self-Sufficiency Program
- Be a first-time homebuyer
- Be employed full-time for one year before purchasing – if a non-elderly or disabled household
- Meet minimum income requirements
- Complete 8 - 16 hours of approved pre-purchase homebuyer education.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

- Baltimore County’s Housing Office (HO) and Department of Social Services (DSS), the County’s TANF Agency, have an extensive history of collaborating in the development and administration of innovative, locally designed programs, and in our associated experiences with other local programs and agencies targeting our very low-income families.

The Housing Office and DSS have effectively collaborated since 1985 in designing and administering programs that incorporate rental assistance and counseling. Notably, these have included five rounds of the Family Unification Program, the Homeless Section 8 Program, the Housing Counseling Program, the SAFAH Program, the Mainstream Program, Operation Bootstrap, and Project Self-Sufficiency. Too, we cooperatively administer two state funded rental assistance programs incorporating case management to move families to economic self-sufficiency.

- In 1994 the County integrated the Housing Office, with its responsibility for administration of the County’s federal and state rent subsidy programs, into the local Department of Social Services. Recognizing that safe, affordable housing is fundamental to resolving complex social and economic problems, this integration promotes comprehensive, coordinated approaches to meeting our citizens’ needs.
- We have a system of on-going, open communications with all segments of DSS, and this has benefited the families we serve. Recognizing that safe, affordable housing is the foundation for families needing to resolve social and economic problems, Housing staff and services staff meet regularly to assess current and emerging needs, review the status of mutual clients, and identify gaps in service. Many of our programs require monthly or quarterly written evaluation of families’ progress. We believe we stand as a model for such seamless delivery of service.

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

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

b. Economic and Social self-sufficiency programs

- X 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, f 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)
Baltimore County Police & Youth Mentoring Program	51	Waiting List	*PHA Main Office	Section 8
Sojourner Douglass College Workforce Transportation Program	23	As requested, transportation to work.	*PHA Main Office *Sojourner Douglass College/ Balto. Co. DSS	Section 8
Budgeting Classes	312	As requested/ Needed	*Consumer Credit Counseling Service/ PHA *Genus Credit Management *Omega Financial Services *Neighborhood Housing Services of Hillendale *FDIC Money Smart Adult Education Program	Section 8
Parenting Classes	16	As requested/ needed	*Young Parent Support Center *The Family Tree at Franklin Square Hospital *Juana Chapman, Speakers Bureau at Sheppard Pratt	Section 8
Homeownership Workshops	183	Specific criteria	PHA Main Office	Section 8
Community Colleges of Baltimore County	207	Specific criteria	*PHA / DSS Catonsville, Essex, Dundalk	Section 8
Office of Work Opportunity University of MD, Dental School	2	Specific criteria	*PHA Main Office *University of MD, Baltimore	Section 8
Work Force Solution	18	Specific criteria	*PHA Main Office	Section 8
Job Network Partnership	56	Specific criteria	*PHA Main Office	Section 8

(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		
Section 8	500	647 (Current) 1483 (Comprehensive)

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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)

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)

D. Additional information as required by PHDEP/PHDEP Plan

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. X Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
X Provided below:

The County's Resident Advisory Board (RAB) is a diverse group of persons representing a vertical slice of our Section 8 Program participants. Board members reside throughout the geographic spread of the County, with each Councilmanic District represented. Each member serves a one-year, renewable term.

Current RAB participants include:

John Thomson	Towson
Jacqueline Campbell	Dundalk
Tamara Gee	Chase
Natashia Stewart	Essex
Darlene Craig	Woodlawn
Verna King	Hillendale

At various stages of their own progress to self-sufficiency, this board shares a common goal of enhancing the Section 8 Housing Choice Voucher Program and its resources to better serve the needs of our citizens. To this end, the RAB has been active and very valuable in providing insight from the user's vantage point.

During the past year, the RAB met quarterly and reviewed forms used by the Housing Office. They provided feedback on how to improve forms' effectiveness and ease of use. The Housing Office has and is implementing recommendations.

The RAB also participated in the County's Family Self-Sufficiency (FSS) Program annual workshop. As a board, they conducted a motivational session wherein they related their experiences and progress toward meeting self-sufficiency goals.

The RAB has established an ambitious goal for next year. In collaboration with the Housing Office, the RAB will work on developing "healthy credit" workshops that will target families on our Section 8 Waiting List as well as program participants. Envisioned as a series of sessions, topics will include 1) basic banking (how to maintain checking and savings accounts), 2) budgeting (how to keep track of your money), 3) credit (how your credit history affects future credit), 4) setting financial goals, and 5) home buying (what homeownership is all about).

HUD has provided housing authorities with the Money Smart adult education program. The RAB looks to build on this program and use CDs and workbooks provided by the FDIC.

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

- 1. Yes X 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 X 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

- 1. Consolidated Plan jurisdiction: Baltimore County, Maryland
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Housing Office activities to be undertaken during the coming year are consistent with the initiatives contained in the County's Consolidated Plan. These activities include:

- Expanding the supply of decent, affordable assisted housing within the context of stable, well-maintained and well-served neighborhoods;
- Promoting homeownership, and assisting first-time homebuyers to purchase existing homes;
- Creating housing opportunities for populations with special needs, including the elderly, people with disabilities, and families of low or fixed income;
- Providing opportunities for economic and social self-sufficiency, and asset development;
- Promoting fair housing and equal opportunity.

Other: (list below)

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

Baltimore County's Consolidated Plan and PHA Plan are mutually supportive of the activities described therein. The goals and strategies of the Five-Year Consolidated Plan are reflected in the Five-Year Agency Plan, and the Consolidated Plan's One-Year Action Plan is consistent with the activities described in the Agency Annual Plan. Similarly, these plans are consistent with the County's Master Plan.

Specifically, the Consolidated Plan's goals, strategies and focus of resources supports the activities identified in our Agency Plan. The Consolidated Plan's anti-poverty strategy reflects the County's commitment to address the needs of our low-income citizens through activities as identified in #2 above.

Moreover, the Consolidated Plan supports the PHA Plan's collaborative strategies to meet our goals of: 1) increasing the availability of decent, safe and affordable housing, 2) improving community quality of life and economic vitality, 3) promoting self-sufficiency and asset development of families and individuals, and 4) ensuring equal opportunity in housing for all citizens.

D. Other Information Required by HUD

Attachments

Electronically submitted

Public Hearing Announcement Letter – Barbara Gradet, Director
Baltimore County Department of Social Services

Public Notice Poster
Public Hearing Transcript

Hard copies of the attachments listed below are located at:

Baltimore County Department of Social Services Housing Office Drumcastle Government Center 6401 York Road Baltimore, Maryland 21212

- PHA Certifications of Compliance with the PHA Plans and Related Regulations
- Certification Regarding Lobbying
- Certification for Drug-Free Workplace
- Resolution Approving Baltimore County's Public Housing Agency Plans
- Public Notice Ad
- Certification of Publication – The Baltimore Sun
- Certification of Publication – The Jeffersonian
- Arbutus Times
- Catonsville Times
- Towson Times
- Owings Mills Times
- NE Booster/Reporter
- North County News
- Baltimore County Administrative Plan for the Section 8 Program
- Baltimore County Government Organization Chart
- Baltimore County Department of Social Services Organization Chart
- Housing Office Organization Chart
- Housing Office Informal Hearing Procedures
- Housing Office Informal Review Procedures
- Section 8 Data Summary
- Home Ownership Opportunities In Baltimore County
- News Article Featuring Linda Merckle
- Section 8 Homeownership Policies (See Administrative Plan)

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

PUBLIC NOTICE

Baltimore County hereby gives public notice, in accordance with 24 CFR 903 ("Public Housing Agency Plans") and the County's Citizen Participation Plan, that it proposes to submit to the U.S. Department of Housing and Urban Development (HUD) its updated Public Housing Agency (PHA) Plans – a Five Year Plan for 2001 – 2005 and an Annual Plan for 2004.

These plans provide the County's mission for serving the rental assistance needs of low-income and very low-income families, and the County's strategy for addressing those needs. The plans constitute one of several public housing reforms made by the Quality Housing and Work Responsibility Act of 1998. Through this planning mechanism, the County will more efficiently use Federal funds; more effectively operate programs; and better serve citizens.

Baltimore County also gives public notice, in accordance with 24 CFR 91 ("Consolidated Submissions for Community Planning and Development Programs"), that it proposes to submit to the U.S. Department of Housing and Urban Development (HUD) its Annual Action Plan for FY 2005.

This plan describes activities undertaken to develop viable communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low- and moderate- income persons. The Annual Action Plan proposes how the County's FY 2005 allocation of Community Development Block Grant, Home Investment Partnerships Act, and Emergency Shelter Grant funds will be used to further the priorities identified within the FY 2002-2006 Consolidated Plan.

The County will conduct a public hearing to discuss the PHA Plans and Annual Action Plan (Consolidated Plan) on Tuesday, May 4, 2004 at 6:00 p.m. at the Baltimore County Department of Social Services, Housing Office, Drumcastle Government Center, 6401 York Road, Baltimore, Maryland 21212, in York 2 Conference Room.

Citizens are invited to review both plans prior to the hearing. The plans are available on the County's Website at www.co.ba.md.us and at the following locations during normal business hours: *

**Baltimore County Housing Office
Drumcastle Government Center
6401 York Road
Baltimore, MD 21212**

*PHA Plan is currently available
*Consolidated Plan available April 15th

Baltimore County Public Libraries	
<ul style="list-style-type: none"> • Arbutus Branch 1581 Sulphur Spring Road 21227, Suite 105 	<ul style="list-style-type: none"> • Pikesville Area Branch 1301 Reisterstown Road 21208
<ul style="list-style-type: none"> • Catonsville Area Branch 1100 Frederick Road 21228 	<ul style="list-style-type: none"> • Randallstown Area Branch 8604 Liberty Road 21133
<ul style="list-style-type: none"> • Cockeysville Area Branch 9833 Greenside Drive 21030 	<ul style="list-style-type: none"> • Reisterstown Branch 21 Cockeys Mill Road 21136
<ul style="list-style-type: none"> • Essex Branch 1110 Eastern Boulevard 21221 	<ul style="list-style-type: none"> • Rosedale Area Branch 6105 Kenwood Avenue 21237
<ul style="list-style-type: none"> • Hereford Branch 16940 York Road 21111 	<ul style="list-style-type: none"> • Towson Area Branch 320 York Road 21204
<ul style="list-style-type: none"> • North Point Area Branch 1716 Merritt Boulevard 21222 	<ul style="list-style-type: none"> • White Marsh Branch 8133 Sandpiper Circle 21236
<ul style="list-style-type: none"> • Parkville-Carney Branch 9506 Harford Road 	<ul style="list-style-type: none"> • Woodlawn Branch 1811 Woodlawn Drive 21207
<ul style="list-style-type: none"> • Perry Hall Branch 9440 Belair Road 21236 	

Citizens are encouraged to submit written comments on the PHA Plan to: Lois Cramer, Administrator, Baltimore County Housing Office, Drumcastle Government Center, 6401 York Road, Baltimore Maryland 21212. (Fax: 410 - 853-8999, email: lcramer@dhr.state.md.us), and to Elizabeth S. Glenn, Chief, Community Planning and Development, Baltimore County Office of Community Conservation, 6401 York Road, Second Floor, Baltimore Maryland 21212. (Fax: 410-887-5696, email: eglenn@co.ba.md.us) for the Consolidated Annual Action Plan.

You may request an assistance aid, service or accommodation if you or a family member has a disability that limits one or more major life activities by calling (410) 853-8990 (voice): or Maryland Relay 711.

Baltimore County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of housing services.



Baltimore County, Maryland
Public Housing Agency - Public Hearing Transcript

Drumcastle Government Center
6401 York Road
Baltimore, Maryland 21212

Tuesday, May 4, 2003
6:00 P.M.
York 2 Conference Room

Baltimore County Department of Social Services, Housing Office
Baltimore County Office of Community Conservation

Lois Cramer, Administrator, Baltimore County Department of Social Services, Housing Office
Liz Glenn, Chief of Community Planning Development, Office of Community Conservation

Comment: What is the effect of illegal aliens on the Section 8 Program?

Response #1: In order to be eligible at admissions into the program the family must have at least one eligible family member. An ineligible immigrant can live in the unit, but the amount of rent that we pay directly to the landlord is prorated. The family would not receive the benefit of rental assistance payment for any family members that are not legal immigrants.

Response #2: I really don't believe we've had that issue. It is a great issue in Florida and in California and places where there are large immigrant populations

Comment: In your report, the County's three (3) existing contracts for the Section 8 MOD Rehab Program are being reviewed. What are the 3 projects?

Response: Baltimore County has three (3) Section 8 MOD Rehab developments that form our project-based subsidy program. They have 15-year contracts and are renewable each year as long as HUD has the funding and the owner wants to renew. We have 308 units at Kingsley Park in Essex; 79 units at York Park Apartments in Dundalk, and 51 units at Dunleer, which is above storefront in historic Dundalk.

Comment: The renewals, are they for a year or three years?

Response: They can be for one (1) year or a lesser number of months that completes the term. One of the projects is being renewed on three (3) month intervals until the determination is made whether we'll continue.

Comment: York Park and Dunleer Apartments?

Response: York Park has filed for a one-year extension and Dunleer also.

Comment: I read in the paper that York Park and the units on Yorkway are scheduled to be torn down and to send families elsewhere.

Response: York Park Apartments is 79 units under one owner on Yorkway. At the other end of Yorkway there are individually owned buildings. York Park Apartments is a separate issue and there is no plan on the table that I'm aware of to end that contract or demolish.

Comment: What is the Rental Integrity Monitoring Review?

Response: RHIP and RIM is HUD's major thrust right now. It is their way of telling the housing authorities not only to use the funds that were given you, but to do it in compliance with regulations. It is a very stringent program. There's an entire section of the HUD website devoted to it. We've just brought a national trainer in for a week to train the entire Housing Office staff, from the people who answer the phones all the way up to all of us. It's a way of monitoring. Do we collect the correct information? Is it filed correctly? Is it calculated correctly? Are we making sure that every bit of information is correct? So, that is the thrust of HUD right now and it's driven by the fact that HUD did not do a good job for good a number of years and was wasteful in the use of some money. Congress has come down on HUD now, saying, "You wasted, now you have to find money". It's HUD's way of monitoring to make sure we're not paying more than we should. On the same hand, they're telling us, they're going to monitor us to make sure families are not overpaying.

Comment: ...¹

Response: We actually staff the Commission on Disabilities at the Office of Community Conservation. We take capital funds to make public facilities accessible.

The Commission, during the last year, has consolidated a very active housing work group that is looking ways to increase the availability of affordable accessible housing. In our office we are working with developers who are requesting assistance to develop affordable housing. We are requiring they set aside at least ten percent of their units for persons with disabilities. We are working to come up with number of initiatives that we can take to the multifamily housing association to encourage them to develop incentives and possibly legislation that would hopefully provide rewards for developments that add accessible units to their developments.

The person in our office who is working on this issue is Chad McCrudden, who is a disabilities technician. We are constantly looking for other strategies and incentives to develop more accessible and affordable housing.

It is critically necessary, particularly within the next 10 years, that we increase accessible housing. Not just for those who are traditional persons with disabilities, but also for the elderly population whose needs are changing, as they grow older. Accessibility becomes something that's not out of the ordinary, but in fact, becomes a necessity for people who are aging in place and who want to remain where they lived, worked and played for so many years. This is a challenge that we are committed to address. To give you an example: Day Village is a 1944 World War II vintage townhouse community in Turner Station in Dundalk. We invested a million dollars to convert townhouses to affordable elderly housing units. There were a number of seniors who were aging in place and who no longer could negotiate steps and other issues in those units. So, what we've done is taken two rows of ten houses, gutted them out and put all one level apartments in, and a common elevator. And, we made some of those units accessible in terms of sit down showers and other features to accommodate accessibility issues for the elderly.

Response #2: Whenever developers apply for State funding, there's a requirement that they commit to making units available to families in the prescribed target population-usually elderly or disabled. We then offer information on this affordable housing to those on our waiting

¹ Verbal transcript unclear

list, to the general public who call us for information, as well as to our current participants. Currently, about 34% of the people who participate in our program are persons with disabilities and 17% are elderly. 51% of all the folks who participate in our program likely have a need for accessible units. It is an enormous need.

Comment: In the Plan I would like to refer to something called County's Resident Advisory Board. How did these folks get on the board? Did they volunteer? Did someone choose them? What were their recommendations?

Response: Our Resident Advisory Board is chaired by our Family Self-Sufficiency (FSS) Program Coordinator. Many of the families have been recommended by staff who know the family may have an interesting perspective on our program. We want a real cross-section or vertical slice of the folks who are on our program – geographically, racially and age wise. So, each brings a little different perspective as to what is needed by the population that we serve. One of the things our RAB recommended in the past was to work with landlords so they better understood our program. We followed up on that last year. We simplified the materials we present to landlords. We now have 1,000 owners on our program.

During the past year we asked the RAB to promote self-sufficiency to other participants. At our semi-annual FSS Conference there were workshops on cleaning up your credit and how to present to owners. Our RAB members talked to the group about their experience in moving to self-sufficiency.

Current recommendations from the RAB include developing workshops for families who are coming off of our waiting list so that before they get their subsidies they will have an opportunity to clean up credit, and address issues that could keep them from losing subsidy.

So, we're following the lead of people who are closest to what's going on and what they see the needs to be. The RAB is a very fluid operation. Right now, however, that one initiative about getting people on the waiting list to clean up their credit flies in the face of the fact that we now have a stand still on issuing subsidies. So, what we've been discussing is going back to the RAB and ask what their feelings are about making credit workshops available to people who already have subsidies.

At the FSS conference participants heard about the importance of cleaning up their credit, and then they met with counselors who would work with them to do this.

Comment: Now that you mention all those, how do you let the communities know about your other programs other than the website for Social Services?

Response: It is our responsibility to reach out to those least likely to apply. What we have found works very well, is one-on-one outreach to community groups. Such as at senior centers, and elderly housing where there are a large number of elderly living. We also participate in the Commission on Disabilities.

Response #2: We also try to locate employers who employ the working poor, so we may provide materials to them as well.

Comment: Do you ever screen your landlords? Do you have to? There's a reason. There are a lot of landlords renting out apartments to single people and they are really taken advantage of.

Response: Our relationship with our owners is a legal one. That is defined in our federal housing assistance payments contract with the owners. We're not a party to the lease and we're not a party any services that may exist. Owners have to document they are the owners

and there are no side payments, etc. We regularly refer issues of fraud to our Office of the Inspector General. There are a number of owners we have prosecuted.

Comment: Before you have these owners participate in the program they are thoroughly investigated, is that right?

Response: That they meet the legal parameters for our contract? Yes, we do that. Also, Baltimore County sanctions owners who don't comply with HQS or whose practices are not legal. We do not engage in new contracts with them. We won't make all current tenants move, but we don't enter into a new contract with them.

Comment: The utilization of the HOME Loan funds, how is that going? Are you utilizing all the funds? We used to regularly apply for those funds, but we had trouble navigating the system. The last unit we purchased it took a year to go to settlement.

Response: It is very difficult to use the Home Program. In the past, we have done a number of illegal actions in terms of funding homes, which had not gone through the appropriate underwriting standards that others expected us to do. We called them exempt, allowing reimbursement of costs that were incurred. So, we were pulled and had to revamp our program. We have hired a Home Program Coordinator who is very well versed in the regulations.

Some of you know that about 4 years ago our office did a dramatic turnover in staff, and HUD took that opportunity to review us. If you're going to request funding from us for a project, no work can be done; no contract can be made to those people. We are learning to figure out how we can try to streamline the process as quickly as possible. It's not just the statutory requirements. There are also documents that HUD requires. We restrict the deeds. Now we're having to go back and fix some of the projects. We also found that we were not doing appropriate follow up in terms of monitoring review. HUD has come in and said to us,². It makes it difficult for those folks who are doing smaller projects.

What we are we trying to encourage our folks to do is give you a way to work with a private lender to help you iron out those problems, because can be very difficult and very lengthy to go through the whole underwriting process and then submit it to grant review for approval. Now, there's a review staff looking at the projects more closely, and they are requiring more documentation, and they want appraisals.

Comment: Given all that you're saying, is it near impossible to get past all those obstacles?

Response: If you are a developer working on one house at a time and you have a deal at hand with a willing seller, it's going to be difficult. We need to have a conversation with private lenders to help you find those there are reasonable interest rates. We can also point to the development cost as well. The issue is, if you're doing a one-house deal and you have willing buyer, and they want a sales contract, a commitment within 60 days, it's going to be really tough.

Or if they want to do reconstruction, then it's easy; then we can come on in the planning phase. If you're relying on private work to acquire proper equipment, HOME is going to be very difficult project.

It's going to get easier. It requires, sitting down with a bigger lender partner and other professionals to figure out how to overcome some of these barriers. We have the funds, and we want you to use them.

² Verbal transcript unclear

Comment: The goal is to establish a point of reference for people who are not in the programs and who are trying to establish credit, or who have no credit, no home, no jobs. You can rent them something for \$250 dollars a month. We're not into housing development; we want to get services to people.

Response: We put together a developers' handbook. It does illustrate whom HUD is insisting we target and why the process is so cumbersome and so lengthy. We do have to figure out some way help groups like Prologue and Pennmar and such other groups. You don't have a lot of time to request public funds

How can we make the process for acquiring these properties an easier process? Sitting down with developers and lenders to come up with a relationship that would be beneficial so we can come in with the assistance and funds to make the project work.

Comment: In the Special Purpose Section 8 Assistance Programs, one of them listed is the Section 8 Medicaid Waiver Program. Who heads that? Where is that?

Response: In 2001 or 2002 we received 25 special subsidies for Medicaid Waiver eligible applicants. Since that time we have only used 4 of those subsidies.

Comment: The Department of Aging knew about that?

Response #1: I worked personally with the Department of Aging for 6 months trying to get their regulations to mesh with HUD's. We worked with Department of Aging and DHR.

Response #2: There are two different kinds of medicaid waivers. With the older Medicaid waiver, for every dollar the family gets from Section 8 rental assistance they lose a dollar of State monies, the way the regulations are written. The State wasn't interested. Another Medicaid waiver program where the family receives a medicaid waiver, the landlord rent is not taxable. But our rental assistance money is taxable. Every landlord receives a 1099. We've tried unsuccessfully to use those subsidies. We have an advocate that has helped promote the program and identify potential eligible applicants. We have been working Making Choices for Independent Living (MCIL) and the Olmstead task force.

That has been in our plan for the past 2½ years. We have spent countless hours trying to work with each of the divisions. We started with our own DSS Project HOME and they sent us away, then we met with Aging, tried it there, they sent us away. We met with DHR central, but that didn't work.

Comment: Regarding the number landlords you're gaining. How many do you decrease by? How many landlords drop out?

Response: Sometimes a landlord will drop out for a while—they have one family leasing from them with a subsidy and that family moves. They are not necessarily going to take another family with a subsidy. They're screening and selecting from the entire universe of families.

It's not the same stagnant pool of landlords. We may have lost 147 and then added a different group.

Comment: Is it possible that in any given 12-month period that you're averaging about the same number of landlords and the same number of rentals? It is a constant gain from year to year of landlords?

Response: Up and down, point in time. We can look at our check register—our Housing Assistance Payments register—and tell you how many individual owners to whom we're making

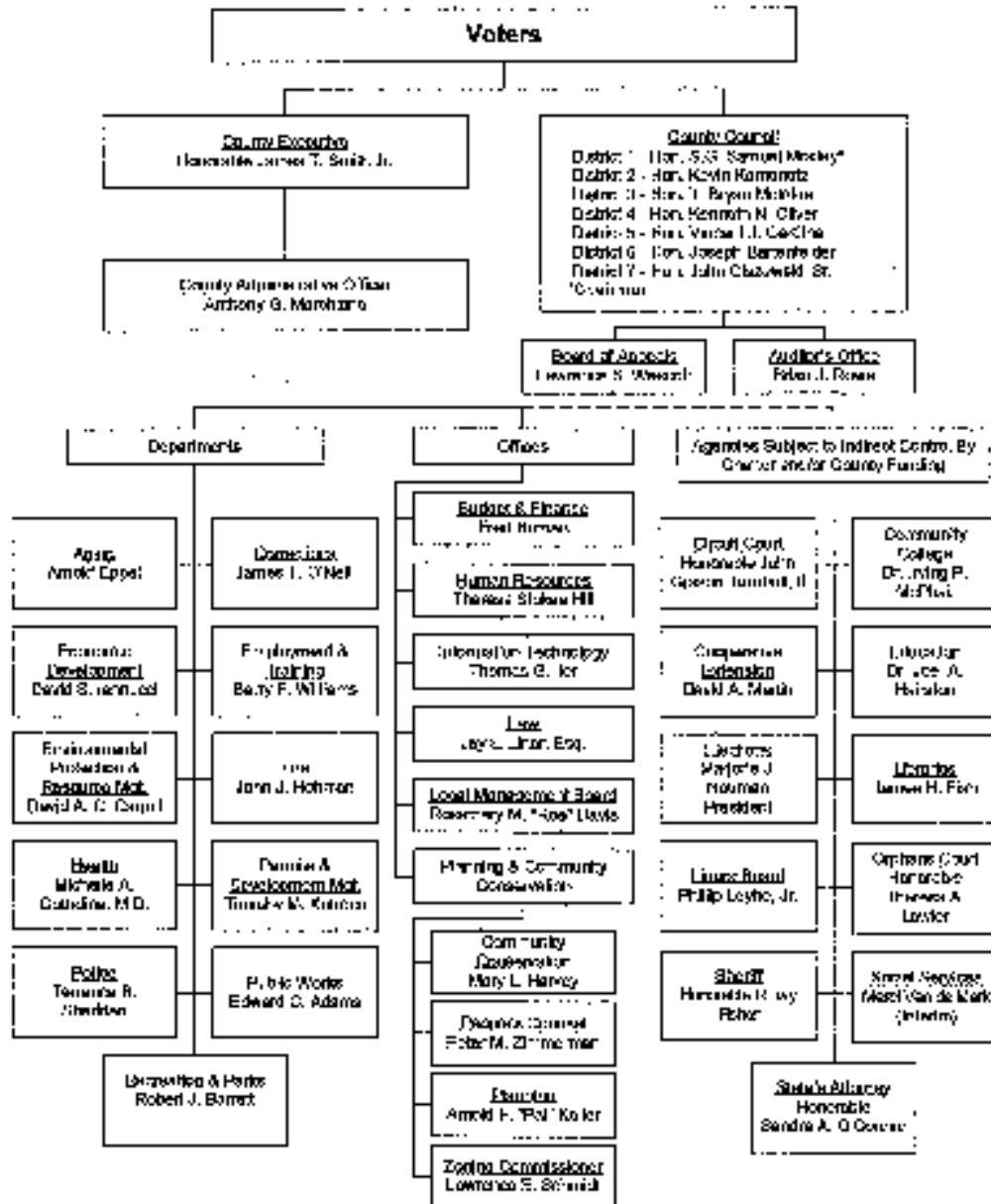
payments. We have about 5800 families on the program and 1000 owners. Obviously some of the owners have a larger number of units.

Comment: ³Unclear on tape.

Response: The Office of Community Conservation sponsors one of the most successful, and best managed closing cost programs. We get calls from other jurisdictions to model their program after our program. Since 1994 the County has assisted 10,000 or more. We've provided homebuyers education. The Housing Counselors provide information on budgeting, how to understand a sale, and how to determine what you can afford.

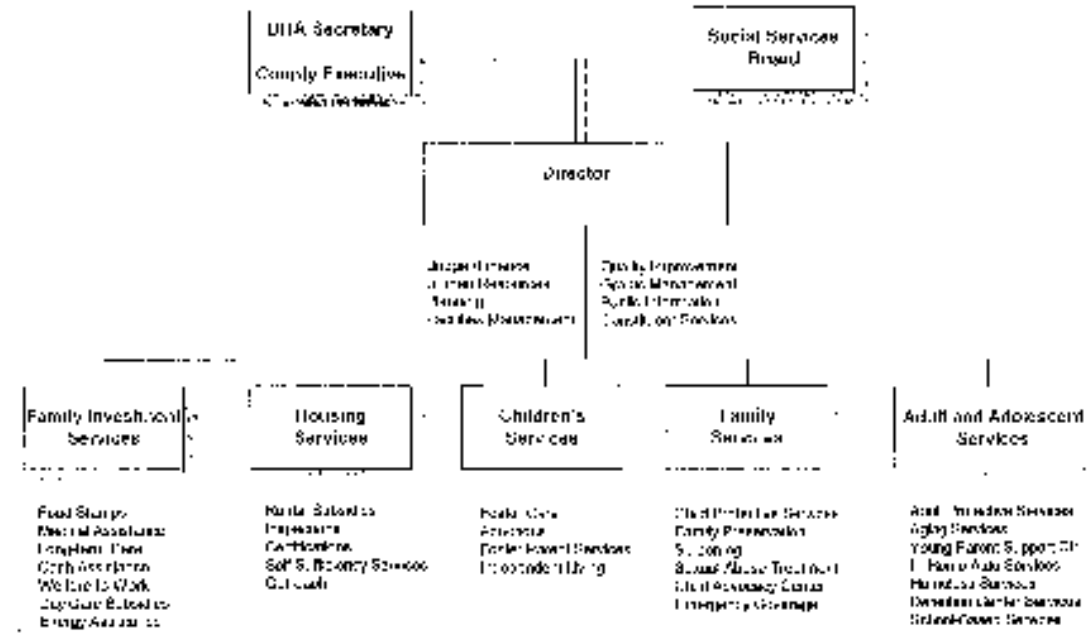
Those interested can contact the Baltimore County Housing Opportunities Program at 887-3124. We will then refer to one of four housing counseling centers.

Baltimore County, Maryland County Government Organization Chart



11/19/04/01/2004

**BALTIMORE COUNTY
DEPARTMENT OF SOCIAL SERVICES**



Housing Office

FY'05

