

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

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# PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal-Year 2006

**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:** 07/2006

**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 2005-2009**  
[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: 1) provide decent, safe and affordable housing free from discrimination; 2) promote freedom of housing choice and spatial deconcentration; 3) provide incentives to private property owners to rent to lower income families; and 4) promote economic self-sufficiency.

**Housing Office Vision**

We are a **leader** in our profession.

We exist to **serve** our customers, and take pride in maintaining an open, responsive organization.

We 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.

We create opportunities to **integrate** the resources of **housing programs with welfare initiatives to support economic self-sufficiency.**

We communicate clearly, effectively and consistently with our clients and partners. **Communication, coordination and planning** are essential to our success.

We hold ourselves **accountable** for meeting the standards of our customers.

*The Housing Office has held to our mission and accomplished many of the bold plans for providing quality rental assistance that we set out to achieve. 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 analysis, the County will apply for additional subsidies as warranted, and as made available by HUD.

*The County did not have the opportunity to apply for any new allocations of Section 8 subsidies during the past year. However, 297 Section 8 Moderate Rehabilitation Program subsidies converted to Section 8 Housing Choice Vouchers when the contract at Kingsley Park Apartments terminated.*

- 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.

*During the past year, the County assisted 87 families to relocate from two blighted rental communities slated for demolition using a locally designed tenant-based voucher program developed with HOME Program funds.*

- 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 will continue to invest in strengthening its management performance. HUD measures the performance of all housing authorities administering the Section 8 Housing Choice Voucher Program. Using the SEMAP Program (Section 8 Management Assessment Program), HUD monitors 14 key performance areas. These measure compliance with regulations, use of sound management practices and control systems, and achievement of standards.

*For the fifth successive year, in FY 2005 the Housing Office received HUD's "high performer" status with a score of 104.*

- X Increase customer satisfaction:

*During the past year, the Housing Office took action to increase the satisfaction of our internal and external customers.*

*Specific activities to increase customer satisfaction have included:*

- 1. promoting application by those least likely to apply to our program—the elderly, the disabled, and LEP individuals;*
- 2. participating in a task force to improve information sharing among state, federal and local governments;*
- 3. conducting personal signature briefings for remaining members of tenant households;*
- 4. providing credit repair workshops for applicants and participants.*

- X 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:

In compliance with federal regulation, and at such time as authorized by HUD, the County will provide replacement vouchers to eligible families affected by Section 8 Moderate Rehabilitation Program contract expirations.

*During the past year, one Section 8 Moderate Rehabilitation Program contract began expiring in stages. Eligible families living in the complex are receiving either Section 8 Housing Choice Vouchers or HOME TBRA Program vouchers.*

Other: (list below)

- X PHA Goal: Increase assisted housing choices  
Objectives:
  - X Provide voucher mobility counseling:

*During the past year, the Housing Office facilitated a 2% increase in the number of assisted families living in low poverty census tracts. 19% of all Section 8 families with children reside in low poverty census tracts, and 25.4% of all Section 8 mover families with children moved to low poverty census tracts.*

- X Conduct outreach efforts to potential voucher landlords

*The Housing Office has maintained a strong landlord outreach program, and during the past year increased the number of participating landlords to a record high of 1108. 215 new landlords contributed 444 new affordable housing units for program participants.*

- X Increase voucher payment standards
- X Implement voucher homeownership program:

*The Housing Office's homeownership efforts target families taking steps toward economic self-sufficiency: those with stable employment and adequate income to make the homeownership program feasible. To that end, the program targets families successfully participating in the Family Self-Sufficiency Program.*

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

*During the past calendar year 1/2005 – 12/2005, 10 Family Self-Sufficiency Program families purchased homes and are free of government rental assistance. This has raised our total number of homebuyers to 215 since 1998. (4 home purchases are now pending).*

\*See page 32 of Annual Plan for further discussion.

- 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 renaissance by stabilizing and revitalizing neighborhoods;
- 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 now represent 52% of all program participants: **persons with disabilities** constitute 33% of all subsidy holders, and the **elderly** comprise 19% of all subsidy holders.*

*Moreover, the Housing Office supports the County’s renaissance efforts within our older communities, where the County has its two remaining Section 8 Moderate Rehabilitation Program (project-based) contracts. As these contracts expire, the County will facilitate a full-complement of services to support families’ relocation with tenant-based rental assistance, thus advancing the deconcentration of poverty and families with rental assistance*

*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;
- integrate programs and services with those of our Department of Social Services to eliminate barriers to participants’ employment; and
- offer resources to increase participants’ hourly earnings.

*The Housing Office has maximized participation in our Family Self-Sufficiency Program. Currently, 509 families voluntarily participate—exceeding our 500 family commitment. Through ongoing case management and resource development, this program has significantly increased*

*the percent of families with escrow account balances since 2000: 37.9% in 2000 and 61.1% in 2005.*

*Currently, 41% of all subsidy holders have earned income (over 52% of our assisted families are elderly or disabled), while our FSS Program participants exceed this mark, and the average hourly wage for our FSS participant is \$15.76.*

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

The Housing Office will continue its strong program of collaboration with local service providers, community organizations and businesses, as well as faith institutions to identify and develop resources to promote the employability and economic self-sufficiency of our program families. Such resources may include education, job-readiness, and employment skills training – all with the focus on helping families create a career path and independence from government subsidy.

Our Section 8 Family Self-Sufficiency Program (FSS) is the linchpin of our efforts to help families make life changes that promote stability, geographic mobility, and economic self-sufficiency. In fact, the Housing Office has made FSS participation a mandatory component of our Section 8 Welfare-to-Work Program, known as the RISE Program (Rental Incentives Supporting Employment). This approach provides innovative strategies and a comprehensive response for families caught in the welfare cycle.

We will continue to engage our community partners in identifying and providing a broad array of resources and services for program participants. Our federal partners in the Department of Housing and Urban Development, Labor, Health and Human Services, Transportation and Education, along with a growing list of public and private service providers, businesses and centers of employment and training form the backbone of our response to families' employment needs.

***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, banks and mortgages companies, and various other local businesses and financial institutions. Working with our partners, the FSS Program provides mentoring and case management. Monthly reporting, bi-monthly newsletters, quarterly credit workshops, 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 2005, 216 families participated in the RISE Program.*

<b>Family Self-Sufficiency Program Activity</b> <b>January 1, 2005 – December 31, 2005</b>	
Total # FSS participants.....	509
% Obtained first time employment	17%
Average hourly wage	\$15.76
Average increase in hourly wage (From entry into FSS Program)	\$8.47
% Participants with escrow account balances	61.1%
# Graduates (During the year)	30
# FSS graduates who purchased homes*	10
*215 homebuyers since 1998	

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

**Elderly**

Baltimore County is home to an increasing number of elderly persons. This is reflected in the attached graphs “Median Age 1990 and 2000,” “Baltimore County Age Distribution,” and “Baltimore County Population, April 1, 2000.”

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 who now exceed 140,000. 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 vulnerable 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 Program (In-Home Aide Services) – the Home Care Program provides In-Home Aide Services to promote client self-sufficiency, preserve family living situations in the community, avoid premature institutionalization, and prevent or remedy abuse, neglect and exploitation of vulnerable adults or children.
- CountyRide – CountyRide is a specialized transportation program providing service to Baltimore County residents 60 years of age and over, disabled residents ages 21 through 59, and those living in the rural area. Destinations include medical appointments, shopping and other general-purpose trips.
- HealthScope – Provides free health education and screening services.
- Nutrition Services – There are two types of meal programs: Eating Together congregate meals is a federally funded program—a voluntary anonymous donations is requested at the time of the meal; Non-Congregate Meals are fee-for-service meals offered by Senior Center Councils—a minimal fee is charged for the meal, which is usually catered.
- Community Outreach Program – The Department of Aging provides free, gap-filling casework services to homebound seniors to help them remain in their own home.
- Caregivers Program – Caregivers Program Specialists offer individual consultations to caregivers who would like some support and guidance in making difficult decisions about the care of their loved one. Limited respite stipends are available to eligible families to help them pay for care so they can take a break from their caregiving responsibilities.
- Legal Services – the Legal Services for Senior Citizens Program provides free legal assistance, consultation and/or representation to Baltimore County residents age 60 or over for specific types of cases.
- 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 – Center Connection is designed for individuals who need supportive services to participate in Senior Center programs, but do not need physical assistance or close supervision.
- Project Home/Adult Foster Care - Provides Certified Adult Residential Environment (CARE) homes of persons 18 years or older enabling disabled or medically frail adults to remain in the lease restrictive community setting in safe, supportive living arrangements that maximize each individual resident's strengths.
- Medical Assistance Personal Care Program – The Medical Assistance Personal Care Program is designed for at-risk Medical Assistance recipients in need of assistance in performing their activities of daily living.
- Adult Medical Day Centers – Adult Medical Day Centers are privately run programs that provide activities, medical supervision and social support from seniors who need a protected environment during the day. This program is designed for families who need relief from daily care-giving activities.

- Senior Substance Abuse – To help seniors of Baltimore County combat what has become a dangerous problem among older adults, the Department of Aging is sponsoring a year-long series on substance misuse and abuse. Each month, a unique aspect of this growing problem is highlighted and presented by knowledgeable speakers in the field.

***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, 3) conducted outreach at local elderly housing complexes, and 4) provided referrals to existing and new elderly housing facilities.*

### **Families with Disabilities**

Baltimore County is committed to effectively delivering programs and services to families with disabilities, and their families and caretakers.

The most recent American Community Survey identifies a significant number of persons with disabilities living in Baltimore County. This includes:

<p>6% of all persons ages 5-20          10% of all persons ages 21-64          35% of all persons ages 65 and older.</p>
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Moreover, the County supports a strong network of agencies, supportive services providers, and businesses that provide resources and services to our citizens with disabilities.

The County embraces the federal government’s **New Freedom Initiative**, promoting the full participation of persons with disabilities in all areas of society. We strive to ensure our citizens with disabilities have the opportunity to learn and develop skills, engage in productive work, make choices about their daily lives, and participate fully in community life. The New Freedom Initiative supports the most integrated community-based settings for persons with disabilities.

A key factor in achieving this is providing opportunities for families with disabled persons to find and rent affordable housing in the community.

To this end, the County will ensure the following.

#### **Voucher Term**

The Housing Office maximizes the search time and subsequent extensions for families with a disabled person.

#### **Referral Services**

In addition to providing families with a disabled person a list of known accessible units, the Housing Office will provide a list of local supportive service and disability organizations that may provide such assistance as counseling services and funding for moving expenses or security deposits. Identified organizations will include state

protection and advocacy agencies, the local Center for Independent Living (CIL), the State Medicaid agency, and disability advocacy groups that represent individuals with a variety of disabilities.

#### Housing Search Assistance

If requested, the Housing Office will assist families with a disabled person to coordinate with a local supportive service or disability organization that may be able to provide housing search assistance.

#### Cooperative Efforts With Other Governmental Agencies

The Housing Office will continue coordination with the local Departments of Social Services, Aging and Health to ensure the broadest range of services. The Memorandum of Understanding between the Housing Office and Health Department provides for rental assistance to families participating in the HOPWA Program. An agreement with the commission on Disabilities ensures targeted Independent Group Residency (IGR) subsidies are in use by member agencies.

To assist persons with disabilities transitioning out of institutional settings, the Housing Office will continue its program of working with the State Medicaid Waiver agency and our local Department of Social Services to distribute the County's allocation of Section 8 vouchers targeting Medicaid home and community-based services waiver persons.

#### Special Purpose Vouchers

The County will maintain use of its Mainstream Housing Opportunities For Persons With Disabilities Program Section 8 vouchers by the target population. When requested, the Housing Office will assist in the identification of funding sources to cover the cost of any needed unit modifications.

#### Special Housing Types

The Housing Office will provide reasonable accommodation through the use of special housing types if requested and needed to make the Section 8 Program readily accessible to and usable by persons with disabilities.

#### Housing Choices for Persons with Disabilities

*During FY 2005, the Housing Office maintained an active Section 8 Medicaid Waiver Program, which assisted 8 disabled persons to locate housing in our communities, exiting or avoiding nursing homes or placement. An additional 6 persons are in the process of leasing with Medicaid Waiver Vouchers.*

*The Housing Office also maintained 136 Independent Group Residency (IGR) subsidies in coordination with the County's Commission on Disabilities, and 130 Mainstream Program for the Disabled vouchers.*

Baltimore County directs significant resources to our citizens with disabilities. 35% of all subsidy holders are persons with disabilities, with 380 rental vouchers targeted specifically to persons with disabilities: 100 rent subsidies to our Mainstream Program, 100 to our HOPWA

Program, 136 subsidies to our Independent Group Residency Program (IGR), and 25 subsidies to our Medicaid Waiver eligible citizens.

- 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 continues 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.
- National Accessible Apartment Clearinghouse – This is an internet-based database of accessible units for use in locating housing.
- Affordable / Accessible Housing Registry – The Affordable / Accessible Housing Registry was created under the Nursing Facility Transition Grant or NFTG (*Grant #18-P91524 from the U.S. Department of Health and Human Services, Center for Medicare and Medicaid Services*). The Nursing Facility Transition Grant’s purpose is to assist at least 150 disabled individuals residing in Maryland’s nursing facilities over a three-year period in transitioning back into their communities and implement strategies to change policies and regulations to increase accessible and affordable housing in Maryland.

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’s Consolidated Plan provides a 5-year strategic plan to affirmatively further fair housing. This PHA builds on this commitment.

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, including 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 using the mobility features of the Section 8 Program. The goal for all families 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 Housing Office will encourage landlords to submit units for leasing that are not located in poverty or minority concentrated areas, and will 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 2006**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

**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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- 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)
- X Other (List below, providing each attachment name)

NA

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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	Annual Plan: Eligibility, Selection, and Admissions Policies

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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 43)

# **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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	18,181	5	1	3	3	1	3
Income >30% but <=50% of AMI	23,776	5	1	3	3	1	3
Income >50% but <80% of AMI	44,189	5	1	3	3	1	2
Elderly	125,324	5	3	3	5	3	5
Families with Disabilities	135,449	5	5	3	5	3	5
*Race 1	536,903	1	1	1	1	1	1
*Race 2	177,064	1	1	1	1	1	1
*Race 3	1,113	1	1	1	1	1	1
*Race 4	29,844	1	1	1	1	1	1
*Race 5	0	1	1	1	1	1	1
*Race 6	18,257	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: 2007-2011  
FY2007 One-Year Action Plan
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 2003
- X American Housing Survey data  
Indicate year: 2006
- X Other housing market study  
Indicate year: 2005: Out of Reach (National Low-Income Housing Coalition)
- X Other sources: (list and indicate year of information)
  - Maryland Department of Planning Data Services (2004)
  - American Community Survey (2004)
  - 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.)

<b>Housing Needs of Families on the Waiting List</b>						
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	9837	100%	3164	224	9613	
Extremely low income <=30% AMI \$67,300	8343	85%	2683	190	8153	
Very low income (>30% but <=50% AMI) 20,190 – 33,650	1462	15%	470	33	1429	
Low income (>50% but <80% AMI) 33,650 – 53,840	29	<1%	9	1	28	
Families with children	7406	63%	2382**	141	6056	
Elderly families	447	4.5%	144	112	4807	
Families with Disabilities	2791	34%	898**	76	3268	
White	2476	25.2%	796	56	2420	
Black or African American	6927	70.4%	2228	158	6769	
American Indian/ Alaska Native	188	1.9%	60	4	184	
Asian	60	0.6%	19	1	59	
Native Hawaiian and Other Pacific Islander	13	0.1%	4	0	13	
Balance	173	1.8%	56	4	169	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				<b>Total:</b>	<b>224</b>	<b>9613</b>
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 details 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 dedicated to maintaining 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:

- Ensuring 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 housing;
- 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

- 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:**

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

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

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

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

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**

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. Currently the County does not have vouchers in assisted living facilities because the persons living in assisted facilities are receiving housing services through state funded program.



**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 Housing Commission, 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)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
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	\$34,590,627	5714 subsidies
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant	\$4,328,525	See Consolidated Plan
<b>i) HOME TBRA</b>	\$1,000,000	157 subsidies
Other Federal Grants (list below)		
<b>HOPWA TBRA</b>	\$654,390	100 subsidies
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
Section 8 Moderate Rehabilitation Program	\$744,480	130 subsidies
<b>4. Non-federal sources (list below)</b>		
State Rental Allowance Program (RAP)	\$80,070	32 subsidies
<b>Total resources</b>	<b>\$31,741,044</b>	<b>5985 subsidies</b>

### **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 conducts a criminal background check for all adult household members prior to admission to rental assistance programs. This includes a mandatory screening of sex offender registration in Maryland and other states where the household members are known to have resided.

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 federally assisted housing
- Citizen or eligible immigration status
- Needs of qualified individuals with disabilities
- Previous terminations from rental assistance under a Section 8 Program
- Unpaid rent or other amounts owed to a Housing Authority
- Breach of an agreement with a Housing Authority to pay amounts owed
- Arrests and convictions for criminal activity
- Registration as a sex offender

- 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](http://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 the Housing Choice Voucher is 60 days from the date it is issued.

The Housing Office has the discretion to grant a 60-day extension of the term of the voucher only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities.

It is necessary because the head of household is elderly.

It is necessary due to reasons beyond the family's control, as determined by the Housing Office. Such extenuating circumstances may include the following, though the presence of these circumstances does not guarantee that an extension will be granted:

- Serious illness or death in the family; or
- Other family emergencies; or
- Family size or other special requirements make finding a unit difficult

The term provided families with a disabled person is generous to maximize the family's opportunity to find suitable housing. While there is no maximum term for such families, the term is not indefinite.

**(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)

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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), the Welfare-to-Work Program (RISE), and the Section 8 Medicaid Waiver Program.

The County takes affirmative action to make these programs and their 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?

- Through published notices  
 Other (list below)

The Housing Office’s general outreach strategy is designed to attract applications from all elements of these programs’ eligible populations. 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.

#### **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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- 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)
- X At or above 90% but below 100% of FMR
  - 100% of FMR
  - 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 an exception rent area, if the exception rent is greater than the payment standard.

- 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	5714	860
Section 8 Certificates		
Section 8 Mod Rehab	84	84
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Opt Outs	1458	102
Mainstream	100	28
Welfare to Work	216	19
Medicaid Program	25	10
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs (list individually)		
HOPWA TBRA	100	18
HOME TBRA	87	6
<b>TOTAL</b>	<b>5985</b>	<b>968</b>

\*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)

All Section 8 management policies are contained in the attached Administrative Plan.

## 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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
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.

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

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

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

**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.)

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

**B. Section 8 Tenant Based Assistance**

1. 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:

**Homeownership**

Baltimore County places great emphasis on increasing homeownership among our low-income citizens. The County uses its Section 8 Program as a platform to help families improve their economic stability, and thereby develop assets. As families become financially independent, the purchase of a home is a tangible representation of the families' assets, and their commitment to our communities. Similarly, homeownership is a stabilizing force in the community.

HUD has provided flexibility to PHAs in the development of a homeownership option. Baltimore County has chosen to link this initiative to our highly successful Family Self-Sufficiency (FSS) Program. FSS participants enter into performance-based contracts to improve their earned incomes, and the County contracts to match increases in earned income. The Housing Office makes monthly deposits into escrow accounts established in FSS families' names.

The FSS Program offers participants the skills to set goals for economic self-sufficiency, stable families, and affordable homeownership. Annual activities and services include:

- case management to increase employment skills and to engage in substantial, gainful employment that will lead to economic self-sufficiency within the 5-year FSS contract of participation period (Currently, the average wage of FSS participants is \$15.76 per hour, and 63% of the participants have escrow accounts.)
- training in budgeting, credit repair, and homebuyer education, with linkage to local resources to prepare and advance families to homeownership, while making the home buying process less complicated and less expensive. (Currently, 50% of all FSS families are engaged in homeownership preparation activities.)

When the families fulfill their goals, they graduate from the FSS Program, relinquish their rent subsidies, and receive the funds in their escrow accounts. Since 1998, 215 families have chosen to use their escrow account funds to purchase homes. These families are free of government subsidy, and are contributing members of their communities.

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 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)

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Baltimore County Police & Youth Mentoring Program	62	Waiting List	*PHA Main Office	Section 8
Sojourner Douglass College Workforce Transportation Program	2	Specific criteria	*PHA Main Office *Sojourner Douglass College/ Balto. Co. DSS	Section 8
Budgeting Classes and Credit Repair Workshops	120	As requested/ Needed	*Consumer Credit Counseling Service/ PHA *Genus Credit Management *Country Wide Bank *Neighborhood Housing Services of Hillendale *FDIC Money Smart Adult Education Program	Section 8
Parenting Classes	47	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	324	Specific criteria	PHA Main Office	Section 8
Community Colleges of Baltimore County	158	Specific criteria	*PHA / DSS Catonsville, Essex, Dundalk	Section 8
Office of Work Opportunity University of MD, Dental School	1	Specific criteria	*PHA Main Office *University of MD, Baltimore	Section 8
Work Force Solution	42	Specific criteria	*PHA Main Office	Section 8
Job Network Partnership	139	Specific criteria	*PHA Main Office	Section 8

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 03/01/2006)
Public Housing		
Section 8	500	509 (Current) 1609 (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)

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

### **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:

## Resident Advisory Board

The County's Resident Advisory Board (RAB) has emerged as an active and critical partner in developing responses to the needs of our rent subsidy program participants. The eight RAB members represent a vertical slice of our Section 8 Program participants by geographic location and family circumstance, and serve one-year, renewable terms.

They have been active, and have pursued an ambitious agenda, with guidance from our Family Self-Sufficiency Program coordinator.

The Resident Advisory Board has selected two focus areas for the upcoming year: 1) continuing credit repair activities, and 2) providing resources to address challenges to family stability. The RAB is developing a series of workshops dealing with topics such as identifying and avoiding youth gang activity, linking to educational and youth recreational resources.

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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-serviced 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**

## **Definitions:**

From time to time the County may make discretionary changes to plans or policies governing the administration of the Section 8 Housing Choice Voucher Program. Within this context, Baltimore County will use the following definitions to determine the need to employ full public hearing and HUD review before implementation of such changes.

### **Substantial Deviation of the Annual Plan from the 5-Year Plan**

Substantial deviation includes the deletion of any stated annual strategy essential to achieving 5-Year Plan goals.

### **Significant Amendment or Modification to the Annual Plan**

Significant amendments or modifications are discretionary changes in the County's plans or policies that fundamentally change the mission, goals, objectives or plans of the County.

## Attachments

### Electronically submitted

- md033v01a PHA Plan Executive Summary
- md033v01b 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

- md033v01c Public Hearing Announcement Letter – Timothy Griffith, Director  
Baltimore County Department of Social Services
  
- md033v01d Public Notice Ad
- md033v01e Standard PHA Plan PHA Certifications of Compliance
- md033v01f Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- md033v01g Certification Regarding Lobbying
- md033v01h Certification of Payments to Influence Federal Transactions
- md033v01i Certification for Drug-Free Workplace
- md033v01j Resolution Approving Baltimore County's Public Housing Agency Plans
- md033v01k Certification of Publication – The Baltimore Sun
- md033v01l Certification of Publication – The Jeffersonian  
Arbutus Times  
Catonsville Times  
Towson Times  
Owings Mills Times  
NE Booster/Reporter  
North County News
  
- md033v01m Baltimore County Government Organization Chart
- md033v01n Baltimore County Department of Social Services Organization Chart
- md033v01o Housing Office Organization Chart
- md033v01p HQS Acceptability Criteria

# 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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
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				

**Optional Public Housing Asset Management Table**

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

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



# **Baltimore County PHA Plans**

## **5-Year Plan for Fiscal Years 2005 – 2009 Annual Plan for Fiscal-Year 2006**

### **Executive Summary**

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#### **Five-Year Plan: Highlights of Activities Completed**

##### **Goal: Expand the supply of assisted housing (page 2)**

- Provided rental vouchers to 384 resident families of three blighted communities to enable families to relocate to housing of their choice.

##### **Goal: Increase customer satisfaction (pages 2 – 3)**

- Promoted application by those least likely to apply to our program (elderly and disabled)
- Participated in a task force to improve information sharing among state, federal and local governments
- Conducted personal signature briefings to ensure remaining members of tenant families were educated on their responsibilities and rights
- Developed a computer program to enable inspectors to enter data and issue notices on-site
- Maintained ongoing credit repair and homeownership workshops for participants

##### **Goal: Increase assisted housing choices (pages 3 – 4)**

- Facilitated a 2% increase in the number of assisted families living in low poverty census tracts
  - 19% of all Section 8 families with children reside in low poverty census tracts
  - 25.4% of all Section 8 mover families with children moved to low poverty census tracts
- Increased the total number of participating landlords by 10% to 1108
- Increased housing choices for persons with disabilities through a Medicaid Waiver Program
- Maintained an active homeownership program component

- 10 families purchased homes in calendar year 2005, and are free of rental assistance. To date, 2 program families have purchased homes in calendar year 2006.
- Since 1998, 215 program families have been assisted in purchasing homes

**Goal: Improve community stability and economic vitality (pages 4 – 5)**

- Targeted assistance to County special needs populations
  - 52% of all program participants are elderly or disabled

Assisted the County in Renaissance efforts in Essex and Dundalk, advancing the deconcentration of poverty and families with rental assistance

**Goal: Promote self-sufficiency and asset development (pages 5 – 7)**

- Exceeded our mandated Family Self-Sufficiency (FSS) Program size, with 509 participating families
- Increased the percent of families with escrow account balances since 2000: 37.9% in 2000 and 61.1% in 2005.
- Increased the percent of program families with earned income from 39.3% to 41%
- Increased the average hourly wage of FSS participants from \$15.52 to \$15.76

## Annual Plan

### Highlights for Fiscal-Year 2006

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#### Statement of Housing Needs

The chart on **page 5** reflects the needs of **all families in the County**.

The chart on **page 6** reflects the profiles of the families on **our Section 8 Waiting List**.

**Pages 7 – 8** identify **County strategies** to meet these needs.

#### **Out of Reach in Baltimore County**

The National Low-Income Housing Coalition's annual report provides evidence that Maryland is one of the ten most costly states to live. **A full-time minimum wage earner cannot afford the Fair Market Rent for even a one-bedroom unit.**

**More than 3 full-time minimum wage jobs are necessary to afford a 2- bedroom unit at Fair Market Rent.**

The cost of rental housing in Baltimore County is out of reach for a majority of low-income wage earners and people who are elderly or disabled with public income benefits.

The Housing Wage in Baltimore County is \$18.08. This is the amount a full time (40 hours per week) worker must earn per hour to afford a two bedroom unit at the area's Fair Market Rent.

An extremely low-income household (earning \$20,580 / 30% of the Area Median Income of \$68,600) can afford monthly rent of no more than \$515, while the Fair Market Rent for a two-bedroom unit is \$950.

An SSI recipient (receiving \$564 monthly) can afford monthly rent of no more than \$169, while the Fair Market Rent for a one-bedroom unit is \$791.

A single minimum wage earner (\$5.15 per hour) can afford monthly rent of no more than \$268. This same worker must work 140 hours per week in order to afford a two-bedroom unit at the Fair Market Rent.

## **Statement of Financial Resources**

The chart on **page 11** identifies all federal and state funds received by the Housing Office, and the number of subsidies supported to address the County's unmet affordable rental housing needs.

<b><u>Total Subsidy Resources</u></b>	<b><u># Subsidies</u></b>
\$31,741,044	5985

The chart also identifies the amount of Community Development Block Grant funds administered by the County's Office of Community Conservation. Discussion of the use of these funds is found in the County's Consolidated Plan.

## **Policies for Program Eligibility, Selection and Admissions** (pages 16 – 20)

The policies identified are more fully presented in the County's HUD-approved **Administrative Plan**.

This year our Administrative Plan includes a HUD mandated amendment identifying the County's process for determining a full-time student's eligibility to participate in the Section 8 Program.

## **Rent Determination Policies** (pages 23 – 24)

This section reflects the County's commitment to provide subsidies at the level that enables families to lease units, and to have broad opportunities.

HUD publishes **Fair Market Rents** (FMRs) for each market area in the United States. Local housing authorities review these and the local housing market to determine local **payment standards**. Payment standards may be set at any level between 90% and 110% of the published FMR for each unit size (1 bedroom, 2 bedroom, etc.).

Based on our local review, including the success rate of families in locating and leasing units, Baltimore County has set payment standards at 97% of the FMR for efficiency, two bedroom, three bedroom and four bedroom units, and at 100% of the FMR for one bedroom units. This also enables the maximization of our limited resources.

**Operations and Management** (pages 24- 25)

Required charts provide our management structure and organization.

The chart on page 25 identifies **all federal rent subsidies under management**, outlined by program type:

<b><u>Program</u></b>	<b><u># Subsidies</u></b>
Section 8 Vouchers	5714
Section 8 Moderate Rehabilitation Program	84
HOPWA TBRA (Housing Opportunities for Persons With AIDs)	100
HOME TBRA (HOME Investment Partnerships Program)	87
<b>Total</b>	<b>5985</b>

This section also cross-references to the Housing Office’s **Administrative Plan** for **management policies**.

**Grievance Procedures** (pages 25 – 26)

There are no changes proposed for Housing Office grievance procedures: informal hearings for applicants, and informal reviews for participants.

**Homeownership** (pages 31 – 32)

Baltimore County has achieved notable success in transitioning Section 8 Program participants to homeownership (**215 families since 1998**). Our Family Self-Sufficiency (FSS) Program is the primary vehicle to for this initiative. FSS families complete a 5-year plan to achieve economic self-sufficiency. As they reach goals and increase earned income, the Housing Office establishes an escrow account for them and makes monthly deposits. Families participate in credit repair trainings and homeownership workshops. When families graduate from the FSS Program, they give up their rent vouchers, receive the money in their escrow accounts, and often use the money as down payments on homes.

### **Self-Sufficiency Program** (pages 33 – 36)

This section includes:

discussion of the Housing Office's integration into the Department of Social Services, and the resulting coordination; and

identification of adjunct self-sufficiency services and programs coordinated by the Housing Office.

### **Resident Advisory Board** (pages 38 – 39)

The Housing Office maintains an active Resident Advisory Board (RAB) under direction of our Family Self-Sufficiency Coordinator. The RAB consists of a vertical slice of our Section 8 Program participants by geographic location, and family circumstances. Each member of the board serves a one-year renewable term. The RAB's current goals are discussed.

### **Consistency with the Consolidated Plan** (pages 40 – 41)

The PHA Plan is part of HUD's comprehensive planning process. It coordinates with the County's Consolidated Plan for the use of federal dollars to develop viable communities with Community Development Block Grant (CDBG), Home Investment Partnerships Act (HOME) and Emergency Shelter Grant (ESG) funds.

The PHA Plan and the Consolidated Plan are mutually supportive, and the County coordinates their publication and public hearings.

Baltimore County, Maryland  
Public Housing Agency - Public Hearing Transcript

Drumcastle Government Center  
6401 York Road  
Baltimore, Maryland 21212

Tuesday, May 9, 2006  
6:30 P.M.  
Stoneleigh / Anneslie Conference Room

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

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

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No written or oral comments were provided by the public.