

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 2001 - 2005

Annual Plan for Fiscal-Year 2002

**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: 07/01**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

Baltimore County's progress report on this 5-Year Plan is included in the shaded areas. A full attachment of the 5-Year Plan progress report is included with the Annual Plan

**A. Mission**

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is:

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

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

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

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

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

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

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

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

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

## **B. Goals**

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

**X PHA Goal: Expand the supply of assisted housing**

Objectives:

**X Apply for additional rental vouchers:**

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

*The Housing Office received 228 new Section 8 Vouchers during the past year: 150 vouchers under HUD's FY 2000 Fair Share allocation, 75 vouchers for families living in a housing complex where the owner opted out of an existing Section 8 project-based contract, and 3 project-based subsidies converted to vouchers.*

Reduce public housing vacancies:

**X Leverage private or other public funds to create additional housing opportunities:**

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

Acquire or build units or developments

Other (list below)

**X PHA Goal: Improve the quality of assisted housing**

Objectives:

Improve public housing management: (PHAS score)

**X Improve voucher management: (SEMAP score)**

We await notice of our current SEMAP score.

*The Housing Office has continued to invest in strengthening its management performance, with particular focus on all SEMAP performance indicators. We await notice of the year's SEMAP score.*

X Increase customer satisfaction:

The Housing Office will seek to increase customer satisfaction in Housing Office programs and services incrementally to achieve a five-year improvement of 50%. This will be measured through the continued practice of conducting customer surveys. Additionally, the Housing Office will respond to HUD's customer survey of participants' unit satisfaction.

*The Housing Office has taken steps to change the way individuals, landlords and agencies access our resources. As our first agency value states, "We exist to serve our customers." With communication, coordination and planning, we have improved services and made them more user-friendly. Specifically, the Housing Office has: 1) streamlined our processing operations by consolidating functions, thereby delivering more direct and speedy service; 2) reduced the number of required family visits to our office; 3) maintained evening business hours to accommodate families who work or have childcare or transportation needs; 4) revised our telephone response tree for easier access; 5) placed program information and our application on our website; 6) implemented quarterly landlord newsletters; 7) implemented new landlord signature briefings; 8) expanded electronic access to required verification sources; and 9) developed and implemented new outreach materials.*

- 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:

At such times as Section 8 Moderate Rehabilitation Program contracts expire, and when HUD notifies the County of the removal of project-based subsidies through the disposition of HUD assisted properties, the Housing Office will provide replacement vouchers allocated by HUD to affected eligible families. During the calendar years 2000 through 2004, the County anticipates the expiration of 5 Section 8 Moderate Rehabilitation Program contracts resulting in a maximum of 439 replacement vouchers. Disposition of HUD's assisted properties could result in an undetermined number of additional replacement vouchers.

*During the past year, the Housing Office received and issued 3 replacement vouchers for an expiring Section 8 Moderate Rehabilitation Program contract.*

- Other: (list below)

X **PHA Goal: Increase assisted housing choices**

Objectives:

X Provide voucher mobility counseling:

The Housing Office will increase by 25 %, presentations and materials emphasizing the choices and benefits of locating housing in opportunity areas. Additionally, the County will actively participate in HUD's mobility counseling program, the Baltimore Regional Housing Opportunities Program (BRHOP), as operated by the Community Assistance Network (CAN). Already the most active County participant in BRHOP, the County will develop and increase BRHOP promotional outreach materials and presentations by 25%. Further, the County will maintain active participation in the mobility counseling program administered as a result of the Thompson v. HUD Partial Consent Decree.

X Conduct outreach efforts to potential voucher landlords

X Increase voucher payment standards

The Housing Office will review these standards annually for needed affordability changes and for changes to promote spatial deconcentration.

*The Housing Office has taken a multi-faceted approach to increasing families' housing choices.*

**Mobility counseling:** *Housing Office presentations encourage subsidy holders to consider the widest range of housing appropriate to their needs, and emphasize the benefits of locating housing in areas where there is no concentration of poverty, minority or assisted housing. A new video presentation and enhanced handouts support this. Additionally, the Housing Office promotes participation in CAN's Baltimore Regional Housing Opportunities Program, with the greatest number of referrals from any county. 13.9% of all families with rent subsidies who moved during calendar year 2000 moved to exception rent areas.*

**Outreach efforts to potential landlords:** *The Housing Office created a leasing services unit that conducts one-on-one outreach to potential landlords. During calendar year 2000 the leasing services unit conducted more than 30 such outreach sessions, enrolled 145 new landlords contributing 271 new units. The Housing Office's landlord newsletter is mailed to potential landlords to introduce the program, and it is posted on our web site. A landlord fair is planned for spring 2001.*

**Payment standards:** *The Housing Office is reviewing the County's payment standards to determine the affordability changes needed. Together with the use of exception rents, these changes promote spatial deconcentration.*

**Voucher homeownership program:** *In September 2000 HUD published its final rule implementing a Section 8 homeownership option. The Housing Office has participated in HUD sponsored training on development of local programs, and is now coordinating with our Office of Community Conservation to establish capacity to operate the program, and then structure program guidelines.*

- X Implement voucher homeownership program:

With HUD's publication of Section 8 Homeownership Program regulations, the County is developing a local program in collaboration with our Office of Community Conservation.

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

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

- X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
 Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
 Implement public housing security improvements:  
 Designate developments or buildings for particular resident groups (elderly, persons with disabilities)  
X Other: (list below)

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

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



*The Housing Office has coordinated with the County in making major strides in significantly improving the living environment and economic vitality in our communities, most notably in our conservation areas. Housing Office initiatives such as our Welfare-to-Work and Family Self-Sufficiency Programs, our Mainstream Program for Families with Disabilities, and programs to assist families relocating from blighted communities have contributed to stabilizing and revitalizing neighborhoods, and meeting families' housing needs within the context of the community.*

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

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

Objectives:

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

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

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

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

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

welfare reform initiatives with innovative strategies to build a comprehensive response for families caught in the welfare cycle.

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

***Family Self-Sufficiency Program:*** During the past year, our Family Self-Sufficiency (FSS) Program made notable achievements in advancing the economic independence of participating families. During 2000, 140 families graduated from the FSS Program and left the welfare rolls.

Case management and shared resources within the Department have assisted 51 FSS families obtain employment who were not previously employed. An additional 163 persons obtained better jobs. Thirty-five persons obtained a high school equivalency diploma or some other form of higher education. Twenty-nine families became homeowners.

***Collaboration with Department of Social Services:*** Partners in this comprehensive plan to move families to economic self-sufficiency have included the County's Family Investment Program (FIP), the Community Colleges of Baltimore County, the Woodlawn Fire Company, Baltimore County's Office of Employment and Training, BCFIT, and Workforce Solutions. Working with our partners and employing strategies such as one-on-one "barrier busters" and workplace mentors, the County's progress in moving families toward economic self-sufficiency is evidenced by our 15.61% reduction in TANF rolls.

***Welfare-to-Work Program:*** The Housing Office implemented its Section 8 Welfare-to-Work Program, known locally as the RISE (Rental Incentives Supporting Employment) Program, with much planning and care. These early efforts were particularly important, but resulted in a seeming slow start-up. Yet, the resultant comprehensive, family-driven strategy is bearing fruit. A total of 202 families have leased with RISE Section 8 rental assistance. Currently, 320 families are actively searching for rental units. A total of 675 families are completing the eligibility process and will soon be issued subsidies to begin their search.

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

### **Elderly**

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

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

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

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

*The County has delivered significant programs and services to the elderly and to citizens with disabilities, while affirmatively furthering fair housing. Drawing on the core resources identified in the County's five-year plan, the County has increased the number of Section 8 subsidies targeted to these populations. The County's FY 2000 fair share allocation of Section 8 subsidies is targeted to elderly disabled and disabled families, as will our FY 2001 allocation. Additionally, since publication of HUD's final rule providing for use of Section 8 subsidies in assisted living facilities, the Housing Office has been exploring implementation of this program component with the Departments of Aging and Health. Finally, the County is fully utilizing its HOPWA and Mainstream Program funding.*

### **Families with Disabilities**

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

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

*The County continues to make strides in addressing the affordable housing needs our residents with disabilities. Through active outreach, 34% of all families receiving assistance and 32% of all Waiting List families are families with disabilities. The County fully utilizes its HOPWA and Mainstream Program funding. Additionally, the County has targeted its Fiscal-Year 2000 Fair Share allocation of Section subsidies to residents with disabilities.*

*In collaboration with the Departments of Health and Aging, the Housing Office has initiated planning the development and implementation of two new Section 8 Program components for families with disabilities. First, our strategy to use Section 8 assistance for at risk disabled Medicaid Waiver eligible individuals may avoid their institutionalization. Second, our strategy to offer Section 8 assistance for use in assisted living facilities will provide residents with another housing option and fill a gap in the affordable housing market.*

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

X Other: (list below)

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

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

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

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

- The analysis identified lack of public awareness of fair housing rights and responsibilities as a significant barrier to fair housing. The Housing Office is committed to working closely with advocacy groups to reduce this obstacle. Consistent with the Housing Office's Equal Opportunity Housing Plan, the Housing Office will support the Greater Baltimore Community Housing Resource Board (CHRB) and its activities, which promote fair housing and educate the public. The Housing Office will maintain participation in the CHRB's radio and television shows, as well as conferences and outreach efforts on tenant-landlord problems and housing discrimination problems.
- The Housing Office will support Baltimore Neighborhoods, Inc.'s (BNI) communication, education, and outreach efforts on tenant-landlord problems and housing discrimination.
- The Housing Office will promote housing choice through participation in the Community Assistance Network (CAN)—Baltimore Regional Housing Opportunity Program (BRHOP). The goal for all families participating in BRHOP is to move to an area where the family can find better schools, jobs, transportation and other services to enhance the quality of their lives. The County will continue to invite Baltimore County Section 8 participant families and those moving to Baltimore County to participate in this program.
- The Housing Office will encourage landlords to submit units for leasing that are not located in poverty or minority concentrated areas, and engage in an active program of outreach to encourage participation by landlords in opportunity areas.

- The Housing Office will conduct a variety of outreach activities to encourage participation of new landlords to expand housing opportunities, as well as to keep currently participating landlords apprised of new regulations. Presentations will include information concerning Fair Housing and Civil Rights requirements for assisted housing programs.
  - The Housing Office will work with the County's Human Relations Commission to assist in resolving concerns raised by or about families participating in rental assistance programs and to educate landlords and the public on Fair Housing.
    - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, family 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 2002**  
 [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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Certification by State or Local Official of PHA Plans consistency with the Consolidated Plan	
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Certification for Drug-Free Workplace  
Resolution Approving Baltimore County's Public Housing Agency Plans  
Baltimore County, Maryland County Government Organization Chart  
Baltimore County Department of Social Services Organization Chart  
Baltimore County Department of Social Services, Housing Office Organization Chart  
Public Notice Article  
Public Notice Poster  
Temporary Reference Document #2001-043 – Distribution of PHA plans for public  
review  
Certification of Publication – Baltimore Messenger  
Certification of Publication – The Jeffersonian  
Catonsville Times  
Towson Times  
Owings Mills Times  
NE Booster/Reporter  
North County News  
Certification of Publication – The Baltimore Sun  
Public Hearing Announcement Letter – Baltimore County Department of Social Services  
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Home Ownership Opportunities In Baltimore County  
Progress Report on 5 Year Plan Mission and Goals  
Baltimore County Housing Office Informal Hearing Procedures  
Baltimore County Housing Office Informal Review Procedures  
Briefing Packet for Families with a Housing Choice Voucher – Parts I & II  
Audit comments from Mike Kolbe

**Attachments**

Required Attachments:

- 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:

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

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

<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	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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	Annual Plan: Demolition

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	disposition of public housing	and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF 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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

**Key:** 1 Least – 5 Greatest

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Access-ability	Size	Loca-tion
Income <= 30% of AMI	4324	5	1	3	1	3	5
Income >30% but <=50% of AMI	3413	5	1	3	1	3	5
Income >50% but <80% of AMI	3621	3	1	3	1	1	3
Elderly	16,159	5	3	3	3	3	5
Families with Disabilities	2842	5	3	3	3	3	5
*Race 1	231,036	1	1	1	1	1	1
*Race 2	30,200	1	1	1	1	1	1
*Race 3	2391	1	1	1	1	1	1
*Race 4	549	1	1	1	1	1	1
*Race 5	4397	1	1	1	1	1	1

\*1-White (non-Hispanic)    3-Hispanic (all races)    5-Asian & Pacific Islanders (non-Hispanic)  
 2-Black (non-Hispanic)    4-Native American

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:                      5-Year Consolidated Plan 1996-2000  
     FY2001 One-Year Action Plan
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- X American Housing Survey data  
 Indicate year:
- Other housing market study  
 Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	7960	100%	8%
Extremely low income <=30% AMI	2626	33%	1044
Very low income (>30% but <=50% AMI)	2706	34%	
Low income	2547	32%	
Low income (>50% but <80% AMI)	81	1%	
Families with children	5503	69%	
Elderly families	475	6%	
Families with Disabilities	1982	25%	
White	2443	31%	
Black	5374	67%	
American Indian/ Alaskan Native	67	1%	
Asian/Pacific Islander	56	1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

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

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

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

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



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

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

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

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

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work

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

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

- X Employ admissions preferences aimed at families who are working

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

- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X Other:

- The Housing Office will target outreach to elderly citizens least likely to apply for participation in rent subsidy programs, and increase the number of elderly Waiting List applicants.
- Develop and implement a program component for the use of Section 8 subsidies for 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 Section 8 subsidies.
  - Collaborate with the Commission on Disabilities, the Maryland Center for Independent Living Resources, and Baltimore Neighborhoods, Inc.'s disability specialist in the targeting of existing housing resources.
  - Promote the resources of the County's accessible housing database.
  - Develop and implement a program component for the use of Section 8 subsidies for Medicaid waiver eligible families with disabilities.
  - Develop and implement a program component for the use of Section 8 subsidies in assisted living facilities.

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- X Other:

Participate in public awareness activities coordinated by the Greater Baltimore Community Housing Resource Board (CHRB), the County's Human Relations Commission, and Baltimore Neighborhoods, Inc. (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:
  - Collaborate with advocacy groups to increase public awareness of fair housing rights and responsibilities (CHRB, BNI, Baltimore Regional Housing Opportunity Program, Human Relations Commission, Commission on Disabilities, MCIL).
  - 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	\$31,860,498	5887 subsidies
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>HOPWA</b>	\$353,275	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>		
<b>4. Non-federal sources (list below)</b>		
State Rental Allowance Program (RAP)	\$80,070	45 subsidies
State Rental Allowance Program RAP-to-Work	\$35,500	21 subsidies
<b>Total resources</b>	<b>\$34,015,570</b>	<b>5,845 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)

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)

The Baltimore County Housing Office requires the head of the household to sign a Self-Declaration form that screens for the following information regarding all family members.

- Previous evictions from Public Housing
  - Citizenship or eligible immigration status
  - Disability Status
  - Special accommodations needed due to a disability
  - Previous terminations from rental assistance under the certificate or voucher program
  - Unpaid rent or other amounts owed to a Housing Authority in connection with Section 8 or public housing assistance
  - Monies owed to any Housing Agency for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed under the lease
  - Breach of an agreement with a Housing Agency to pay amounts owed.
- 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 to Authorize Tenancy 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.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The initial term of a Housing Choice Voucher is a period of 150 calendar days from the date it is issued.

If a family has declared that a family member has a disability and the family has not submitted a Request to Authorize Tenancy form by the end of the initial term of the subsidy, the family's subsidy is automatically extended for a second term of ninety days.

Additional extensions as a reasonable accommodation to make the program accessible to a family member who is a person with disabilities, must be requested in writing prior to the expiration date of the second term. These are reviewed on a case-by-case basis.

No other extensions are granted.

**(4) Admissions Preferences**

a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

\*See Page 9. During the next year families served from the County's Waiting List will exceed the requirement.

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- X Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

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

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

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

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

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

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

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

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

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

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

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

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

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

###### **(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income



- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

- At or above 90% but below 100% of FMR
- X  100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

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

HUD Headquarters – Economic and Market Analysis Data

**(2) Minimum Rent**

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

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

### **A. PHA Management Structure**

(select one)

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

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	NA	NA
Section 8 Vouchers	3989	838
Section 8 Certificates	1450	304
Section 8 Mod Rehab	448	94
*Special Purpose Section 8 Certificates/Vouchers (list individually)		
Preservation	688	137
Opt Outs	279	56
FUP	240	48
Mainstream	100	20
Welfare to Work	700	140
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)		
HOPWA	100	20
<b>TOTAL</b>	<b>5987</b>	<b>1256</b>

\*Footnote: Counted in with Section 8 certificates and vouchers above.

**C. Management and Maintenance Policies**

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

These are contained in Baltimore County’s Section 8 Program 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  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

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

-or-

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

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

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

1. Development name:

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)]

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

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

### 2. Activity Description

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

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



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

[24 CFR Part 903.7 9 (i)]

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:

- Units addressed in a pending or approved HOPE VI demolition application  
(date submitted or approved:            )
- Units addressed in a pending or approved HOPE VI Revitalization Plan  
(date submitted or approved:            )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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**

## **11. Homeownership Programs Administered by the PHA**

[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	

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:

The County is developing a Section 8 Homeownership Program option as authorized by Section 8(y) of the U.S. Housing Act of 1937, as amended by Section 555 of the Quality Housing and Work Responsibility Act, and in compliance with the Final Rule, “Section 8 Homeownership Program” effective October 12, 2000.

Baltimore County places a strong emphasis on the value of homeownership. As stated in the Annual Report of the County’s Housing Opportunities, the County has sought to support the vitality of its communities through strong first-time homebuyer programs. In doing so, the County has demonstrated a capacity to administer successful homeownership programs. Our proposed Section 8 Homeownership Program will build on this foundation and further contribute to the stabilization and strengthening of our communities.

The County provides homeownership education and counseling through a network of four community-based nonprofit organizations: Neighborhood Housing Services of Greater Hillendale, the Home Ownership Program of Associated Catholic Charities, Harbel Housing Program, and the Eastern Baltimore Area Chamber of Commerce.

During Fiscal-Year ’99, the County directed financial assistance to 350 households through the SELP, Incentive Purchase and Live Near Your Work Programs, with an expenditure of over \$1.5 million in down payment and closing cost assistance. Coupled with that, over \$35 million in low interest mortgages for first-time homebuyers were funded through State-issued tax-exempt mortgage revenue bonds. In fact, more than 3,326 persons attended 99 homebuyer workshops in FY ’99.

Most recently, the State of Maryland chose Baltimore County to receive low-interest (5%) mortgage money to boost homeownership in HotSpot communities. The County will receive these funds based on our capacity to administer a homeownership program and on the quality of our revitalization strategy, the inclusion of partners, our financial leveraging

of private and local funding, our readiness to move forward with the program, and our promotion of economic diversity. Local government, nonprofits and businesses will contribute money and in-kind services.

Recognizing a capacity to administer a Section 8 Homeownership Program, the Housing Office and Office of Community Conservation, the County's lead agency in administering homeownership strategies and programs, are collaborating in the development of a program that offers a new option for families receiving Section 8 tenant-based assistance, and that supports freedom of choice in housing.

- See Annual Plan Attachments for supporting documentation.

a. Size of Program

X Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option? Undetermined at this time.

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

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

To be determined.

b. PHA-established eligibility criteria

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

To be determined.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

- 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	150	Waiting List	PHA Main Office	Section 8
Department of Education Volunteer Program 21 <sup>st</sup> Century Learning Center	25 50	Waiting List Waiting List	PHA Main Office Woodlawn Middle School	Section 8
Budgeting Classes	40	As requested/ Needed	Consumer Credit Counseling Service/ Genus Credit Management	Section 8
Parenting Classes	25	As requested/ needed	Young Parent Support Center	Section 8
Homeownership Workshops	200	Specific criteria	PHA Main Office	Section 8
Certified Nurses Assistant Training Programs	35	Specific criteria	Stella Maris/St. Elizabeth/ Genesis Eldercare	Section 8
SCAN 2000 Partnership	70	Specific criteria	Community Colleges of Baltimore County	Section 8
Work Experience Partnership	30	Specific criteria	PHA Main Office	Section 8
Job Network Partnership	100	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: DD/MM/YY)
Public Housing		
Section 8	500	568 As of 01/02/01

b.  Yes  No:

**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
- X Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

**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**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. 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)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1X Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

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

Attached at Attachment (File name)

X Provided below:

*The Public Housing Agency Organization: Required Resident Membership on Board of Directors or Similar Governing Body Final Regulation, issued on October 21, 1999,* requires PHAs to have a Resident Advisory Board (RAB). In accordance with this regulation, Baltimore County has constituted a RAB whose membership represents the varied interests of our Section 8 participants.

RAB participants, who have been appointed for one-year, renewable term include:

Patricia Andrews	Cockeysville
Jacqueline Campbell	Dundalk
Della Hicks	Owings Mills
Marsha Jackson	Parkville
Joyce Lantham	Lansdowne
Melissa Peddicord	Pikesville
Sharone Taylor	Randallstown

The RAB has accepted a serious role in planning Housing Office objectives and services to advance our mission and goals. The RAB is to commended for its commitment to review the Agency Plan process as well as local program objectives and strategies, and then to engage in an ongoing process to improve these. Attached are documents from initial RAB orientations.

With the valuable perspective of ones who have traveled our programs and systems, the RAB has made several interesting recommendations that we will be pursuing during the upcoming year. The RAB is interested in the development of a local Section 8 Homeownership Program, and we will be developing their capacity for input into this plan.

We are especially excited about a RAB recommendation to develop a workshop for families about to receive their rent subsidies. The interactive session would address success strategies for the housing search. The pre-subsidy briefing will prompt families on how to review their credit and resolve minor issues, how to interview, what to expect

from a landlord's screening, and how to determine where to look. Suggestions are to offer this workshop prior to subsidy issuance to allow families to take proactive steps before beginning their actual housing search. We are enthusiastic about the impact this may have on families' leasing success rate.

Finally, the RAB discussed the importance of expanding the menu of resources made known to families engaged in our self-sufficiency programs. We will be continuing this dialogue, and determining how to proceed. Logical steps may be to gather data on all existing resources, survey customers on resources needed, and then identify gaps and untapped existing resources. This long-term initiative should benefit all our programs and residents.

We will be meeting with the RAB throughout the year to address these recommendations as well as concerns and issues that will emerge during this process. An update of RAB activities will be provided in our Year 3 Agency Plan submission.

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:

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**

### **19. Definitions: "Substantial Deviation of Annual Plan from the 5 Year Plan" and "Significant Amendment or Modification of the Annual Plan"**

Throughout the term of this Agency Plan, the County may make changes to the plan or to its policies. Any significant amendment or modification to the Annual Plan requires the submission of a revised Agency Plan, and entails full public process requirements.

Within this context, Baltimore County will use the following definitions for "substantial deviation" and "significant amendment or modification". An exception to these definitions will be made for any that are adopted to reflect changes in HUD regulatory requirements.

#### **A. Substantial Deviation**

Substantial deviation of the Annual Plan from the 5 Year Plan will include the deletion of any stated annual strategy to advance the 5 Year Plan goals.

**B. Significant Amendment or Modification**

Significant amendment or modification of the Annual Plan will include changes to admissions policies or organization of the Section 8 Waiting List.

## **19. Attachments**

Certification by State or Local Official of PHA Plans consistency with the Consolidated Plan  
PHA Certifications of Compliance with the PHA Plans and Related Regulations  
Certification of Payments to Influence Federal Transactions  
Certification for Drug-Free Workplace  
Resolution Approving Baltimore County's Public Housing Agency Plans  
Baltimore County, Maryland County Government Organization Chart  
Baltimore County Department of Social Services Organization Chart  
Baltimore County Department of Social Services, Housing Office Organization Chart  
Public Notice Article  
Public Notice Poster  
Temporary Reference Document #2001-043 – Distribution of PHA plans for public review  
Certification of Publication – Baltimore Messenger  
Certification of Publication – The Jeffersonian  
    Catonsville Times  
    Towson Times  
    Owings Mills Times  
    NE Booster/Reporter  
    North County News  
Certification of Publication – The Baltimore Sun  
Public Hearing Announcement Letter – Barbara Gradet, Director  
    Baltimore County Department of Social Services  
Baltimore Regional Housing Opportunity Program Flyer  
Resident Advisory Board Members  
Resident Advisory Board Narrative  
Resident Advisory Board Letter  
Resident Advisory Board Role  
Resident Advisory Board References and Resources  
SELP – Baltimore County Settlement Expense Loan Program  
Baltimore County Home Ownership and Home Improvement Initiatives  
Home Ownership Opportunities In Baltimore County  
Progress Report on 5 Year Plan Mission and Goals  
Baltimore County Housing Office Informal Hearing Procedures  
Baltimore County Housing Office Informal Review Procedures  
Briefing Packet for Families with a Housing Choice Voucher – Parts I & II  
Audit comments from Mike Kolbe

# 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>