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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

Housing Authority of Baltimore City (HABC)
HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002
September 25, 2001

PHA Certifications of Compliance with the PHA Plans and Related Regulations
Board Resolution to Accompany the PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning _____, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
    - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
    - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
    - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
    - Coordination with other law enforcement efforts;
    - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
    - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

HOUSING AUTHORITY OF BALTIMORE CITY (HABC)	MD 0002
PHA Name	PHA Number

Benjamin L. Brown

Signed/Dated by PHA Board Chair or other authorized PHA official

PHA Plan
Agency Identification

PHA Name: Housing Authority of Baltimore City, Maryland

PHA Number: MD002

PHA Fiscal Year Beginning: (07/01/2001)

Public Access to Information

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

☒ Main administrative office of the PHA *(417 E. Fayette St., Baltimore, MD 21202)*
☐ PHA development management offices
☐ PHA local offices

Display Locations for PHA Plans and Supporting Documents

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

☒ Main administrative office of the PHA
☒ 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)
Enoch Pratt Free Library – Central Branch

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

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

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

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

☒ The PHA's mission is:

Through participation of HABC's many stakeholders – especially staff and residents – provide quality housing and related services in a professional manner, emphasizing self-sufficiency within safe, caring and affordable environments.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☐ Other (list below)

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

☒ Increase customer satisfaction:

☒ Concentrate on efforts to improve specific management functions:

- *Voucher Unit Inspection;*
- *Conduct mobility counseling and offer housing search assistance;*
- *Coordinate with communities to ensure housing quality standards of Section 8 properties;*
- *Be more responsive in correcting unit deficiencies;*
- *Improve rent collection;*
- *Improve vacancy turnaround;*
- *Improve system inspections;*
- *Adequately fund and staff MIS;*
- *Reinforce physical standards;*
- *Expanding housing opportunities with Section 8.*

☒ Renovate or modernize public housing units:

☒ Demolish or dispose of obsolete public housing:

☒ Provide replacement public housing:

☒ Provide replacement vouchers:

☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

☒ Provide voucher mobility counseling:

☒ Conduct outreach efforts to potential voucher landlords

☒ Increase voucher payment standards

☒ Implement voucher homeownership program:

☒ Implement public housing or other homeownership programs:

☐ Implement public housing site-based waiting lists:

☐ Convert public housing to vouchers:

☐ Other: (list below)

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

☒ PHA Goal: Provide an improved living environment

Objectives:

☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

☒ Implement public housing security improvements:

☒ Designate developments or buildings for particular resident groups (elderly only buildings).

☐ Other: (list below)

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

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve recipients' employment opportunities.
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) created the Public Housing Agency Plans – 5 year plan and an Annual plan. The 5 year plan describes the mission of the Agency and the Agency's long range goals and objectives for achieving its mission over the subsequent 5 years. The Annual plan provides details about the Agency's immediate operations, program participants, programs and services and the Agency's strategy for addressing the needs of the community in the upcoming fiscal year.

Consistent with Baltimore City Consolidated Plan (July 1, 2000 – June 2005), this plan is organized around the following goals:

1. Sustain and preserve existing public housing developments;
2. Expand housing opportunities for low- and moderate income households;
3. Expand homeownership opportunities;
4. Cooperate with Community Development Corporations (CDC) to revitalize communities;
5. Reduce the concentration of poverty in public housing;
6. Provide access to housing assistance for the poorest families by exceeding targeting requirements;
7. Support families making the transition from welfare to work;
8. Raise performance standards for public housing and Section 8 programs;
9. Transform the public housing stock through new policies and procedures for demolition and replacement and mixed-finance projects.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☐ Admissions Policy for Deconcentration
☒ FY 2001 Capital Fund Program Annual Statement (MD002j01)
☐ Most recent board-approved Operating Budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (MD002i01)

Optional Attachments:

☒ PHA Management Organizational Chart (MD002m01)
☒ FY 2001 Capital Fund Program 5 Year Action Plan (MD002k01)
☒ Public Housing Drug Elimination Program (PHDEP) Plan (MD002l01)
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (MD002o01)
☒ Other (List below, providing each attachment name)

MD002a01	Statement of Admission & Occupancy
MD002b01	HABC Lease
MD002c01	Current List of HABC Operating Orders
MD002d01	Fair Housing
MD002e01	Housing Needs Analysis Supporting Table
MD002f01	Rent Analysis Supporting Documentation
MD002g01	Section 8 Administrative Plan
MD002h01	Guidelines for Evaluating Disposition Request for HABC Scattered Site Units
MD002j01	Capital Fund Program (CFP) Part II: Supporting Table Capital Fund Program (CFP) Part III: Implementation Schedule
MD002n01	Mobility Statement
MD002o01	RAB (Resident Advisory Board)
MD002p01	Responses to comments from Public Hearing on the Plans
MD002q01	1998 and 1999 CGP Performance and Evaluation Reports
MD002r01	Definition of Substantial Deviation and Significant Amendment or Modification
MD002s01	Community Service Requirement

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	A & O Policy	
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Leases and grievance procedures	(Monastery Gardens, Pleasant View Gardens, The Terraces, Poe Homes, Arbor Oaks, Montpelier, Hillside Park, and the following private management properties at Midtown, Uptown, Stricker Street, CAHELA managed scattered site units)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	*49,914*	*5*	*5*	*5*	*1*	*3*	*5*
Income >30% but <=50% of AMI	*22,360*	*5*	*5*	*5*	*1*	*3*	*5*
Income >50% but <80% of AMI	*28,715*	*3*	*2*	*2*	*1*	*2*	*4*
Elderly	*37,593*	*4*	*3*	*2*	*3*	*1*	*2*
Families with Disabilities	*21,610*	*4*	*4*	*3*	*3*	*2*	*2*
Black	*69,866*	*5*	*5*	*5*	*1*	*3*	*5*
White	*22,442*	*5*	*5*	*5*	*1*	*3*	*5*
Asian & P.I.	*1,255*	*5*	*5*	*5*	*1*	*3*	*5*
American Indian	*410*	*5*	*5*	*5*	*1*	*3*	*5*
Hispanic	*988*	*5*	*5*	*5*	*1*	*3*	*5*

[1] (The consolidate plan for the City of Baltimore estimates about 21,610 disabled persons with supportive housing needs – 14,150 with physical disabilities, 1,460 with development disabilities, and 6,000 with severe mental illness. However, the Consolidated plan does not identify how many are either elderly or renters).

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: June 2001 – June 2005

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study

Indicate year:

☐ Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ 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	*24,527*		*3,031*
Extremely low income <=30% AMI	*23,910*	*97.48%*	
Very low income (>30% but <=50% AMI)	*535*	*2.18%*	
Low income (>50% but <80% AMI)	*10*	*00.04%*	
Families with children	*22,494*	*91.71%*	
Elderly families	*1,055*	*04.30%*	
Families with Disabilities	*5 774*	*23.54%*	
Black	*23,225*	*94.69%*	
White	*1,168*	*04.76%*	
Asian & P.I	*15*	*00.06%*	
American Indian	*118*	*00.48%*	

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

If yes:

How long has it been closed (# of months)?

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

Does the PHA permit specific categories of families onto the waiting list, even if

Housing Needs of Families on the Waiting List

generally closed? ☐ No ☐ Yes

Waiting list type: (select one)

☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families		Annual Turnover
Waiting list total		*12,305*		*2,835*
Extremely low income <=30% AMI		*12,163*	*98.85%*	
Very low income (>30% but <=50% AMI)		*99*	*00.80%*	
Low income (>50% but <80% AMI)		*1*	*00.01%*	
Families with children		*10,603*	*86.17%*	
Elderly families		*1,419*	*11.53%*	
Families with Disabilities		*2,732*	*22.20%*	
Black		*11,810*	*95.98%*	
White		*395*	*03.21%*	
Asian & P. I		*59*	*00.48%*	
American Indian		*86*	*00.33%*	

Characteristics by Bedroom Size (Public Housing Only)

1BR	4,964	40.34%	203
2BR	4,297	34.92%	286
3BR	2,388	19.41%	288
4BR	530	04.31%	113
5BR	88	00.72%	15
5+ BR	37	00.30%	4

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

If yes:

How long has it been closed (# of months)?

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

Does the PHA permit specific categories of families onto the waiting list, even if Generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: *Programs such as DSS Grant*

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Race or ethnicity with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of race and/or ethnicity with disproportionate needs:

Select if applicable

☒ Affirmatively market to race/ethnicity shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

☒ Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the Section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2001 grants)**		
a) Public Housing Operating Fund	47,943,048	
b) Public Housing Capital Fund	27,527,740	
c) Replacement Housing Factor	4,287,222	
d) HOPE VI Revitalization	0	
e) HOPE VI Demolition	0	
f) Annual Contributions for Section 8 Tenant-Based Assistance	*54,015,413*	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)	3,605,031	
h) Resident Opportunity and Self-Sufficiency Grants	1,000,000	
i) Community Development Block Grant	0	
j) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
1999 CGP (6/00)	11,855,459	Capital Improvements
HOPE VI Lafayette (6/00)	18,242,446	Homeownership demo program
HOPE VI Murphy (6/00)	17,871,169	Revitalization
HOPE VI Hollander Ridge (6/00)	19,362,000	Revitalization
HOPE VI Flag House Court (6/00)	21,300,000	Revitalization
HOPE VI Broadway (6/00)	21,363,223	Revitalization
Drug Elimination FFY 1999	3,152,230	Safety and Security
Youth Build (6/00)	400,000	Directed Uses
Jobs Plus (6/00)	350,000	Directed Uses

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
	0	
	0	
	0	
3. Public Housing Dwelling Rental Income	25,283,892	Public Housing Operations
	0	
4. Other income (list below)	0	
	0	
Congregate Housing	385,000	Directive Uses
Mentor Program	770,000	Directive Uses
MTA/FTA	200,000	Transportation Assistance
Family Investment Center	200,000	Directive Uses
Elderly Service Coordinator	288,000	Elderly Service
	0	
	0	
4. Non-federal sources (list below)	0	
Antennas	250,000	Public Housing Operations
Court Costs	550,000	Public Housing Operations
Private Grants (Youth Places)	500,000	Public Housing Operations
Various State Grants	2,142,000	Directive Uses
Total resources	282,843,873	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: *At the time of their appointment following selection from the waiting list and again just before the applicant is referred for leasing of an accepted unit. The Authority maintains a pool of ready, qualified applicants to fill anticipated vacancies.*

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)

HOPE VI and Partnership Developments, conduct home visits and credit checks (Monastery Gardens, Pleasant View Gardens, The Terraces, Poe Homes, Arbor Oaks, Montpelier, Hillside Park, and the following private management properties at Midtown, Uptown, Stricker Street, CAHELA managed scattered site units)

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)

- [x] 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
- [x] PHA development site management office
- [x] Other (list below) *Housing Application Office at 300 Cathedral Street.*

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)
HABC initiates transfers (habitability/structural safety, handicap unit 504 requirement, modernization)

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.

1. 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

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)
Only as required by law or regulation, such as current address. Also name and address (if known) of landlord at family's current and prior address.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)

☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)

☐ PHA main administrative office
☒ Other (list below)
HABC Housing Application Office 300 Cathedral Street. Any HABC public housing development.

(3) Search Time

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

If yes, state circumstances below:
HABC grants the full 120- day authorized search period all at once. However, the agency grants 150- days for special certificates as stipulated by the Consent Decree. Also, HABC extends 120- days for reasonable accommodation and to expand housing opportunities.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (Other than date and time of application) (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)
  Graduates of Section 8 project based transitional housing programs.

4. 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.

1. 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 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)

☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials
☒ Other (list below)
Application documents required when responding to NOFA for special-purpose funding.

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

☒ Through published notices
☒ Other (list below)
Special outreach performed by special service providers as applicable.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☒ $0
☐ $1-$25
☐ $26-$50

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
Under ceiling and/or flat rents it is possible for a tenant to pay less than 30% of their adjusted monthly income (AMI).

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)
Under ceiling and/or flat rents it is possible for a tenant to pay less than 30% of their adjusted monthly income (AMI).

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)
All public housing developments receiving operating subsidy.

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

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

Transitional Rules in accordance with the QHWRA of 1998 sec. 519(d) and (e)

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)

Any time there is a reduction of income.

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)

Utilization of the total operating cost by development.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (Select the category that best describes your standard)

- ☐ At or above 90% but below100% of FMR
- ☐ 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)

(2) Minimum Rent

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

☒ $0
☐ $1-$25
☐ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C (2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(Select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	14,619	1700
Section 8 Vouchers	11,379	347
Section 8 Certificates	1,985	176
Section 8 Mod Rehab	781	57
Special Purpose Section 8 Certificates/Vouchers (list individually)	1,227	20
Public Housing Drug Elimination Program (PHDEP)	The program serves all public housing and Section 8 tenants	The program serves all public housing and Section tenants
Other Federal Programs(list individually)		
Special Purpose Section 8		
- Litigation (Thompson)	285	19
- Welfare to Work	350	25
- Relocation	200	14
- Designated Housing	200	14
- Mainstream	100	7
- Family Unification	50	4

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

- *The Dwelling Lease (MD002b01)*
- *Operating Order Index (MD002c01)*
- *Statement of Policies and Standards Governing Admissions to and Occupancy of Low-Income Public Housing operated by the Housing Authority of Baltimore City. (MD002a01)*

(2) Section 8 Management: (list below)

See Section 8 Administrative Plan attached (MD002g01)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

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

   If yes, list additions to federal requirements below:

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

☒ 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 Office
☒ Other (list below)
HABC Section 8 Office located at 300 Cathedral Street.

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 MD002j01

-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 MD002k01

-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: *Flag House*
2. Development (project) number: *MD002P016*
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

1. Development name: Murphy Homes (Heritage Crossing)
2. Development (project) number: *MD002P018*
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 (May 2001)
   - ☐ Activities pursuant to an approved Revitalization Plan underway

1. Development name: *The Broadway*
2. Development (project) number: *MD002P025*
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:

- *Flag House*
- *Murphy Homes (Heritage Crossing)*
- *The Broadway*
- *Cherry Hill MD 2-17*

☒ 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: (see attachment)

HABC Court-Mandated Mobility Programs
Attachment to HABC Annual Plan
June 26, 2001

Requirements of the 1996 Thompson v. HUD Consent Decree mandate that HABC create and implement two new programs for Resident Mobility using a new allocation of Section 8. One program provides 1342 Section 8 Certificates for HABC residents and families on the waiting list for public housing or Section 8. The other program creates 646 project-based Section 8 units and up to 168 homeownership opportunities for this same list of tenants. Over $18,000,000 in HOPE VI funding is available to make houses affordable for purchase by these tenants.

Both programs are limited to homes or apartments within "non-impacted" census tracts in the Baltimore metropolitan area. Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County and Queen Anne's County are the jurisdictions in the metropolitan area. The approved census tracts have a poverty rate of 10% or less and a minority population of 26% or less. The percentages are based on the 1990 census data used in the Consent Decree. For these units, Fair Market Rents have been raised to up to120% (depending on the tract) of their normal level.

The targeted census tracts definitely reflect the intention of HUD's January 16, 2001 Federal Register Notice [Docket No. FR-4633-N-01] regarding new standards for project-based Section 8. That notice stipulates that project-basing of units should have a goal of "deconcentrating poverty and expanding housing and economic opportunities."

The rental program will feature extensive outreach to landlords to find new locations that may not now take Section 8. In addition, intensive counseling will be provided to tenants and those interested in homeownership. Initial outreach to tenants and landlords is expected to begin during the summer of 2001.

HABC staff will prepare mailings to tenants and waiting list members, then perform eligibility determination for interested families. Tenants will then be contacted by the mobility counselors working under contract with HABC. These counselors will help match families with units available, help them decide about the possibility of homeownership, and will continue to work with tenants beyond their move-in date.

These new initiatives: project-based Section 8 and Homeownership (via HOPE VI funds or Section 8 funds), combined with tenant-based Section 8 mobility also funded by the decree, provide powerful new opportunities for HABC families to expand their range of

housing and neighborhood choices. The Section 8 and capital resources have already been allocated by HUD and represent "current resources" that can be used by HABC to increase both the number and the variety of units available.

Part of the work of the Project-based and Homeownership counseling contractor will be the creation of a HOPE VI Homeownership Plan and a Section 8 Homeownership Plan. These plans will be based upon and coordinated with other plans that have been created by HABC.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Scattered site units 1b. Development (project) numbers: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: June 30, 2002
5. Number of units affected: 599 6. Coverage of action (select one) ☒ Part of the development (scattered site units) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: *Upon receiving approval from HUD* b. Projected end date of activity: *June 30, 2002*

Demolition/Disposition Activity Description
1a. Development name: Scattered site units 1b. Development (project) numbers: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☒ Submitted, pending approval ☐ Planned application ☐
4. Date application approved : *October 7, 1999*
5. Number of units affected: 297 (94 already demolished, 6 occupied, 197 vacated) 6. Coverage of action (select one) ☒ Part of the development (scattered site units) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: *Upon receiving approval from HUD* b. Projected end date of activity: *June 30, 2001*

Demolition/Disposition Activity Description
1a. Development name: Scattered site units 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☒ Planned application ☐
4. Date application submitted: 11/2000 & 1/2001
5. Number of units affected: 101 (November 31, 2000; 70, January 2001) 6. Coverage of action (select one) ☒ Part of the development (scattered site units) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: *Upon receiving approval from HUD* b. Projected end date of activity: *June 30, 2002*

Demolition/Disposition Activity Description
1a. Development name: C.K. Anderson 1b. Development (project) number: MD002073
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application planned for submission : *June, 2002*
5. Number of units affected: 122 6. Coverage of action (select one) ☐ Part of the development (scattered site units) ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: *Upon receiving approval from HUD* b. Projected end date of activity: *December, 2002*

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: *Pleasant View Gardens* 1b. Development (project) number: *MD002P110*
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved: (October 10, 1997)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously approved Designation Plan?
6. Number of units affected: 110 7. Coverage of action (select one)

☒ Part of the development ☐ Total development

Designation of Public Housing Activity Description
1a. Development name: *The Townes at Terraces (Senior Building)* 1b. Development (project) number: *MD002P019*
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved: (June 10, 1998)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously approved Designation Plan?
6. Number of units affected: 47 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

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

2. Activity Description

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: *Cherry Hill* 1b. Development (project) number: *MD002P017*
2. Federal Program authority: ☒ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☒ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: *February 1999*
5. Number of units affected: 76 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: *Murphy Homes (Heritage Crossing)* 1b. Development (project) number: *MD002P018*
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☒ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved: *October 1997*
5. Number of units affected: 185 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: *Scattered site units* 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Federal Program authority: ☐ HOPE I ☒ 5(h) ☐ Turnkey III ☒ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☒ Planned application
4. Date Homeownership Plan/Program planned for submission: *December 7, 2002*
5. Number of units affected: 280 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: *Scattered site units* 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Federal Program authority: ☐ HOPE I ☒ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: *April 5,1996*
5. Number of units affected: 12 6. Coverage of action: (select one) ☒ Part of the development ☐ Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: *Scattered site units* 1b. Development (project) number: MD002024, MD002035, MD002040, MD002058, MD002059, MD002062, MD002063, MD002064, MD002065, MD002066, MD002067, MD002068, MD002069, MD002072, MD002076, MD002077, MD002084, MD002089
2. Federal Program authority: ☐ HOPE I ☒ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: *April 5, 1996*
5. Number of units affected: 10 6. Coverage of action: (select one)

☒	Part of the development
☐	Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ More than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA 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? 01/04/98

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☒ Jointly administer programs
☒ Partner to administer a HUD Welfare-to-Work voucher program
☒ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

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

Job Plus Program is currently available for Gilmor Homes Residents.
Community service activities requirement mandated by QHWRA, described in HABC lease Attechment 5. See Attachment MD002b01.

b. Economic and Social self-sufficiency programs

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

SERVICES AND PROGRAMS				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency Program (All)	1,200	Waiting List	Development Office	Public Housing & Section 8
Family Investment Center Program/Family upport Center (Cherry Hill & O'Donnell eights)	Available to All	Voluntary	Development Office	Public Housing
Child Day Care Teacher Certification Program	30	Selection based on established criteria	Development Office	Public Housing & Section 8
ABE/GED Program (Pleasant View Gardens, Selected Development)	100 (Family Enhancement) 75 (Job Plus)	Voluntary	Development Office	Public Housing & Section 8
Computer Training Program (Pleasant View Gardens & Selected Developments)	100	Voluntary	Development Office	Public Housing & Section 8
Operation New Beginnings (All Developments)	250	Need Based	Development Office	Public Housing
Job Plus Program (Gilmor Homes)	125 (Job Placement) 275 (Case	Selection based on established criteria	Development Office	Gilmor Only

	Management)			
Personal Development Training Program (All Developments)	300	Selection based on established criteria	Development Office	Public Housing & Section 8
Skills Training Program / Baltimore City Community College (All Developments)	40	Selection based on established criteria	Development Office	Public Housing & Section 8
People Accessing Continued Employment/PACE (Cherry Hill, O'Donnell Heights, Pleasant View Gardens, Brooklyn, Westport/Mt. Winans, McCulloh, Somerset, Perkins, Claremont)	500	Selection based on established criteria	Development Office	Public Housing
Business Development Program (All Developments)	50	Need based	Development Office	Public Housing & Section 8
Step-Up Construction Training Program (All Developments)	15	First 25 to enroll	Development Office	Public Housing
Grounds Keeping Program (All Developments)	50	First 50 to enroll	Development Office	Public Housing
Pesticide Training Program (All Developments)	7	First 10 to enroll	Development Office	Public Housing
Landscape Training Program (All Developments)	10	Selection based on established criteria	Development Office	Public Housing
Welfare To Work Program (O'Donnel Heights, Westport/Mt. Winans)	338 OED/Job Placement 450 Case Management	Selection based on established criteria	Development Office	Public Housing
Hospitality (All Developments)	60	First 60 to enroll	Development Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 7/31/01)
Public Housing	0	538
Section 8	598	393

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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 (HABC Police Force; Baltimore City Police Department)
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below) Inter-service with residents – Tenants on Patrol

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

Cherry Hill Homes, Perkins Homes, Westport Homes (including Extension and Mt. Winans), Douglass Homes, The West Twenty, O'Donnell Heights, Gilmor Homes, McCulloh Homes and Latrobe Homes.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)
Pleasant View Gardens, The Terraces, McCulloh Homes

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 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 2001 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is an Attachment. (MD002l01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Policy has been revised and was approved HABC Board of Commissioners on September 25, 2001.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil right certifications are included in the PHA Plan Certifications and Compliance with the PHA plans and related regulation.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?
   (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?
   If yes, how many unresolved findings remain? 9
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)
Monthly tracking of PHAS indicators by developments.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

☒ Attached at Attachment (File name) MD002o01
☐ Provided below:

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

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

☒ Other: (list below)
The plan was developed in consultation with the Resident Advisory Board (RAB) members of the Executive Board, who also serve on the HABC Annual Plan Committee.

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

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

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

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Baltimore City

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

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

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

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

   2. *The Consolidated Plan Agency has signed a statement of agreement noting consistency of the plans.*

D. Other Information Required by HUD

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

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

ATTACHMENTS

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

Housing Authority of Baltimore City (HABC)
HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

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Statement of Admissions and Occupancy

MD002a01

HABC Statement of Admissions and Occupancy
Attachment MD002a01

HABC is attaching the current Statement of Policies and Standards Governing Admissions to and Occupancy of Low-Income Public Housing Operated by The Housing Authority of Baltimore City which was adopted by the HABC Board of Commissioners on August 17, 1999.

HABC has drafted a revision to its Admissions and Occupancy Policy, to meet the QHWRA requirements. This draft will be submitted to the HABC Board of Commissioners separately. The proposed draft was shared with all committee members of the HABC Annual Planning Committee.

HOUSING AUTHORITY OF BALTIMORE CITY

STATEMENT OF POLICIES AND STANDARDS GOVERNING ADMISSIONS TO AND OCCUPANCY OF LOW-INCOME PUBLIC HOUSING OPERATED BY THE HOUSING AUTHORITY 0F BALTIMORE CITY

Adopted by the
Housing Authority of Baltimore City
Board of Commissioners on
August 17, 1999

EXHIBITS 1 TO 8 ARE AVAILABLE FOR REVIEW AT THE FOLLOWING ADDRESS

Office of Policy and Portfolio Management
417 E. Fayette, Room 1224
Baltimore, MD 21244

EXHIBITS

1. Maximum Income Limits, After Deductions and Exemptions, for Admission to Low-Income Public Housing Operated by the Housing Authority of Baltimore City

2. Map - Housing Project Locations

3. Schedule of Ceiling Rents for Public Housing Operated by the Housing Authority of Baltimore City

4. Housing Authority of Baltimore City Dwelling Lease

4a. Supplement to Dwelling Lease

5. Grievance Policy and Appeals Procedure

6. Pet Ownership Rules

7. Smoking Policy

8. Tenant Selection and Assignment Plan A

SECTION XV. - AMENDMENTS

Section I to XIV, inclusive, shall establish the policies and standards governing admission to an occupancy of low-income public housing operated by the Authority. All previously written policies shall be reviewed periodically by the Authority. The Authority shall amend Section I to XIV, inclusive, as circumstances warrant. However, before any amendments or proposed changes are made to this Statement of Policies, the Resident Advisory Board shall be notified and allowed time for comments.

SECTION XVI. - ESTABLISHMENT OF PROCEDURES, SYSTEMS, REGULATIONS AND RULES

The Authority shall establish and promulgate such procedures, systems, regulations and rules as are required to implement and assure compliance with the policy statements contained herein.

become residents of the Authority, the public management program must reflect the application of such skills, techniques, and imagination which are required and which are clearly related to the achievement of a "suitable living environment."

This Authority recognizes that residents of the Authority have a special and continuous concern in the management of the public housing program by reason of being residents. Residents, through the Resident Advisory board and local resident council, shall be encouraged to participate in the city-wide and local decision-making processes. Representatives from the Resident Advisory Board will meet with appropriate management officials and employees on a regular basis to discuss this Statement of Policies and Standards Governing Admission to and Occupancy of Low-Income Public Housing operated by this Authority and the carrying out of its provisions.

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which has lasted or can be expected to last for a continuous period or not less than 12 months; or

b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in the Social Security Act) and by reason of such blindness is unable to engage in substantial gainful activity in which he has previously engaged with some regularity and over a substantial period of time; or

c. A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of the Office of Health and Human Resources to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

d. A physical or mental impairment that substantially limits one or more major life activities. There must be a record of having an impairment or being regarded as having an impairment. This term does not apply to current illegal use of, or addiction to a controlled substance.

3. **Handicap:** any condition or characteristic that renders a person an individual with handicaps.

Individual with handicaps: (a) any person who has a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; (b) has a record of such an impairment or: (c) is regarded as having such an impairment. This term does not include:

1. any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in HABC sponsored programs or activities; or

2. whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

4. **Near Elderly Family:** head of household or spouse is at least 50 years of age, but below the age of 62. Discretionary preference for

HOUSING AUTHORITY OF BALTIMORE CITY

STATEMENT OF POLICIES AND STANDARDS GOVERNING ADMISSION TO AND OCCUPANCY OF LOW-INCOME PUBLIC HOUSING OPERATED BY THE HOUSING AUTHORITY OF BALTIMORE CITY

SECTION I. - BASIC POLICY

This Authority proposes to operate its housing program in such manner as to achieve most adequately the expressed purpose of low-income housing as recited in the Declaration of National Housing Policy Incorporated in the National Housing Act of 1937 as amended, To augment the public housing program, this Authority proposes to purchase privately owned existing housing in approved areas to accommodate families eligible for low-income housing, **and** to purchase suitable housing accommodations to be built by private enterprise.

The role of the public housing management program is to provide homes in which families of low-income can live in comfort and dignity. This Authority proposes to conduct a public housing management program which is in keeping with the needs and demands of our society, which has the focus of helping people to help themselves in a healthy and positive manner, and which encourages and accepts resident participation in management decision making.

The Authority shall operate its programs on a non-discriminatory basis; the same condition of eligibility shall apply to all families. The Authority is committed to the policy of making all housing developments and housing accommodations available on a fair and equitable basis to all eligible families of low-income. No family shall be denied the opportunity to lease or rent any dwelling suitable to its needs on account of sex, age, race, color, creed, national origin, familial status, nor shall an eligible applicant be denied housing because of a physical or mental disability. In compliance with Section 504 of the Rehabilitation Act, the Fair Housing Act, and the Americans with Disabilities Act, the Authority will operate under such practices and procedures which ensure that qualified individuals with disabilities are provided opportunities to benefit from housing and non-housing programs that are as effective as that provided to individuals with disabilities. Moreover, the Authority shall take appropriate steps to ensure that communications with participants with disabilities are as effective as communications with others, which may include, but not be limited to, enlarged print, a signer, audio communication, braille, or a reader.

It follows that this Authority considers its responsibilities to include those management activities which will help to fulfill the "goal of a decent home and a suitable living environment" for all eligible families and, by so doing, to contribute to the "development and redevelopment of communities and to the advancement of the growth, wealth, and security of the nation." However, this Authority believes that this goal cannot be achieved solely by providing housing of "sound standards of design, construction, livability, and size for adequate family life." To best serve the needs of families who

I. **Lower-Income Family:** A family whose family income is 80% of the median income of the area, as determined by HUD with adjustments for smaller and larger families.

J. **Very Low-Income Family:** A family whose total family income does not exceed 50% of the median total family income for the area, as determined by HUD, with adjustments for smaller and larger families.

K. **Head of Household:** The family member who is held responsible and accountable for the family.

L. **Spouse:** The husband or wife of the head of household.

M. **Dependent:** A family member (excluding foster children) other than family head or spouse who is under 18 years of age, is a disabled or handicapped person or is a full-time student.

N. **Medical Expenses:** Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance.

O. **Handicapped Assistance Expenses:** Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled Family member and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source. This allowance may not exceed the employment income received by the family members who are 18 years of age or older as a result of the assistance to the Handicapped person.

P. **Child Care Expenses:** Amounts anticipated to be paid by the Family for the care of children under 13 years of age but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall not exceed the amount of income received from such employment.

Q. **Full-Time Students:** A person who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institutions attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree.

R. **Veteran:** A person who has served in the active military or naval service of the United States, and who has been discharged or released therefrom under conditions other than dishonorable.

SECTION II. - DEFINITION OF TERMS

A. **Authority:** "Authority" means the Housing Authority of Baltimore City.

B. **HUD:** "HUD" means the Department of Housing and Urban Development or any successor agency thereto.

Low-Income Housing: " Low-Income Housing" means decent, safe and sanitary dwellings within the financial reach of families of low income, and developed and administered to promote serviceability, efficiency, financial and social stability, and embraces all necessary appurtenances thereto. This includes low-income housing provided under the conventional program (housing developments), the Rehabilitated Housing Program, and such other low-income housing programs as may be authorized by law.

D. **Rehabilitated Housing:** "Rehabilitated Housing" means houses which have been acquired by the Authority and rehabilitated for leasing to families of low income.

E. **Family:** "Family" means two or more persons related by blood, marriage or adoption, who will live together in the dwelling unit; two or more persons who, at the time of application, have been living together as a family in a stable relationship; the single remaining member of a resident family; and families consisting of a single person who is elderly or near elderly, disabled, handicapped, or displaced, as defined below and single individuals, with no other children, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years old. Other persons who will live regularly as part of the family group (including foster children and members of the family temporarily absent) and whose income and resources are available for use in meeting the living expenses of the family group may also be considered as part of a family.

F. **Elderly Family:** a family whose head or spouse (or sole member) is a person who is Elderly or Disabled. It may include two or more elderly, disabled or handicapped persons living together, or one or more such persons living with one or more live-in aides.

1. **Elderly Person:** A person who is 62 years of age or older, or as may be defined by the Social Security Act, as amended.

2. **Disabled Person:** A person who is under a disability as defined in the Social Security Act.

   a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or

5. Payments in lieu of earnings, such as unemployment and disability compensation, workmen's compensation, and severance pay (but see paragraph X.3);

6. Welfare assistance payments;

7. Periodic and determinable allowances, such as alimony, income-in-kind and regular contributions or gifts, including amounts received from any persons not residing in the dwelling. This includes payments to the head of household or other family members for support of a minor, or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support;

8. All regular pay, special pay and allowances (except for hazardous duty pay) of a member of the Armed Forces;

9. Any earned income tax credit to the extent it exceeds income tax liability.

V. <u>Annual Income Does Not Include The Following:</u>

1. Income from employment of children (including foster children) under the age of 18 years;

2. Income/earnings in excess of $480.00 for each full-time student 18 years old or older (excluding the head of the household and spouse).

3. Payments received for the care of foster children;

4. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;

5. Amounts received by the Family, that are specifically for or in reimbursement of the cost of medical expenses for any family member;

6. Income of a live-in aide;

7. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran, for use in meeting the costs of tuition, fees, books

near elderly families in pubic housing developments designed for the elderly should be granted as follows:

a. When the Authority determines that there are insufficient numbers of elderly families to fill all the units in a development constructed for elderly, the Authority may give preference to families in which the head of household or spouse is at least 50 years of age but below the age of 62 before those in which the head of household and spouse, if any, are below the age of 50. In no event will a near elderly family be admitted if there are eligible elderly, disabled or handicapped families on the Authority's waiting list.

b. When this preference is applicable, the Authority will not exceed 15 percent of the units in each applicable development.

G. **Live-in Aide:** A person who resides with an Elderly, Disabled, or Handicapped person(s) who (a) is determined by the Public Housing Authority to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary, supportive services.

H. **Rents**

1. **Applicant Rent:** The combined cost to the applicant for rent and utilities.

2. **Tenant Rent:** The amount payable monthly by the family as rent for the use of the dwelling accommodation, some equipment, services, and reasonable amounts of utilities determined in accordance with the Authority's schedule of allowances for utilities supplied by the housing development.

3. **Total Tenant Payment:** Higher of the following, rounded to the nearest dollar:

   a. 30 percent of Monthly Adjusted Income; or

   b. 10 percent of Monthly Gross Income; or

Resident rent does not include charges for utility consumption in excess of the Authority's schedule of allowances for utilities consumption, or other miscellaneous charges.

W. **Adjusted Income:** Annual Income less the following:

1. $480 for each dependent, other than family head or spouse, who is under 18 years of age or is a disabled person or handicapped person or is a full-time student (excluding foster children).

2. Handicapped assistance expenses in excess of 3% of annual income for any family;

3. In the case of an elderly family:

   a. $400 for each family;

   b. Medical expenses (including medical insurance premiums in excess of three (3) percent of Annual Income) where not compensated for or lowered by insurance;

   c. Handicapped expenses in excess of three (3) percent of Annual Income.

If the family has both medical and handicapped expenses (b. and c.) above, combine both totals and allow the amount which is in excess of three (3) percent of Annual Income.

4. Unreimbursed child care expense for any minor under 13 years old to enable a family member to work or to further his or her education.

Y. **Net Family Assets:** Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks and bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, there shall be included the value of any assets disposed of by an applicant or resident for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefore. In case of a disposition as part of a separation or divorce settlement, the dispositions will not be considered to be for less than fair market value if the applicant or resident receives important consideration not measurable in dollar terms.

S. **Serviceman:** A person now in the active military or naval service of the United States.

T. **Utilities:** "Utilities" means only water, electricity, gas, and heating fuels.

U. **Annual Income:** Annual Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family including all net income derived from assets from the 12-month period following the effective date of initial determination or reexamination of income exclusive of income which is temporary, non-recurring or sporadic, and other types of income as defined below (see paragraph V.) Annual Income includes, but is not limited to the following:

1. The full amount, before any payroll deduction, of wages and salaries, including overtime and other compensation for personal services (such as commissions, fees, tips, and bonuses).

2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted based on straight line depreciation as provided in Internal Revenue Service regulations Any withdrawal of cash or assets from the operation of a business or profession will be included in income except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family:

3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. All allowance for depreciation is permitted only as authorized in paragraph (2) of this section. Any withdrawal of cash or assets from an investment will be included in income except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the Family has Net Family Assets in excess of $5,000, Annual income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD.

4. The full amount periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment.

SECTION IV. - SELECTION OF RESIDENTS

A. Governing Conditions:

HABC has discontinued the use of Federal Preferences. It HABC's decision that residents will be selected from among eligible applicants, for dwellings of given sizes and within such ranges of rent as may be established to insure the financial solvency and stability of the low-income housing program. Residents of Baltimore City shall be considered before non-residents. Applicants will be selected in their proper turn from the waiting list according to this factor and according to date of application.

B. Resident Selection Criteria:

The following criteria is used in selecting families for occupancy at the time of the initial interview.

1. **Applicants written verification of income, assets, dependents and all other Eligibility requirements. Verification must be from a "Third Party." Telephone and client certification may be used when other means have been exhausted.**

2. **Credit background checks will be conducted on the Applicants that is listed as head of household.**

3. **Applicants will be required to provide landlord verification from the past three Landlords.**

4. **Through the Judicial Information System, Maryland Court System, a criminal Background review will be done on all household members age 14 years or older. A US Criminal Justice System check will be done if information cannot be obtained on an applicant on an applicant using the Maryland Court System.**

5. **Applicants will receive a home visit to determine their housekeeping skills.**

The following criteria are used in denying families occupancy.

1. **Applicants who are providing false information, written or verbal, at any time during the Interview process by any household members.**

equipment, materials, supplies, transportation and miscellaneous personal expenses of the student.

8. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

9. Amounts received under training programs funded by HUD; e.g. CIAP.

10. Amounts received by a disabled person that are disregarded or a limited time for purposes of Supplemental Security income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); or

11. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child card, etc.) and which are made solely to allow participation in a specific program.

12. Temporary non-recurring or sporadic income (including gifts); or

13. Amounts specifically excluded by any other Federal statue from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. The following is a list of types of benefits that qualify for this exclusion:

    a. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

    b. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977.

    c. Payment to volunteers under the Domestic Volunteer Service Act of 1973.

    d. Payments received under programs funded in whole or in part under the job Training Partnership Act.

    e. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution.

    f. Payment received from programs funded under Title V of the Older Americans Act of 1965.

D. **No Discrimination Against Public Assistance Families:**

In the selection of residents, there shall be no discrimination against families, otherwise eligible for admission, because their incomes are derived in whole or in part from public assistance. No quotas or other devices shall be used to allow a unit to remain vacant while awaiting application by a family falling within a higher rent range.

E. **Open Occupancy:**

All housing under the Authority's management shall be available for occupancy without regard to sex, race, color, creed, national origin, marital status, or sexual orientation; in addition, no eligible applicant shall be denied housing because of a physical or mental handicap, provided he/she is capable of maintaining himself/herself, independently, in a community setting.

F. **Assignment of Dwelling Units:**

To insure equal opportunity for all eligible applicants and also that the Authority's low-income housing program is operated on an open-occupancy basis, assignment of available dwelling units shall be as follows:

1. Eligible applicants shall be offered suitable housing within the development wherein the highest number of vacancies exist.

2. Rejection of three separate offers of suitable accommodations shall result in the placement of the applicant's name at the bottom of the eligible applicant list, unless the applicant shall prove undue hardship or handicap to the satisfaction of the Authority, such as:

   a. inability (financial or otherwise) to move at the time of the offer of suitable accommodations.

   b. inaccessibility of offered accommodations to applicant's source of employment, children's day care, medical facilities, etc.

SECTION V. - ELIGIBILITY FOR CONTINUED OCCUPANCY

A. There shall be eligible for continued occupancy in low-income housing operated by the Authority, those residents who meet all of the following requirements:

1. Who qualify as a family (as defined in Section II-E).

AA. **Employer Identification Number (EIN):** The 9 digit tax payer identifying number individual, trust estate, partnership, association, company, or corporation that is assigned pursuant to section 6011 (b) of the Internal Revenue Code of 1986.

BB. **Social Security Number (SSN):** A 9 digit number assigned to a person by the Social Security Administration of the Department of Health and Human Services, and that identifies the record of a person's earnings reported to the administration.

SECTION III.- ELIGIBILITY FOR ADMISSION

There shall be eligible for admission to low-income housing operated by this Authority, those applicants who, at the time of admission, meet all of the following requirements:

1. Who qualify as a family (as defined in Section II - E);

2. Whose normal income does not exceed the applicable income limit for admission set forth in Exhibit 1;

3. Subject to necessary HUD approval, none of the eligibility requirements for admission set forth above, except occupancy standards, shall apply to employees, volunteers, and staff of public and private agencies and their families whose residence in a property is determined to be to the advantage of the Authority or its residents for the purpose of:

   a. Essential Maintenance and management training programs;

   b. Providing resident and neighborhood-oriented services;

4. Whose complete and accurate social security numbers assigned to the applicant and to each member of the applicant's household who is at least six (6) years of age has been documented and verified.

5. Who have not been evicted from public housing within the last three (3) years from the date of the eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the Authority.

6. **Who have completed mandatory eight (8) hour tenant readiness training.**

SECTION VII. - INCOME LIMITS

Maximum Income Limits for Admission are set forth in Exhibit 1. No. minimum income limits are established.

SECTION VIII. - RENTS

A. Maximum Rent:

The rent for any dwelling unit shall be (30%) of Adjusted Family Income. Any HABC family that HUD issues income verification request are required to supply HABC with any and all income verification information.

B. Ceiling Rent:

No resident shall pay rent in excess of the ceiling rent (Exhibit 3) established for the size of the dwelling unit occupied by the family, for a period not to exceed thirty-six (36) cumulative months. Resident families for whom the thirty-six (36) cumulative month period expires will no longer be eligible for ceiling rents and must be charged an income-based rent thereafter.

C. Minimum Rents

In accordance with HUD requirements to set minimum rent for each dwelling unit, HABC has set its minimum rent at zero ($00.00).

D. Rents for Essential Employees:

The rent for an employee whose residence in a property is determined to be to the advantage of the Authority shall be the average rent paid in the total program for the preceding fiscal year.

SECTION IX. - LEASING OF DWELLING UNITS

The admission of a family establishes a landlord-resident relationship with contractual obligations to be fulfilled by the Authority and the resident. In addition to the obligations contained in the Lease, concerning designated housing space and utilities and the payment of rent, the law also imposes an obligation on the resident to furnish accurate and truthful information regarding all household members and income as a means of determining eligibility and the correct amount of rent to be charged. Dwelling units shall be used solely for the purpose of housing families of low income, unless otherwise designated by the Authority and approved by the Director of Housing Management. No dwelling unit shall be occupied except pursuant to a written lease executed by a responsible member(s) of the family and which shall contain all relevant provisions necessary under the law and pertinent regulations. The lease agreement is to be kept

2. **Involvement in violent crimes or behavior against persons property such as, by not**

3. **Limited to Domestic Violence; Child or elder abuse, assault; battery; manslaughter; possession of illegal drugs; murder; car jacking; malicious destruction; theft; burglary; kidnapping rape arson; disorderly conduct.**

4. **Applicant with a record of disturbing the peace or destroying property at a previous residence.**

5. **Applicant who has a record of eviction from any Section 8/Public Housing within the past three years from drug related criminal activity or a history of lease violations.**

6. **Reasonable cause to believe an applicant uses illegal drugs or abuses alcohol.**

7. **Applicant with poor housing keeping with no or an unsatisfactory effort to take corrective measures.**

8. **Applicant with a poor rental history or who owes an outstanding balance to Federally subsidized program.**

Applicants denied a subsidized housing will be notified in writing listing the reason(s) for the rejection and advising the applicants that they have ten (10) business days in which to present a written request to HABC to schedule an informal review. All applicants will be notified in writing of the decision within ten (10) working days from the date of the informal review.

C. **Notification of Applicants**:

1. The Authority shall promptly notify any applicant determined to be ineligible for admission on the basis for such determination and shall provide the applicant, upon request, with an opportunity for an informal hearing on such determination.

2. When a determination has been made that an applicant is eligible and satisfies all requirements for admission, including the resident selection criteria, the applicant shall be notified of the approximate date of occupancy insofar as that date can be reasonably determined.

notified in writing that the rent charge is temporary pending verification of family income.

SECTION XI. - INTERIM REDETERMINATION OF RESIDENT STATUS

Between annual reexaminations, the rent shall be adjusted only in those cases where the resident can show a change in circumstances which would justify a reduction in rent. Such Circumstances include, but are not limited to the following: 1) divorce, 2) marriage, 3) separation, 4) death, 5) retirement, 6) unemployment, 7) strike, 8) lay-off, 9) sick leave, 10) disability, 11) entry into or discharge from military service, 12) birth, and 13) changes of job.

SECTION XII. - TRANSFERS

Transfers to other low-income housing units shall be considered on a non-discriminatory basis when: 1) initiated by the Authority, 2) for approved medical reasons, or for compliance with established occupancy standards as outlined in Section VI. No other reasons for transfers shall be performed according to the following priorities in order of the date of transfer application and verified priorities outlined below:

Priority Number	Priority Explanation
1	Authority initiated transfers (habitability/structural safety, handicap unit 504 requirement, modernization);
2	Transfers for valid verified medical reasons;
3	Residents who are underhoused;
4	Residents who are overhoused.

The first three (3) eligible transfer types shall have priority over new move-ins. Transfers will be ranked by date and priority status. In cases of transfers requested by residents for approved health reasons or to move to a large apartment, the date shall be that on which the changed family circumstances are verified by management. In cases of an involuntary transfer, the date will be that on which management verifies that the change occurred. The Authority reserves the right to immediately transfer any family who has misrepresented family circumstances or composition.

2. Who conform to the occupancy standards as set forth in Section VI.

B. Employees, residents, volunteers, and staff of public and private agencies and their families may continue in occupancy if it is determined to be to the advantage of the Authority or its residents for the purpose of:

1. essential maintenance and management training programs;

2. providing resident and neighborhood-oriented services.

When the residence of any such resident in a property is determined by the Authority to be no longer to its advantage, his/her lease or contract shall be terminated unless he/she meets all other eligibility requirements for admission. However, this requirement will not apply to persons who were in residency prior to time of employment in this special category.

SECTION VI. - OCCUPANCY STANDARDS

To avoid overcrowding and prevent waste of space, dwellings are to be leased in accordance with the occupancy standards set forth below. Where it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family shall be required to transfer as soon as a dwelling of the appropriate size becomes available. In the application of the occupancy standards, consideration will be given to whether persons of opposite sex (other than spouses), persons of different generations and unrelated adults will be required to share a bedroom.

	Number of Persons	
Number of Bedrooms	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10
6	10	12

The occupancy standards shall apply as cited herein, except that the Director of Housing Management shall have the authority to waive these standards under special circumstances and in the interest of obtaining and maintaining maximum development occupancy. Special circumstances are considered as follows: (1) Developments with exceptionally small room sizes; (2) Developments seriously deficient in open space, play space, or similar community or neighborhood facilities; (3) hard to rent developments where additional living space could be used as a selling point.

SECTION XIII. - EVICTIONS

A. No resident shall be given notice to vacate without:

1. Being told by the Authority the reason for the eviction, and

2. Given an opportunity to make such reply or explanation as he/she may wish, and

3. Advised of his/her right to discuss and resolve any grievance with Management through the Grievance Procedure (Exhibit 5).

4. Being advised of his/her right to pay rent during the eviction process involving non-payment of rent.

B. A written record of every eviction shall be maintained by the Authority and shall contain the following information:

1. Name of resident and identification of unit occupied.

2. Date of eviction.

3. Specific reason(s) for eviction. For example, if a resident is being evicted because of nonpayment of rent, the record should detail the actions which resulted in the determination that eviction should be instituted.

4. Date and method of notifying the resident, with summary of any conferences with resident, including name of conference participants.

SECTION XIV. - POSSESSION OF PETS

A. Permissibility:

The possession of pets in conventional public housing will be determined based on the majority of the expressed desires of the residents of each respective development, in concert with Management. However, pets will be allowed in our public housing projects designed exclusively for senior citizens under the HABC Pet Ownership Rules (Exhibit 6).

B. Riders to Dwelling Lease:

An appropriate Rider to the Dwelling Lease will be provided to cover each contingency.

current at all times and is to reflect the rent being charged and the conditions governing occupancy.

A. Execution of Dwelling Lease Agreement:

A Lease Agreement (Exhibit 4) shall be signed by a responsible member(s) of each family accepted as residents and by the Housing Manager or his designee prior to the family's admission.

B. Cancellation of the Dwelling Lease Agreement:

Cancellation of a resident's lease is to be in accordance with the provisions of the Dwelling Lease form attached herein as Exhibit 4

SECTION X. - ANNUAL REEXAMINATION OF RESIDENT STATUS

A. The status of each resident family is to be reexamined at least once a year in accordance with an established reexamination schedule.

1. In order to determine the correct rent to be charged, according to law, all residents shall be required to furnish accurate and truthful information regarding all household members and all sources and amounts of income.

2. Where actual income available to the family was not reported, the resident shall be charged an appropriate rent effective as of the date of the annual reexamination when such income should have been reported. Immediate payment in full is required upon notice.

3. Each resident family is to be notified in writing of any change required in rent or size of unit occupied and of any misrepresentation or lease violation revealed by the reexamination and the corrective action to be taken.

4. Any increase or decrease in rent shall take effect in accordance with the provisions of the Dwelling Lease.

B. Special Annual Reexamination of Resident Status:

If it is not possible at the time of annual reexamination to determine the annual family income within the required time and with any reasonable degree of accuracy, a temporary determination of income and rent shall be made and special reexamination rescheduled within 30 days. The resident is to be

HABC Approved Lease & Attachments

MD002b01

HOUSING AUTHORITY OF BALTIMORE CITY

BINDER OF

A RESOLUTION
OF THE BOARD OF COMMISSIONERS

Adopting A Legally-Compliant Form Lease And Attachments for Public Housing

HOUSING AUTHORITY OF BALTIMORE CITY
BOARD OF COMMISSIONERS SPECIAL MEETING
Charles Benton Building, 13th Fl.
August 8, 2001 – 10:00 a.m.

MINUTES **417 E. Fayette Street**

****

On August 8, 2001, the Board of Commissioners convened a special meeting to discuss and approve the HABC Lease and Grievance Policy.

In attendance were: Chairman Benjamin Brown; Commissioners Thomas D'Alesandro; Anna Warren; Jyoti Kumta, General Counsel; Jannai Goslee, Associate General Counsel; Ericca Blake, Executive Assistant and Rachel Bishop, Vice Chairperson to RAB.

The Resolution approving the HABC Amended Dwelling Lease was presented by Jannai Goslee at Ms. Kumta's request. Ms. Goslee advised the Board that the amended Lease incorporates all legally mandated requirements as agreed to between HABC and RAB. She further stated that all parties are in agreement with regard to the Lease and all of its attachments with the exception of the "Pet Policy".

Ms. Warren then indicated that RAB and HABC will soon submit to the Board a mutually agreeable Pet Policy. Ms. Kumta again apologized for any delay in seeking approval of the Lease and stated that the parties had worked diligently to revise the Lease. She respectfully requested the Board to approve the Lease with all its attachments except the Pet Policy.

Upon a motion by Commissioner Warren and a second by Commissioner D'Alesandro, the resolution to approve the Lease and Attachments was approved by a unanimous vote.

There being no further discussion, the meeting was adjourned at 10:30 a.m.

RESPECTUFULLY SUBMITTED BY: APPROVED:

Paul T. Graziano
Secretary/Executive Director

Benjamin L. Brown
Chairman

Please note: Commissioners Magwood and Vaughn were not able to be present. However, Commissioner Vaughn authorized Chairman Brown to be his proxy in voting on the resolution.

HOUSING AUTHORITY OF BALTIMORE CITY

A Resolution Of The Board Of Commissioners

Adopting A Legally-Compliant Form Lease And Attachments For Public Housing

WHEREAS, the U. S. Department of Housing and Urban Development ("**HUD**") promulgated the final rules on admissions and occupancy requirements under the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, in accordance with the final rules and HUD's directives, HABC is required to adopt a lease and grievance procedure containing all legally-mandated provisions; and

WHEREAS, in accordance with the requirements of 24 C.F.R.§§ 966.3 and 966.52, HABC issued to all public housing residents a notice of proposed changes to the lease and the grievance procedure (known as the Grievance Policy and Appeals Procedure), and invited comments thereto; and

WHEREAS, pursuant to comments from the Resident Advisory Board ("**RAB**"), HABC decided to incorporate in the lease only the legally-mandated provisions; and

WHEREAS, HABC staff and counsel have engaged in numerous meetings and discussions with RAB and its counsel concerning the legally-mandated provisions incorporated in the new form lease, which incorporates the following new documents as attachments: Resident Grievance Policy and Appeals Procedure (Attachment 2); Requirements for Performing Community Service Activities and Self-Sufficiency Work Activities (Attachment 5); and the Pet Policy (Attachment 7); and

WHEREAS, HABC and RAB have reached agreement on all of the documents except the Pet Policy, which will be further discussed as one of the components of the HABC draft annual plan for FY 2001.

NOW, THEREFORE, BE IT RESOLVED by the HABC Board of Commissioners, as follows:

1. The HABC form lease with all of its Attachments, including the following new Attachments, the Resident Grievance Policy and Appeals Procedure (Attachment 2), and the Requirements for Performing Community Service Activities and Self-Sufficiency Work Activities (Attachment 7) are hereby adopted.

2. The Executive Director is hereby authorized to perform all appropriate acts to carry out this resolution, including but not limited to, ensuring that the lease and grievance procedure are formatted for printing and implementation.

PASSED, ADOPTED AND APPROVED this 8th day of August 2001.

ATTEST:

Paul T. Graziano
Secretary/Executive Director

Benjamin L. Brown
Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY this 8th day of August, 2001

by: _____

Jannai Goslee, Associate General Counsel, HABC/Office of Legal Affairs

HOUSING AUTHORITY OF BALTIMORE CITY
DWELLING LEASE
No. _____

SECTION 1. DESCRIPTION OF PARTIES AND UNIT

(a) Leasing of Unit.

The Housing Authority of Baltimore City **(HABC)** agrees to lease to the named resident (the "**Resident**"), the dwelling unit (the "Dwelling **Unit**") in the housing development listed below, subject to the terms, covenants and conditions set forth in this lease (the "**Lease**"). The parties agree that the Resident's application for admission is attached hereto and is incorporated herein by reference and that all of the statements made in the application are true and correct. False statements are grounds for termination of the Lease and eviction from the Dwelling Unit in accordance with Section 14 herein.

Resident:	**Public Housing Development** ("**Premises**"):
Address:	**Bedroom Size**:
Apt. No.:	**Resident Account No.**:
Zip:	**Annual Review Date**:

For purposes of this Lease, the term "**Premises**" means the building or complex or development in which the public or assisted housing Dwelling Unit is located, including common areas and grounds.

(b) Household Composition.

The following individuals (family members and any live-in aide) represent the composition of the household, as approved by HABC.

Name	Social Security Number

Resident agrees to notify HABC whenever any member of the household authorized under this

Lease to reside in the Dwelling Unit is no longer residing in the Dwelling Unit. HABC agrees to provide a form for Resident to document the content of such notification. The family must promptly inform HABC of the birth, adoption or court-awarded custody of a child. The family must request HABC's approval to add any other family member as an occupant of the Dwelling Unit.

SECTION 2. LEASE TERM AND RENEWAL REQUIREMENTS. AMOUNT AND DUE DATES OF RENTAL PAYMENTS

(a) Lease Term.

The term of this Lease shall be twelve (12) months beginning on

_____*(Month)*_____*(Day)*____*(Year)* and ending on

_____*(Month)*_____*(Day)*____*(Year)*.

(b) Renewal of Lease.

(1) Except as provided in paragraph (b)(2) of this section, the Lease term must be automatically renewed for the same term of twelve (12) months.

(2) If the Resident or another family member has violated the requirement for resident performance of community service or participation in an economic self-sufficiency program, HABC may not renew the Lease upon expiration of the term unless:

(i) The Resident, and any other noncompliant resident, enter into a written agreement with HABC, in the form and manner required by HABC, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and

(ii) All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the Dwelling Unit.

For purposes of this Lease, the term "noncompliant resident" means a family member who is required to fulfill a service requirement, but who has violated this family obligation.

(3) At any time, HABC may terminate the tenancy in accordance with Section 14 hereunder.

Resident Initials Acknowledging Lease Renewal Provision:_____

(c) Execution of Lease.

Except for automatic renewals, the Lease must be executed by the Resident and HABC.

(d) Rent Payments.

Rent for the period beginning _____ and ending at midnight _____ is $ _____. Thereafter, monthly rent of $ _____ will be due in advance on the first day of each month at the location designated by HABC. HABC will accept rent, without court costs, up to and including the sixth day following the due date. If rent is paid after the sixth day of the month, the Resident shall pay all court costs incurred in connection with

collection of rent after a court notice has been filed. If this Lease is to be terminated under Section 14 after the first day of a month, a full month's rent shall be paid in advance on the first day of such month and Resident shall receive a full refund of monies due minus any other outstanding charges due HABC upon termination of this Lease. The monthly rent is based upon the statement by the Resident of Resident's anticipated annual family income. Statements by the Resident concerning income and any exclusions or allowances which would adjust family income will be verified by HABC. The Resident shall pay the amount of the monthly rent determined by HABC in accordance with regulations of the U.S. Department of Housing and Urban Development ("**HUD**") and other requirements. The amount of the monthly rent is subject to change in accordance with HUD requirements.

(e) Minimum Rent.

HABC is required by federal public housing regulations to establish a minimum monthly rent in an amount not more than fifty dollars ($50) (the "**Minimum Monthly Rent**") for the Dwelling Unit. Resident shall pay at least the amount established by HABC as the Minimum Monthly Rent, unless HABC grants an exemption due to financial hardship, as set forth in subsection (e)(2) of this Section 2.

(1) ***Amount of Minimum Rent.*** The amount of Minimum Rent under this Lease shall be _____ Dollars ($_____).

(2) **Financial Hardship Exemption from Minimum Monthly Rent.**

HABC must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship, as described in HABC's written policies. Financial hardship includes these situations:

(i) When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;

(ii) When the family would be evicted because it is unable to pay the minimum rent;

(iii) When the income of the family has decreased because of changed circumstances, including loss of employment;

(iv) When a death has occurred in the family; and

(v) Other circumstances determined by HABC or HUD.

Resident shall be responsible for requesting a determination from HABC whether a financial hardship exemption will be granted. HABC agrees to provide a form for Resident to document the content of such request.

(f) Rent Options.

Annually, HABC shall give Resident a choice to pay either a flat rent or an income-based rent as the monthly rent for the Dwelling Unit.

(1) ***Information For Families.*** For the family to make an informed choice about its rent options, HABC must provide sufficient information for an informed choice. Such information must include at least the following written information:

(i) HABC's policies on switching type of rent in circumstances of financial hardship, and

(ii) The dollar amounts of the monthly rent for the family under each option. For a family who chose a flat rent for the previous year, HABC is required to provide the amount of income-based rent for the subsequent year only in the year that HABC conducts an income reexamination or if the family specifically requests it and submits updated income information. For a family that chooses the flat rent option, HABC must conduct a reexamination of family income at least once every three years.

(2) ***Flat Rent.*** The flat rent for the Dwelling Unit is based upon the rental value of the Dwelling Unit as determined by HABC. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient.

(3) ***Income-Based Rent.*** The income-based rent is based upon the income of the Household Members (the "**Household Income**") and HABC's policies for determining the amount of income-based rent.

(4) ***Request to Switch to Income-Based Rent.*** At any time prior to the scheduled annual selection of rent options, Resident agrees that the family may request to switch from paying a flat rent to paying an income-based rent if the family is unable to pay the flat rent due to financial hardship. If HABC determines that the family is unable to pay the flat rent because of financial hardship, HABC must immediately allow the requested switch to income-based rent. HABC shall make the determination within a reasonable time after the family request. HABC's policies for determining when payment of flat rent is a financial hardship must provide that financial hardship include the following situations:

(i) The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance;

(ii) The family has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education, or similar items; and

(iii) Such other situations determined by HABC to be appropriate.

(g) Ceiling Rent.

As applicable but for a period no longer than October 1, 2002, the Dwelling Unit may be subject to a ceiling rent. In such case a ceiling rent for the Dwelling Unit will establish a maximum rent or a cap on the rent that Resident will be required to pay for the Dwelling Unit.

(h) Rent Policy.

The monthly rent is set in accordance with current HABC policy in compliance with applicable Federal law. Such policy shall be posted at the HABC Office. Copies will be made available for inspection upon request. The monthly rent will remain in effect unless adjusted in accordance with the provisions of Section 5 below. All rent charged pursuant to the provisions of Section 5 shall be due and payable in full upon notification to Resident that such rent is owed.

(i) Charges Collectible As Rent.

Other charges due under this Lease include any balance due on the security deposit, utility charges, repair charges, and court costs and other expenses incurred by HABC by reason of the failure of the Resident to pay the rent for the Dwelling Unit as herein above provided. All such charges shall be collectible in the same manner as rent; provided, however, that such charges shall not become due and collectible prior to the first of the second month following the month in which such charges are made. However, if any such charges are disputed, Resident has a right to file a grievance in accordance with the Housing Authority of Baltimore City Resident Grievance Policy and Appeals Procedure (the "**Grievance Procedure**")that is in effect at the time such grievance arises.

Except as provided in Section 8(j) below, HABC shall accept scheduled rent without regard for Resident's failure to pay or make arrangements to pay such other charges. However, acceptance of rent by HABC will not affect HABC 's right to terminate tenancy pursuant to Section 14 below for failure to pay or make arrangements to pay such other charges.

In the event of an inability to pay a given month's rent and/or other charges by the due date, and upon notification to HABC by the fifth day of the month of hardship circumstances pertaining to income and expenses, or as soon as possible in cases of emergency, HABC may extend payment to a specified date, provided there is written agreement by and between the parties. However, if the rent and/or other charges are not paid by the date specified in the written agreement, or if the Resident fails to execute a written agreement, HABC may treat such rent and other charges as due and unpaid and may exercise its rights under this Lease to terminate the tenancy for failure to pay rent and/or other charges.

SECTION 3. SECURITY DEPOSITS.

Resident agrees to pay a security deposit equal to one month's rent, or Fifty Dollars ($50), whichever is lower, to protect HABC against unpaid rent or damage to the Dwelling Unit. HABC will provide Resident with a written statement of the condition of the Dwelling Unit at the time of occupancy to be signed by HABC and the Resident. HABC hereby acknowledges receipt of $_____, toward security deposit in total amount of $_____. (For Residents who have already paid security deposits under a prior Lease, HABC agrees not to require any additional amounts.) Interest shall be paid in accordance with applicable State and/or local laws. Upon termination of this Lease, the security deposit together with any interest thereon accrued shall be refunded to Resident, less any rent and/or charges owed by Resident at such time, in accordance with applicable State and/or local laws.

SECTION 4. UTILITIES.

HABC shall furnish all utilities. The imposition of charges for consumption of utilities in excess of the utility schedule is permissible only if such charges are determined by an individual check meter servicing the Dwelling Unit. The basis for the determination of such excess charges, i.e., the utility allowance schedule, shall be posted in the HABC Office. Resident shall pay for all utility usage in excess of the allowance set forth in such utility schedule, and such charges shall be collectible in the same manner as provided in Section 2 above. However, if Resident needs an electrical appliance for certified medical reasons, he/she shall be allowed additional kilowatt hours. HABC will not be liable for the failure to supply utility service for any case whatsoever beyond its control.

HABC reserves the right to impose charges for estimated utility consumption attributable to Resident-owned major appliances or to optional functions of equipment furnished by HABC for those units that are not individually metered based upon surcharge schedules posted in the HABC Office, exclusive of all senior citizen head of households (age 62+), or as defined by Federal Law.

Listed below are the appliances and equipment that shall be supplied by HABC without additional cost, and those appliances and equipment which shall be paid for by Resident.

APPLIANCES AND EQUIPMENT

To Be Supplied And Paid For By HABC:	**To Be Paid For By Resident:**

SECTION 5. REDETERMINATION OF RENT, DWELLING SIZE ELIGIBILITY.

Once each year, as requested by HABC, the Resident (including elderly Residents) agrees to furnish accurate information to HABC as to family income, employment and composition, for use by HABC in determining whether the rent should be changed, and whether the dwelling size is appropriate for Resident's needs. These determinations will be made in accordance with the current HABC policy ("HABC Policy") in effect from time to time and available for inspection in the HABC Office. Any increases in rent occurring as a result of information provided at the annual reexamination will be effective as of the Annual Review date, or in the event of a late review, forty-five (45) days after the Resident is notified of the rent increase, whichever is later. In all cases, HABC will be obliged to schedule the annual reexamination at least ninety (90) days prior to the Annual Review date.

The family must supply any information that HABC or HUD determines is necessary in administration of the public housing program, including submission of required evidence of citizenship or eligible immigration status. The term ``**information**'' includes any requested certification, release or other documentation.

The family must supply any information requested by HABC or HUD for use in a regularly scheduled reexamination or an interim reexamination of family income and composition in accordance with HUD requirements.

Any information supplied by the family must be true and complete.

As a condition of admission to or continued assistance under the program, HABC shall require the family head, and such other family members as HABC designates, to execute a consent form (including any release and consent as required) authorizing any depository or private source of income, or any Federal, State or local agency, to furnish or release to HABC or HUD such information as HABC or HUD determines to be necessary.

The use or disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purposes directly connected with administration of the program.

HABC must obtain and document in the family file third party verification of the following factors, or must document in the file why third party verification was not available;

(i) Reported family annual income;
(ii) The value of assets;
(iii) Expenses related to deductions from annual income; and
(iv) Other factors that affect the determination of adjusted income or income-based rent.

Failure to appear and provide all required information, once a year, at the time of annual re-examination, is a violation of the Lease which shall constitute good cause to terminate this Lease, unless Resident can show that the failure to provide the information was due to circumstances beyond the Resident's control. In addition, in the event of such violation, the Resident shall pay, as rent, all sums due because of the undisclosed change in income or family composition. Such sums are collectible in the same manner as is rent. Resident's failure to pay such sums may also subject Resident to termination of the Lease. Resident agrees to comply with HABC 's request for verification by signing releases for third party sources, presenting documents for review, or providing other suitable forms of verification (i.e. notarized support statements, yearly income tax forms) as requested by HABC. HABC agrees to maintain any information so received in accordance with the governing law.

All changes in rent and family size or composition made under this Section will be set forth in a Lease Supplement, which will be delivered to Resident in accordance with the provisions of Section 13. Rent, as fixed in Section 2, or as adjusted pursuant to the above, will remain in effect for the period between Annual Reviews, unless in such period:

(a) Resident can show a change in Resident's circumstances which would justify a reduction in rent pursuant to the HABC Policies by submitting a signed statement and other documentation, setting forth the true facts as to the family composition, employment and family income. Such circumstances include, but are not limited to, the following: 1) Divorce, 2) Marriage, 3) Separation, 4) Death, 5) Retirement, 6) Unemployment 7) Strike, 8) Layoff, 9) Sick Leave, 10) Disability, 11) Entry into or discharge from military service, 12) Birth, and 13) Change of job or other reduced income.

(b) Resident can show a decrease in income which is believed to be temporary in nature. Upon presentation by Resident of documentation (i.e., letter indicating reduction in amount of Temporary Cash Assistance (**TCA**) or Temporary Assistance for Needy Families (**TANF**),

statement of unemployment award) satisfactory to HABC to establish the temporary decrease in income, HABC shall reduce rent for a period of up to sixty (60) days. The rent will return to its previous rate unless application for continuation of the reduced rent is made before the end of the temporary period. Subject to verification by HABC, the reduced rate will remain in effect for an additional period of up to sixty (60) days.

(c) Resident can show that the income on the basis of which the rent was calculated has terminated. Resident shall report this information to HABC together with any information concerning other sources of income which have become available to family members since the last rent determination. The rent will then be redetermined based on the information which is provided, but in no case will the rent be increased, beyond the original rent, until the next Annual Review.

Resident shall report to HABC any change in income described in Paragraphs a, b, and c above within thirty (30) days of its occurrence. Any decrease in rent resulting from the change will take effect on the first of the month following the month in which the change occurred. In calculating rent based on reduction in income as provided in Paragraphs a, b, and c above, HABC shall consider as income any amounts attributable to a given month even though the amounts are received after the first of that month. However, such rent shall not be payable until the new income is received by the Resident.

When Resident receives notice of a rental redetermination, Resident may request, and shall be informed of, the specific grounds for HABC's determination. If the Resident disagrees with such determination, the Resident may request a hearing under the HABC Grievance Procedure.

How welfare benefit reduction affects family income.

If a **Specified Welfare Benefit Reduction**, as defined hereunder, is made, HABC will not reduce Resident's rent for such period.

The following definitions apply for purposes of this Lease:

(a) The term **"Covered Families"** means families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self- sufficiency program as a condition for such assistance.

(b) The term **"Economic Self-Sufficiency Program"** means any program designed to encourage assist, train or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

(c) The term **"Imputed Welfare Income"** means the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless

included in the family's annual income for purposes of determining rent. A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to HABC by the welfare agency), plus the total amount of other annual income as determined in accordance with HABC Policies.

(d) The term "**Specified Welfare Benefit Reduction**" means:

(1) A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

(2) "Specified Welfare Benefit Reduction" does not include a reduction or termination of welfare benefits by the welfare agency:

(A) at expiration of a lifetime or other time limit on the payment of welfare benefits;

(B) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or

(C) because a family member has not complied with other welfare agency requirements.

(e) **"Imputed welfare income"**

(1) A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to HABC by the welfare agency), plus the total amount of other annual income as determined.

(2) At the request of HABC, the welfare agency will inform HABC in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform HABC of any subsequent changes in the term or amount of such specified welfare benefit reduction. HABC will use this information to determine the amount of imputed welfare income for a family.

(3) A family's annual income includes imputed welfare income in family annual income, as determined at the interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to HABC by the welfare agency).

(4) The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

(5) HABC may not include imputed welfare income in annual income if the family was not an assisted resident at the time of sanction.

If Resident claims that HABC has not correctly calculated the amount of imputed welfare income in accordance with HUD requirements, and if HABC denies the family's request to modify such amount, HABC shall give the Resident written notice of such denial, with a brief explanation of the basis for HABC's determination of the amount of imputed welfare income. Such notice shall also state that if the Resident does not agree with HABC's determination, the Resident may request a grievance hearing for review of such determination under the HABC Grievance Procedure. In such case, Resident is not required to pay an escrow deposit for the portion of Resident rent attributable to the imputed welfare income in order to obtain a grievance hearing on HABC's determination.

SELF-SUFFICIENCY INCENTIVES --DISALLOWANCE OF INCREASE IN ANNUAL INCOME.

Definitions. The following definitions apply for purposes of this Lease.

The term "**disallowance**" means exclusion from annual income.

The term "**previously unemployed**" includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

The term "**qualified family**" means a family residing in public housing:

(i) Whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment;

(ii) Whose annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program; or

(iii) Whose annual income increases, as a result of new employment or increased earnings of a family member, during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by HABC in consultation with the local agencies administering TANF and Welfare-to-Work (WTW) programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance --provided that the total amount over a six-month period is at least $500.

Disallowance of increase in annual income.

(1) Initial twelve month exclusion. During the cumulative twelve (12) month period beginning on the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, HABC must exclude from annual income (as defined in 24 CFR §5.609) of a qualified family any increase in income of the family member as a result of employment over prior income of that family member.

(2) Second twelve month exclusion and phase-in. During the second cumulative twelve

month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, HABC must exclude from annual income of a qualified family fifty percent of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.

(3) Maximum four year disallowance. The disallowance of increased income of an individual family member as provided in paragraph (1) or (2) of this subsection is limited to a lifetime 48 month period. It only applies for a maximum of twelve (12) months for disallowance under paragraph (1) and a maximum of twelve months for disallowance under paragraph (b)(2), during the 48 month period starting from the initial exclusion under paragraph (1) of this subsection.

SECTION 6. OCCUPANCY.

Resident shall have the right to exclusive use and occupancy of the Dwelling Unit by the members of the household authorized to reside in the Dwelling Unit in accordance with the Lease, including reasonable accommodation of Resident's guests, for a period of up to two (2) weeks in any fifty-two (52) week period, which shall be calculated from the month designated by HABC for the Resident's Annual Review. In extenuating circumstances, if HABC is notified in advance, HABC may waive or extend the period of time. If HABC agrees to waive or extend the time period, HABC may impose such additional conditions as are reasonable and consistent with this Lease. For purposes of this Lease, the term "guest" means a person temporarily staying in the Dwelling Unit with the consent of the Resident or other member of the household who has express or implied authority to so consent on behalf of Resident.

Indefinite accommodations may be provided for the care of foster children and live-in aide care of an elderly, disabled or handicapped member of Resident's family, with the approval of HABC. A live-in aide, for the purposes of this section, is one who is determined to be essential to the care and well-being of the person, and who would not be living in the Dwelling Unit except to provide necessary supportive services. Medical verification of the need for a live-in aide is required. Resident shall report all changes in household composition to the housing manager within fifteen (15) days of the change. All additions, other than births to existing household members, must be approved in advance by HABC.

SECTION 7. TRANSFERS

(a) Based on the HABC policy posted in the HABC Office, HABC shall determine, that a transfer is warranted by a change in the size or composition of Resident's family. If HABC determines that a transfer is warranted, the Resident shall be given a written notice and explanation of reasons necessitating the transfer. When an appropriate size unit becomes available, upon notification to Resident, Resident shall move within ten (10) working days.

(b) Resident agrees to transfer to another unit if transfer is determined to be necessary (i) to permit rehabilitation of Resident's Dwelling Unit or, (ii) to offer standard alternative accommodations when repairs to Resident's Dwelling Unit cannot be made within a reasonable time. Further, Resident may be liable for any costs incurred by HABC in connection with Resident's refusal to transfer or delay in transferring. Involuntary transfers are subject to the Grievance Procedure, and no such transfers may be made until either the time to request a grievance has

expired or the process has been completed.

(c) If Resident makes a written request with supporting verification for a unit with special features, required by a documented disability or handicap, HABC shall have the choice to modify Resident's existing Dwelling Unit, if it is reasonable to make such an accommodation, or transfer Resident to another unit with the features needed within a reasonable period of time.

(d) A Resident without disabilities or handicaps who is housed in a unit with special features shall transfer to a unit without such features in the event that a disabled or handicapped Resident requires the unit. If such a transfer is determined to be necessary, HABC shall notify Resident, and Resident shall be allowed twenty (20) working days to make such a move.

(e) The security deposit from the original Dwelling Unit shall be transferred to the account of the new unit.

(f) HABC will consider any Resident requests for transfer in accordance with the transfer priorities established in the HABC Policies.

SECTION 8. OBLIGATIONS OF HABC.
HABC shall be obligated, other than for circumstances beyond its control, as follows:

(a) To provide Resident, at the time of occupancy, with a clean and newly-painted apartment in decent, safe and sanitary condition; to provide paint to the Resident of each Dwelling Unit a minimum of once every three (3) years, and to re-paint common areas as needed.

(b) To paint, once every three (3) years, if necessary, the unit of elderly, handicapped and disabled tenants.

(c) To maintain the Dwelling Unit and the development in a decent, safe and sanitary condition.

(d) To comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.

(e) To make necessary repairs to the Resident's Dwelling Unit within a reasonable period of time; however, HABC's failure to make repairs which materially affect the habitability of the Dwelling Unit within thirty (30) days shall be considered unreasonable. HABC will attempt to make all other necessary repairs within sixty (60) days. If HABC is unable within sixty (60) days to make a repair which does not materially affect the habitability of the Dwelling Unit, then HABC will inform the Resident in writing of an estimated date for the repair being done and the reason for the delay.

(f) To keep the development buildings, facilities and common areas not otherwise assigned to the Resident for maintenance and upkeep in a clean and safe condition.

(g) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, including elevators, supplied or required to be supplied by HABC. If Resident becomes aware of any defect of the aforementioned systems or facilities, Resident has an obligation to notify HABC .

(h) To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Resident family) for the deposit of ashes, garbage, rubbish and other waste removed from the Dwelling Unit by the Resident in accordance with Section 9(g).

(i) To supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year, except where the heat or hot water is generated by an installation within the exclusive control of Resident and supplied by a direct utility connection.

(j) To accept scheduled rent without regard for Resident's failure to pay other charges. Acceptance of rent by HABC will not affect HABC 's right to terminate the tenancy pursuant to Section 14 below for failure to pay, or make arrangement to pay, other charges. However, if HABC has been awarded a judgment of repossession in an action for non-payment of rent, HABC is not obligated to accept scheduled rent and cancel eviction unless Resident tenders with the rent found by the court to be due and unpaid all court costs awarded in such action or enters a formal repayment agreement for the court cost. A Resident receiving welfare assistance or other public assistance from a State or other public agency may avoid eviction by participating in the Vendor Payment Program.

(k) To notify the Resident of the specific grounds for any proposed adverse action by HABC , including, but not limited to, termination of this Lease, transfer of the Resident to another unit, or imposition of charges for maintenance, repairs, or excess consumption of utilities.

Before an adverse action is taken regarding the termination of this Lease in reliance upon information from a criminal record or a police report, HABC, upon Resident's request shall provide Resident with a copy of the criminal record or police report and an opportunity to dispute the accuracy and relevance of that record or police report.

For purposes of this provision, the phrase "adverse action" shall mean an eviction.

(l) To develop a local policy for administration of the community service or economic self-sufficiency requirements for public housing residents.

SECTION 9. OBLIGATIONS OF RESIDENT.
Resident shall be obligated under this Lease, as follows:

(a) To read and/or have read to the Resident and understand all terms of this Lease before signing. If and when Resident realizes that he/she cannot comply with the requirements of this Lease, Resident shall promptly notify HABC of this fact.

(b) Not to assign the Lease or to sub-lease the Dwelling Unit.

(c) Not to provide accommodations for boarders or lodgers.

(d) To comply with whatever security, sign-in, registration, and/or identification card system exists at Resident's building.

(e) To use the Dwelling Unit solely as a private dwelling for Resident and Resident's household as identified in the Lease and not to use or permit its use for any other purpose. HABC, by prior

written approval, may consent to the use of the Dwelling Unit for legal profit-making activity subject to Federal regulation, HABC's policies, and local laws, where HABC has determined that such activities are incidental to primary use of the Dwelling Unit as a residence by members of the household. Such use of the Dwelling Unit, without such prior determination and written approval, shall be considered a material violation of the Lease.

(f) To abide by necessary and reasonable regulations promulgated by HABC in good faith cooperation with HABC's Resident Advisory Board (RAB), for the benefit and well-being of the housing development and the Tenants, which regulations shall be posted in the HABC Office and which are incorporated by reference in this Lease. Said regulation shall be promulgated only after notice to all affected tenants and opportunity for said tenants to provide written comment within 30 days of the date of notice.

(g) To comply with all obligations imposed upon Resident by applicable provisions of building, housing and fire codes materially affecting health and safety.

(h) To keep the Dwelling Unit and such other areas as may be for the Resident's exclusive use in a clean and safe condition. The parties agree that the tasks which Resident shall perform are indicated below by Resident's initials:

[ ] 1. keep Dwelling Unit walls, floors, cabinets, windows, doors, ceilings, woodwork, appliances and fixtures of the interior clean and free of grease, dirt, trash, litter, unsanitary matter and hazards.

[ ] 2. depositing trash and garbage properly in compactor chutes, dumpsters, and covered trash cans;

[ ] 3. shoveling snow from individual walkways;

[ ] 4. keeping individual sidewalks and yards clean and free of trash and litter;

[ ] 5. keeping individual balconies, fire escapes, canopies, furnace rooms, storage areas, trash areas and basements clean and free of trash and litter, if applicable;

[ ] 6. keeping common hallways and stairways in a clean and sanitary condition (buildings with less than 10 units);

[ ] 7. cleaning common hallway tile;

[ ] 8. cutting individual grass and cleaning lawn areas;

[ ] 9. maintaining individual trash areas;

[ ] 10. other: _____

_____

_____;

(i) To dispose of all ashes, garbage, rubbish and other waste from the Dwelling Unit in a sanitary and safe manner and to deposit such items in the facilities provided. To seal tightly, and deposit only in dumpsters containers which hold or have held any household cleaning preparation, or others substance which may be hazardous to the health or safety of others.

(j) To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators. To refrain from depositing into any part of the plumbing or sanitary facilities any items (such as disposable diapers, socks, or sanitary supplies) not intended for use in or with such facilities.

(k) Tenants, members of household, and their guests to refrain from destroying, defacing, damaging, or removing any part of the Dwelling Unit, development, or Premises.

(l) To pay reasonable charges (other than for wear and tear) for the repair of damages to the Dwelling Unit, development buildings, facilities, common areas, or Premises caused by Resident, Resident's household or guests, in accordance with a schedule of charges as posted in the HABC Office from time to time. No charges will be assessed against the Resident for damages which result in a police complaint filed by the Resident and for which Resident was not responsible.

(m)To conduct himself or herself and cause other persons who are on the Premises with Resident's consent to conduct themselves in a manner which will not disturb Resident's neighbors' peaceful enjoyment of their accommodations or threaten the health and safety of HABC employees, and will be conducive to maintaining the development and neighborhood in a decent, safe and sanitary condition.

(n) To assure that Resident's visitors comply with whatever security, sign-in, registration and/or identification card system exists at Resident's building.

(o) To refrain from illegal or other activity which impairs the physical or social environment of the development, neighborhood, and premises.

(p) To promptly notify HABC or HABC 's designee of need for any repairs to the Dwelling Unit.

(q) (1) To assure that the Resident, any other member of the household, or a guest ' do not engage in:

(A) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; or

(B) Any drug-related criminal activity on or off the premises.

(2) To assure that no other person under Resident's control engages in:

(A) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; or

(B) Any drug-related criminal activity on or off the Premises.

For the purposes of this Lease, the term "**drug-related criminal activity**" means the illegal manufacture, sale, distribution, or use of a drug, or possession of a drug with intent to manufacture, sell, distribute or use the drug.

For the purposes of this Lease, the term "**drug**" means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

For purposes of the Lease, the phrase "**other person under Resident's control**" means that the person, although not staying as a guest (as defined under Section6) in the Dwelling Unit, is or was at the time of the activity in question, on the Premises (as the term Premises is defined under Section1) because of an invitation from Resident or other member of the household who has express or implied authority to so consent on behalf of Resident. Absent evidence to the contrary, a person temporarily and infrequently on the Premises solely for legitimate commercial purposes is not under Resident's control.

HABC shall exercise reasonable discretion to consider all of the circumstances of the case before any determination to terminate the Lease, including the seriousness of the offense, the extent of the participation by family members, such as whether the Resident has taken all reasonable steps to prevent the criminal activity, and the effects that the eviction would have on family members not involved in the proscribed activity. In appropriate cases, HABC may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will not reside in the Dwelling Unit.

(r) To refrain from making alterations including, but not limited to, construction or installation of exterior fencing, or repairs or redecoration to the interior or exterior of the Dwelling Unit or to the equipment, and from installing additional equipment or major appliances without written consent of HABC. To refrain from changing locks or installing new locks on exterior doors without HABC's prior written approval. Under no circumstances may Resident erect, build or place on HABC property any fence, shed, or other structure.

(s) To take reasonable precautions to prevent fires and to use and store combustible materials in the Dwelling Unit only in a manner permitted and required by applicable housing and fire codes.

(t) To refrain from installing, erecting or hanging radio or television antennae, or air conditioning units, on or from any part of the Dwelling Unit without prior written authorization from HABC, to insure proper installation.

(u) To refrain from placing any permanently affixed signs of any type in or about the Dwelling Unit, unless and until such signs are approved by the appropriate zoning authority, and HABC has given written permission to place such signs.

(v) To notify HABC at least seventy-two (72) hours before vacating the Dwelling Unit of the date on which Resident proposes to vacate. At the time Resident vacates, Resident shall secure and lock all doors and windows and openings in any basement or basement areaways and shall leave the unit clean and free from trash and litter. Resident shall remove any personal property when Resident leaves, abandons or surrenders the Dwelling Unit and return the keys to HABC. HABC will consider any personal property remaining after the Resident vacates to have been abandoned and

will take the steps necessary to dispose of it.

(w) To move in and move out only during hours when the HABC Office is open, unless the Resident has given prior notification to HABC, based upon the convenience of the Resident.

(x) 1) Not to commit any fraud in connection with any Federal housing assistance program; and

2) Not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the Lease.

(y) To make such payments, as are due under the Lease, at the time and in such amounts as the Lease requires.

(z) To assure that Resident and other Household Members do not engage in an abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the Premises by other residents.

(aa) To comply with the requirements of the current Pet Policy, which is Attachment 7 of this Lease.

(bb) To assure that Resident and all adult Household Members comply, as applicable, with the requirements of the Community Services Activities or Economic Self-Sufficiency Work Activities, as set forth in Attachment No. 5 to this Lease.

SECTION 10. DEFECTS HAZARDOUS TO LIFE, HEALTH OR SAFETY.
In the event that the Dwelling Unit is damaged to the extent that conditions are created which are hazardous to life, health or safety of the occupants:

(a) Resident shall immediately notify HABC or its designee of the damage. Upon such notification, HABC shall issue a written receipt acknowledging the request for repair or, in the case of a telephone request, the work order number shall be given. The receipt shall state the date of such request and the nature of the repair.

(b) HABC shall be responsible for emergency repair of the unit within a reasonable time. HABC will attempt repair of emergency conditions in the unit within twenty-four (24) hours after receiving a request for repair. A list of such "emergency conditions" as defined by HABC in good faith cooperation with RAB, will be posted on all HABC and Maintenance bulletin boards.

(c)If the damage was caused by Resident, Resident's household or guests, the cost of repair shall be charged to Resident. That the cost of repair is charged to Resident does not operate as a waiver of any other rights HABC may have.

(d) HABC shall offer standard suitable accommodations, if available in public housing, if necessary repairs cannot be made within a reasonable period of time. Resident shall have a right to consider return to the repaired unit, if the unit is the appropriate size in accordance with HABC's policies governing admission and occupancy.

(e) In the event repairs are not made in accordance with Paragraph b of this Section, or alternative accommodations in public housing are not provided in accordance with Paragraph d of this Section, rent shall be abated in proportion to the seriousness of the damage and loss suffered by Resident; provided, however, that no abatement of rent shall occur if Resident rejects the suitable alternative accommodations or if damage was caused by Resident, a member of Resident's household or guests.

(f) If rent is abated in accordance with provisions of Paragraph e above, Resident agrees to continue to pay full rent, less the abated portion agreed upon by the Resident and HABC, until the conditions are corrected.

(g) If HABC determines that the Dwelling Unit is uninhabitable because of imminent danger to the life, health and safety of Resident, HABC shall offer standard alternative accommodations where necessary repairs cannot be made within a reasonable time. If such standard alternative accommodations are not comparable to Resident's Dwelling Unit, HABC shall offer comparable accommodations to Resident when comparable accommodations become available. If either the standard alternative accommodations or the comparable accommodations when such become available are refused by Resident, this Lease shall be terminated, and any rent paid for the period that the unit is uninhabitable will be refunded to Resident.

SECTION 11. INSPECTION.

(a) Move-in Inspection: HABC and Resident and/or representative shall inspect the Dwelling Unit prior to occupancy by Resident. HABC will give Resident a written statement of the conditions of the Dwelling Unit, both inside and outside, and note any equipment provided with the unit. The statement shall be signed by HABC and Resident and a copy of the statement retained in Resident's folder. Any deficiencies noted on the inspection report will be corrected by HABC, at no charge to Resident. A Resident has 30 days after move-in to notify HABC of any additional deficiencies not noted on the original inspection, at no charge to the Resident. All deficiencies will be corrected within thirty (30) days.

(b) Move-out Inspection: If Resident notifies HABC , as required by this Lease, that Resident intends to vacate, HABC shall inspect the unit with the Resident after Resident vacates and give Resident a written statement of the charges, if any, for which Resident is responsible. Resident and/or representative may join in such inspection.

(c) Preventive Maintenance (PM) Inspection: Each unit shall be inspected by HABC at least once yearly, and deficiencies corrected based upon their severity in compliance with Section 8, subsection e.

SECTION 12. ENTRY OF UNIT DURING TENANCY.

(a) HABC shall, upon reasonable advance notification to Resident, be permitted to enter the Dwelling Unit during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs. A written statement specifying the purpose of HABC 's entry delivered to the unit at least three (3) days before such entry shall be considered reasonable advance notification.

(b) HABC may enter the Dwelling Unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.

(c) In the event that the Resident and all adult members of Resident's household are absent from the unit at the time of entry, HABC shall leave in the unit a written statement specifying the date, time and purpose of entry prior to leaving the unit.

SECTION 13. NOTICE.

(a) Except as otherwise provided, notice to Resident shall be in writing and delivered to the unit or sent by prepaid first-class mail, properly addressed to Resident.

(b) Notice to HABC shall be in writing, delivered to the HABC Office or sent by prepaid first-class mail, properly addressed to the HABC Office.

(c) If Resident is visually impaired and has so notified HABC, such notice shall be in an accessible format.

SECTION 14. Termination of Lease; Non-Renewal of Lease

(a) HABC shall not terminate or refuse to renew this Lease other than for serious or repeated violation of material terms of the Lease, including, but not limited to:

(1) failure to make payments at the time and in the amount they are due under the Lease;

(2) failure to fulfill the Resident obligations set forth in Section 9 of the Lease; or

(3) for other good cause.

(A) Other good cause includes, but is not limited to, the following:

(1) Criminal activity or alcohol abuse;

(2) Discovery after admission of facts that made the Resident ineligible;

(3) Discovery of material false statements or fraud by the Resident in connection with an application for assistance or with reexamination of income;

(4) Failure of a family member to comply with service requirement provisions as described in Attachment No. 5 of this Lease--as grounds only for non-renewal of the Lease and termination of tenancy at the end of the twelve-month Lease term; and

(5) Failure to accept HABC's offer of a lease revision to an existing Lease that is on a form adopted by HABC; with

written notice of the offer of the revision at least 60 calendar days before the lease revision is scheduled to take effect; and with the offer specifying a reasonable time limit within that period for acceptance by the family.

b. Any of the following types of activity by the Resident, any member of the Resident's household, a guest, or other person under the Resident's control, shall be cause for termination of tenancy:

1) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the Premises by other residents (including HABC management staff residing on the premises) or threatens the health, safety, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the Premises.

2) Any drug-related criminal activity on or off the Premises.

3) Any activity that threatens the health, safety or right to peaceful enjoyment of the Premises by other residents, employees of HABC, or persons residing in the immediate vicinity of the Premises.

4) Illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, that HABC determines interferes with the health safety, or right to peaceful enjoyment of the premises by other residents.

Consideration of Rehabilitation. In determining whether to terminate tenancy for illegal drug use or a pattern of illegal drug use by a household member who is no longer engaging in such use, or for abuse or a pattern of abuse of alcohol by a household member who is no longer engaging in such abuse, HABC may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U.S.C. 13662). For this purpose, HABC may require the Resident to submit evidence of the household member's current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.

5) HABC may terminate the tenancy if the family fails to accept HABC's offer of a revision to the Lease. Such revision must be on a form adopted by HABC. HABC must give the family written notice of the offer of a revision at least 60 calendar days before it is scheduled to take effect. The offer must specify a reasonable time limit within that period for acceptance by the family.

(6) Methamphetamine conviction. HABC must immediately terminate the tenancy if HABC determines that any member of the household has ever been convicted for drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

(7) Fugitive felon or parole violator. HABC may terminate the tenancy if a Resident is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or violating a condition of probation or parole imposed under Federal or State law.

c. HABC shall give written notice of termination of this Lease of:

1) Fourteen (14) days which shall run concurrent with any local laws, as set forth in the applicable HUD regulations, in the case of the failure to pay rent;

2) A reasonable period of time considering the seriousness of the situation (but not to exceed 30 days): (A) If the health or safety of other residents, HABC employees, or persons residing in the immediate vicinity of the premises is threatened; or (B) If any member of the household has engaged in any drug-related criminal activity or violent criminal activity; (C) If any member of the household has been convicted of a felony; (D) Presence of illegal drugs and/or weapons seized in an HABC unit by any law enforcement officer; or (E) Any fire on HABC premises which results from the deliberate action or inaction of the Resident, member of the Resident's household or a guest under the Resident's control.

3) 30 days in any other case, except that if a State or local law allows a shorter notice period, such shorter period shall apply.

4) Sixty (60) days in all other cases.

d. This Lease may be terminated by the Resident at any time by giving thirty (30) days advance written notice to HABC in the manner specified in Section 13 b above. Failure to give notice will result in a continuation of the rent charge not to exceed 15 days from the date the vacancy becomes known to HABC.

e. **Non-Renewal of Lease**. Failure of a family member to comply with the requirements of the Community Service/Economic Self Sufficiency Activities are grounds only for non-renewal of the lease and termination of tenancy at the end of the twelve month lease term.

SECTION 15. LEASE TERMINATION NOTICE

The notice of lease termination shall state the specific grounds for termination and inform the Resident of the Resident's right to make such reply as the Resident may wish. The notice shall also inform the Resident of the right to examine the HABC documents directly relevant to the

termination or eviction.

(a) When HABC is required to afford the Resident the opportunity for a grievance hearing, the notice shall also inform the Resident of the Resident's right to request a hearing in accordance with HABC 's Grievance Procedure.

(b) When HABC is not required to afford the Resident the opportunity for hearing under the HABC Grievance Procedure, the notice of lease termination shall:

(1) State that the Resident is not entitled to a grievance hearing on the termination;

(2) Specify the judicial eviction procedure to be used by HABC for eviction of the Resident, and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in Court that contains the basic elements of due process as defined in HUD regulations;

(3) State whether the eviction is for criminal activity as described above, or for a drug-related criminal activity as described above.

SECTION 16. GRIEVANCE PROCEDURE.

All grievances arising under this Lease shall be processed and resolved pursuant to the Grievance Procedure which is in effect at the time such grievance arises, which procedure is posted in the HABC Office and incorporated herein by reference.

SECTION 17. WAIVER.

The failure of HABC or Resident to exercise any right or remedy as provided herein shall not affect the right to do so at a later date for similar or other causes.

SECTION 18. ACCOMMODATION OF PERSONS WITH DISABILITIES.

(a) A disabled person, as defined in the HABC Policies, who gives HABC notice and verification of such disability shall be provided standard reasonable accommodation to the extent available, which is necessary to provide the disabled person with an opportunity to use and occupy the Dwelling Unit equal to a non-disabled person and shall accept same.
(b) Resident may, at any time during the tenancy, request reasonable accommodation of a disability of a household member, including reasonable accommodation to enable Resident to comply with the lease or other requirements of the tenancy.

SECTION 19. RESIDENT'S INABILITY TO COMPLY WITH LEASE TERMS.

At the time of leasing, and at each annual re-examination thereafter, Resident agrees to identify the family members or other individuals whom Resident authorizes to take, secure, or remove Resident's belongings if Resident should die or become physically or mentally unable to comply with the terms of the Dwelling Lease. Nothing in this Section is intended as an agreement by HABC that such designated individual is entitled, automatically, to take possession of the unit upon the Resident's death or disability and to enter into a Lease with HABC for the unit. Nothing in this paragraph is

intended to confer on such designated individual the status of "remaining member of the Resident family."

SECTION 20. MODIFICATION.

HABC in good faith cooperation with RAB may modify this Lease at any time, by written rider, setting forth the written agreement of the Resident and HABC, only consistent with governing laws and regulations.

SECTION 21. Attachments and Acknowledgements.

The following attachments are incorporated into and made a part of this Lease:

Attachment 1 -	HABC Public Housing Handbook
Attachment 2 -	HABC Grievance Procedure
Attachment 3 -	Lead Based Paint Notice
Attachment 4 -	Anti-Drug Language
Attachment 5 -	Requirements for Performing Community Service Activities or Self-Sufficiency Work Activities
Attachment 6-	Smoke Detector Notice
Attachment 7-	Pet Policy

Resident makes the following acknowledgements:

Initial:

[ ]	I have read or had read to me the terms of the lease, and I understand the lease
[ ]	Received Public Housing Tenant Handbook
[ ]	Received HABC Grievance Procedure
[ ]	Received Lead Based Paint Notice
[ ]	Received Anti-Drug Language
[ ]	Reviewed Requirements for Performing Community Service Activities or Self Sufficiency Work Activities
[ ]	Received Smoke Detector Notice
[ ]	Received Pet Policy

IN WITNESS WHEREOF, the parties have executed this Lease this _____ day of _____, 20__, at Baltimore, Maryland.

HOUSING AUTHORITY OF BALTIMORE CITY

_____ By _____
Witness Housing Manager

_____ By _____
Witness Resident

_____ By _____
Witness Resident

ATTACHMENT 1

PUBLIC HOUSING

HANDBOOK

BALTIMORE BELIEVES IN QUALITY PUBLIC HOUSING

This Handbook is Presented to the Family of

_____

Residents of

_____

By

_____

Housing Manager

Your account number is _____

Housing Authority of Baltimore City
Division of Housing Management
417 E. Fayette Street
Suite 266
Baltimore, Maryland 21202

A MESSAGE FROM THE DIRECTOR OF THE DIVISION OF HOUSING MANAGEMENT

Welcome to Baltimore City's public housing. Residents of public housing include the young, elderly, handicapped and disabled. Couples, singles and families live here. The programs and services offered reflect the varied needs of a diverse population and are designed to help residents live safe, healthy and productive lives. Many residents share the dream of future independence. We offer some programs which are designed to provide avenues for self-sufficiency.

Many of Baltimore's public housing developments are considered mini-communities whose members work with surrounding neighborhoods. The Housing Authority of Baltimore City (HABC) manages more than 18,000 dwellings in developments and rehabilitated housing and administers the Section 8 Program, which provides housing certificates and vouchers for over 6,000 units.

In Baltimore City, thousands of individuals and families value their residency in public housing and proudly call this place "HOME". Some, such as the elderly, see their residency in public housing as a permanent home, while others seek a place to live as they gain the means for self-sufficiency. A number of outstanding citizens have lived in Baltimore's public housing and have become independent contributing members of our city.

Whatever your plans are, I ask you to join the Housing Authority of Baltimore City in helping to make public housing, quality housing. With your cooperation, public housing management can provide a safe and decent environment for your family.

Director, Division of
Housing Management

A Message From Your Manager

Dear Resident:

It is a pleasure to welcome you to your new home, and we are sure you will be happy in it.

The Management Office is your contact with the Housing Authority of Baltimore City. It is open from 8:30 a.m. to 4:30 p.m. Monday through Friday, and is closed on Saturdays, Sundays and holidays.

Feel free to call the office when faced with any concerns. You are always welcome.

Your Housing Manager

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Our Mutual Understanding

YOUR LEASE — READ IT

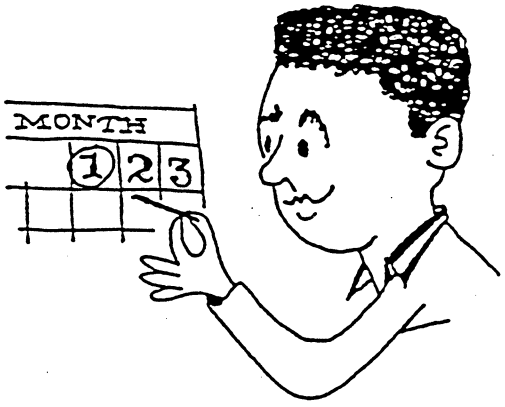
Before you move into your new home, you must sign a lease with the Housing Authority of Baltimore City. Your lease is a binding legal agreement between you and the Housing Authority of Baltimore City, and it is important that you know it thoroughly. This handbook has, therefore, been prepared to help you understand the provisions and regulations that the lease contains. A staff member will visit you shortly after you move into your new home and at that time you may wish to discuss any part of the lease which is not clear. If, however, you have any questions before this visit, please come to the Management Office.

CONDUCT

Residents are responsible for the conduct of all household members and all other persons on the premises with their consent. They all must conduct themselves in a manner that will not disturb neighbors. All residents are expected to help in keeping the whole community in a decent, safe and sanitary condition.

PAYMENT OF RENT

Draw a circle around the FIRST of the month; that's the day when rent is due. Remember, please, that the only place authorized to accept your money is the Management Office. We cannot run the



public housing developments without rent any more than you can wash without water. Therefore, anyone who has not paid by the sixth of the month may lose their home. We don't like to take this kind of action, and we hope that your regular payments of rent will make it unnecessary.

A full month's rent, plus a security deposit (explained on page 2), is due the day you move into the development. If you occupy a unit and use your own refrigerator, your rent will be adjusted. Your

second month's rent will be based upon the day that you signed the lease during the first month.

If you don't understand this process, a staff member will be glad to explain it to you.

SECURITY DEPOSIT

When you pay your first month's rent, you also pay a security deposit, to be applied towards anything that you may owe when you leave.

Don't say "good-bye, forever" to this money, because it will be refunded by mail after you move out IF:

1. You do not owe any rent or other charges, including court costs.

2. You have paid for all damages for which you were responsible.

3. You have cleaned your unit thoroughly, so that there is no extraordinary cleaning to be done after you leave that would involve unusual expense to the Authority.

4. You have given us 15 calendar days' notice in writing that you intend to move, so that the Authority can rent the unit promptly and not lose any money because you failed to move out on time.

Interest will be applied to the security deposit and will be included in the refund if all of the above conditions are met.

RE-EXAMINATION

Your rent is based on income and family size. Therefore, once a year the Authority is required by law to review your family circumstances with you in order to note any changes that have occurred since the last time your rent was set.

At that time, all changes in income that have taken place during the past year must be reported, as well as changes in your family composition. This information is entered on a form by a member of the Management Staff and is confidential. Failure to report changes may result in your being given notice to vacate.

INCOME AND FAMILY CHANGES

It is necessary for you to report all changes in income - either up or down - between re-examination dates. It is required that you report at once the change of a job or a loss of a job, as well as changes in family composition caused by birth, death, marriage, divorce or separation. Under Federal law, the rent you pay is based on the number of people in your family and the total family income.

TRANSFERS

A change in the size of your family may mean that you need a larger or smaller home, and Management may ask you to transfer to another unit. Because so many factors are involved, transfer at the request of the resident will be permitted only in cases of emergency or hardship, and will be handled on an individual basis.

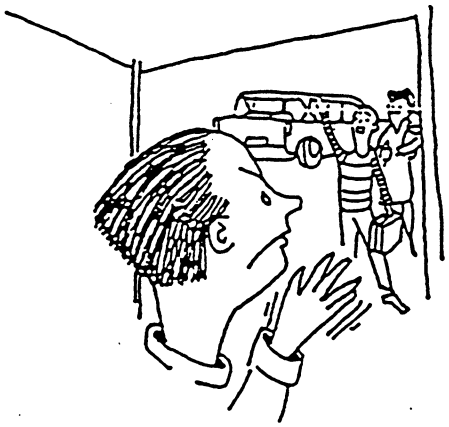
GAS, ELECTRICITY, HEAT AND HOT WATER

When you move in, a Management staff person will tell you what utilities (gas, electricity, heat and hot water) are included in your rent. A fixed amount for utilities has been set in establishing your rent. If you use more than the quantities specified, we must charge you accordingly. Use what you need for comfort and convenience, but don't waste. Please let the Management Office know if you plan to use your own refrigerator in your home. Also, you must get permission from the Management Office if you plan to use a washer/dryer, air conditioner, freezer, etc. You must also inform the Management Office if any special medical equipment will be used in your home.

BOARDERS AND LODGERS

When you moved into your new home, you were assigned a unit just large enough for your own family. If you were to permit additional people to move into your home, you would be taking away from the space that your family needs in order to be comfortable. Also, too many people in a unit makes it hard to keep the unit in good condition.

Therefore, we must insist that you do not take into your home lodgers, boarders or other persons who are not named in your lease as members of your household. Only those people whose names are on the lease are allowed to live in your home. If unauthorized people live in your unit, it is a lease violation and eviction can result. Subletting is not allowed.



WHEN YOU VACATE

When you decide to move out, notify the Management Office in writing at least 15 calendar days in advance of your departure so that your home may be rented promptly to another family in need of housing. If you do not give us 15 days advance notice in writing, we'll have to charge you for 15 days rent. When you leave, please clean your home thoroughly and return all keys to the Management Office. Try to leave the unit as you wanted it to look when you moved into it.

CITY ORDINANCE - The manner in which a tenant vacates a house or apartment is so important that it is covered in a Baltimore City Ordinance (No. 1576). Violation of this ordinance can carry a fine of $25 to $100. This is what the law says:

1. Give your landlord due notice that you intend to move.

2. When you leave, close and lock all doors and windows.

3. Leave your house or apartment clean and free of trash.

4. Deliver all keys, within 24 hours after you move, to the landlord or his agent, or mail them by registered mail.

From the above, it is easy to see that vacating your unit is really serious business and should be given your strict attention. If you have any problems or questions when you are vacating, please come to the Management Office for help and advice so that you can leave with a clear record. This is especially important if you plan to reapply for public housing in the future.

Working Together For A Comfortable Home

MAINTENANCE INSPECTION

We are interested in helping you to maintain a decent and safe home, and we believe that the only way this can be done is to visit each unit on a regularly scheduled basis for routine preventive maintenance which includes checking the plumbing, electrical fixtures, walls, etc. Therefore, we shall appreciate your cooperation with our maintenance staff when they come to your home for this purpose. For your protection, each employee carries an identification card which you may request to see before allowing them to enter your home. However, please don't wait for our visit if your home is in need of repairs. Let us know, as soon as trouble appears, so that we can make corrections before a big and expensive job develops.

REPAIRS

Your maintenance people are good people to know. They are the ones who make the necessary repairs when something leaks, breaks or is

otherwise damaged. So please request their services promptly by getting in touch with the development Maintenance Shop. An early repair job often saves a lot of trouble and expense. When you make your request for repairs, be sure to give the date and hours during which some member of your family will be at home to admit the maintenance person. However, in case of emergency, or if you give us your permission, we can enter your home, even if you are not present. Damage due to normal wear and tear is our responsibility. Damage done by you, your family or your visitors is your responsibility, and you will be charged.

ALTERATIONS

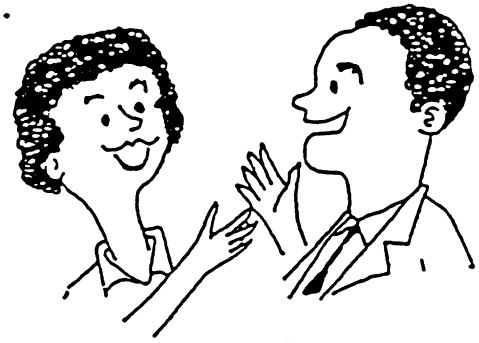
A condition of the lease is that residents MAY NOT do any of the following things, without getting written permission from your Housing Manager:

- Change or remove any, or any part of, the appliances, fixtures or equipment
- Paint, or hang wallpaper or install self-stick paper
- Attach awnings or window guards/patio screens
- Attach any shelves, screen doors or other permanent improvements
- Install washing machines, dryers, fans, heaters or air conditioners
- Put up any aerials, antennas or other electrical connections
- Install or remove wall-to-wall carpeting (You may use double-stick carpet tape to hold down your rugs or carpets, but not tack strips.)
- Install additional or different locks or gates on any doors or windows.
- Install fences or swimming pools (other than children's pools which are portable and emptied daily).

Some of the things on the list above can be done IF YOU GET PERMISSION in writing, but not all of them. Talk to your Housing Manager if you have any doubt about this part of your lease.

PAINT

Every three years, paint will be offered to you so that you can redecorate your home. You'll find a variety of attractive colors from which to choose. Read carefully the written instructions that are issued with the paint and follow them exactly. Be sure to wash walls and ceilings with a mild soap or powder and warm water, to remove grease and dirt before painting. Otherwise, paint will not stay on the walls properly.



CARE OF THE GROUNDS

Keeping up the appearance of the development is a job that you and Management share. Management is responsible for the care of common areas. Your help is needed to ensure that your development never has that "after the picnic" look and that new grass is given a chance to grow. When it comes to the grounds and walks around your house, you are strictly on your own. In winter, it is your responsibility to see that the walk is clear of snow and ice. In summer, it is your responsibility to cut your grass at least once a week to prevent that scraggly appearance that looks like nobody cares. Snow shovels, lawn mowers and garden tools may be borrowed from the Maintenance Shop. This equipment is for development use only.

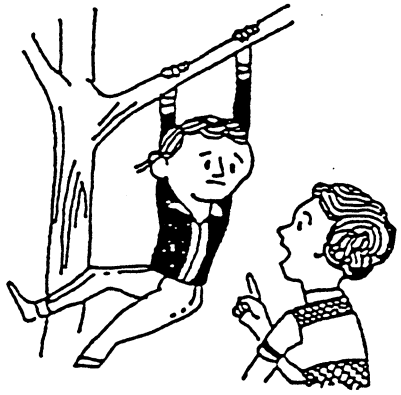
Keeping your yard clear of trash is an all-year-round job. We think you'll find it a good idea to go over your lawn once a day and pick up any paper or trash. By doing this job daily, your lawn will be clean at all times. One neglected spot can spoil the appearance of the entire development. If you do not keep your lawn cut and clear of debris, the maintenance staff will do it for you. <u>However, you will be charged</u>.

GARDENS

We hope you like flowers, because gardens add to the beauty of the development. The choice of the flowers and the design of the garden are entirely up to you.

TREES AND SHRUBBERY

Please try to preserve the trees. They may look small, but they're expensive, and we would like to give them a chance to grow into real shade trees. Explain to your children how important it is not to cut the bark, swing on the branches or break them off. Most children don't realize that young trees die from this kind of treatment, and you may have to pay for the damage. The shrubbery that is planted by the Authority, like the trees, is to be treated with care. Both shrubs and trees will be trimmed and pruned by trained staff.



FENCES

Because so many different styles and sizes of fences can spoil the appearance of your court or block, you are not allowed to install or erect fences.

NO BUSINESSES OR ADVERTISING SIGNS

Because these houses were built to be your homes, no one is permitted to operate a business in them unless they have received permission from the Housing Manager. For the same reason we must ask you not to make billboards of your homes. No advertising signs, please.

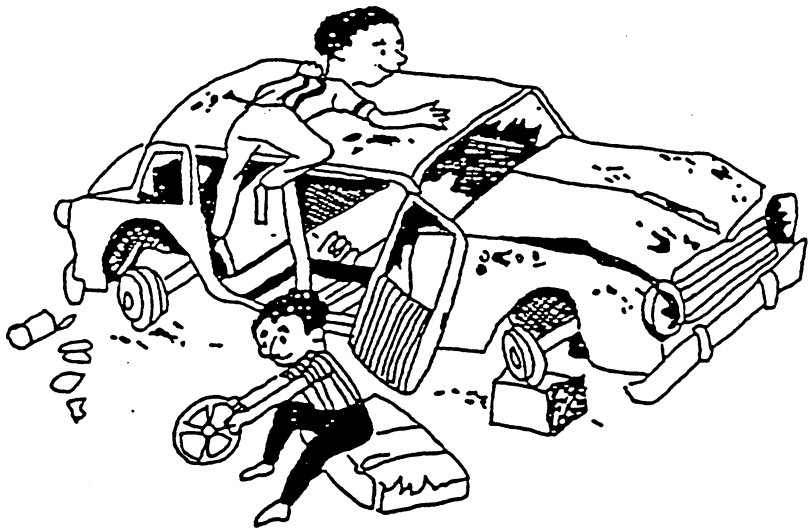
AUTOMOBILES

As a resident, you have the privilege of using the development parking spaces. In some developments, residents are required to display special stickers to distinguish residents' cars from those parked illegally in the development by others. Contact your Management Office to find out if a sticker is necessary.

Observe the "No Parking" and "Restricted Parking" rules in your development. Also, no parking, please, on narrow streets or lawns. If you work on your car, be sure to clean up all grease spots, oil or litter, as you will be charged for any clean-up work of this type that has to be performed by our maintenance staff.

Repair work involving the raising of your car on jacks or blocks could be dangerous and is prohibited.

Don't abandon your automobile in the development, as it may be towed away at your expense. An abandoned car is an invitation to children and others to vandalize, and often causes personal injury



for which you may be held liable.

Illegally parked vehicles may also be subject to towing.

GARBAGE AND TRASH

Nobody likes garbage oozing out of cans and trash spilling out of containers, so here are a few suggestions for getting rid of these menaces to health and good development appearance:

1. Drain and wrap your garbage before disposing of it.

2. If your development has dumpsters, be sure all of your wrapped garbage and trash goes through the door. Don't leave any spilled on the platform or street. Close the door before leaving. Please break up cartons and boxes so that they take up less space.

3. If your development has no dumpsters, you must provide a 20-gallon metal can with a tight fitting lid for your garbage and trash.

4. Be sure to replace the lids securely, so that a slight breeze won't catch them off-balance.

5. Make a note of the collection days in your development.

6. If you leave home for several days, put your garbage and trash out before you go.

7. You know the old saying: "Don't send a boy to do a man's work". That applies to sending small children to empty garbage and trash. They mean to do the right thing, but they're very likely to spill it in their efforts to reach the container.

8. If you are throwing away objects so large that even the dumpster can't hold them (furniture for instance), ask the Management Office how to dispose of them.

ACCIDENTS AND EMERGENCIES

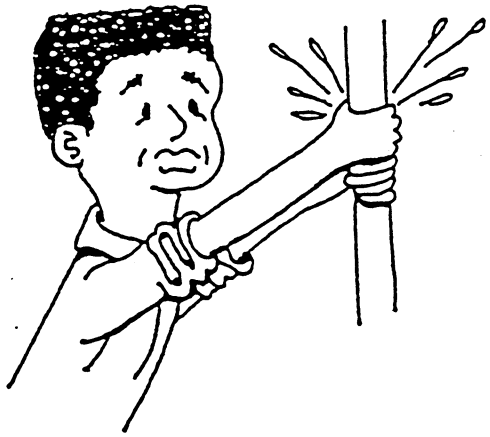
We all know that unforseen things happen to the best run households, and sometimes these situations can become emergencies. Below are listed the people or places to contact in case of emergency.

FIRE either in your home or in the development. If a fire starts, go to the nearest telephone or fire alarm box - whichever one you can reach faster - and report it at once. Don't delay. In case of fire, every minute counts.

BURGLARY, VANDALISM and DISTURBANCE OF THE PEACE are situations for the police to handle, so they are the ones to call.

MAINTENANCE EMERGENCIES are: gas leaks, failure of water pumps during heavy rainfall; broken sewer pipes; serious damage to roofs as a result of a storm; and any failure of lights that occurs in more than one home, or is dangerous to life, health or property. If any of these situations arise during office hours, get in touch with your Housing Manager or Maintenance Supervisor, and they will arrange for a maintenance person to make repairs. If the office is closed, look in the back of this book, where phone numbers to call for all types of emergencies are listed.

All emergencies and accidents that occur in your home or in the development should be reported to the Management Office promptly.



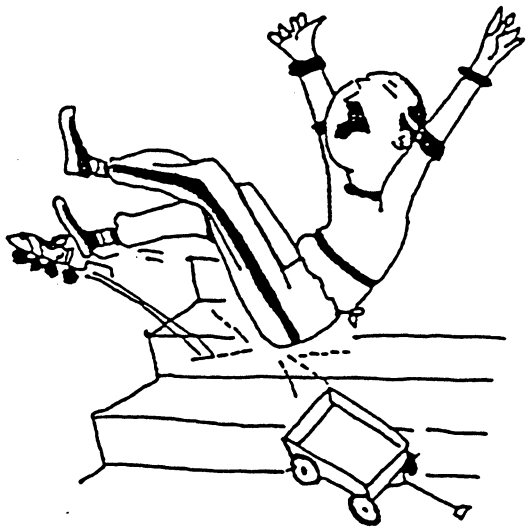
LOCKOUT SERVICE

Your Management Office can help you get into your home if you forget your key. However, there will be a charge for this service. If the Management Office is closed, you will have to figure out your own means of getting in. The cost of repairing any damages to the doors or windows must be charged to your account. The important thing is: "Don't forget your key."

Consider leaving a spare key with a family member or trusted neighbor.

HALLS, STAIRWAYS, LANDINGS AND ENTRANCES

Halls, stairways, landings and entrances are not safe parking places for toys, bicycles and other wheeled vehicles. They should be kept in closets in your unit or in basement storage spaces, if such spaces are provided in your development. Please make it your own personal responsibility to keep these much-used places clear and uncluttered at all times.



PETS

See your Housing Manager to find out if pets are permitted in your development. If pets are permitted, they will tell you what kinds of pets are allowed. Please remember that if you are granted permission to keep a pet, it is a privilege, and not a right, of tenancy.

Between their visits, keeping your home free of pests is your own personal job. All that is necessary is good housekeeping habits. Should you at any time see evidence of rats around the development, report this to the Management Office immediately. Rats are dangerous - especially to children.

LAUNDRY

In developments where special washing facilities are not available, many residents do their wash in their bathrooms or kitchens. If you wish to install an automatic washing machine, be sure to consult your Management Office first for permission and necessary instructions. Improper use of HABC drains may cause serious damage and flooding to the property for which you may be held responsible.

TELEPHONE SERVICE

You may install a telephone in your home. For the convenience of those who do not have this private service, telephone booths have been placed on street corners or near the Management Office in most of the developments and in some community buildings.

OUTSIDE AERIALS

Outside aerials may not be installed.

CABLE

The HABC has arranged with the local cable company to offer their services to you. The cable company will bill you directly for this service.

YOUR MAILING ADDRESS

Do the people who want to write to you know where you live? Be sure to give them your address by street, avenue, court or road, together with your house or apartment number, and zone number. If you give only the name of the development as your address, your mail goes to the development Management Office. Change of address forms are available in the Management Office. Fill it out and drop it in the nearest mail box at once. In this way you will receive all mail promptly at your new home.

Resident Activities

RESIDENT ORGANIZATIONS

All of the developments have what are known as resident organizations. These are groups of residents who deal with needs that arise in the development community. All of their undertakings - civic, educational, health and recreational - help to make the community a better and more harmonious place in which to live. Each of you have talents or interests which would mean a great deal to a group of this kind.

There is also a Resident Advisory Board that is made up of representatives from all of the public housing developments. They are instrumental in helping to make sure that the special concerns of all residents are met.

The Management Office is working for conditions throughout this community which will benefit all of the residents. The Manager needs the assistance of interested groups who will work closely with them toward this end.

There are leisure time groups for all the adults. Maybe you will enjoy the Men's Club, the Women's Sewing Club, the Golden Age Club, the Mothers' Club or one of the classes in Home Nursing, Nutrition or First Aid to mention just a few.

In all of the developments you will find activities which will be of interest to children of all ages. They are warmly invited to join the Boy Scouts, Girl Scouts, "Just Say No" Clubs, Athletic Clubs and Youth Councils.

Every development has facilities for the meetings of organized resident groups. Look for your community building, and join in the fun that goes on there. We welcome new clubs. So if you want to organize your own - go to it.

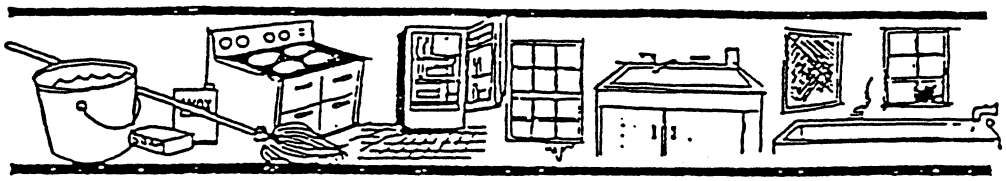
PLAY AREAS

Play areas have been provided within the developments for your children. During the warm weather months, older children and grownups play such games as softball, basketball, volleyball and dodgeball. Urge the older children to find amusement in other play spaces or in the recreation center.

CLINICS

The Health Department of Baltimore City operates Well Baby Clinics in the communities of many of our developments. You are urged to take advantage of the Well Baby Clinic, where qualified doctors and nurses will examine your baby.

Homemaking Advice



Since the purpose of Public Housing is to give families a decent, safe and sanitary home in which to live, we wish to offer you the following advice on how to maintain your home in a satisfactory manner.

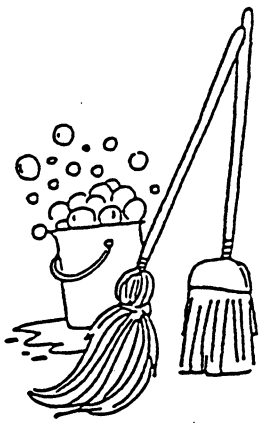
FLOORS

Cleaning and waxing your floors regularly will keep them in good condition. Concrete floors should be washed with a mild soap and water, then rinsed and wiped dry. (Avoid using strong soaps and gritty cleansers.)

Wood floors should not be washed at any time, as water warps the wood and destroys the finish. There are a number of good cleaning preparations and waxes on the market. These should be used on your wood floor.

Never put paint on either wood or cement floors. Carpet, asphalt tile and linoleum must <u>not</u> be glued to floors.

Asphalt, rubber and plastic tile floors should be washed with lukewarm water and a mild soap, then rinsed and wiped dry. Use a water emulsion wax for polishing. Other types of wax will ruin the tiles. Use a dry mop to remove dust and dirt between waxings - an oily mop will damage the tiles.



PAINTED SURFACES

Painted surfaces may be washed with a solution of any reliable mild soap, soap flakes or powder. Do not use strong soaps or powders as they will destroy the finish.

STOVES

The burners and drip pans of the stoves should be cleaned frequently with a mild soap and water solution. The enamel surfaces should never be washed while hot because the enamel will crack.

Always light a match first and hold near burners before turning on the gas in order to keep from being burned or causing an explosion. If you have a pilot light on your stove, be sure that it is burning at all times. When you light your oven, be sure to open the broiler door under the oven, to permit excess gas to escape. Under no circumstances allow your child to turn on the stove.

REFRIGERATORS

Your food will keep better if you clean the inside of your refrigerator at least once a week. Wash the food compartments in warm water to which two tablespoons of washing soda or borax have been added for each quart of water. Then wipe with a soft cloth and dry thoroughly.

Defrost the refrigerator at least once a week or when coils are heavily coated with frost. To defrost, open the door and turn knob on freezing compartment to "def". Remove all food from the tray beneath the froster, since water will drip from compartment while defrosting goes on. When frost has completely melted, wipe out the dampness. Your box is then ready for use again. Never use a sharp instrument to defrost. This will cause serious damage, and you will be charged.

CONDENSATION

When you keep your windows closed, water collects on the windows and runs down on the sills. This is especially true in winter. This water should be wiped up before it has a chance to ruin the finish of the sills and run down the wall, softening the plaster. Unless you keep your kitchen windows open when cooking or washing, water will collect on walls and will eventually ruin the paint and soften the plaster. It is also a good plan to open your windows wide for a short period each day in the winter so that the fresh air can sweep away the dampness.

PICTURES AND FIXTURES

When you hang your favorite picture, mirror or other fixture, be sure that you exercise care. There are special devices which you can buy that will prevent scarring the wall. If you need advice, consult your Maintenance Supervisor.

PLUMBING FIXTURES

A homemaker soon discovers that the kitchen sink receives the hardest wear of any of their plumbing fixtures. Soap and hot water are the best cleansers for an enamel sink. If soap does not take off stains, use a light powder cleanser. A gritty powder will scratch the enamel, and once scratched, it is very difficult to keep clean. Do not place acid foods (oranges, lemons, tomatoes) in your sink because they will stain it. Put your leftover grease in cans for disposal. If you pour it down the drain, your drainpipe will become clogged. Be sure that faucets are shut off completely after each use, as dripping faucets waste water, and the faucet is quickly damaged by the small stream of water. If your faucet drips, call the maintenance shop.

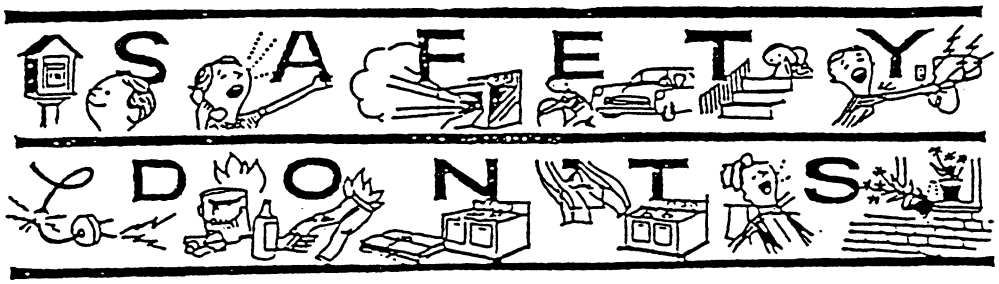
The bathtub and wash basin should be cleaned immediately after using. They are also enamel and should be cleaned the same as the sink. The toilet is best cleaned with soap and water and a long brush. This should be done at least once a week. Do not pour hot water into your toilet because this may crack the bowl. Please warn the children against stopping up the toilet by throwing into it such objects as balls, soap, paper, rags and garbage. If the toilet is stopped up as a result of items being placed in it, you will be charged for repairs.

SHADES AND SCREEN DOORS

Consult your Maintenance Supervisor about the best method for washing your shades. They will be replaced approximately every

five years. If your shades are damaged through neglect, you will be charged for replacement. Repair of your screen door will also be charged to you if it is broken through neglect. Remember to shut your screen doors securely at all times so that they will not break away as they swing free in a high wind.

Make certain that your windows are closed whenever you are to be away from home. This will not only prevent your shades from being ruined, but also your lamps and valuable knick-knacks from being blown over, and your curtains, rugs, walls and furniture from getting wet.



Don't delay in spotting your nearest fire alarm box when you move into the development. If no fire alarm box is nearby, find the nearest telephone, which will answer the purpose in an emergency.

Don't ignore, even for a moment, the ODOR OF GAS. Immediately put out all flames and open all windows. If you have checked and found that all the jets are turned off, notify the Management Office, so that the leak can be repaired at once. If the office is closed, call the Gas & Electric Company. Escaping gas has caused many bad explosions.

Don't let the children play in the streets. Get them into the habit of using the playgrounds, which have been provided for their safety and enjoyment. Small children should be supervised at all times.

Don't neglect those wires that make your toasters, electric irons, radios and lamps work. Check carefully for frayed covering, bent prongs on plugs and loose wiring. Any one of these things can cause a fire in your apartment.

Don't store paint, oil, gasoline, naphtha, oily rags, clothes with oil or paint on them or newspapers in your home or around it unless they are in safety cans. These are first-class fire hazards, and the law says they must be put out of the way.

Don't clutter up the space around stoves or hot-water heaters. Keep it clear at all times. This applies to your draperies and curtains, as well as other objects.

Don't load your window sills with flower pots or other objects which a gust of wind can bring down on the head of a passerby.

EMERGENCY TELEPHONE NUMBERS

HOUSING AUTHORITY OF BALTIMORE CITY

OFFICES BETWEEN THE HOURS OF

8:30 A.M. AND 4:30 P.M.

MONDAY THROUGH FRIDAY

DEVELOPMENT MANAGEMENT OFFICE NUMBER

HOUSING AUTHORITY OF BALTIMORE CITY

EMERGENCY NUMBER BETWEEN

4:30 P.M. AND 8:30 A.M.; ALSO

SATURDAYS, SUNDAYS AND HOLIDAYS

396-3100

FIRE	"911"
POLICE	"911"
AMBULANCE	"911"
DRUGS	685-DRUGS

FAMILY RECORDS

As a homemaker, you will need to take on another new job. You need to become a record keeper.

Everything on paper that refers to your unit should go into a home record file; you should keep the copy of your lease; copies of any letters you write to Housing Management about your unit; letters or notices from your Housing Manager; household insurance policies; records of inspections and repairs; copies of utility bills you have paid. It is important to be able to refer to these written records in case any question should ever come up about what has happened in your unit. It is also very helpful to you to be able to look back and see what you have been spending on housing. When you want to move on, this information will help you plan what kind of housing you can afford.

A good way to keep records of this kind is to put them in a big manilla (very heavy tan paper) expanding, or accordion file. This is actually like a paper brief case, with dividers so you can sort out your different records, but you can have them all together for convenience. You can get an expanding file at any stationery store. A large manilla folder can also be used.

If you want to make a copy of something you are sending away, like a letter, you can either use carbon paper or have a copy made on a copying machine for just a few cents. Every public library, as well as some banks and many other businesses have copiers and will make copies for you at a minimum expense.

Record keeping is a good habit to get into for ALL your family records. You need to refer to medical records when children enter school, you need your financial records when it's time to fill out tax forms. Automobile maintenance and copies of guarantees on small household appliances are useful to keep too. If you have room and can find one for not much money at a garage sale or a second-hand store or thrift shop, a small 2-drawer filing cabinet makes all this record keeping a lot easier.

BE SURE TO KEEP THIS BOOK WHERE YOU CAN REFER TO IT IN A HURRY IF YOU NEED TO; AND KEEP YOUR RECORDS WHERE YOU CAN REFER TO THEM IN A HURRY TOO.

SMOKE DETECTORS

Every HABC unit has a smoke detector installed. This is a Baltimore City law. In some units smoke detectors are wired directly into the electric system (hard-wired), in others, smoke detectors are operated by batteries, or both. Each type needs to

be checked at least once a month to see if they are working.

To test, push the test button to see if it beeps. If there is no sound, your smoke detector is not working.

If your smoke detector is beeping now and then for no apparent reason, it is also not working properly.

First aid procedure is to take out the battery in the battery-operated model and remove any dust from the unit with a vacuum cleaner hose, if you can safely reach it, or with a dust cloth. (Some smoke detectors cannot tell the difference between dust and smoke.)

Replace the battery and see if the beeps have stopped. If not, you need a new battery.

Do the same thing for a hard-wired smoke detector that's beeping - remove dust the best you can and see if that helps. If it does not, then call the Housing Manager.

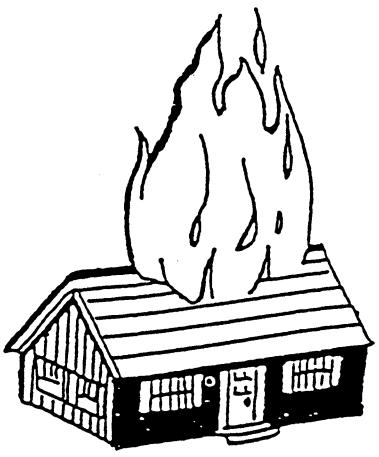
Remember - smoke detectors are in your home because they could save your life. Take no chances. NEVER disconnect or remove the batteries from your smoke detector except to put new ones in. Never cover up a smoke detector.

In your unit the smoke detector is:

[ ] hard-wired [ ] both

[ ] battery operated

You are responsible for keeping your smoke detector operating. If it is not working, call your Housing Manager or Maintenance Supervisor immediately.



HOUSING AUTHORITY OF BALTIMORE CITY

RESIDENT GRIEVANCE POLICY AND APPEALS PROCEDURE

I. PURPOSE

This procedure is established to assure that Residents are afforded an opportunity for a fair hearing if the Resident disputes any Housing Authority of Baltimore City (HABC) action or failure to act involving the Resident's Lease or HABC regulations which adversely affect the individual Resident's welfare, rights, duties or status. Tenancy shall not terminate until such time as the grievance process has been completed. This Grievance Procedure shall be incorporated by reference into the Dwelling Lease.

II. APPLICABILITY

HUD has issued a due process determination that the law of the State of Maryland requires that the Resident be given the opportunity for a hearing in court which provides the basic elements of due process (as defined below) before eviction from the dwelling unit. Therefore, in accordance with the applicable Federal regulations (24 CFR § 966.50), and public housing policies of the U.S. Department of Housing and Urban Development (HUD), this Grievance Procedure shall be applicable to all individual grievances, as defined in Section III.F. below, except the following:

A. Refusal to pay rent when due, unless the amount of rent charged is in dispute.

B. Disputes between Residents not involving Management.

C. Class grievances.

D. Any criminal activity that threatens the health, safety or the right to peaceful enjoyment of the premises of other residents or employees of HABC;

E. Any violent or drug related criminal activity on or off the premises of other residents or employees of HABC; or

F. Any criminal activity that resulted in felony conviction of a household member.

III. DEFINITIONS

A. Class Grievance: Any grievance in which the decision on an individual grievance would be, as a practical matter, dispositive of the interests of other Residents.

B. Complainant: Any Resident, as defined in Paragraph H below, who presents to the Management Office a grievance in accordance with the procedures set forth herein.

C. Drug: A controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

D. Drug Related Criminal Activity: The illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

E. Elements of Due Process: An eviction action or termination of tenancy in a state or local court in which the following procedural safeguards are required:

1. Adequate notice to the Resident of the grounds for terminating the tenancy and for eviction;

2. Right of the Resident to be represented by Counsel;

3. Opportunity for the Resident to refute the evidence presented by HABC, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the Resident may have;

4. A decision based upon the facts presented at the hearing.

F. Grievance: Any dispute that a Resident may have with respect to the Management's (HABC) action or failure to act in accordance with the individual Resident's lease or Management regulations which adversely affect the individual Resident's rights, duties, welfare or status, including any dispute about the amount of rent that is charged. For the purpose of the Lease and Grievance Procedure, the definition of "grievance" does not include the issues set forth in Section II. A. through F. above.

G. Premises: The building or complex or development in which the public or assisted housing dwelling unit is located, including common areas and grounds.

H. Resident: The adult person (or persons, other than a live-in aide, as defined in the lease): (1) who resides in the unit, and who executed the lease with HABC as lessee of the dwelling unit, or, if no such person now resides in the unit, (2) who resides in the unit, and is the remaining head of household of the Resident family residing in the dwelling unit.

I. Reasonable Accommodation: Accessible location, effective communication (including: qualified sign language interpreters, readers, enlarged print, braille).

J. Violent criminal activity: Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

IV. INFORMAL SETTLEMENT OF GRIEVANCE

As much as possible should be left to the mutual efforts of Management and Resident, with both parties attempting to resolve all complaints as quickly and justly as possible. However, the Resident may present a grievance for any complaint which cannot be resolved by such methods, and the following procedure will apply:

A. The Complainant shall, either orally or in writing, present a description of the grievance to the Management Office within twenty (20) working days after the HABC's action or failure to act, giving rise to the grievance, so that the grievance may be discussed informally and settled

without a formal hearing. (Exhibit A may be used for this purpose. Refer to Section V. B. for possible waiver of this section.)

B. The Resident shall receive a receipt upon presentation of the grievance stating the date of filing and the nature of his/her grievance, and a copy will be retained in the Management Resident file (Exhibit B).

C. The Housing Manager, in concert with the Complainant, will establish a mutually agreeable date, time and place for the informal discussion of the grievance.

D. The Housing Manager shall mail to the Resident within five (5) working days after the meeting, a summary of the informal discussion and his/her decision regarding the proposed disposition of the complaint and the specific reason thereof. The summary shall specify the procedures by which a hearing may be obtained if the Complainant is not satisfied. A copy of Exhibit C shall be enclosed as a suggested form that may be used for requesting a formal grievance hearing.

E. The Resident may request a formal grievance hearing (refer to Section V.).

V. PROCEDURE TO OBTAIN A HEARING

A. Request for Hearing: If the Complainant is not satisfied with the results of the informal conference, the Complainant shall submit a written request for a hearing to the Management Office, no later than five (5) working days after the date Complainant receives the Summary of Discussion, pursuant to Section IV. above. The written request shall specify:

1. The reasons for grievance.

2. The action of relief sought.

(Suggested forms for this purpose can be obtained from the Management Office, Exhibit C.)

B. Hearing Prerequisite: All grievances shall be presented either orally or in writing pursuant to the informal procedures prescribed in Section IV.

above as a condition precedent to a hearing. However, the Complainant may request a waiver of this requirement. To request such a waiver, the Complainant shall follow this procedure:

1. The Complainant shall complete and submit to the Management office a Form A, and shall attach it to a request for a waiver of Section IV.

2. A Hearing Panel will be convened.

3. The Complainant shall appear before the Hearing Panel to show why he or she failed to proceed in accordance with Section IV. above.

4. If the Hearing Panel decides the Complainant has shown good cause for his or her failure to proceed in accordance with Section IV. above, the Hearing Panel may waive the requirements of Section IV.

5. If the Hearing Panel grants such a waiver, it shall immediately set a date for a hearing on the Complainant's grievance.

Failure to request a hearing shall not constitute a waiver by the Complainant of his or her right thereafter to contest Management's action in disposing of the complaint in an appropriate judicial proceeding.

C. Failure to Make a Timely Request for a Hearing If the Complainant does not make a request for a hearing within five (5) working days after receipt of Summary of Discussion, Management's disposition of the grievance shall become final.

However, the Complainant may request a waiver of this five (5) day requirement. To request such a waiver, the Complainant shall follow this procedure:

1. Within 15 working days after receipt of Summary of Discussion, the Complainant shall submit to the Management Office a request for waiver of this five (5) day requirement.

2. A Hearing Panel will be convened.

3. The Complainant shall appear before the Hearing Panel to show why he or she failed to proceed within the given five (5) day period.

4. If the Hearing Panel decides the Complainant has shown good cause for his or her failure to proceed within the five (5) day period, the Hearing Panel may waive the five (5) day requirement.

5. If the Hearing Panel grants such a waiver, it shall immediately set a date for a hearing on the Complainant's grievance.

Failure to request a hearing shall not constitute a waiver by the Complainant of his or her right thereafter to contest Management's action in disposing of the complaint in an appropriate judicial proceeding.

D. Escrow Deposit: In any grievance involving the amount of rent or any part thereof, as defined in the lease, which Management claims is due under the lease, and which has not been paid, the Complainant shall pay to Management at the time the Complainant files his or her request for a formal hearing, under Section V. A. above, an amount at least equal to the amount of rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The Complainant shall thereafter pay the same amount of the monthly rent to the Management Office, and the Management Office shall deposit the monies in an escrow account until the complaint is resolved by decision of the Hearing Panel. Following this decision, any amount due the Complainant from the escrow deposits shall be returned in full to him or her within 30 days. These requirements for escrow deposit must be waived by Management:

1. in the event Management determines, upon request by the Complainant, that the Complainant is unable to pay the escrow deposit because of a financial hardship exemption from the minimum rent requirements in accordance with Section 2 e of the Lease, or

2. for the portion of the Complainant's rent attributable to the imputed welfare income (as defined by HUD regulations).

Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure, provided that failure to make payment shall not constitute a waiver of any right the Complainant may have to contest Management's disposition of his or her grievance in an appropriate judicial proceeding.

E. Scheduling of Hearings: Upon Complainant's compliance with all applicable procedures or waiver, pursuant to Section V. above, the Housing Manager shall, within five (5) working days, forward the Complainant's request for a grievance hearing to the Panel Secretary. The Secretary will immediately notify the members of the Hearing Panel of the Complainant's request for a formal hearing and shall promptly schedule a hearing within 30 working days at a time mutually convenient for the panel, the Complainant and Management. A written notification shall be delivered by hand or by regular mail, specifying time, the place and the procedure governing the hearing, to the panel members, the Complainant and the appropriate Management Official.

VI. SELECTION OF HEARING PANEL

A. Grievance shall be presented before a permanent Hearing Panel consisting of five (5) voting persons and a Secretary who will be provided by Management.

B. The Policy Committee of the Resident Advisory Board (RAB) will select two (2) permanent panel members; Management will select two (2) panel members for each grievance hearing; and one impartial member will be selected on a rotating basis from a list of names previously compiled by agreement between Management and the Policy Committee of RAB. No one on the list may be an officer, employee or Resident of HABC.

C. The Policy Committee of RAB will select two (2) alternate panel members, who will serve on the panel if a permanent RAB member cannot be contacted, is unable to attend the hearing or is unable to serve.

D. No relatives of the Complainant shall serve on the Hearing Panel.

E. No one from the Complainant's development shall serve on the Hearing Panel.

F. No one whose duties or responsibilities involve him in any way with the grievance at issue shall serve on the Hearing Panel.

G. The term for the permanent Hearing Panel members and alternates selected by RAB will be for one year, beginning January 1 of each year. If a permanent RAB Member leaves before the end of his or her term, the position will be filled by an alternate and a new alternate will be selected. Members may be reappointed for subsequent terms. The list from which the impartial member is selected will also be drawn up on an annual basis, effective January 1 of each year.

VII. PROCEDURES GOVERNING THE HEARING

A. The hearing shall be held before the Hearing Panel selected pursuant to Section VI. above. The full panel or three members shall constitute a quorum for the hearing of a grievance if at least one member chosen by the Policy Committee of RAB, at least one member of Management, and the impartial member are present.

B. The impartial member shall act as moderator at the hearing. His or her responsibilities will include coordinating all activities associated with the hearing, such as calling witnesses and maintaining order, and generally insuring that the hearing is conducted in a fair and orderly manner.

C. The Complainant shall be afforded a fair hearing providing the basic safeguards of due process, which shall include:

1. The opportunity to examine before the hearing any HABC documents and to copy all documents, records and regulations of Management, that are relevant to the hearing. Any document relevant to the hearing which Management does not make available after request thereof by the Complainant, may not be relied on by Management at the hearing. The copying of documents, which Management intends to use in responding to the grievance, shall be done at the expense of Management. All

other documents shall be copied at the expense of the Complainant.

2. The right to be represented by Counsel or other person chosen by the Complainant as his or her representative.

3. The right to a private hearing (which includes only panel members, the Complainant, the Housing Manager, the Panel Secretary, Counsel or representative from both sides and witnesses) unless the Complainant requests a public hearing.

4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by Management, and to confront and cross examine all witnesses upon whose testimony or information Management relies.

5. The right to a decision based solely and exclusively upon the facts presented at the hearing.

6. The Hearing Panel shall hear each case and judge it on its own merit.

D. The Management and Complainant shall exchange a listing of witnesses that each intends to call upon at the hearing.

E. If the Complainant or Management fails to appear at a scheduled hearing, the Hearing Panel may make a determination to postpone the hearing, or may make a determination that the party has waived the right to a hearing. Both the Complainant and Management shall be notified of the determination by the Hearing Panel, provided that a determination that the party has waived the right to a hearing. Both the Complainant and Management shall be notified of the determination by the Hearing Panel, provided that a determination that the Complainant has waived the right to a hearing shall not constitute a waiver of any right the Complainant may have to contest disposition of the grievance by Management in an appropriate judicial proceeding.

F. At the hearing, the Complainant must first make a showing of an entitlement to the relief sought and thereafter Management must sustain

the burden of justifying Management's action or failure to act against which the complaint is directed.

G. The hearing shall be conducted informally by the Hearing Panel, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The moderator shall require Management, the Complainant, Counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the moderator to obtain order may result in exclusion from the proceedings.

H. The Complainant or Management may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

VIII. DECISION OF THE HEARING PANEL

A. The Hearing Panel shall prepare a written decision, together with the reasons thereof, within five (5) days after the hearing. A copy of this decision shall be sent to the Complainant, the Director of the Division of Housing Management, and the appropriate Management Office. Management shall retain a copy of the decision in the Resident's folder. A copy of such decision, with all names identifying references deleted, shall also be maintained on file by Management and made available for inspection or purchase by a prospective Complainant, his representative or the Hearing Panel.

B. If the grievance is in reference to monies due to the HABC, and the Hearing Panel rules in favor of Management, a written agreement will be made between the Complainant and the appropriate Housing Manager for payment. The Housing Manager shall take into consideration any recommendations made by the Hearing Panel as to the amount and the scheduling of payments.

C. The decision of the Hearing Panel shall be binding on Management, which shall take all action, or refrain from any action, necessary to carry out the decision unless the Board of Commissioners of the Housing Authority of Baltimore City determines within a reasonable time (30 days) and promptly notifies the Complainant of its determination that:

1. The grievance does not concern Management's action or failure to act in accordance with or involving the Complainant's Lease or Management regulations, which adversely affect the Complainant's rights, duties, welfare or status.

2. The decision of the Hearing Panel is contrary to applicable Federal, State or Local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the HABC.

D. A decision by the Hearing Panel or the Board of Commissioners of the HABC in favor of Management or which denies the relief requested by the Complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the Complainant may have to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

IX. NOTICE TO TERMINATE TENANCY, HEARING PANEL DECISIONS, NOTICE TO VACATE AND EVICTION ACTIONS

If a Resident has requested a hearing in accordance with the Procedure under Section V., on a complaint involving a management notice of termination of the tenancy, and the Hearing Panel upholds Management's action to terminate the tenancy, Management shall not commence an eviction action in a State or Local Court until it has served a Notice to Vacate on the Resident. In no event shall a Notice to Vacate be issued prior to the decision of the Hearing Panel having been delivered by hand or by regular mail service to the Complainant. Such Notice to Vacate must be in writing and specify that if the Resident fails to quit the premises within the applicable statutory period, or by the termination date stated in the notice of termination, whichever is later, appropriate action for eviction will be brought against him/her and he/she may be required to pay court costs and attorney's fees.

X. ACCOMMODATIONS

Upon written notification submitted by the Resident (a) upon the Resident's request for an informal settlement of grievance, and (b) submitted by the Resident upon the Resident's request for a formal grievance, the Authority will provide reasonable and accessible accommodations for residents with

qualified disabilities and ensure that communication is as effective as that provided to individuals without disabilities. Moreover, the Authority shall take appropriate steps to ensure that communications with participants with disabilities are as effective as communications with others, which may include, but not be limited to, enlarged print, a signer, audio communication, braille, or a reader.

XI. TIME PERIODS

In computing time periods referred to in this Procedure, Saturdays, Sundays and Legal Holidays occurring on weekdays shall not be included.

HOUSING AUTHORITY OF BALTIMORE CITY

REQUEST FOR INFORMAL GRIEVANCE HEARING

NAME:_____

ADDRESS:_____

TELEPHONE NUMBER:_____ ACCOUNT #:_____

DEVELOPMENT NAME:_____

HOUSING MANAGER:_____

Briefly explain the nature of your grievance:_____

_____

_____

_____

_____

_____

_____

I understand that I can bring any documents or persons that I think would be helpful to the informal grievance hearing.

_____ _____

TENANT'S SIGNATURE DATE

_____ _____

SIGNATURE OF STAFF PERSON ACCEPTING THIS FORM TIME

Exhibit A

RECEIPT OF REQUEST FOR INFORMAL GRIEVANCE HEARING

NAME:_____

ADDRESS:_____

TELEPHONE NUMBER:_____ ACCOUNT #:_____

DEVELOPMENT NAME:_____

HOUSING MANAGER:_____

On (Date)_____ at (Time)_____, a request for an informal grievance was received from the above-named person.

I understand that I can bring any documents or persons that I think would be helpful to the informal grievance hearing.

_____ _____

TENANT'S SIGNATURE DATE

_____ _____

SIGNATURE OF STAFF PERSON TITLE

Exhibit B

HOUSING AUTHORITY OF BALTIMORE CITY

STATEMENT OF FORMAL GRIEVANCE REQUEST

NAME:_____

ADDRESS:_____

TELEPHONE NUMBER:_____ ACCOUNT #:_____

DEVELOPMENT NAME:_____

HOUSING MANAGER:_____

I have received the summary of the discussion we had on _____

_____, regarding my complaint concerning _____

_____

_____

_____

_____

Your decision in this matter is not satisfactory, and I therefore request a formal grievance hearing in accordance with the HABC Grievance Policy and Appeals Procedure.

I understand that I can bring to the formal grievance hearing any documents or persons that I think would be helpful.

_____ _____

TENANT'S SIGNATURE DATE

_____ _____

WITNESS DATE

Exhibit C

HOUSING AUTHORITY OF BALTIMORE CITY

STATEMENT OF WAIVER HEARING REQUEST

NAME:_____

ADDRESS:_____

TELEPHONE NUMBER:_____ ACCOUNT #:_____

DEVELOPMENT NAME:_____

HOUSING MANAGER:_____

I have received the summary of the discussion held on _____

_____, regarding my complaint concerning _____

_____

_____

_____

_____

Your decision in this matter is not satisfactory, and I therefore request a WAIVER hearing in accordance with the HAEC Grievance Policy and Appeals Procedure.

I understand that I can bring any documents or persons that I think would be helpful to the waiver hearing.

_____ _____

TENANT'S SIGNATURE DATE

_____ _____

WITNESS DATE

Exhibit D

ATTACHMENT 3

HOUSING AUTHORITY OF BALTIMORE CITY
417 E. FAYETTE STREET • P.O. BOX 1917 • BALTIMORE, MARYLAND 21202

Daniel P. Henson, III, Executive Director

June 10, 1996

Dear Housing Authority of Baltimore City ("HABC") Lessee:

Pursuant to a new Maryland law dealing with the reduction of lead risks in residential housing (also known as "House Bill 760"), the HABC is sending its lessees the following enclosures:

1) A lead poisoning information packet entitled "Protect Your Family From Lead in Your Home", which contains general information on the dangers of lead poisoning, as well as ways to minimize such dangers; and

2) A "Lead Poisoning Prevention Notice of Tenants' Rights", which explains your rights under the new Maryland law, House Bill 760.

It is very important that you and members of your household take the time to read both of these enclosures. In addition, it is also very important that the person(s) who signed the lease to your unit also sign the acknowledgement form on page three of this letter, which verifies that you have received the above-mentioned notices. Please return this form to your housing manager's office as soon as possible.

Please also be aware that the HABC will be conducting workshops on a periodic basis on ways to reduce the risks of lead poisoning.

Should you have any questions concerning the new Maryland law, lead-based paint and your housing unit, or the workshops mentioned above, please contact your Housing Manager.

It is hoped that the HABC's participation in this new law, House Bill 760, will further our efforts to provide lead-safe units.

Sincerely,

Housing Manager

Enclosures

Tenant Notification Acknowledgement Form:

I, _____ (Print your name here), the lessee at _____ (Print your address here), have received the following two (2) information packets pursuant to House Bill 760: 1) the lead poisoning information packet, "Protect Your Family from Lead in Your Home", and 2) the "Lead Poisoning Prevention Notice of Tenants Rights", and certify this fact by signing below.

_____ (Sign your name here)

_____ (Put today's date here)

Please return this form to your housing office

LEAD POISONING PREVENTION

NOTICE OF TENANTS' RIGHTS

Introduction

This is a Notice of Tenants' Rights which discusses your legal rights under a Maryland law which went into effect October 1, 1994. The purpose of the law is to reduce the number of children poisoned by lead in paint, while maintaining the supply of affordable rental housing in Maryland.

Under the law, property owners receive protection from lead paint poisoning law suits if they meet the requirements for paint maintenance, and give tenants educational materials about lead hazards. When the property owner is given written notice of areas of chipping, peeling, and flaking paint in a property, he must repair those areas using lead-safe work practices. Tenants may also receive assistance with moving to a lead-safe house when a family member has a high blood lead level.

Please read this material carefully and call the Lead Hotline at (410) 631-4199 or 1-800-776-2706 if you have questions about this law.

TDD FOR THE DEAF

(410) 631-3009

I HAVE JUST MOVED INTO THIS HOUSE. WHAT DO I NEED TO KNOW?

The property owner should give you this notice and a Lead Information Packet on, or near, the day you move in.

- The property owner may ask you to sign a statement acknowledging that you received these items.

Before you move in, the property owner should have performed **Full Lead Hazard Reduction Treatments.** This means that when you move in there should be:

- No chipping, peeling or flaking paint;
- Smooth and cleanable window wells and window sills; and
- Smooth and cleanable floors.

After doing the treatments, the property owner must have the unit inspected.

If the house passes the inspection, the Maryland Department of the Environment (MDE) and the property owner will be given a Lead Paint Risk Reduction Inspection Certificate which states that the treatments were completed properly. This certificate will be on file at MDE.

The owner has the option of testing the house for lead dust instead of doing the treatments. If the house is tested, the lead dust test results will be on file at MDE.

If you wish to know the results of any visual inspection or lead dust tests done to your home, call the Lead Hotline at (410) 631-4199, 1-800-776-2706, or TDD (410) 631-3009.

If you are required to leave your house for more than 24 hours while treatments are performed, the property owner must pay reasonable expenses for overnight housing and meals for your family.

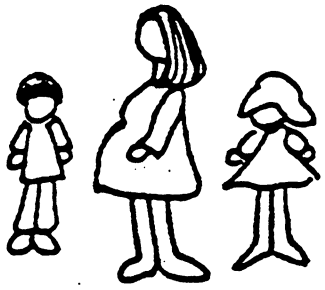
You must allow the property owner to enter your home to do the treatments.

The property owner may ask you to sign a statement verifying that the treatments were completed. You are not required to sign.

If you do sign the statement, it can be used as evidence that the property owner complied with the law.

If you refuse to sign, the property owner must have an inspector perform a visual inspection of the house at the property owner's expense. A copy of the inspection report will be sent to you, the property owner, and MDE.
In most cases the property owner will get notice from the local or state government that a child under six or a pregnant woman has been diagnosed with a high blood lead level.

WHAT HAPPENS IF A CHILD UNDER SIX, OR A PREGNANT WOMAN, HAS A HIGH BLOOD LEAD LEVEL OF 25 OR MORE MICROGRAMS OF LEAD PER DECILITER OF BLOOD?



The property owner will have 30 days to decide whether to make a Qualified Offer.

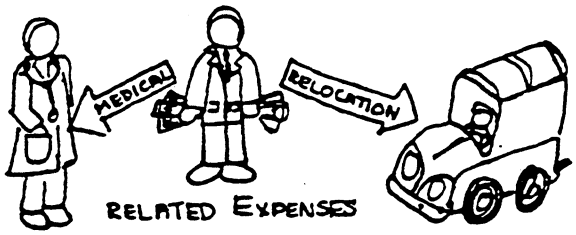
WHAT IS A QUALIFIED OFFER?

A Qualified Offer is an agreement by the owner insuring that certain expenses related to the lead problem will be paid and that the tenant will get help. However, the terms of a Qualified Offer are very specific and must be presented on a Maryland Department of the Environment form.

A Qualified Offer can be made by the property owner, their insurance company, lawyer or other agent. Once one of these persons makes a Qualified Offer, they are known as the Offeror.

The Qualified Offer has two parts:

- Payment up to $9,500, or until the child is 6, whichever occurs first, for permanent or temporary relocation of the family of the person with a high blood lead level; and
- Payment up to $7,500, or until the child is 18, whichever occurs first, for some medical expenses related to the lead problem required by a person with the high blood lead level.



A Qualified Offer is not an admission of liability by the property owner.

HOW WILL A QUALIFIED OFFER AFFECT MY LEGAL RIGHTS?

If you accept the Qualified Offer:

- You get the benefits of the Offer as required; and
- You cannot sue for more.

If you reject the Qualified Offer:

- You may still be able to sue, but you run the risk of getting nothing from the lawsuit unless you have certain proof. The law is very specific about the type of proof required.

You have 30 days from the day you received the Qualified Offer to accept it. If you do not accept the Qualified Offer within 30 days, the Offeror may assume that you have rejected it.

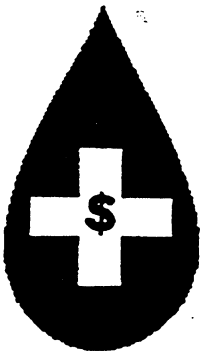
- The only payments that come directly to the family are for minor expenses.

The Offerer can stop making these payments when they have spent $9,500, or when the child reaches 6 years of age, whichever comes first (even if the full $9,500 has not been spent).

WHAT MEDICAL EXPENSES WILL BE PAID, TO WHOM, AND FOR HOW LONG?

The Offeror will pay for treatments that are not covered by your own medical insurance or Medicaid.

- These include medical, emotional, educational or psychological treatments.



Payments will be made directly to the health care provider (doctor, therapist, etc.), not to the family. For costs that are not covered by the person's own medical insurance or Medicaid, forward the bill to the Offeror.

The Offeror can stop paying when they have paid out $7,500, or when the child reaches the age of 18, whichever comes first.

IF I NEED HELP UNDERSTANDING A QUALIFIED OFFER, IS THERE SOMEONE WHO CAN GIVE ME ADVICE?

If you need help understanding the Qualified Offer, call the Lead Hotline at (410) 631-4199, 1-800-776-2706, or TDD (410) 631-3009.

The person taking the call will answer your questions or refer you to an organization in your area that can help.

Also, the local health department will receive a copy of the Qualified Offer from the property owner and, within a week, will be calling you to offer assistance in finding treatment and prevention services.

WHAT IF I NEED TO SPEND MY OWN MONEY?

Coordinate payments with the Offeror in advance whenever possible.

Never make a large payment for a service with your own money without first agreeing with the Offeror in advance and in writing that they will reimburse you for the expense.

Otherwise, when you ask for reimbursement, the Offeror may argue that they want to pay the service providers directly, and refuse to pay you.

WHERE CAN I READ THE LAW FOR MYSELF?

The entire law, known as House Bill 760, can be found in the following volumes of Maryland law.

- Annotated Code of Maryland, Environment Article, Title 6, Subtitle 8.
- Annotated Code of Maryland, Article 48A - Insurance Code, Sections 734 - 737.
- Annotated Code of Maryland, Real Property Article, Section 8-208.2.

If you wish to receive a copy of House Bill 760 from the 1994 session of the Maryland General Assembly, call:

Department of Legislative Reference
(410) 841-3810 (Baltimore/Annapolis area)
(301) 858-3810 (D.C. Metro Area)
(800) 492-7122 (elsewhere in Maryland)

For further information, contact the Lead Hotline at (410) 631-4199, 1-800-776-2706, or TDD (410) 631-3009.

Tenant: SEND THIS NOTICE BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR HAND DELIVER THIS NOTICE AND GET A SIGNATURE FROM THE PROPERTY OWNER OR THE PROPERTY OWNER'S AGENT OR MANAGER.

To:

_____ _____

Name of Property Owner/Manager/Agent

This is to notify you to perform Modified Risk Reduction Treatments under § 6-819 of the Environment Article of the Annotated Code of Maryland because:

- ☐ **A child under the age of six years or a pregnant woman at this address has a blood lead level of 15 micrograms or more per deciliter of blood.**

AND/OR

- ☐ **The following defects require your attention.**

From:

_____

Name of Tenant

_____

Street Address and Unit #

_____ **MD** _____

City

( ) - ( ) -

Telephone - Day Telephone - Evening

CHIPPING, PEELING, FLAKING PAINT

This room, _____ has chipping, peeling or flaking paint on the:	This room, _____ has chipping, peeling or flaking paint on the:	This room, _____ has chipping, peeling or flaking paint on the:	This room, _____ has chipping, peeling or flaking paint on the:
☐ Walls/ceiling	☐ Walls/ceiling	☐ Walls/ceiling	☐ Walls/ceiling
☐ Window sills	☐ Window sills	☐ Window sills	☐ Window sills
☐ Window wells	☐ Window wells	☐ Window wells	☐ Window wells
☐ Window frames	☐ Window frames	☐ Window frames	☐ Window frames
☐ Porch	☐ Porch	☐ Porch	☐ Porch
☐ Door/door frame	☐ Door/door frame	☐ Door/door frame	☐ Door/door frame

STRUCTURAL DEFECTS

This area, _____ has the following structural defects:	This area, _____ has the following structural defects:	This area, _____ has the following structural defects:	This area, _____ has the following structural defects:
☐ Leaking ceiling	☐ Leaking ceiling	☐ Leaking ceiling	☐ Leaking ceiling
☐ Leaking roof	☐ Leaking roof	☐ Leaking roof	☐ Leaking roof
☐ Leaking Plumbing	☐ Leaking Plumbing	☐ Leaking Plumbing	☐ Leaking Plumbing
☐ Other	☐ Other	☐ Other	☐ Other
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ROPERTY OWNER/MANAGER/AGENT SIGNATURE

I, _____ owner, agent of the owner,
Name

anager of the above-noted property (circle one) hereby acknowledge receiving this Notice of Defect/EBL.

_____

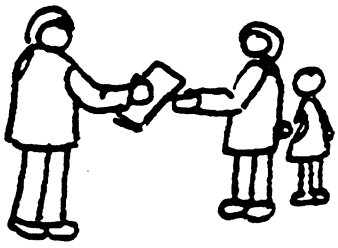
gnature Date

_____

int Name

IF I ACCEPT THE QUALIFIED OFFER, HOW WILL I KNOW THAT THE PAYMENTS ARE BEING MADE PROPERLY?

The Offeror is required to send a report to you and to MDE by the end of each year detailing how much money they have spent and who has received the money.



When 80% of the money for relocation or medical treatments has been spent, they are required to send you a notice warning you that only 20% is left.

WHAT IS RELOCATION AND WHY RELOCATE?

Relocation is permanently or temporarily moving the person with the high blood lead level and his family to lead-safe housing. Lead-safe housing is a house that:

- Is certified lead-free;
- Was built after 1978; or
- May have lead paint in it but has specially treated windows and has passed a lead dust test and, possibly, a visual inspection.

Relocation is vital because health experts agree that one of the most important things that you can do in treating a person with a high blood lead level is to move the person to a safer environment as soon as possible.

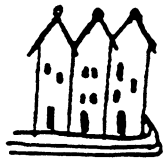
WHAT IS PERMANENT RELOCATION?

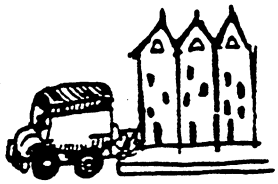
Permanent relocation occurs when the family moves to a lead-safe home, and does not return to the original home.

For permanent relocation, the Offeror may suggest choices for new homes for your family. After reviewing their suggestions you have the right to choose your own home, but it must be lead-safe.

The Offeror must provide payment for moving and other related costs.

If rent for the lead-safe home that the family relocates to is higher than the rent the family was paying when it accepted the Qualified Offer, the family will pay the owner of the lead-safe home the same amount it paid for the home it lived in when it accepted the Qualified Offer.





The Offeror will pay the rest of the rent by paying a rent subsidy of up to 150% of your current rent to the owner of the lead-safe home.

WHAT IS TEMPORARY RELOCATION?

Temporary relocation is when the family moves out of the home while the owner makes it lead-safe. After the repairs are done, the family may move back into the home.

The Offeror will pay the rent for the time the family spends in temporary, lead-safe housing.

Also, they will pay for moving, storing, or cleaning furniture, and possibly food costs for the family while work is being done on the home.

WHO GETS THE RELOCATION PAYMENTS?

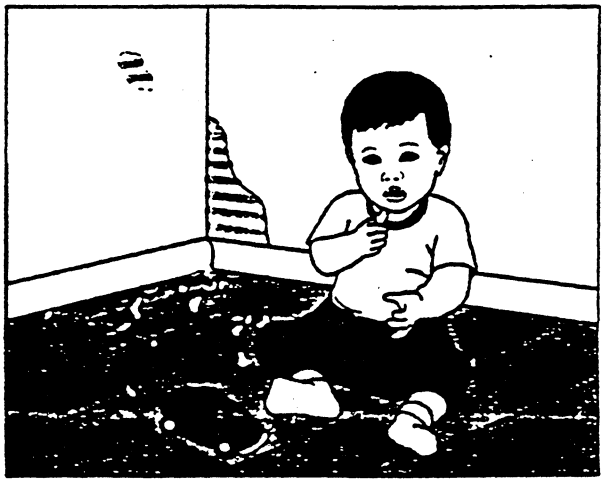
The Offeror will make most of these payments directly to the service provider (new property owner, the moving company, etc.), not to the family.

ARE THERE OTHER TIMES THAT THE PROPERTY OWNER MUST DO SPECIAL LEAD HAZARD REDUCTION TREATMENTS WHILE I LIVE HERE?

Yes. When a child under six or a pregnant woman has a blood lead level of 15 or more micrograms of lead per deciliter of blood, the local health department will inform the property owner of the obligation to do the **Modified Lead Hazard Reduction Treatments** or pass a lead dust test.

Also, if there is chipping, peeling, and flaking paint in your home, you should report it to the property owner in writing. This paint may contain lead which can be dangerous to you and your children. The only way you can be sure your property owner knows about possible lead paint hazards in your home is if you tell him in writing.

In most cases, the property owner will have 30 days to do the Modified Lead Hazard Reduction Treatments, or pass a lead dust test.



DO I TELL THE PROPERTY OWNER ABOUT THE CHIPPING, PEELING, AND FLAKING PAINT IN A SPECIAL WAY?

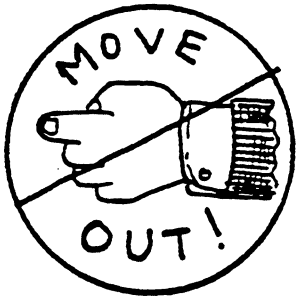
Yes. You must send notice to the property owner in writing. You may either write your own letter or use a "Notice of Defect Form". A sample copy form is attached.

In order to send a notice, you may:

- Send it Certified Mail, Return Receipt Requested; or

- Hand deliver it to the property owner or his agent and get the signature of the person you delivered it to.

IT IS AGAINST THE LAW FOR THE PROPERTY OWNER TO EVICT YOU FOR REPORTING PAINT DEFECTS IN YOUR HOME. OR BECAUSE THERE IS A PERSON IN YOUR HOME FOUND TO HAVE A HIGH BLOOD LEAD LEVEL.



WHAT ARE THE MODIFIED LEAD HAZARD REDUCTION TREATMENTS?

The Modified Lead Hazard Reduction Treatments include:

- Removal and repainting of any chipping, peeling, and flaking paint;
- Making window sills smooth and cleanable; and
- Special cleaning of the work area.

The property owner must pay for those repairs required to be done to your home.

Pregnant women and children under 6 years old must not be in the house while the Lead Hazard Reduction Treatments are being performed.

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

By 1996, federal law will require that individuals receive certain information before renting, buying, or renovating pre-1978 housing:

LANDLORDS will have to disclose known information on lead-based paint hazards before leases take effect. Leases will include a federal form about lead-based paint.

SELLERS will have to disclose known information on lead-based paint hazards before selling a house. Sales contracts will include a federal form about lead-based paint in the building. Buyers will have up to 10 days to check for lead hazards.

RENOVATORS will have to give you this pamphlet before starting work.

IF YOU WANT MORE INFORMATION on these requirements, call the National Lead Information Clearinghouse at **1-800-424-LEAD.**

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EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
John F. Kennedy Federal Building
One Congress Street
Boston, MA 02203
(617) 565-3420

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Building 5
2890 Woodbridge Avenue
Edison, NJ 08837-3679
(908) 321-6671

Region 3 (Delaware, Washington DC, Maryland, Pennsylvania, Virginia, West Virginia)
841 Chestnut Building
Philadelphia, PA 19107
(215) 597-9800

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
345 Courtland Street, NE
Atlanta, GA 30365
(404) 347-4727

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
77 West Jackson Boulevard
Chicago, IL 60604-3590
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
First Interstate Bank Tower
1445 Ross Avenue, 12th Floor, Suite 120
Dallas, TX 75202-2733
(214) 665-7244

Region 7 (Iowa, Kansas, Missouri, Nebraska)
726 Minnesota Avenue
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
999 18th Street, Suite 500
Denver, CO 80202-2405
(303) 293-1603

Region 9 (Arizona, California, Hawaii, Nevada)
75 Hawthorne Street
San Francisco, CA 94105
(415) 744-1124

Region 10 (Idaho, Oregon, Washington, Alaska)
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1200

CPSC Regional Offices

Eastern Regional Center
6 World Trade Center
Vesey Street, Room 350
New York, NY 10048
(212) 466-1612

Central Regional Center
230 South Dearborn Street
Room 2944
Chicago, IL 60604-1601
(312) 353-8260

Western Regional Center
600 Harrison Street, Room 245
San Francisco, CA 94107
(415) 744-2966

HOUSING AUTHORITY OF BALTIMORE CITY

DISCLOSURE OF INFORMATION ON LEAD-BASED AND/OR LEAD-BASED PAINT HAZARDS
SCATTERED SITES WITH LEAD-BASED PAINT

5

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's (HABC) Disclosure

(a) HABC Presence of lead-based paint:

Known lead-based paint is present in the housing.

(b) HABC Presence of lead-based paint hazards:

Lessor has no knowledge of lead-based paint hazards in the housing.

(c) HABC Records and reports available to the lessor:

Lessor has provided the lessee with summaries or copies of all available records and reports pertaining to the presence of lead-based paint and/or lead-based paint hazards in the housing. Actual copies of summarized documents will be made available to the lessee upon request. The summary provided is based upon reports available in Room 301, 417 E. Fayette Street, Baltimore, MD 21202.

Lessee's (Tenant) Acknowledgment (initial)

(d) _____ I have received copies of the information noted in (c) above.

(e) _____ I have received the EPA pamphlet *Protect Your Family from Lead in Your Home.*

(f) _____ I have received the Maryland *Lead Poisoning Prevention, Notice of Tenants' Rights.*

Agent's Acknowledgment (initial)

(g) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

(h) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home.*

(i) _____ Lessee has received the Maryland *Lead Poisoning Prevention, Notice of Tenants' Rights.*

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Housing Authority of Baltimore City Lessor	_____ Date		
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

ATTACHMENT 4
Anti-Drug Language

HOUSING AUTHORITY OF BALTIMORE CITY
417 E. FAYETTE STREET P.O. Box 1917 BALTIMORE, MARYLAND 21202

Paul T. Graziano, Executive Director

Date: _____

Dear Resident:

As Executive Director of the Housing Authority of Baltimore City (HABC) I wish to welcome you to your new home. I also wish you to know of the agency's strong commitment to keep our communities safe, clean and secure for all residents. To this end, we must work cooperatively to achieve this goal. The following is provided to facilitate that atmosphere of cooperation.

Resident involved in any unlawful activity including the sale or distribution of illegal drugs on or off HABC premises can expect the termination of their HABC dwelling lease.

The HABC will:

(1) **Strictly enforce the terms of your dwelling lease.**

(2) **Take strong corrective action against residents involved in any activity that threatens the peace and safety of their neighbors.**

(3) **Cooperate fully with the Housing Authority Police Force and the Baltimore City Police Department during investigations and /or prosecution of residents involved in criminal activities.**

The HABC wants you to:

(1) **Report all suspicious activities to the Housing Authority Police Force by calling *83-REACT* or the Baltimore City Police Department by dialing *911 or 685-DRUG.***

(2) **Talk with your Housing Manager if you have any Suggestions or ideas that would make your community a better place to live.**

(3) **Remember that <u>YOU</u> are responsible for the actions Of *<u>YOUR GUESTS AND FAMILY MEMBERS!</u>***

With your continuing support and cooperation, we can keep our public housing communities safe and healthy places in which to live.

Thank you for your cooperation and support.

Sincerely,

Paul Graziano

Paul Graziano
Executive Director

LEASE ATTACHMENT NO. 5

REQUIREMENTS FOR PERFORMING COMMUNITY SERVICE ACTIVITES AND SELF-SUFFICIENCY WORK ACTIVITIES

In accordance with 24 CFR , Subpart F, §960.600, et seq., the requirements for performing community service activities and self-sufficiency work activities are set forth in this Attachment No. 5 to the Lease. The terms not defined herein shall have the same meanings given under the Lease.

When Resident Must Perform Community Service Activities or Self- Sufficiency Work Activities.

Definitions.

The term **"Community Service"** means the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

The term **"Economic Self-sufficiency Program"** means any program designed to encourage assist, train or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

The term **"Exempt Individual"** means an adult who

(A) Is 62 years or older;

(B) (i) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or
(ii) Is a primary caretaker of such individual;

(C) Is engaged in work activities;

(D) Meets the requirements for being exempted from having to engage in a work activity under the State of Maryland program funded under part A of title IV of the Social Security Act (42 U.S.C. 601

et seq.) or under any other welfare program of the State of Maryland, including a welfare-to- work program administered by the State of Maryland; or

(E) Is a member of a family receiving assistance, benefits or services under a State of Maryland program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State of Maryland, including a welfare-to- work program administered by the State of Maryland, and has not been found by the State of Maryland or other administering entity to be in noncompliance with such a program.

The term **"Work Activities"** means:

(1) unsubsidized employment;

(2) subsidized private sector employment;

(3) subsidized public sector employment;

(4) work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;

(5) on-the-job training;

(6) job search and job readiness assistance;

(7) community service programs;

(8) vocational educational training (not to exceed 12 months with respect to any individual);

(9) job skills training directly related to employment;

(10) education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;

(11) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and

(12) the provision of child care services to an individual who is

participating in a community service program.

Service requirement. Except for any family member who is an exempt individual, each adult resident of public housing (the "**Participant**") must:

(1) Contribute 8 hours per month of community service (not including political activities); or

(2) Participate in an economic self-sufficiency program for 8 hours per month; or

(3) Perform 8 hours per month of combined community service activities and economic self-sufficiency activities.

Resident understands that HABC will monitor each Participant for compliance with the requirements.

Failure of a Participant to comply with the requirements set forth herein shall be grounds only for non-renewal of the Lease and termination of tenancy at the end of the twelve-month lease term, as provided under Section 14 of the Lease. The requirements under this Attachment No. 5 shall run concurrently with the Lease.

RESIDENT _____ Date _____

ATTACHMENT 6
Smoke Detector Notice

HOUSING AUTHORITY OF BALTIMORE CITY

DEVELOPMENT: _____

RIDER TO DWELLING LEASE NO.: _____

ADDRESS: _____

ACCOUNT NO.: _____

ELECTRICALLY CONTROLLED SMOKE DETECTOR: I understand that, according to law, the Housing Authority of Baltimore City has installed an electrically controlled smoke detector in my unit for the benefit and safety of my household. I understand that neither I, nor any member of my household, shall take any action to remove or render the smoke detector inactive. I agree that it shall be my obligation to either notify Management in person, or send a letter by certified mail, should the smoke detector malfunction or need repair or replacement. I further agree to leave the smoke detector in the dwelling, and in good condition, when I vacate the premises.

DATE: _____ MANAGER: _____

WITNESS: _____ TENANT: _____

WITNESS: _____ TENANT: _____

cc: Tenant

HOUSING AUTHORITY OF BALTIMORE CITY

DEVELOPMENT: _____

RIDER TO DWELLING LEASE NO.: _____

ADDRESS: _____

ACCOUNT NO.: _____

BATTERY-OPERATED SMOKE DETECTOR: I understand that the Housing Authority of Baltimore City has installed a battery-operated smoke detector in my dwelling for the benefit and safety of my household, and that the Housing Authority is not responsible for supplying batteries or providing any maintenance of this device. I agree that it shall be my obligation to maintain the smoke detector in good working order, and it shall be left in the dwelling when I vacate the premises.

DATE: _____ MANAGER: _____

WITNESS: _____ TENANT: _____

WITNESS: _____ TENANT: _____

cc: Tenant

HOUSING AUTHORITY OF BALTIMORE CITY
A Resolution Of The Board Of Commissioners
Adopting A Policy Regarding Pet Ownership In Public Housing

WHEREAS, pursuant to the Quality Housing and Work Responsibility Act of 1998, the U. S. Department of Housing and Urban Development ("**HUD**") promulgated the final rule on permitting pets in public housing, subject to compliance with reasonable requirements established by the Housing Authority of Baltimore City ("**HABC**"); and

WHEREAS, HUD regulations and directives require HABC to include its policies regarding pets in its Annual Plan beginning with fiscal year 2001; and

WHEREAS, in March 2001 HABC posted at its developments a draft of the public housing policy regarding pet ownership (the "**Pet Policy**"); and

WHEREAS, HABC has received comments on the Pet Policy from the Resident Advisory Board ("**RAB**") and RAB's counsel; and

WHEREAS, HABC has considered such comments and incorporated appropriate changes to the Pet Policy in light of such comments; and

WHEREAS, the Pet Policy (a copy of which is attached hereto as **Exhibit A**) is listed as Attachment 7 to the Lease, and the Lease was adopted by resolution of the Board of Commissioners on August 8, 2001; and

WHEREAS, HABC has satisfied the legal requirements for adoption of the Pet Policy.

NOW, THEREFORE, BE IT RESOLVED by the HABC Board of Commissioners, as follows:

1. The Pet Policy is hereby adopted.

2. The Executive Director is hereby authorized to perform all appropriate acts to carry out this resolution.

PASSED, ADOPTED AND APPROVED this 25th day of September 2001.

ATTEST:

Paul T. Graziano
Secretary/Executive Director

Benjamin L. Brown
Chairman

Approved As To Form And Legal Sufficiency:

by: _____
Office of Legal Affairs

LEASE ATTACHMENT No. 7
HOUSING AUTHORITY OF BALTIMORE CITY
PET POLICY

INTRODUCTION

This Public Housing Policy for Pet Ownership (**"Pet Policy"**) sets forth the requirements of the Housing Authority of Baltimore City (**"HABC"**) to permit ownership of certain pets by residents of public housing (Residents) in accordance with the Quality Housing and Work Responsibility Act of 1998 (**"QHWRA"**), and its regulations.

APPLICABILITY

This Pet Policy, and any amendments thereto, shall apply to all Residents of public housing. This Pet Policy, as it may be amended from time to time, shall be incorporated into and made a part of the Resident's current lease, as Attachment No. 7.

Exclusion from Applicability. This Pet Policy does not apply to animals that assist, support, or provide service to persons with disabilities. HABC shall not apply nor enforce this Pet Policy against animals that are necessary as a reasonable accommodation to assist, support, or provide service to persons with disabilities. This exclusion applies to such animals that reside in public housing, as such term is defined herein, and such animals that visit public housing developments.

Section I. Definitions.

1. The term **"Pet"** is defined as a domesticated small animal limited to dogs, cats, gerbils, hamsters, guinea pigs, birds, (parakeet, canary, finches, cockatoo, small parrot) and fish. **The following breeds are excluded from the definition of Pet, and shall be expressly prohibited from being kept owned or harbored in, on or about the Premises as that term is defined in the Lease by any Resident or any member of the Resident's household: PIT BULLS, ROTTWEILERS, CHOW-CHOWS, BULL MASTIFFS, DOBERMAN PINSCHERS, AND ANY CROSS-BREED THEREOF, AND ANY WOLF OR PART WOLF.**

2. The term **"public housing"** is defined as housing assisted under the 1937 Act, other than Section 8. Public housing includes dwelling units in a mixed finance project that are assisted by a public housing authority with capital or operating assistance, but does not include public housing developments for the elderly or persons with disabilities.

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

Section II. Requirements

1. **NUMBER LIMITATIONS** - No more than one domesticated Pet, and/or one 20 gallon tank of fish will be kept in a Dwelling Unit. Heads of household shall be responsible for their Pet. The Resident must maintain the Pet responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations.

2. **SIZE OF PET** - Dogs or cats or others defined in paragraph 1 shall weigh no more than twenty (25) pounds at maturity. Fish are limited to a single bowl or steel framed glass fish tank having a capacity of not more than twenty (20) gallons. Birds can be no larger than one (1) pound.

3. **RESIDENTS HEALTH** - A Pet owner must be physically and mentally capable of taking care of the Pet.

4. **SECURITY DEPOSIT** - A refundable Pet security deposit of twenty-five dollars ($25.00) shall be required for each Pet. The Pet security deposit can be paid over a three (3) month consecutive period, and will be held in the manner required for applicable security deposits under Maryland law. THE PET SECURITY DEPOSIT WILL BE RETURNED WITHIN 45 DAYS OF MOVE-OUT OR IF A PET IS REMOVED BEFORE RESIDENT MOVES FROM THE DWELLING UNIT, WITHIN 45 DAYS OF PET REMOVAL.

5. Upon move-out or Pet removal the cost to de-flea, deodorize, and clean the carpet and/or floor tile will be deducted from the Pet security deposit if deemed necessary by Management. The Dwelling Unit will be inspected and the remainder of the Pet security deposit will be refunded, if the Dwelling Unit is free of damage. The move-out inspection will be performed by the Resident and Management.

   The Pet security deposit may only be applied to damages caused by the Pet.

6. **HOLD HARMLESS** – The HABC, its agent and staff are in no way responsible for any actions or injuries or damages caused by the Resident's Pet. A Pet is the sole responsibility of the Resident.

7. **VACCINATIONS** – Every Pet, if required by law, must wear a current City Animal license and be vaccinated. Resident must submit registration papers to the Management Office. A copy of the Pet's (dog or cat) current inoculation and treatment is to be furnished and verified annually by a licensed veterinarian which must indicate dates of most recent shots and treatment against disease and parasites as follows:

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

(a) Dogs – rabies, parvo-viris, para-influenza, distemper, hepatitis, leptospirosis (D.H.L.), hookworm, heartworm, roundworm, tapeworm, and other internal and other parasites, fleas, ticks and other external parasites and other diseases of the skin including eczemas.

(b) Cats – rabies, rhinotracheitis, calici virus, pnemonitis, tapeworms, hookworms, heartworms, and other internal parasites, fleas, lice, ticks and other external parasites.

Female cats and dogs over six months of age must be spayed and males over eight months must be neutered, unless a licensed veterinarian gives medical reasons why such is detrimental to the Pet's health.

8. **HOUSEKEEPING** – The Dwelling Unit must be kept free of odors and maintained in a clean and sanitary condition. Cats must be litter box trained and dogs must be able to exercise outside the Dwelling Unit. Litter boxes must be changed a minimum of once a week and scooped once a day. Kitty litter is to be bagged securely in a heavy plastic trash bag, tied, and disposed of in an approved trash receptacle. **DO NOT FLUSH LITTER INTO COMMODE.**

(a) Birds must be maintained in a cage and never allowed to fly free within the Dwelling Unit.

(b) Dog and cat bedding and the Dwelling Unit are to be kept free of and treated regularly on an ongoing basis against infestations by fleas, ticks, lice, pet worms, mites, and other parasites. If infestation of any such parasites or vermin occur which shall be determined by Management to have occurred due to inattentive care by the Pet owner and/or if such infestation shall spread to other Dwelling Units, Management shall have the right to eradicate in all affected areas at Pets owner's expense.

(c) Pet owners must control excessive noise and odor caused by their Pets.

9. **PET CONTROL IN PUBLIC AREA** – Pets must be on a leash outside of the Dwelling Unit and in all public areas. Under no circumstances may any Pet of any kind be taken into, or permitted to be in, the recreation/community rooms, or any other "common" room.

10. **WASTE CONTROL** – Pet owners shall be responsible for immediate clean up of Pet feces in accordance with applicable law. Resident must insure that their yard is kept clear

Acknowledgment
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_____ Landlord Initials

of Pet feces. Resident will not place any animal fecal waste, kitty litter, etc., or other articles in the sinks, plumbing fixtures or on the grounds. Residents must place all Pet waste in a heavy plastic trash bag, tied and disposed of in an approved trash receptacle. If a toilet has to be unclogged or a sink unstopped because of animal waste, kitty litter, and/or stones from a fish bowl, the Resident will pay all associated cost.

11. **NUISANCE** – If, in the judgement of Management, any Pet becomes a threat to the safety and comfort or quiet enjoyment of the Premises to any other Resident, employee, or visitor to the Premises, or if such Pet causes substantial damage to any part of the building or grounds or the furnishings and fixtures thereof, then, upon the written request of Management, such Pet shall be permanently removed from the Premises by the Pet's owner within five (5) days.

    If the Resident files a grievance the Pet shall be allowed to remain until the grievance process is exhausted. In the case of a Pet biting a person, the Pet must be immediately removed to an area for surveillance for a period designated by a Health Officer and must then be examined by a licensed Veterinarian. Animal bites must also be reported to the local Health Department and/or the Police. A bite victim or parent of a child bitten by an animal can swear out a complaint against the owner of the Pet at the nearest district court.

    Refusal by the Pet owner to abide by Management's request for a Pet's removal may result in termination of residency.

12. **COMPLAINTS/PROBLEMS** – Any and all complaints about Pets will not be considered valid (or heard) unless they are in writing, dated and signed by the person(s) making the complaint. Management will review complaints and/or problems concerning a Pet/Pet owner. Management will notify in writing the Pet owner of the complaint and the Resident will have 24 hours to answer the complaint. Two or more legitimate complaints will mean the Pet must be removed unless the Pet owner initiates a grievance procedure. Failure to comply may result in termination of residency.

13. **RESIDENT'S ABSENCE** – No dog or cat shall be left alone in any Dwelling Unit over twenty-four (24) hours. Any Resident who is away twenty-four (24) hours or longer for any reason must make arrangements for such Pet to be kept elsewhere during his/her absence.

14. **RESPONSIBILITY FOR PET IN AN EMERGENCY** – The Pet owner shall file with the Management an affidavit of agreement signed by one (1) person who is not - a Resident of the Dwelling Unit who will assume immediate responsibility for the Pet in case of an emergency or in case the Pet owner becomes unable to provide proper care for the Pet. In addition, the Pet owner shall file with Management an affidavit authorizing Management to have the Pet removed in the event that the Pet owner cannot care for the

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

Pet and the responsible party cannot be reached. Management will contact the SPCA or an appropriate authority for removal of the Pet in such event

15. **FIRE EMERGENCY** – When a fire alarm or smoke detector sounds, Pets are to be placed in the bathroom and the door is to be closed. If evacuation is necessary the fire department will be responsible for the evacuation of Residents first, and then the Pet.

16. **SUBSEQUENT AGREEMENTS** – If a Resident has an approved Pet and that Pet is disposed of, the Resident must notify Management. The Resident and Management will perform an inspection of the apartment. The Pet security deposit will be used towards any damages and the balance, if any, of the Pet security deposit will be returned to the Resident within 45 days. If the Resident determines they want a new Pet, the Pet must be registered with the Management Office and a new Pet security deposit must be collected in accordance with the Pet Policy.

17. **RESIDENT'S SIGNATURE** – All Residents, whether desiring a Pet or not, must sign this Attachment to the Lease, thereby acknowledging agreement and acceptance of the Pet Policy. Those Residents desiring a Pet will have to meet all requirements listed in this Attachment and sign the "Application for Pets" including Section 3 which includes the "Co-Responsibility" section for a non-Resident friend or relative to sign.

18. HABC reserves the right to rescind or change any of the foregoing rules to make such rules and regulations as may be deemed necessary for the safety, care and cleanliness of the Premises, and for the security, comfort and convenience of all Residents. Any changes deemed necessary by HABC will be made in compliance with the Lease Agreement.

19. This Pet Policy is made a part of the HABC Dwelling Lease as Attachment No. 7, and any violation of the terms and conditions contained herein, will be considered a breach of the Lease. If any Court declares a particular provision of this Pet Policy to be invalid or illegal, all other terms of this Pet Policy will remain in effect, and both HABC and the Resident will continue to be bound by all valid, legitimate terms of the Pet Policy.

AGREED AND ACCEPTED BY RESIDENT(S): **DATE:**

_____ _____

_____ _____

ADDRESS: _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

APPLICATION FOR PETS

Date: _____

SECTION I

I, _____ and _____

Resident(s) of _____, living at _____verify

I have received, reviewed, understand and accept the Pet Policy Regarding Pets Admittance and

Ownership at _____. I am also aware that the Pet Policy is an

official part of my Lease, and that I am to abide by all its terms.

Resident Signature: **Date:**

_____ _____

_____ _____

****

SECTION II

Pet Description: Type:_____ Sex:_____

Weight:_____ Age:_____ Name:_____

Color and Markings:_____

Security Deposit Required:_____ Security Deposit Paid:_____

Veterinarian's Name:_____

Address:_____

Telephone Number:_____

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

SECTION III

I, _____, (non Resident) relative /friend (circle one) of

Resident _____,
(Resident's Name)

live at _____, and I agree
(Non-Resident's Address)

to accept full responsibility of the Pet listed above in the event the said Resident is unable to care for the Pet in any twenty-four hour period.

Print Name:_____ Date:_____

Signed:_____ Date:_____

Telephone Number:_____

Resident Signature:_____ Date:_____

Telephone Number:_____

Manager Signature:_____ Date:_____

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

SECTION IV

I, _____
(Name of Housing Manager)

Housing Manager, permit the ownership by Resident of the Pet described as _____

at the following address: _____.

Manager's Signature: _____

Date: _____

RESIDENT LEASE AGREEMENT

I hereby acknowledge my right as a Resident to keep a household Pet as defined in paragraph 1 of the Pet Policy.

I agree to comply with HABC's Pet Policy (an Attachment to the Lease) with the understanding that violation of this Pet Policy may be grounds for Pet removal or termination of tenancy.

HABC: _____ **RESIDENT:** _____

By: _____ **RESIDENT:** _____

Title: _____

Date: _____ **Date:** _____

Acknowledgment
_____ Resident Initials
_____ Landlord Initials

Current List of HABC Operating Orders

MD002c01

REVISED OPERATING ORDERS – 2001

M - 1 - 01	Use of HABC Funds, Facilities, Materials and Equipment - **SUPERSEDES M-2-73 & M-8-85**
M - 2 - 01	Procedure for Posting Signs - **SUPERSEDES M-15-76 & M-9-85**
M - 3 - 01	Handicapped Assistance Expenses – An Allowable Deduction from Annual Income, Effective 11/1/85 - **SUPERSEDES M-3-86**
M - 4 - 01	Signs on HABC Property - **SUPERSEDES M-68-76 & M-12-86**
M - 5 - 01	Stockroom Audit Follow-Up - **SUPERSEDES M-19-83 & M-18-86**
M - 6 - 01	Definition of Income Final Rule and Federally Mandated Exclusions from Income - **SUPERSEDES M-1-88**
M - 7 - 01	Evictions – Amended Policy/Reporting Procedures - **SUPERSEDES M-2-88**
M - 8 - 01	Crawl Space Security and Assess/Protection of Employees Required to Enter Crawl Spaces - **SUPERSEDES M-4-88**
M - 9 - 01	Charge - Off Requests for Missing Stock/Inventory - **SUPERSEDES M-21-86 & M-7-88**
M - 10 - 01	Resident Fact Sheet - **SUPERSEDES M-2-89**
M - 11 - 01	Revised Procedure for Issuing Notices to Vacate for Illegal Activity - **SUPERSEDES M-20-86 & M-8-89**
M - 12 - 01	Dissemination of Policy Matters to Residents - **SUPERSEDES M-17-71 & M-12-89**
M - 13 - 01	Cooperation with Bureau of Recreation – **SUPERSEDES M-10-75 & M- 13-89**
M - 14 - 01	Reporting Physical or Other Modifications to Communities Surrounding Public Housing Developments - **SUPERSEDES M-14-89**
M - 15 - 01	Policy on Pets in Public Housing Designed Exclusively for the Elderly and Handicapped - **SUPERSEDES M-2-90**
M - 16 - 01	Procedure for Receipt of Operating Orders, Bulletins, Important Memoranda and Directives - **SUPERSEDES M-29-73 & M-3-90**

M - 17 - 01	Annual Cleaning and Adjustment of Furnaces for all Individually Heated Units - **SUPERSEDES M-20-79 & M-5-90**
M - 18 - 01	Rent Adjustment for Tenant's Using Their Own Refrigerators (Refrigerator Allowances) - **SUPERSEDES M-21-80 & M-6-90**
M - 19 - 01	Sprinkler Heads – Removal of Paint - **SUPERSEDES M-55-75 & M-7-90**
M - 20 - 01	Recording of New Meter Serial Numbers and Readings when Electric Meters are Changed by the Crew - **SUPERSEDES M-36-72, M-17-76 & M-8-90**
M - 21 - 01	Payroll Pickup - **SUPERSEDES M-46-76 & M-9-90**
M - 22 - 01	Preservation of Trees and Shrubbery during Maintenance Operations - **SUPERSEDES M-38-77 & M-10-90**
M - 23 - 01	Office Security in Public Housing Developments - **SUPERSEDES M-5-76 & M-12-90**
M - 24 - 01	Procedure for Cleaning HABC Refrigerators Vacancy Renovation - **SUPERSEDES M-14-82 & M-14-90**
M - 25 - 01	Use of Public Facilities for Primary and General Elections - **SUPERSEDES M-22-78 & M-17-90**
M - 26 - 01	Procedure for Complying with the Division of Housing Inspection Services' Work Orders - **SUPERSEDES M-18-90**
M - 27 - 01	Approval for Installing 74' and 76' Degree "Accustat" Sensors - **SUPERSEDES M-4-78 & M-19-90**
M - 28 - 01	Danger on Use of Hazardous Industrial Materials - **SUPERSEDES M-24-66 & M-20-90**
M - 29 - 01	Compactor and Compactor Rooms **SUPERESEDES M-3-89 & M-21-90**
M - 30 - 01	Accustats – Repair, Maintenance or Replacement (RM&R) - **SUPERSEDES M-M-12-81 & M-22-90**
M - 31 - 01	Air Conditioner Repairs and Estimates - **SUPERSEDES M-78-76, M-16-90 & M-23-90**
M - 32 - 01	Repairs to Deteriorated Concrete and Blacktop Surfaces - **SUPERSEDES M-15-78 & M-24-90**

M - 33 - 01	Providing Residents with Three Dwelling Keys - **SUPERSEDES M-16-83 & M-27-90**
M - 34 - 01	The Operating of HABC Vehicles and Power Equipment by Summer Youth Workers/Employees – **SUPERSEDES M-26-78 & M-28-90**
M - 35 - 01	Issuance and Receipt of Tools and Equipment - **SUPERSEDES M-38-76 & M-30-90**
M - 36 - 01	Resident-Owned Appliances - **SUPERSEDES M-27-78 & M-32-90**
M - 37 - 01	Showing of Vacant Units to Prospective Residents - **SUPERSEDES M-4-87 & M-39-90**
M - 38 - 01	Non-Dwelling Units - **SUPERSEDES M-34-71 & M-44-90**
M - 39 - 01	Development Deposit Slips - **SUPERSEDES M-15-73 & M-45-90**
M - 40 - 01	Status of Dwelling Units - **SUPERSEDES M-7-79 & M-47-90**
M - 41 - 01	The Removal of Excess Material and Debris from Basement and Storage Areas - **SUPERSEDES M-30-78 & M-48-90**
M - 42 - 01	Security in High-Rise Buildings for the Elderly - **SUPERSEDES M-12-80 & M-49-90**
M - 43 - 01	Roving Heating Mechanic Crews - **SUPERSEDES M-4-75 & M-50-90**
M - 44 - 01	Residents in Need of Physical Assistance in the Event of Building Evacuation - **SUPERSEDES M-27-76 & M-51-90**
M - 45 - 01	Care of Lobby Security Hardware - **SUPERSEDES M-41-75 & M-57-90**
M - 46 - 01	Witness Statement - **SUPERSEDES M-1-80 & M-58-90**
M - 47 - 01	Report of Employees Moving from Public Housing - **SUPERSEDES M-26-72 & M-60-90**
M - 48 - 01	Posting of Signs – Community Sponsored Activities - **SUPERSEDES M-39-73 & M-63-90**
M - 49 - 01	Informing Residents of Interruption of Services - **SUPERSEDES M-4-74 & M-64-90**

M - 50 - 01	Keeping Warranties, Guarantees and Certificates in Full Force and Effect - **SUPERSEDES M-9-81 & M-67-90**
M - 51 - 01	Financial Reports, Records and Related Functions - Development Staff Responsibilities - **SUPERSEDES M-8-80 & M-69-90**
M - 52 - 01	Interviewing Job Applicants - **SUPERSEDES M-72-76 & M-70-90**
M - 53 - 01	Accrual and Payment of Interest Earned on Security Deposits-Revised Procedure, Effective July 1, 1980 - **SUPERSEDES M-7-80 & M-73-90**
M - 54 - 01	Escrow Accounts Procedure - **SUPERSEDES M-50-77 & M-74-90**
M - 55 - 01	Continuous Service - **SUPERESEDES M-18-73 & M-76-90**
M - 56 - 01	Maintenance of Utility Drawings - **SUPERSEDES M-13-81 & M-77-90**
M - 57 - 01	Approval Required for All Contract Work (OM&O) Contracts **SUPERSEDES M-1-75 & M-79-90**
M - 58 - 01	Resident Letter Regarding Crime, Violence and Vandalism - **SUPERSEDES M-8-83 & M-81-90**
M - 59 - 01	Safety Inspection Program - **SUPERSEDES M-26-75 & M-82-90**
M - 60 - 01	Forced Entry by Police Department/Law Enforcement Personnel - **SUPERSEDES M-13-80 & M-91-90**
M - 61 - 01	Safekeeping and Accountability of Tools and Equipment During Vehicle(s) Repairs or Scheduled Maintenance - **SUPERSEDES M-93-90**
M - 62 - 01	Master Key Procedures for Elderly High-Rise Developments - **SUPERSEDES M-13-78 & M-97-90**
M - 63 - 01	Coordinated Correspondence with Residents Experiencing Lease Compliance Problems - **SUPERSEDES M-10-88 & M-99-90**
M - 64 - 01	Testing Interior Fire Alarm/Fire Prevention Program - **SUPERSEDES M-5-81 & M-104-90**
M - 65 - 01	Court Ordered Rent Abatements - **SUPERSEDES M-8-79 & M-106-90**

M - 66 - 01	Screens, Shades, Fences, Antennas and Window Air Conditioners - **SUPERSEDES M-5-72 & M-108-90**
M - 67 - 01	Refund Disbursement - **SUPERSEDES M-17-80 & M-110-90**
M - 68 - 01	Income Limits for Admission/Ceiling Rents - **SUPERSEDES M-8-78 & M-111-90**
M - 69 - 01	Work Order Procedures - **SUPERSEDES M-32-79 & M-112-90**
M - 70 - 01	Carfare Reimbursement for Residents - **SUPERSEDES M-6-77 & M-113-90**
M - 71 - 01	Fire Prevention Code Concerning Auditorium Safety - **SUPERSEDES M-15-65 & M-117-90**
M - 72 - 01	Gas Pipe Safety Inspection and Hose Bibb Maintenance - **SUPERSEDES M-13-70 & M-120-90**
M - 73 - 01	Procedure on Confirming Requisitions - **SUPERSEDES M-22-76 & M-123-90**
M - 74 - 01	Requisitioning, Approving, Receiving and Inspecting New Powered Equipment and All Capital Equipment - **SUPERSEDES M-21-79 & M-125-90**
M - 75 - 01	Correspondence - **SUPERSEDES M-2-91**
M - 76 - 01	HUD Form 52952, " Watch Out for Lead Paint Poisoning" - **SUPERSEDES M-2-89 & M-3-91**
M - 77 - 01	Development Keying and Safe Operation of Key Machines - **SUPERSEDES M-124-90 & M-4-91**
M - 78 - 01	Processing of Property Damage Claims - **SUPERSEDES M-16-79 & M-6-91**
M - 79 - 01	Management/Resident Occupancy and Predetermination Inspections - **SUPERSEDES M-11-90 & M-7-91**
M - 80 - 01	Capital Equipment Inventory Procedure - **SUPERSEDES M-11-82 & M-8-91**
M - 81 - 01	Stockroom Inventory Reduction and Control - **SUPERSEDES M-18-81 & M-10-91**
M - 82 - 01	Form HUD – 9886 (4/91), Authorization for the Release of Information - **SUPERSEDES M-11-91**

M - 83 - 01	Daily Checklist of High-Rise Buildings - **SUPERSEDES M-12-91**
M - 84 - 01	Late Rent Collection/Warrant of Restitution Policy Notice - **SUPERSEDES M-17-91**
M - 85 - 01	Remaining (Residual) Member of Resident Families - **SUPERSEDES M-18-91**
M - 86 - 01	Vandalism Cost Reporting Systems - **SUPERSEDES M-4-90 & M-19-91**
M - 87 - 01	Rent Collection Procedure Pertaining to Disputed Non-Rent Charge - **SUPERSEDES M-90-90 & M-20-91**
M - 88 - 01	Reporting of Blackouts, Brownouts, and Other Major Electrical Problems; Staff Duties During Blackouts, Brownouts or Other Major Electrical Problems - **SUPERSEDES M-9-87 & M-2-92**
M - 89 - 01	Repairs Affecting Safety or Security of Residents of HABC Property - **SUPERSEDES M-11-87 & M-3-92**
M - 90 - 01	Oil Spills or Discharges on or from HABC Property - **SUPERSEDES M-10-87 & M-4-92**
M - 91 - 01	Reporting Underground Gas and Water Leak Repairs **SUPERSEDES M-52-77 & M-5-92**
M - 92 - 01	Rotation of Stockroom Materials - **SUPERSEDES M-33-74 & M-6-92**
M - 93 - 01	Maintenance of Furnace and Air Conditioner Filters - **SUPERSEDES M-6-84 & M-7-92**
M - 94 - 01	Domestic Hot Water Temperatures - **SUPERSEDES M-10-63 & M-8-92**
M - 95 - 01	Procedure for Maintaining Operations and Maintenance Manual, Emergency Plan, Leak Surveys, Corrosion Surveys, and Maps of HABC's Underground Gas Lines - **SUPERSEDES M-9-92**
M - 96 - 01	Emergency Evacuation Procedure for Elderly High-Rise Buildings **SUPERSEDES M-43-76 & M-10-92**
M - 97 - 01	Procedures for Disposal of Ranges - **SUPERSEDES MEMO DATED 8/2/90 – PROCEDURE FOR DISPOSAL OF RANGES- SUPERSEDES M-11-92**

M - 98 - 01	Confidentiality of Information Concerning Residents - **SUPERSEDES M-41-90 & M-15-92**
M - 99 - 01	Form HABC 07- 0387-0000, Federal Privacy Act Statement - **SUPERSEDES M-17-92**
M - 100 - 01	HABC Orientation Checklist - **SUPERSEDES M-18-92**
M - 101 - 01	Smoke Detectors - **SUPERSEDES M-29-90 & M-24-92**
M - 102 - 01	Eviction Actions – Revised Procedures for Notification of Termination of Tenancy for Nonpayment of Rent - **SUPERSEDES M-53-77 & M-3-93**
M - 103 - 01	Exclusion of Income Received Under Training Programs - **SUPERSEDES M-7-93**
M - 104 - 01	Filing of Nonpayment of Rent Actions While 60-Day Notices, Rent Escrow Cases and Certain Grievances are Pending - **SUPERSEDES M-8-93**
M - 105 - 01	Resident Compensation for Serving on Interview Panels for Division of Housing Management Staff - **SUPERSEDES M-10-93**
M - 106 - 01	Depositing Slips - **SUPERESEDES M-13-93**
M - 107 - 01	Payroll Attendance Reporting, Approved Overtime Requests and Paycheck Procedures – **SUPERSEDES M-68-90 & M-14-93**
M - 108 - 01	Lease Agreements with City and Other Agencies **SUPERSEDES M-61-90 & M-19-93**
M - 109 - 01	Abatements/Adjustments/Errors to Tenants Accounts TARS Systems - **SUPERSEDES M-20-93**
M - 110 - 01	Revised Income Limits for Admission - **SUPERSEDES M-16-92 & M-21-93**
M - 111 - 01	What To Do In Case of Fire - **SUPERSEDES M-27-80 & M-26-93**
M - 112 - 01	Supervising Valves and Sprinkler Control Valves - **SUPERSEDES M-62-90 & M-28-93**
M - 113 - 01	The Purchasing and Storing of Chemicals and Materials - **SUPERSEDES M-53-90 & M-29-93**

M - 114 - 01	Proper Storage of Gasoline - **SUPERSEDES M-26-90 & M-1-94**
M - 115 - 01	Refrigerators – Procedure for Storage, Repair and Replacement - **SUPERSEDES M-103-90 & M-2-94**
M - 116 - 01	Posting of Warning Notices – Storage of Flammables - **SUPERSEDES M-119-90 & M-4-94**
M - 117 - 01	Motor Vehicle Operator's License Infractions - **SUPERSEDES M-92-90 & M-6-94**
M - 118 - 01	Maintenance of Emergency Generators - **SUPERSEDES M-1-89 & M-8-94**
M - 119 - 01	Graffitti Removal - **SUPERSEDES M-14-83 & M-10-94**
M - 120 - 01	Spring Beautification Program - **SUPERSEDES M-55-90 & M-11-94**
M - 121 - 01	Housing Utility Management System (HUMS) – Procedure for Assessing and Collection Electrical Surcharges and Reading and Repairing Meters – All Development (Excluding Elderly) - **SUPERSEDES M-71-90 & M-12-94**
M - 122 - 01	Cleaning Catch Basins and Manholes – **SUPERSEDES M-12-85 & M-16-94**
M - 123 - 01	Section 504 Resident Notice Compliance - **SUPERSEDES M-18-94**
M - 124 - 01	Emergency Snow Plan - **SUPERSEDES M-1-92 & M-19-94**
M - 125 - 01	Transfer Procedure - **SUPERSEDES M-20-94**
M - 126 - 01	Extraordinary and Severe Incidents Emergency Guidelines (Including Acts of God) in Public Housing Developments, and Emergency Desk Procedures - **SUPERSEDES M-85-90, M-7-94 & M-21-94**
M - 127 - 01	Entering Tenant Occupied Dwelling Units - **SUPERSEDES M-54-90 & M-22-94**
M - 128 - 01	Employee Conduct and Telephone Manner - **SUPERSEDES M-23-94**

M - 129 - 01	Procedure on Reporting and Repair of Fire – Damaged Public Housing Units - **SUPERSEDES M-9-94 & M-1-95**
M - 130 - 01	Heating and Air Conditioning Instructions - **SUPERSEDES M-2-93 & M-2-95**
M - 131 - 01	Vehicular Abuse - **SUPERSEDES M-6-95**
M - 132 - 01	HABC Vehicles: Maintenance, Repair and Training - **SUPERSEDES M-11-84 & M-8-95**
M - 133 - 01	Injuries, Accident Thefts, Break Ins, Etc. - **SUPERSEDES M-9-80 & M-9-95**
M – 134 – 01	Resident Maintenance Charges - **SUPERSEDES M-34-90 & M-10-95**
M - 135 - 01	HABC Vehicular Inspection Log Report - **SUPERSEDES M-28-80 & M-11-95**
M - 136 - 01	Vehicular Safety and Appearance - **SUPERSEDES M-33-90 & M-12-95**
M - 137 - 01	Maintaining Appearance of Public Housing Developments - **SUPERSEDES M-24-93 & M-13-95**
M - 138 - 01	Processing of Relocation Requests Involving Residents Who Are Victims, Witnesses, and/or Participants in a Criminal Investigation, or Involved in Community Disputes - **SUPERSEDES M-5-94 & M-14-95**
M - 139 - 01	Removal of Unauthorized Vehicles - **SUPERSEDES M-5-91 & M-17-95**
M - 140 - 01	Rent Setting Policy for Federally Funded Resident Job Training Programs - **SUPERSEDES M-18-95**
M - 141 - 01	HABC Fire Procedure - **SUPERSEDES M-12-92 & M-19-95**
M - 142 - 01	Police Rental of Public Housing Properties - **SUPERSEDES M-14-94 & M-20-95**
M - 143 - 01	Access to Resident Units: Police Search & Seizure Warrants - **SUPERSEDES M-21-95**

M - 144 - 01	Materials Acquisition Committee Form and Product Safety Recall Procedure - **SUPERSEDES M-22-95**
M - 145 - 01	Fire Safety Inspection and Maintenance of Fire Extinguishers - **SUPERSEDES M-33-93 & M-23-95**
M - 146 - 01	Employees' Traffic Violations - **SUPERSEDES M-6-80 & M-26-95**
M - 147 - 01	Disposition of Residents' Personal Effects - **SUPERSEDES M-27-95**
M - 148 - 01	City of Baltimore Code Violation Notice and Order - **SUPERSEDES M-31-90 & M-32-95**
M - 149 - 01	Motorized Equipment Operation and Travel - **SUPERSEDES M-3-80 & M-33-95**
M - 150 - 01	City Dump Receipts - **SUPERSEDES M-13-91 & M-35-95**
M - 151 - 01	Delivery of Cash and/or Checks To Central Office - **SUPERSEDES M-10-85 & M-36-95**
M - 152 - 01	Costing Repair Jobs – Fringe Benefit Percentage - **SUPERSEDES M-26-79 & M-37-95**
M - 153 - 01	Resident Letter Regarding Crime, Violence and Vandalism - **SUPERSEDES M-81-90 & M-38-95**
M - 154 - 01	Stock Number on Stock Disbursement Form - **SUPERSEDES M-11-83 & M-39-95**
M - 155 - 01	Roles of Development and Special Maintenance Crews Staff in Security Operations - **SUPERSEDES M-18-83 & M-40-95**
M - 156 - 01	Management Home Visits - **SUPERSEDES M-6-89 & M-42-95**
M - 157 - 01	Care of Closed Circuit TV Monitors and Cameras - **SUPERSEDES M-1-78 & M-43-95**
M - 158 - 01	Stockroom Disbursement Reports - **SUPERSEDES M-5-79 & M-44-95**
M - 159 - 01	Elevator Safety, Maintenance and Repair - **SUPERSEDES M-5-95 & M-45-95**

M - 160 - 01	Rent Freeze Policy for Employment Income Associated with Federally Funded Resident Job Training Programs - **SUPERSEDES M-24-95 & M-47-95**
M - 161 - 01	Stockroom Procedure - **SUPERSEDES M-17-86 & M-48-95**
M - 162 - 01	Maintaining Contact with Staff During Work Hours - **SUPERSEDES M-11-80 & M-49-95**
M - 163 - 01	Evictions, Removal of Abandoned Furniture, 15-Day Notice – Method of Reporting - **SUPERSEDES M-66-90 & M-51-95**
M - 164 - 01	Pesticides and Related Chemicals - **SUPERSEDES M-6-81 & M-52-95**
M - 165 - 01	Processing HABC Form 50058, and the HUD Family Report – Designed for the Elderly as Listed - **SUPERSEDES M-2-96**
M - 166 - 01	General Safety Rules for the Division of Housing Management - **SUPERSEDES M-25-93 & M-5-96**
M - 167 - 01	Review of Rental Determination and Tenant Data Summary (Form 50058) - **SUPERSEDES M-52-90 & M-6-96**
M - 168 - 01	Housing Authority of Baltimore City Rent Procedure - **SUPERSEDES M-9-89 & M-7-96**
M - 169 - 01	Emergency Plan for Natural Gas Emergency - **SUPERSEDES M-3-95 & M-8-96**
M - 170 - 01	Operation and Maintenance Plan for HABC's Underground Gas Distribution Systems - **UPERSEDES M-4-95 & M-9-96**
M - 171 - 01	Revised Reexamination Procedures for Family & Mixed (Elderly and Family Combination) Developments - **SUPERSEDES M-11-96**
M - 172 - 01	Resident Special Reimbursement – Vendor Payments - **SUPERSEDES M-3-96 & M-12-96**
M - 173 - 01	Rental Determination and Tenant Data Summary, Form HABC – 50058 - **SUPERSEDES M-101-90 & M-14-96**
M - 174 - 01	Handling of 30-Day Notice of Lease Terminations – Illegal Activity Only - **SUPERSEDES M-17-93 & M-16-96**

M - 175 - 01	Emergency Addresses and Telephone Listing - **SUPERSEDES M-12-88 & M-17-96**
M - 176 - 01	Structural Alterations – HABC Properties - **SUPERSEDES M-6-86 & M-18-96**
M - 177 - 01	Revised Insect Extermination Procedure - **SUPERSEDES M-10-83 & M-19-96**
M - 178 - 01	Policy on Smoking in the Housing Authority of Baltimore City – Owned and Leased Properties - **SUPERSEDES M-22-96**
M - 179 - 01	After Hour Activities **SUPERSEDES M-22-93 & M-1-97**
M - 180 - 01	Issuance of Dry Ice - **SUPERSEDES M-3-97**
M - 181 - 01	Implementation of "1997" HABC Dwelling Lease, Form No. 70-0249-00 A & B (20m-6/97) - **SUPERSEDES M-29-95 & M-4-96**
M - 182 - 01	Revised Tenant Grievance Policy and Appeals Procedure Form No. 70-0149-0000 - **SUPERSEDES M-5-97**
M - 183 - 01	Revised Procedure for Response to Notice of Children with High Blood Lead Levels and Compliance with Lead Paint Abatement Notice(s) - **SUPERSEDES M-102-90 & M-1-98**
M - 184 - 01	Moving Contractor for Evictions - **SUPERSEDES M-2-98 & M-5-98**
M - 185 - 01	Use and Care of Maintenance Uniforms - **SUPERSEDES M-3-98 & M-6-98. ALSO SEE AMENDMENT M-7-99**
M - 186 - 01	Development Systems Plan – Master Listing/Schedule Instructions - **SUPERSEDES M-7-98**
M - 187 - 01	Personal Appearance and Demeanor During Working Hours - **SUPERSEDES M-11-93, REISSUED 7/12/99**
M - 188 - 01	Guidelines For Abatement of Excess Utility Charges - **SUPERSEDES M-9-98**
M - 189 - 01	Instructions for Completion of the HABC Development Public Housing Management Assessment Program (PHMAP) Certification - **SUPERSEDES M-4-98 & M-10-98**

M - 190 - 01	Photo Identification of New Applicants/Residents - **SUPERSEDES M-12-98**
M - 191 - 01	Calculating Imputed Income from Assets - **SUPERSEDES M-19-92 & M-1-99**
M - 192 - 01	Agreement for Use of Development Community Space - **SUPERSEDES M-9-91 & M-2-99**
M - 193 - 01	Lead Hazard Procedures for Housing Authority of Baltimore City Public Housing - **SUPERSEDES M-3-99, AMENDED M-13-98**
M - 194 - 01	Recognizing and Handling Employee Problems – Referral and Disciplinary Action - **SUPERSEDES M-5-85 & M-4-99**
M - 195 - 01	Maintenance of Resident Folder – Drug/Criminal Activity Documentation - **SUPERSEDES M-5-99**
M - 196 - 01	Control of Resident Folders, Records and Summaries/Interviews - **SUPERSEDES M-78-90 & M-6-99**
M - 197 - 01	Use and Care of Maintenance and Crew Uniforms - **SUPERSEDES M-7-99**
M - 198 - 01	Alarm System Agreement - **SUPERSEDES M-8-99**
M - 199 - 01	Vendor Payment Program - **SUPERSEDES M-9-99**
M - 200 - 01	Vacant Unit Assessment and Renovation Procedures **Effective 11/1/99 – SUPERSEDES M-11-98 & M-10-99**
M - 201 - 01	Procedure for Reading and Repairing Electric Submeters at Housing Developments Having an Automated Meter Reading System - **SUPERSEDES M-11-99**
M - 202 - 01	Instructions for Completion of the HABC Development Public Housing Assessment System (PHAS) Certification - **SUPERSEDES M-10-98 & M-12-99**
M - 203 - 01	Housing Authority of Baltimore City (HABC) Rent Procedure Regarding Reduction of Baltimore City Department Social Services Grants - **SUPERSEDES M-2-97 & M-13-99**
M - 204 - 01	Emergency Snow Plan - **SUPERSEDES M-19-94 & M-2-2000**
M - 205 - 01	Cost Schedule for the District Court of Maryland - **SUPERSEDES M-28-95 & M-3-2000**

M - 206 - 01	Maintenance Roof Repairs, Preventive Roof Maintenance Replacement Roofs, Inspections and Acceptance of Contract Work -**SUPERSEDES M-4-2000**
M - 207 - 01	Resident Evictions and Notice to Vacate - **SUPERSEDES M-1-91 & M-5-2000**
M - 208 - 01*	Recommendation for Rehousing of Former Tenants - **SUPERSEDES M-1-2001**
M - 209 - 01	Installation of Experimental Energy Saving Devices - **SUPERSEDES M-13-90**
M - 210 - 01	Radiator Valves-Energy Conservation - **SUPERSEDES M-37-90**
M - 211 - 01	Check Cashing - **SUPERSEDES M-38-90**
M - 212 - 01	Maintenance Unit Inspection Report Stock No. 70-0411-0000 - **SUPERSEDES M-42-90**
M - 213 - 01	Repairs to Chain Link Fences - **SUPERSEDES M-65-90**
M - 214 - 01	Report of Dwelling Unit Vacancies - **SUPERSEDES M-72-90**
M - 215 - 01	Replacement of Fuses - **SUPERSEDES M-75-90**
M - 216 - 01	Requesting Special Police Surveillance - **SUPERSEDES M-80-90**
M - 217 - 01	Winterizing Water-Cooled Vehicles and Equipment - **SUPERSEDES M- 87-90**
M - 218 - 01	Maintenance Procedure for Three-Day Holiday Weekends - **SUPERSEDES M-21-94**
M - 219 - 01	Stapling of Deposit Slips - **SUPERSEDES M-89-90**
M - 220 - 01	Prompt Implementation of Official Operating Order Instructions - **SUPERSEDES M-94-90**
M - 221 - 01	Procedure for Holdup and Use of Holdup (Robbery) Alarm - **SUPERSEDES M-96-90**
M - 222 - 01	Periodic Self-Inspections - **SUPERSEDES M-115-90**
M - 223 - 01	Status Report – Safety Inspections - **SUPERSEDES M-122-90**
M - 224 - 01	Processing of Rent Escrow/Warranty of Habitability Claims - **SUPERSEDES M-15-91**

M - 225 - 01	Work Performed by HABC Personnel Which is the Responsibility of a Contractor - **SUPERSEDES M-24-91**
M - 226 - 01	Procedure for Monitoring Compactors - **SUPERSEDES M-20-92**
M - 227 - 01	Voter Registration Services - **SUPERSEDES M-1-93**
M - 228 - 01	Procedure for Reporting and Repair of Water-Damaged Public Housing Ceiling(s) - **SUPERSEDES M-4-93**
M - 229 - 01	Pending Adjustments For Prior Month's Rent - **SUPERSEDES M-9-93**
M - 230 - 01	Procedure for Securing Vacant Units to Prevent Vandalism - **SUPERSEDES M-23-93**
M - 231 - 01	Processing Heating Service Requests Requiring Heating Contractors and Subsequent Billing - **SUPERSEDES M-6-93**
M - 232 - 01	Cost Schedule for the District Court of Maryland - **SUPERSEDES M-28-95**
M - 233 - 01	Obsolete Operating Orders - **SUPERSEDES M-30-95 & M-15-96**
M - 234 - 01	Rent Handling Procedure – New Residents - **SUPERSEDES M-31-95**
M - 235 - 01	Procedure Relating To Delinquent Rent Cases - **SUPERSEDES M-50-95**
M - 236 - 01	Transitional Emergency Medical /Assistance Program (TEHMA)/Redesign - **SUPERSEDES M-1-96**
M - 237 - 01	HABC Cellular Telephone and FAX Machine Usage **SUPERSEDES M-10-96**
M - 238 - 01	Occupancy Data Report, Form 420 - **SUPERSEDES M-20-96**
M - 239 - 01	"Increases in SSI and OASI Benefits Effective 1/1/01" - **SUPERSEDES M-1-00**

Fair Housing

MD002d01

Affirmatively Furthering Fair Housing

The Fair Housing and Equal Opportunity (FH&EO) Office enforces Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, the Fair Housing Act and other civil rights laws. The FH&EO Office also undertake steps to identify discriminatory practices throughout all DHCD and HABC housing-related programs. As part of the effort to further fair housing, and in accordance with the requirements of the Consolidated Plan, Regulation (24 CFR. 91.520 (a), the FH&EO cooperated with neighboring jurisdictions in conducting a region-wide analysis of impediments to fair housing choices.

◊ Actions Taken Regarding Completion of the Analysis of Impediments to Fair Housing Choice

The "Analysis of Impediments to Fair Housing in the Baltimore Metropolitan Area" was completed in September 1996. It was prepared for the Baltimore Metropolitan Council on behalf of Baltimore City, the City of Annapolis, and Anne Arundel, Baltimore, Hartford and Howard Counties. This report detailed fair housing impediments as well as recommendations for actions. Baltimore City is addressing many of the impediments identified (see below in "Actions Taken to Overcome...."). However, a consultant will be hired to assist in the development of strategies for issues not currently being addressed.

◊ Summary of Impediments Identified in the Analysis

Below is a summary of the general impediments identified in the study for the region. The general impediments to fair housing choices include:

1. A lack of affordable housing the Region that negatively impacts on families with children, people with disabilities, African Americans, and the elderly.
2. A shortage of landlords who are willing to participate in the Section 8 Program.
3. Housing choice for all persons regardless of their race, color, religion, sex, disability, familial status, or national origin is still not a reality.
4. Racial tension is high and growing.
5. There seems to be an uneven enforcement and promotion of voluntary compliance efforts. In some Jurisdictions compliance has been a priority, but funding cuts have impacted the Jurisdictions' ability to carry out effective enforcement efforts.

◊ Actions Taken to Overcome the Effects of Impediments Identified Through the Analysis

DHCD and HABC are committed to affirmatively promoting fair housing. Currently, the impediments identified in the region-wide analysis are being addressed as follows:

I. Meeting the Needs of the Disabled

The impediment study stated that, whereas Baltimore City has the largest percentage of all public housing in the region (89%), that housing had a shortage of units designed for people with disabilities. As of September 2000 there were 928 accessible public housing units in HABC's housing stock. This does not include accessible units in the HOPE VI program. The number of accessible units is indicated in the following "HABC HOPE VI Program" section.

Emphasis continues to be placed on meeting the needs of HABC residents and persons seeking housing within HABC's housing programs. To date HABC has complied with Section 504 of the Rehabilitation Act of 1973, as amended in meeting the 5% mobility and 2% sensory accessible housing standards. To the greatest extent feasible, HABC will continue to provide accessible housing as needed to HABC residents and applicants.

Section 504 Needs Assessment

Updated Needs Assessment and Transition Plan

In accordance with 24 CFR Part 8 Nondiscrimination based on Handicap in Federally Assisted Programs and Activities; Final Rule, HABC is reviewing proposals to select a consultant to conduct a resident needs assessment and update the agency's transition plan. The needs assessment and self-evaluation study will include all programs and activities under HABC's jurisdiction including Public Housing, Section 8, Public Modernization and HOPE VI programs. Consultant services are being selected to evaluate the need for accessible units for use by HABC residents and applicants on the waiting list. Consultants will analyze HABC's current accessible units, evaluate HABC's housing, communications and marketing policies, and employment practices, and make recommendations as to how to improve HABC services to resident, applicants, and employee with disabilities. The consultant will also be required to develop and assist in the implementation of an updated transition plan. We anticipate that a consultant will be selected by September 30, 2001.

Section 504, ADA and Fair Housing Guide Book

HABC has developed a book to assist housing industry members who do business with Baltimore City with compliance with the accessibility requirements of Section 504, ADA, and the FHA. The *Multifamily and Commercial Development Design Guide Book* uses a how-to format offering possible solutions for problems unique to Baltimore, such as rowhouses and accessible design.

In Baltimore City, the Hope VI Program and the HABC's housing programs and redevelopment efforts are used to address this impediment. The following indicates accessible housing efforts in the HOPE VI and development programs.

HABC HOPE VI Program

Pleasant View Gardens HOPE VI Project (Formerly Lafayette Court)

Of the 221 rowhouses in Lafayette Court Rowhouses, 23 units are accessible. Mobility accessible units include, one 1-BR; nine 2-BR; one 4-BR; and three 3-BR. There are nine 2-BR units that are designated for persons with sensory disabilities. Additionally, 25% of all rowhouses conform to visitability standards. There is also a 110 unit elderly apartment building, that is 100% accessible. The elderly building contains 12 units for people with mobility disabilities and 6 units for people with sensory disabilities.

The Townes at the Terrace HOPE VI Project (Formerly Lexington Terrace)

Of the 203 rental units in Lexington Terrace HOPE VI, 13 units are accessible. The mobility accessible units include four 2-BR units; six 3-BR units; and one 4 BR unit. Additionally, there are two 2-BR units for persons with sensory disabilities. All 203 rental units will have kitchens and walls that are easily adaptable for conformity with ADA/504 grab bar and kitchen requirements.

Of the 100 homeownership units, 5 units were designed for and sold to persons with mobility disabilities and one home was sold to a person with a sensory disability. An additional home was also designed for persons with sensory disabilities. The Terraces project also includes an 88 unit Elderly building that is 100% accessible. Additionally, 5 units are mobility accessible and 2 are accessible for persons with sensory impairments.

Heritage Crossing (formerly Murphy/Julian HOPE VI Project)

Heritage Crossing Project has a total of 185 home ownership units and 75 public housing units. Twenty of these units will be designed for persons with mobility and/or sensory impairments.

Flag House HOPE VI Project

The design for this project is not completed. Tentative plans include a total of 390 units comprising 130 public housing units, 130 home ownership units and 130 mixed-income rental units. Five percent (5%) of all rental and home ownership units will be mobility accessible and 2% of rental and home ownership units will be accessible for persons with sensory impairments.

Broadway Homes

The design for this project is also tentative. Of the rental units, five- percent (5%) or 6 units will be mobility accessible and 2 units will be accessible for persons with sensory

impairments. Five percent of the home ownership units will be mobility accessible and 2 percent will also be for persons with sensory impairments.

Cherry Hill Homes Modernization Project

Cherry Hill Homes consist of 157 rental units of which 10 units will be accessible units. This project will have two 1-BR units; three 2-BR units; three 3-BR units; one 4-BR unit and one 5-BR unit for persons with mobility impairments. These units will also be designed for persons with sensory disabilities.

Cherry Hill Homeownership

Five percent of the home ownership units at Cherry Hill will be mobility accessible and 2 percent will be accessible for persons with sensory impairments.

Visitability Efforts

The HABC procurement process requires that where structurally feasible, all development designs incorporate visitability standards. Visitability standards are in addition to the accessible units in each project. HABC has met or will make every feasible effort to meet the following visitability standards at its development projects: (a) Pleasant View Gardens - 25% or 51 units are visitable; (b) The Townes at the Terrace - 25% or 76 visitable units; (c) Heritage Crossing-20% or 52 visitable units; and (d) Flag House - 20% or 78 visitable units. Additionally, 33% or 32 units at Broadway Homes will be visitable; 25% of the Cherry Hill Design Build units and the Cherry Hill Home ownership project will be visitable.

II. Encouraging Integration of Minorities – Special Certificate and Mobility Counseling Programs

In accordance with the provisions of the Consent Decree in *Thompson v. HUD,* HABC in cooperation with HUD continues to solicit the services of a Mobility Counseling Consultant. The Consultant will provide sufficient information, services, and resources so that relocating families will have opportunities to improve their living environments and will be able to make meaningful and informed choices about where to live. The Consultant will also be responsible for landlord outreach and recruitment to obtain an adequate supply of housing units outside of areas of poverty and minority concentration. The housing units will be located throughout the Baltimore Housing Market including Baltimore Metropolitan area.

Effective November 20, 2000 HABC terminated the contract with Baltimore Neighborhoods, Inc. ("BNI"), which had been hired to perform mobility counseling services pursuant to the Partial Consent Decree. The reason for the termination was failure to perform. During the period that it was under contract to perform the mobility counseling services, September 1998 to

November 20, 2000, BNI placed thirty-two (32) families in non-impacted areas. Thus far, efforts to identify a new entity to assume the mobility counseling responsibilities through both a competitive process and sole source outreach have not been successful to date.

Additional mobility counseling programs include our efforts with the Affordable Housing Initiative (the "AHI"), which is led by Innovative Housing Institute and includes Harlem Park Renaissance and Housing Impact Strategies. This program was created to establish 646 project based units and 168 homeownership opportunities in non-impacted areas as defined in the Partial Consent Decree. The AHI includes a mobility-counseling component to assist families in making the transition to non-impacted areas.

HABC Replacement Housing

In May 1999, the Court presiding over *Thompson v. HUD* entered a Consent Order regarding the development of Broadway Homes as a HOPE VI site. The Consent Order requires HABC to create 57 units off-site as replacement housing Section 9 (Public Housing) Replacement Housing Factor funds. HABC has been allotted $6,695,676 for fiscal years 1998 through 2001 by HUD for replacement housing and HABC intends to use that total amount to create the 57 units. Twenty (20) of the units will be created by Homes for America in Anne Arundel County. Homes for America will own the units and be responsible for managing the units, either directly or through a management company. A request for proposals will be issued to create the remaining 37 units. The successful responder must agree to own and be responsible for managing the units.

III. Section 8 Readiness Training, Mobility and Landlord Outreach Activities

HABC Tenant Readiness Training

A tenant readiness program has been implemented to equip public housing residents, Section 8 applicants, and all other residents with tools and skills needed to access society and become productive community members. Currently residents are being trained in fair housing laws; lease comprehension; family budgeting; saving for home ownership; housekeeping practices; community awareness and participation and drug awareness. This training also emphasizes how the new 'one strike' policy could impact their households due to illegal activities. The program fosters "good neighbor" skills and enables residents to become future homeowners.

HABC Mobility Counseling

The mobility counseling program trains residents on how to locate and rent units in low poverty areas and how to connect with support services that will ensure their success in becoming self-sufficient within their new communities. Counselors train and assist applicants in effective home acquisition techniques. Residents are encouraged to network throughout their communities by participating in community organizations that link them to opportunities and resources in their chosen areas.

During the period from January 1, 2000 to December 31, 2000 HABC accomplished the following through its in-house Section 8 tenant readiness and mobility programs:

- 962 residents completed tenant readiness training;
- 430 (45%) received mobility counseling services;
- 413 residents were housed;
- 269 residents were housed in Baltimore City; and

144 (35%) residents were housed in "other" jurisdictions. The breakdown of residents housed in other jurisdictions include: Baltimore County (111 residents); Howard County (14); Anne Arundel County (8); Hartford County (3).

- Additionally, former HABC residents are housed in each of the following jurisdictions: Syracuse, NY; Corning, NY; Raleigh, NC; Fairfax, VA; Portsmouth, VA; New Castle, DE; Washington, DC; and Prince Georges County.

Designated Disabled Readiness Training and Mobility Program

The Designated Disabled Program is designed to assist single disabled persons in obtaining housing. Under this program, about 200 vouchers have been issues and all 200 vouchers have been leased.

Shelter Plus Care Program for Disabled Homeless Persons

The Shelter Plus Care (SPC) Program is a program designed to serve disabled homeless persons. The SPC Program is a partnership between the Department of Housing and Community Development's (DHCD) Office of Homeless Services and the Housing Authority's Training and Mobility Program (TMP). Under the terms of this contract, which was in effect from August 1, 1999 through March 31, 2001, HABC's TMP provided tenant readiness training to disabled persons with chronic substance abuse problems, mental illness, and/or HIV-AIDS. A total of 140 persons in the SPC program have completed the readiness training. The last tenant readiness training class for SPC was conducted on January 30, 2001.

In this program, training is tailored to fit the needs of this unique population and addresses some of the participant's medical concerns. HABC worked in conjunction with sponsoring agencies such as HERO, Prisoner's Aid, Baltimore Mental Health Systems and others. About 90% of the persons participating in this program are housed. The focus of this training is to assist participants in making the transition from transitional housing or shelters to living independently within the community.

In addition to training, the TMP also conducted initial annual and damage inspections on all rental units funded under this program. The Housing Application Office (HAO) also conducted landlord education and outreach functions geared towards bringing landlord and property owners
into the SPC program. Interested property owners and landlords were referred to sponsors as possible housing providers.

Section 8 Landlord Outreach Program

Section 8 outreach programs are marketed to residents, landlords, and other interested parties. HABC outreaches to Section 8 landlords in non-concentrated and low-poverty areas by educating them about the Section 8 Program and encouraging them to rent to Section 8 voucher and certificate holders. Participating landlords are also trained on maintaining properties in accordance with Section 8 code requirements and community standards.

IV. Public Housing Tenant Readiness Training and Outreach Program

During the period of January 1, 2000 through December 31, 2000, 962 persons completed HABC's Tenant Readiness Training.

Senior Outreach Initiative Program

HABC's Housing Application Office (HAO) has developed a successful Senior Outreach Program. Approximately 535 seniors have been recruited since April 2000. This program is marketed through various outreach efforts, including visits to private homes, shelters, soup kitchens and other senior service providers. HAO conducts "Senior Day" seminars to educate and interview interested seniors. Participants receive transportation to prospective properties and an opportunity to lease housing units. Interviews and eligibility assessments can be conducted "in home" as required.

Housing Needs Analysis Supporting Table

MD002e01

Housing Authority of Baltimore City

CHAS Dataset Extract for Baltimore City

Renters	Below 30% AMI		31% to 50% AMI		51% to 80% AMI		81% to 95% AMI		95%+ AMI	
	Total	Elderly	Total	Elderly	Total	Elderly	Total	Elderly	Total	Elderly
Total Households	49,914	14,488	22,360	4,390	28,715	3,010	10,744	921	24,067	2,464
Black (Non-Hispanic)	*36,765*	*9,351*	*14,792*	*2,043*	*18,309*	*1,083*	*6,389*	*420*	*11,929*	*435*
White (Non-Hispanic)	*11,857*	*4,957*	*6,975*	*2,278*	*9,610*	*1,912*	*4,092*	*501*	*11,438*	*1,991*
Asian & Pacific Islander	*653*	*86*	*251*	*23*	*351*	*0*	*138*	*0*	*343*	*17*
American Indian, Eskimo	*226*	*11*	*84*	*0*	*100*	*0*	*36*	*0*	*76*	*0*
Hispanic	*404*	*83*	*246*	*46*	*338*	*15*	*89*	*0*	*281*	*21*
Housing Problems	36,433	8,944	15,073	2,666	8,473	1,025	1,122	97	1,626	180
- *Black*	*26,209*	*5,370*	*9,665*	*1,118*	*5,169*	*751*	*696*	*35*	*883*	*0*
- *White*	*9,186*	*3,451*	*4,961*	*1,529*	*3,011*	*274*	*4,092*	*501*	*627*	*175*
- *Hispanic*	*309*	*69*	*157*	*19*	*338*	*15*	*9*	*0*	*44*	*0*
Cost Burden 30%	35,053	8,818	13,911	2,636	6,420	1,004	526	97	350	152
Cost Burden 50%	26,584	5,281	3,060	738	439	94	18	0	9	0
Overcrowded	3,780	70	1,857	0	1,816	0	502	0	997	0
Affordability										
Renter Occupied										
- *0 - 1 Bedroom*	*16,563*		*18,107*		*15,994*		*2,238*			
- *2 Bedrooms*	*8,643*		*19,335*		*15,914*		*2,085*			
- *3 Bedrooms +*	*8,846*		*20,682*		*12,044*		*1,612*			
Vacant for Rent										
- *0 - 1 Bedroom*	*1,097*		*1,986*		*859*		*154*			
- *2 Bedrooms*	*1,175*		*2,558*		*668*		*138*			
- *3 Bedrooms +*	*1,631*		*1,222*		*224*		*35*			

Policy and Portfolio Management
Print Date: 2/21/01

Rent Analysis Supporting Documentation

MD002401

1.) Analysis of the rent per family development indicates that there are six family developments with the average rent of more $ 180.00 for both FY 98 and FY 99. It is at these developments that the PHA should make a special effort to retain higher income families.

Dev. Name	MD #	# DUs	Rent Billed FY 98	Average Monthly Rent	Rent Billed FY 99	Average Monthly Rent	Overall Average FY 98 & 99	Overall % of. Increase	Comments
McCulloh Homes	2002	422	$ 896,225.00	$ 177.00	$ 959,243.00	$ 189.00	$ 183.00	7%	Newly Renovated – Desirable
Douglas Homes	2005	344	$ 756,325.00	$ 183.00	$ 810,029.00	$ 196.00	$ 190.00	7%	Newly Renovated – Desirable
Albert Spencer	2026	20	$ 43,307.00	$ 180.00	$ 60,341.00	$ 251.00	$ 216.00	39%	Townhouses blinded into Community of homeowners.
The Rosemont	2031	106	$ 230,347.00	$ 181.00	$ 265,247.00	$ 208.00	$ 195.00	15%	Townhouses blinded into Community of homeowners.
The Dukeland	2032	30	$ 78,284.00	$ 217.00	$ 83,895.00	$ 233.00	$ 225.00	7%	Townhouses blinded into Community of homeowners.
Oswego Mall	2034	35	$ 66,453.00	$ 158.00	$ 88,895.00	$ 211.00	$ 185.00	33%	Newly renovated townhouses, blinded into community of homeowners.

2.) An analysis of the following group of developments indicated that the PHA must work harder to retain and attract the higher income families. Two of the developments, Somerset Courts and Mt. Winans, although in need of renovation, have remained stable and attractive to our customers. The PHA should give consideration to seeking dollars to renovate these properties to maintain the stability in the community.

Based on the average rent data for FY 98 and FY 99, and the fact that they were recently renovated, Cherry Hill 11, Perkins Homes, and Brooklyn Homes have begun to attract families of higher income. To protect their investment, the PHA must make **special efforts** to attract and retain higher income families.

Dev. Name	MD#	# DUs	Rent Billed FY 98	Average Monthly Rent	Rent Billed FY 99	Average Monthly Rent	Overall Average FY 98 &99	Overall Percentage of Increase	Comments
Cherry Hill	2011	600	$1,123,334.00	$ 156.00	$ 1,200,767.00	$ 167.00	$ 161.00	5%	Newly renovated – Adjacent to homeowner and Nehemiah Homes.
Perkins	2003	688	$ 1,069,121.00	$ 130.00	$ 1,248,227.00	$ 151.00	$ 140.00	11%	Newly renovated – near the Inner Harbor, Corn Beef Row, Fells Point and Little Italy.
Brooklyn Homes	2021	500	$ 795,641.00	$ 133.00	$ 928,278.00	$ 155.00	$ 144.00	11%	Newly renovated
Somerset Ext.	2042	60	$ 114,394.00	$ 159.00	$ 114,333.00	$ 159.00	$ 159.00	0%	Somewhat stable community of townhouses and adjacent to private complex of townhouses. Near JH Hospital and Inner Harbor.
Mt. Winans	2029	139	$ 226,636.00	$ 136.00	$ 274,802.00	$ 165.00	$ 150.00	14%	Community in need of renovation – Adjacent to Homeowners.

3.) Analysis of this group of developments indicates that the overall average rent is below or the overall mean rent of $150.00. All but two of these properties, Gilmor Homes and Westport, are in dire need of renovation. The PHA must decide whether it is to their benefit to seek funding to renovate these developments or demolish these developments. Very special effort is required to retain and attract higher income families at all of these developments.

Dev. Name	MD #	# Dus	Rent Billed FY 98	Average Monthly Rent	Rent Billed FY 99	Average Monthly Rent	Overall Average Monthly Rent	Overall Percentage of Increase	Comments
Latrobe	2001	701	$ 1,078,394.00	$ 128.00	$ 1,264,445.00	$ 150.00	$ 139.00	11%	Depressed community, adjacent to Baltimore Detention Center & Baltimore City Jail. Near JH Hospital and the Empowerment Zone.
McCulloh	2023	516	$ 860,387.00	$ 139.00	$ 1,013,260.00	$ 164.00	$ 151.00	12%	Dilapidated townhouses, poorly constructed, with major system problems. Adjacent to Private Complex. In Walking distance of The Terrance and Heritage Crossing. This development has proven to be attractive to our customers.
Westport Ext.	2013	232	$ 248,722.00	$ 89.00	$ 299,343.00	$ 108.00	$ 98.00	9%	Newly renovated development of townhouses, but adjacent to depressed development of Westport Homes Ext.
Somerset CT.	2010	257	$ 412,854.00	$ 134.00	$ 507,427.00	$ 165.00	$ 149.00	15%	Development in need of renovation – Deteriorating hardwood floors, flooding crawlspaces, which is damaging electrical system, & deteriorating mechanical systems. Adjacent to Old Town Mall which is scheduled for revitalization.
Gilmor Homes	2006	571	$ 818,984	$ 119.00	$ 916,063.00	$ 134.00	$ 127.00	12%	Newly renovated but located in a depressed community, with dilapidated rental houses. Approx. one mile from the newly renovated Sandtown-Winchester Community.
O'Donnell	2009	900	$1,334,756	$124.00	$1,587,078	$147.00	$135.00	8%	Depressed community, adjacent to private homes and well-maintained apartment complex managed by a private management company. This development is in dire need of renovation.

* Senior Citizen buildings are being exempt from this effort as most residents are retired.

Section 8 Administrative Plan

MD002g01

HOUSING AUTHORITY OF BALTIMORE CITY
SECTION 8 ADMINISTRATIVE PLAN

1. APPLICANT SELECTION FROM THE WAITING LIST

Section 8 participants will be selected from among eligible applicants. Applicants will be selected in their proper turn from the waiting list according to date of application. Residents of Baltimore City shall be considered before non-residents.

Applicants will be withdrawn from the Waiting List if mailed correspondence is returned "address unknown" or if the applicant fails to keep scheduled appointments; fails to bring requested documents; or fails to respond, as required, to an annual written request to update the application and designate continued interest in housing assistance. A reasonable accommodation will be granted to persons who can demonstrate that any of the above reasons for withdrawal was attributed to their handicap or disability. Applicants also will be withdrawn at their written request.

The following criteria is used in selecting families for participation at the time of the initial interview:

a. Before being accepted in any housing program operated by the Authority, an applicant who is a previous resident of the Authority's public housing or who is a previous participant in the Authority's Section 8 Program must pay any balance outstanding from the previous residency or participation. Payment of any outstanding balance is not a guarantee that a previous resident or participant will be re-admitted.

b. The HABC will deny admission to applicants who previously violated the family obligations listed in 24CFR882.118, 24CFR887.401, 24CFR982.551 or listed on the Certificate of Family Participation or Housing Voucher; committed any fraud or was engaged in or evicted for drug related criminal activity or violent criminal activity in connection with any federal housing program.

c. Admission will be denied to applicants with a history of criminal activity involving crimes of physical violence to persons or property, illegal drug-related activity and other acts which would adversely affect the health, safety or welfare of other persons, including but not limited to illegal use, sale or distribution of narcotics by the applicant or a member of the applicant's household. In determining eligibility for admission, the Authority may consider such mitigating factors as follows:

    (1) evidence of rehabilitation:

    (2) evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs;

(3) evidence of the applicant family's willingness to attempt' to increase family income and the availability of training or employment programs in the locality;

(4) other mitigating circumstances

In selecting families from the waiting list, the Authority will give preferences to residents of Baltimore City and to families who qualify with a local preference. Local preferences will be given to families who participate in and are referred by sponsors in the following programs. The numbers of units indicate the maximum number of certificates and vouchers.

PROJECT-BASED PERMANENT HOUSING:

SPONSOR	ADDRESS	#UNIT/TYPE	SPECIAL NEED
Housing Unlimited Group	13 High Street	9 **SRO** S+C 1 1 br Pb	HIV/AIDS- Men only (not special needs)
	3333 Windsor Ave	13 **SRO** S+C	HIV/AIDS-Women only
		1 **SRO** Pb	Project –based
		1 1 br Pb	Project-based (not special needs)
GEDCO Govans Economica Dev. Corporation Org.	Harford House 1513 E. North Ave.	26 Mod	homeless
	Micah House 5207 York Rd.	33 **SRO** Mod	homeless-single adults
Women's Housing Coalition	The Calverton 119 E. 25th Street	12 **SRO** Pb 1 0br Pb	homeless-single women
Associated Catholic	Holden Hall 761 Hamburg St.	14 **SRO** Pb	homeless-single men

PROJECT-BASED PERMANENT HOUSING:

SPONSOR	ADDRESS	#UNIT/TYPE	SPECIAL NEED
Volunteers of America	Paca House 116 N. Paca St.	76 SRO Mod 30 effic.	homeless Homeless
MCVETS Md. Center for Veterans Education & Training	301 S. High St.	80 SRO Mod	homeless veterans
Project Place	1812-16 Maryland Avenue	10 SRO Mod	pending

PROJECT-BASED TRANSITIONAL HOUSING (Active and Pending)

Collington Square	Dayspring House 2100 Mura St.	18 total Pb 9 2brs 9 3 brs	homeless families
YMCA	Druid Hill Y	12 total Pb 10 2brs 2 3brs	homeless families
Druid Heights CDC	Druid House McCulloh St.	23 total Pb 12 2 brs 10 3 brs 1 4 br	homeless families
St. Vincent de Paul	Cottage Avenue Ulman St.	15 total Pb 7 2 brs 8 3 brs	homeless families
Housing Assistance Corporation	Rutland 1600 Rutland Ave.	36 total Pb 29 1 brs 7 2 brs	homeless families
	Springhill 3701 Cottage Ave.	33 total Pb 12 0brs 21 1brs	homeless families
	Sandtown 1300 N. Calhoun Street	30 total Pb 22 2 brs 8 3 brs	homeless families

SPONSOR	ADDRESS	#UNIT/TYPE	SPECIAL NEED
Volunteers of America	1701 W. Pratt St.	35 total Pb 24 2 brs 11 3 brs	homeless families

TENANT BASED HOUSING

Baltimore Mental Health System	Scattered Site	225	Chronically Mentally
Mainstream Housing Opportunities clients referred By BMSH through CHA Inc.		100	Chronically Mentally (can live independently)
Victims, Witness and or Participants in a Criminal Investigation or Involved in Community Disputes		as required	Referred by HUD Operations Safe Home, Law Enforcement Agencies; approved by HABC
Project Fresh Start		10	Homeless families with children in school
Family Preservation Initiative Program		30	
Non waiting list admissions		as required	Public HousingFamilies displaced due to demolition
Family Unification Program Families referred by HABC Family Support Services		50	Prevent displacement children because of inadequate housing
Welfare-to-Work Program		700	In accord with Program requirements

Denial of Assistance and Notification of Applicants

The Authority shall promptly notify any applicant determined to be ineligible for admission and the basis for such determination and shall provide the applicant, upon request, with an opportunity for an informal review on such determination.

Training and Mobility

The Housing Authority of Baltimore City requires all qualified applicants for subsidized housing to completed an eight-hour "tenant readiness" training prior to receiving assistance. The goals are to provide prospective Section 8 participants with information, Encouraging them to be responsible tenants and neighbors and to help them explore housing choices, encouraging movement to low poverty areas. This effort represents an expansion of the Section 8 briefing. Mobility counseling is an "optional" housing search

service offered to interested Section 8 voucher and certificate holders. This service assists participants in finding housing in low poverty areas.

Landlord Outreach in Low Poverty Areas

HABC conducts outreach briefings with landlords/property owners in low poverty areas, educating them about the Section 8 Program and thereby developing a pool of landlords in low poverty areas who are willing to participate in the Program.

2. PREFERENCES

In selecting families from the Waiting List, the Authority shall give preference to residents of Baltimore City.

3. CLOSING AND REOPENING THE WAITING LIST

The Housing Authority of Baltimore City maintains an "open" waiting list. Therefore, procedures governing the closing and reopening of the waiting list are reserved for any change in this policy.

4. ISSUING OR DENYING CERTIFICATES OR VOUCHERS

The HABC will issue certificates and vouchers for a term of 120 days. Extensions will be granted for reasonable accommodations or for expanding housing opportunities as required.

5. EXTENSIONS OR SUSPENSIONS OF THE TERM

Because the Authority grants the maximum certificate or voucher term all at once, no extensions or suspensions of the term shall be granted except for a reasonable accommodation or for expanding housing opportunities.

6. SPECIAL RULES FOR SPECIAL PURPOSE FUNDING

The HABC will comply with HUD rules when funding is granted for a special purpose.

7. DEFINITION OF FAMILY

"Family means two or more persons related by blood, marriage or adoption, who will live together in the dwelling unit: two or more persons who, at the time of application, have been living together as a family in a stable relationship; the single remaining member of a resident family; families consisting of a single person who is elderly or near elderly, disabled, handicapped or displaced; and, single individuals, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years. In addition, there may be considered as a part of a family other persons who will live regularly as part of the family group (including foster children and members of the family temporarily absent) and whose income and resources are available for use in meeting the living expenses of the family group.

8. DEFINITION OF CONTINUOUSLY ASSISTED

Circumstances may arise whereby the leases is terminated and the HAP Contract is subsequently terminated due to no failure on the part of the tenant participant. In these cases the participant must request a new certificate of voucher within 30 days of the termination of the HAP Contract. Exceptions may be granted for hospitalization or care of a family member. Documentation is required.

9. OUTREACH TO OWNERS OUTSIDE AREAS OF LOW INCOME OR MINORITY CONCENTRATION

The HABC encourages participation by owners of housing located outside areas of low income or minority concentration.

10. ASSISTANCE TO FAMILIES WHO HAVE ENCOUNTERED DISCRIMINATION

Families will be fully briefed by the HABC concerning their rights under the Fair Housing Law. Furthermore, they will be given the HUD housing discrimination complaint form 903 to be completed and forwarded to HUD.

11. FAMILY INFORMATION TO BE PROVIDED TO PROSPECTIVE OWNER PARTICIPANTS

The HABC will give to the property owner the family's current address as well as the name and address of the landlord of the family's current and prior address.

12. DISAPPROVAL OF OWNER PARTICIPATION

The HABC will deny owner participation for the following reasons:

a. The housing authority has direct knowledge or has received official notice that the owner has committed fraud, bribery or any other corrupt or criminal act in in connection with any federal housing program.

b. The housing authority has direct knowledge or has received official notice that the owner has a history or practice of non-compliance with the HQS for units leased under any federal housing program.

c. The housing authority has been notified that the owner has been debarred, Suspended, or subject to a limited denial of participation under 24CFR Part 24.

d. The housing authority has been directed by HUD to deny participation pending a federal judicial action.

e. The owner has a history of failing to terminate tenancy for drug-related or violent criminal activity or other threatening activity.

f. Owner has engaged in drug-related or violent criminal activity.

13. SUBSIDY (OCCUPANCY) STANDARDS

One bedroom shall be assigned to every two persons residing in the household with the following exceptions:

a. A separate bedroom will be assigned to the head of the household and spouse, if any.

b. A separate bedroom will be assigned to any family member for medical reasons. The reasons must be verified by a medical professional. The verifications and approval of a separate bedroom are subject to review by HABC staff.

14. FAMILY ABSENCE FROM UNIT

The family must report all absences of more than 30 days. Sixty days is the maximum amount of time that the family can be absent from the unit and retain the assistance, other Than for absences due to hospitalization. In a case involving hospitalization, the family's absence from the unit cannot exceed 180 days.

15. FAMILY BREAK-UP

If an assisted family breaks up, the voucher will remain with the family member who originally received the voucher. If the voucher was originally issued jointly to the head of household and spouse, the voucher will be issued to the family member who has custody of the children. If more than one family member has custody of children or if all members of the household are adults, the Authority will inform the family that only one voucher is available and that the family must decide who will received the voucher. If the family cannot decide in cases whereby more that one family member has custody of the children, or if all members of the household are adults; the Authority will rely on a court determination, if one is available, or the written recommendations of social services professionals. In the event, the Authority will allow a maximum of 60 days for a determination to be made after which the Section 8 assistance will be terminated.

16. INFORMAL REVIEW

When applicants are determined to be ineligible, HABC will send a letter stating the reason for their ineligibility and offering them an opportunity for an informal review. The letter will give the applicant ten working days for the date of the notification to request an informal review. Upon receipt of the request, an impartial review officer will scheduled and conduct the review within 14 days. A decision will be rendered in writing in 14 days of the review.

17. TERMINATIONS

The family will be terminated for the following reasons:

a. Failure to supply any information that the HA or HUD determines to be necessary

including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.

b. Failure to disclose and verify social security numbers and sign and submit consent forms for obtaining information.

c. Failure to supply any information requested by the HA to verify that the family is Living in the unit or information related to family absence from the unit.

d. Failure to allow the HA to inspect the unit at reasonable times and after reasonable notice.

e. Failure to use the assisted unit for residence by the family. The unit must be the family's only residence.

f. Failure to promptly notify the HA in writing of the birth, adoption, or court-awarded custody of a child.

g. Failure to request HA written approval to add any other family member as an occupant of the unit.

h. Failure to promptly notify the HA if any family member no longer lives in the unit.

i. Failure to pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.

j. Owning or having interest in the unit (other that in a cooperative, or the ownership of a manufactured home leasing a manufactured home space).

k. Committing any serious or repeated violation of the lease that results in an eviction.

l. Committing fraud, bribery or any other corrupt or criminal act in connection with the program.

m. Participating in illegal drug or violent criminal activity.

n. Subleasing or letting the unit or assigning the lease or transferring the unit.

o. Receiving Section 8 tenant-based program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.

p. Damaging the unit or premises (other than damage from ordinary wear and tear) or permitting any guest to damage the unit or premises.

q. Receiving Section 8 tenant-based program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of

the family, unless the HA has determined (and has notified the owner and the family of such determination) that approving rental of the unit notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

r. Engaging in illegal use of a controlled substance; or abuse of alcohol that threatens the health and safety or right to peaceful enjoyment of the premises by other residents.

18. INCOME TARGETING

As required, HABC will reserve a minimum of 75% of Section 8 new admissions each FY for families whose incomes do not exceed 30% of area median (extremely low) income. HABC may assist up to 25% for new admissions whose income is up to 80% of median income.

19. INCOMING CHANGES FROM WELFARE PROGRAM

Rent will not be reduced if welfare assistance is reduced due to:

- Fraud
- Failure to participate in self-sufficiency programs
- Failure to comply with work requirement activities
- Failure to have children received innoculations or to attend school

HABC will continue to use the gross income that would have been received in determining rent. In the above cases, HABC will notify the family of the right to an informal hearing.

20. COMPUTER MATCHING RESULTS

a. HUD discloses to HABC matching information regarding Social Security.

b. HUD accesses additional information and compares it to the HUD 50058 information. This includes IRS information.

c. If the information received by HUD does not match, HUD notifies the families and notifies HABC that the families have been contacted.

d. HABC will contact the family. The families must disclose the information provided to them by HUD.

e. The family will provide to HABC the HUD letter, and an income tax return for each family member 18 years of age or older.

f. HABC will take appropriate action:

1.) referral for investigation of possible fraud
2.) termination of assistance

21. MINIMUM RENTS

HABC will use $0 as its minimum rent (total tenant Payment).

22. PAYMENT STANDARDS

HABC will set payment standards at 110% of its fair market rents. If there is a change in family composition resulting in a different unit size, the new payment standard will be applied at the next regularly scheduled reexamination.

23. USE OF ADMINISTRATIVE FEES

HABC may use up to but not to exceed the amount of $500,000 of its administrative fees from reserves in a fiscal year without the Board's approval.

Guidelines for Evaluating Disposition Request For HABC Scattered Site Units

MD002h01

Guidelines for Evaluating Disposition Requests for HABC Scattered Site Properties

The Housing Authority of Baltimore City (HABC) owns and manages 2,854 scattered site public housing units. However, many of these units have outlived their usefulness and are obsolete. At this time, due to competing demand for the agency's capital improvement funds and the high cost of renovation required for these units, there are no reasonable means available to the agency for the rehabilitation of many of these properties. Notwithstanding, and adhering to the city's neighborhood revitalization strategy, HABC adopted a policy to dispose of about 700 dwelling units or vacant lots to entities that will demonstrate to the satisfaction of the housing authority that they meet the following guidelines:

1. Have a revitalization plan that is consistent with the broader community and city revitalization strategies;
2. Have adequate and readily identifiable financial resources;
3. To the greatest extent possible, will contribute to the expansion of decent affordable housing in the city of Baltimore.
4. Be able to execute its revitalization plan in a timely manner.

To date, more than fifty entities and individuals have expressed interest and many have submitted revitalization plans for some of HABC scattered site units. A number of these entities including the Historic East Baltimore Community Action Coalition (HEBCAC), the Kennedy Krieger Institute, Habitat for Humanity, the Oliver Economic Development Corporation and the Butcher's Hill Association have submitted proposals that meet the guidelines enounced above. For all the applications meeting the conditions enounced above and as soon as it is practically and conveniently possible, HABC will submit a formal disposition application to HUD.

Disposition to public housing residents and other public housing eligible households will be achieved under the 5(h) Homeownership Program or Section 32 of the United States Act of 1937. It is anticipated that about 280 current public housing residents and other public housing eligible households in Baltimore will become homeowners under that process.

HABC shall consult with the residents of the project in reviewing proposals and in the development of the Demolition/Disposition application prior to submitting it to HUD for its approval.

2001 Board Approved Operating Budget

MD002i01

U.S. Department of Housing and Urban Development

Maryland State Office
City Crescent Building
10 South Howard Street, 5th Floor
Baltimore, MD 21201-2528
http://www.hud.gov/local/bal/balhome.html

29 JUN 2001

Mr. Paul Graziano
Executive Director
Housing Authority of Baltimore City
417 East Fayette Street
Baltimore, Maryland 21202-1865

RECEIVED BY
COMMISSIONER'S
OFFICE

JUL 02 2001

Dear Mr. Graziano:

Subject: Dire Emergency Utility Costs

Enclosed you will find the Housing Authority of Baltimore City's Dire Emergency Utility Costs approved for fiscal year end June 30, 2001.

The Authority will be receiving $4,820,457 in emergency utility costs. Your payment will be disbursed in accordance with the enclosed payment schedule (HUD 52721).

If you have any questions, please contact Darlene Austin, Financial Analyst of my staff at (410) 962-2520 Extension 3103.

Sincerely,

Unabyrd Ervin-Jones
Deputy Director
Baltimore Public Housing
Program HUB

ılculation of Performance
ınding System Operating Subsidy
HA/HA-Owned Rental Housing

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

HOLLANDER, BROADWAY REHAB (SCATTERED SITES)

ıblic Reporting Burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching listing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden timate or any other aspect this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information olicies and Systems, U. S. Department of Housing and Urban Development, Washington, D. C. 20410-3600 and to the Office of Management and Budget, Paperwork eproduction Project (2577-0029), Washington, D. C. 20503. Do not send this completed form to either of these addressees.

ıblic Housing Agency/Indian Housing Authority (PHA/IHA)

OUSING AUTHORITY OF BALTIMORE CITY — 417 East Fayette Street, Baltimore, Maryland 21202

Type of Submission
[ ] Original
[ ] Resubmission No.
[X] Revision Number 1

Number of HA Units	Unit Months Available (UMAs)	Subject Fiscal Year	ACC Number	PAS/LOCCS Project No.	Submission Date
14,542	157,056	06/30/01	P-110	MD 00200195 J	4/27/01

Line No.	Description		Requested by PHA / IHA (PUM)	HUD Modifications (PUM)
art A. Allowable Expenses and Additions				
01	Previous allowable expense level (line 07 of form HUD-52723 for previous year)		322.42	
02a	Line 01 multiplication by .005		1.61	
02b	Delta from form HUD-52720-B, if applicable (see instructions)		-3.70	-3.70
03	"Requested" year units from latest form HUD-52720-A (see instruction)			
04	Add-ons to allowable expense level from previous fiscal year (see instructions)			
05	Total of lines 01, 02a, 02b, and 04		320.33	
06	Inflation factor		1.009	
07	Revised allowable expense level (AEL) (line 05 times line 06)		323.22	323.21
07a	Transition Funding			
08	Allowable utilities expense level from form HUD-52722-A		161.57	
09	[ ]Actual or [X]Estimated PUM cost of Independent Audit(IA) during subject fiscal year		0.45	
10	Cost attributable to deprogrammed units (see attached justification)		1.23	
11	Total Allowable Expenses and Additions (sum of line 07 thru 10)		486.46	
art B. Dwelling Rental Income				
12	Total rent roll (as of 12/ 31/99)	$2,106,991		
13	Number of occupied units as of rent roll date	11,841		
14	Average monthly dwelling rental charge per unit (line 12 divided by line 13)		177.94	
15	Change factor		1.03	
16	Projected average monthly dwelling rental charge per unit (line 14 times line 15)		183.28	
17	Projected occupancy percentage (see instructions)		96%	%
18	Projected average monthly dwelling rental income per unit (line 16 times line 17)		175.95	
Part C. Non-dwelling Income				
19	Estimated Investment Income (EII)		0.00	
20	Other Income		0.00	
21	Total non-dwelling Income (line 19 plus line 20)		0.00	
22	Total operating receipts (line 18 plus line 21)		175.95	
23	PUM deficit or (income) (line 11 minus line 22)		310.52	
			Requested by PHA / IHA (Whole dollars)	
24	Deficit or (income) before add-ons (line 23 times UMAs shown in heading)		48,768,603	48,512,742
Part D. Add-ons for changes in federal law or regulation and other eligibility				
25	FICA contributions		1,228,389	
26	Unemployment compensation			
27	Flood Insurance premiums			
28	Total Other (Specify in Remarks section)			
28a	Add-on for Family Self Sufficiency Program			
28b	Other Add-ons for Federal law or regulations	transition phased subsidy see attached pages	1,622,427	
28c	Unit reconfiguration			
28d	Non-dwelling units see attached list	68*12*323.22	262,932	
28e	Long-term vacant units 1416 x 12 x $323.22 x .2		1,098,414	
29	Total add-ons (sum line 25 thru 28)		4,212,162	

Previous edition is obsolete for PHA/IHA Fiscal Years beginning 1/1/95 and thereafter

form HUD-52723(05/96)
ref Handbook 7475.13

ie o.	Description	Requested by PHA / IHA (Whole Dollars)	HUD Modifications (Whole Dollars)
rt E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
0	Deficit or (income) before year-end adjustment (total of lines 24 and 29)	52,980,765	52979621
1	[ ] Actual or [X] Estimated cost of Independent Audit (IA) during subject fiscal year	70,500	
2	PFS operating subsidy eligibility before year-end adjustments (greater of line 30 or line 31)(if less than zero, enter zero(0))	52,980,765	52979621
irt F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note:Do not revise after the end of the subject FY)			
3	Prior years' net year-end adjustments (identify individual FYs and amounts under "Remarks")		
4	Additional subject fiscal year operating subsidy eligibility (specify)		
5	Overobligations from prior fiscal years to be recovered in subject fiscal year		
6	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
7	Incentive Adjustment		
8	Other (specify) 1.5% Subsidy Reduction		
9	Other (specify)		
0	Unfunded portion due to proration	794,711	-794694
1	Operating subsidy approvable for subject fiscal year (total of lines 32 thru 40)	52,186,053	52184927
UD Use Only (Note: Do not revise after the end of the subject FY)			
		[redacted]	(
3	Amount of operating subsidy approvable for subject fuscal year not funded		(573573
4	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
5	Funds obligated in subject fiscal year (total of lines 41 thru 44) (Must be the same as line 960 of the Operating Budget, form HUD-52564, for the subject fiscal year)		52763505
irt G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
6	Total amount due in previous fiscal year (line 49 of form HUD-52723 for previous fiscal year		
7	Total amount to be collected in subject fiscal year (identify individual amounts under "Remarks		(
8	Total additional amount due HUD (include any amount entered on line 44) (Identify individual amounts under "Remarks")		578573
9	Total amount due HUD to be collected in future fiscal year(s) (Total of lines 46 thru 48) (Identify individual amounts under "Remarks")		578573
art H. Calculation of Year-end Adjustment for Subject Fiscal Year			
	This part is to be completed only after the subject fiscal year has ended		
0	Indicate the types of adjustments that have been reflected on this form: [ ] Utility Adjustment [ ] Unit Months Available (UMAs) [ ] Target Investment Income (TII) Adjustment [ ] Dwelling Rental Income [ ] Adjustment of Independe Audit (IA) Cost [ ] Add-ons [ ] Other (specify under "Remarks")	[redacted]	
1	Estimated Investment Income (EII)		
2	Target Investment Income (TII)		
3	TII adjustment (line 51 minus line 52)		
4	Utility adjustment (line 22, form HUD-52722-B) (Heating degree day adjustment factor applied? [ ] Yes [X] No)		
5	Combined utility and TII adjustment (total of lines 53 and 54)		
6	Deficit or (Income) after year-end adjustments (total of lines 30 and 55)		
7	PFS operating subsidy eligibility after year-end adjustments (greater of line 31 or line 56)		
8	Line 32 of latest form HUD-52723 approved during subject FY (Do not use line 32 of this revision)		
1	Net year-end adjustment for subject fiscal year (line 57 minus line 58)		
2	Unfunded portion due to proration		
3	Prorated net year-end adjustment for subject fiscal year		

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties

(18 u s c 1001, 1010, 1012, 31 U.S.C. 3729,3802)

Signature of Authorized HA Representative & Date	Signature of Authorized Field Office Representative & Date
TERRY DOWNEY, COMPTROLLER 4/21/01	

REMARKS

Previous edition is obsolete for PHA / IHA Fiscal Years beginning 1/1/95 and thereafter

form HUD-52723 (5/96)

Direct Disbursement Payment Schedule Data
Operating Subsidies Public Housing Program

(See Instructions for Public Reporting Statement)

U.S. Department of Housing and Urban Development
Office o f Housing
Federal Housing Commissioner

OMB Approval No 2577-0029 (Exp. 5/31/2001)

Line			
01	Project No. MD012001011	Public Housing Agency (PHA)/Indian Housing Authority (IHA): Housing Authority of Baltimore City	☒ Original
02	Fiscal Year End (FYE) (MM/DD/YY) 06/30/01	PHA/IHA Address: 417 East Fayette Street, Baltimore, MD 21202	☐ Revision No.

Part 1 - Eligibility Values

		(a) PHA/IHA Request	(b) HUD Modifications
03	Subject Year Eligibility		48,204,57 EUF
04	Other Eligibility		
05	Prior Year Adjustment		
06	Total Eligibility		

		(a) PGM Code	(b) Obligated Amount	(c) Retained Amount	(d) Scheduled Amount	(e) Funds Available But Not Scheduled
07a	PHA/IHA Req	EUF	48,204,57			
07b	HUD Modif					
08a	PHA/IHA Req					
08b	HUD Modif					
09a	PHA/IHA Req					
09b	HUD Modif					
10a	PHA/IHA Req	Totals				
10b	HUD Modif	Totals	48,204,57			

Project No. MD010210101015

Fiscal Year End (FYE) 061310011

Line	Part II–Payment Entry Selection	PHA/IHA Request	HUD Modif.	
11	Program (PGM) Code		EIH	
12	Type of Payment Entry (Check one):	☐	X	Manual Entry (Go to Part VI)
		☐		System Calculation with Equal Monthly Payments
		☐		System Calculation with Unequal Monthly Payments

Part III–System Calculation of Payment Schedule

Payments Within Month

			Y	N
13	Payments Equal Within Month? (Check Y or N)	PHA/IHA Req		
		HUD Modif.		

			1	2	3	4
14	Pay Dates Within Month	PHA/IHA Req				
		HUD Modif.				
15	Payment Percentages Within Month	PHA/IHA Req	%	%	%	%
		HUD Modif	%	%	%	%

Monthly Payment Allocation

16 Percentage Payment for Each Month

		1	2	3	4	5	6	7	8	9	10	11	12
16a	Month												
16b	PHA/IHA Req												
	HUD Modif												

Project No. MD024001015

Fiscal Year End (FYE) 06301010

Part VI–Manual Payment Entry

	(a) PMT No.	(b) Scheduled Pay Date	(c) Total Scheduled Payment	(d) Scheduled Payment PGM Code	(e) Scheduled Payment PGM Code	(f) Scheduled Payment PGM Code
PHA/IHA Req	011	07/01/01	43,404,57			
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req						
HUD Modif						
PHA/IHA Req		Total/Subtotal	43,404,57			
HUD Modif		Total/Subtotal				

Project No. MD012P001101	Fiscal Year End (FYE) 06/30/01

Part VII--Certification of Public Housing Agency/Indian Housing Authority

I certify that all applicable provisions of the Annual Contributions Contract covering the above numbered project(s) have been complied with by this PHA/IHA and that this form HUD-52721 and all supporting forms and documentation have been examined by me and to the best of my knowledge and belief are true, correct and complete and in accordance with all applicable HUD regulations and requirements including those relating to cash management.

False Claims statement: Warning. U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than $5,000 and not more than $10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, uses or causes to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

Name of PHA/IHA: Housing Authority of Baltimore City

Signature and Title of Official Authorized to Certify: T. Elaine, Comptroller — Date: 4/30/01

PHA/IHA Comments: Submission is for Revision 1, to cover additional subsidy for utilities per notice. PIH 2001-9 (HA)

HUD Use Only

Field Office Approval

Field Office Name: Public HUD Office

Signature and Title of Field Office Official: Financial Division Analyst — Date: 6/25/01

Field Office Comments

Entered Into LOCCS By — Date — Time

HOUSING AUTHORITY OF BALTIMORE CITY
BOARD OF COMMISSIONERS MEETING
SPECIAL MEETING OF APRIL 27, 2001

On April 27, 2001, the Board of Commissioners met in a Special Session to review and approve the revisions to the FY '01 HABC Low Rent Pubic Housing Operating Budget Utility Expenses for ACC-P-110. In attendance were:

Commissioners	**Staff**
Benjamin Brown, Chairman	Paul T. Graziano, Executive Director
Anna Warren,	Terry Downey, Comptroller
Thomas D'Alesandro	Seaton Haney, Special Asst. to the DED
	Ericca Blake, Sr. Admin. Asst. to the DED

Terry Downey advised that HUD required that the Housing Authority of Baltimore City (HABC) prepares an annual Operating Budget and subsidy calculation and make necessary revisions for each Annual Contributions Contract for the public housing projects. HUD PIH Notice 2001-9(HA) provides the HABC with a limited opportunity to request a revision to its HUD-approved operating subsidy to reflect increased utility rates; sets conditions under which a revised subsidy calculation can be submitted and establishes documents to be submitted. Since HABC is in need of additional subsidy to offset the impact of the increased utility rates, it wishes to take advantage of this limited opportunity (see attachments).

The following documents would also be submitted to HUD:

- Original and revised HUD Form 52722-A
- Certification form required with regards to the Housing Authority reserve balance of March 31, 2001 and
- A HABC spreadsheet detailing the utility consumption and cost between October 1, 2001 and December 31, 2001

Upon a motion by Commissioner Warren and a second by Commissioner D'Alesandro, the resolution was approved.

RESPECTUFULLY SUBMITTED BY:

Paul T. Graziano Executive Director
Secretary/Executive Director

APPROVED BY:

Benjamin Brown 5/15/01
Chairman

HOUSING AUTHORITY OF BALTIMORE CITY
BOARD OF COMMISSIONERS
A Resolution Authorizing Approval Of The Proposed FY 2001
Low Rent Public Housing Operating Budget
For Annual Contributions Contract P-110

WHEREAS, the U. S. Department of Housing and Urban Development ("**HUD**") requires that the Housing Authority of Baltimore City ("**HABC**") prepare an annual operating budget and necessary revisions for each Annual Contributions Contract for HABC's public housing projects; and

WHEREAS, by letter dated December 1, 2000, HUD has authorized $ 47,943,048 in federal operating subsidies to HABC under the Conventional Low-Rent Program. A copy of such letter is attached hereto as **Exhibit A**; and

WHEREAS, HABC desires to submit to the HUD Field Office a copy of the prepared operating budget for FY 2001 (the "**Operating Budget**") ; and

WHEREAS, the HABC Board of Commissioners has reviewed the Operating Budget and determined the following:

- That the proposed expenditures are necessary in the efficient and economical operating of the housing for the purpose of serving low-income families;
- That the financial plan is reasonable, in that:
  - It indicates a source of funding adequate to cover all proposed expenditures; and
  - It does not provide for Federal funding in excess of the amount payable under HUD regulations; and
- That all proposed rental charges and expenditures set forth in the Operating Budget are consistent with the provisions of the Annual Contributions Contract and all applicable laws.

NOW, THEREFORE, BE IT RESOLVED by the HABC Board of Commissioners on this 20th day of February 2001 that:

1. The HABC FY 2001 Operating Budget for ACC P-110 is hereby approved.

2. The Executive Director is hereby authorized to submit this Operating Budget to HUD.

3. The Executive Director is hereby authorized to perform all appropriate acts to carry out this resolution.

PASSED, ADOPTED AND APPROVED this 20th day of February 2001.

ATTEST:

Paul T. Graziano, Secretary/Executive Director

Benjamin L. Brown., Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY this 15th day of February 2001.

by:

Jannai C. Goslee, Associate General Counsel, HABC/Office of Legal Affairs

U.S. Department of Housing and Urban Development

Maryland State Office
City Crescent Building
10 South Howard Street, 5th Floor
Baltimore, MD 21201-2528

DEC - 1 2000

Mr. Paul T. Graziano
Executive Director
Housing Authority of
Baltimore City
P.O. Box 236
417 E. Fayette Street
Baltimore, Maryland 21203-0236

Attention: Mr. Terry L. Downey, Associate Deputy Director

Subject: Approved Performance Funding System
Fiscal Year Ending June 30, 2001

Dear Mr. Downey:

We have reviewed and approved your Performance Funding System (PFS) calculation for the fiscal year ending (FYE) June 30, 2001, in accordance with Notice PIH 2000-4 (PHA) FY 2000 Performance Funding System Inflation Factor, Equation, and Related Tables and Special Notes Related to Operating Subsidy Eligibility and Handbook 7475.13-REV.

Pursuant to Notice PIH 94-66 (PHA) Low-Rent Public Housing Program-Streamlined Operating Budget and Financial Reporting Procedures, PHAs that are determined to be High or Standard performers and have not failed the Financial Indicators will not be required to submit the Operating Budget, Form HUD-52564 or supporting schedules. However, the Field Office reserves the right to require the submission of Operating Budget if current information indicates that the PHA is operating its program in such a manner that threatens the future serviceability, efficiency, economy, and stability of the housing it operates.

The PHA ended the FYE June 30, 2000, with an actual deficit of $7,444,814. In addition, for the previous two consecutive fiscal years, the PHA submitted deficit budgets. Pursuant to Handbook 7475.1 REV., operating budget deficit is a matter of serious concern to HUD. Budget deficits are indicative of weak financial management controls and have an adverse effect on the serviceability, efficiency, economy or stability of the PHA's housing operations. Current budgeting practices may seriously impact HABC's ability to meet the needs of its clients. I advise you to implement immediate cost saving measures.

Enclosed are copies of the approved Performance Funding System for the Conventional Low-Rent program. Operating subsidies due the Housing Authority is $47,943,048.

CONVENTIONAL PROGRAM

Please note the changes made to the Line 08, of the PFS Form, Total Allowable Expenses and Additions. The PUM should have been $459.04 instead of 4455.30, resulting in a PUM deficit of $283.09 instead of $279.36.

The following is the calculation of the funds obligated in subject fiscal year:

• Operating Subsidy Eligibility before Add-ons and Net Year-end Adjustment	$44,460,983
• FICA Contributions	1,228,389
• Phased-down Subsidy for approved Demolition units	1,622,427
• Non-Dwelling Units Subsidy	262,932
• Long-term Vacant Units	1,098,414
• 1.5 Percent Unfunded Subsidy due to Proration	(730,097)
Operating Subsidy Approved for Subject Fiscal Year	$47,943,048

Public Housing operating subsidy is prorated at 98.5 percent in accordance with Notice PIH 2000-03 (HA), FY 2000 Subsidies for Operation of Low-Income Housing Projects, issued February 3, 2000.

Finally, in accordance with Notice PIH 99-13 (HA), we are requesting the PHA to submit all mandatory year-end adjustments within the required time frames to enable the Department to analyze its ability to process them in the future if the FY 1999 subsidy funding shortfall situation changes as a result of Congress enacting a supplemental funding bill.

Should you have any questions, please contact Darlene Austin (410) 962-2520 ext. 3103 of my staff or Ibrahim Koroma, Senior Financial Analyst, Office of Public Housing (202) 275-9200 ext. 3182.

Sincerely

Unabyrd L. Ervin-Jones
Deputy Director
Baltimore Public Housing
Program HUB

Enclosure

alculation of Performance
unding-System Operating Subsidy
HA/HA-Owned Rental Housing

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

FY '01 PROJECTIONS
HOLLANDER, BROADWAY
REHAB (SCATTERED SITES)

ublic Reporting Burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching xisting data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden stimate or any other aspect this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information olicies and Systems, U. S. Department of Housing and Urban Development, Washington, D. C. 20410-3600 and to the Office of Management and Budget, Paperwork eproduction Project (2577-0029), Washington, D. C. 20503. Do not send this completed form to either of these addressees.

ublic Housing Agency/Indian Housing Authority (PHA/IHA)

HOUSING AUTHORITY OF BALTIMORE CITY 417 East Fayette Street, Baltimore, Maryland 21202

Type of Submission
[X] Original
[ ] Resubmission No.
[ ] Revision Number

Number of HA Units	Unit Months Available (UMAs)	Subject Fiscal Year	ACC Number	PAS/LOCCS Project No.	Submission Date
14,542	157,056	06/30/01	P-110	MD002501015 MD 00[illegible]0195 J	6/30/00

Line No.	Description		Requested by PHA / IHA (PUM)	HUD Modifications (PUM)
Part A. Allowable Expenses and Additions				
01	Previous allowable expense level (line 07 of form HUD-52723 for previous year)		322.42	
02a	Line 01 multiplication by .005		1.61	
02b	Delta from form HUD-52720-B, if applicable (see instructions)		-3.70	
03	"Requested" year units from latest form HUD-52720-A (see instruction)			
04	Add-ons to allowable expense level from previous fiscal year (see instructions)			
05	Total of lines 01, 02a, 02b, and 04		320.33	
06	Inflation factor		1.009	
07	Revised allowable expense level (AEL) (line 05 times line 06)		323.22	
07a	Transition Funding			
08	Allowable utilities expense level from form HUD-52722-A		130.41	✓
09	[ ]Actual or [X]Estimated PUM cost of Independent Audit(IA) during subject fiscal year		0.45	
10	Cost attributable to deprogrammed units (see attached justification)		1.23	
11	Total Allowable Expenses and Additions (sum of line 07 thru 10)		455.30	459.04 ✓
Part B. Dwelling Rental Income				
12	Total rent roll (as of 12/31/99)	$2,106,991		
13	Number of occupied units as of rent roll date	11,841		
14	Average monthly dwelling rental charge per unit (line 12 divided by line 13)		177.94	
15	Change factor		1.03	
16	Projected average monthly dwelling rental charge per unit (line 14 times line 15)		183.28	
17	Projected occupancy percentage (see instructions)		96%	✓ %
18	Projected average monthly dwelling rental income per unit (line 16 times line 17)		175.95	
Part C. Non-dwelling Income				
19	Estimated Investment Income (EII)		0.00	
20	Other Income		0.00	
21	Total non-dwelling Income (line 19 plus line 20)		0.00	
22	Total operating receipts (line 18 plus line 21)		175.95	
23	PUM deficit or (income) (line 11 minus line 22)		279.36	283.09
				Requested by PHA / IHA (Whole dollars)
24	Deficit or (income) before add-ons (line 23 times UMAs shown in heading)		43,874,738	44,460,983
Part D. Add-ons for changes in federal law or regulation and other eligibility				
25	FICA contributions		1,228,389	
26	Unemployment compensation			
27	Flood Insurance premiums			
28	Total Other (Specify in Remarks section)			
28a	Add-on for Family Self Sufficiency Program			
28b	Other Add-ons for Federal law or regulations	transition phased subsidy see attached pages	1,622,427	
28c	Unit reconfiguration			
28d	Non-dwelling units see attached list	68*12*323.22	262,932	
28e	Long-term vacant units 1416 x 12 x $323.22 x .2		1,098,414	
29	Total add-ons (sum line 25 thru 28)		4,212,162	✓

Previous edition is obsolete for PHA/IHA Fiscal Years
beginning 1/1/95 and thereafter

form HUD-52723(05/96)
ref.Handbook 7475 13

Line No.	Description	Requested by PHA / IHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
30	Deficit or (income) before year-end adjustment (total of lines 24 and 29)	48,086,900	48,673,145
31	[ ] Actual or [X] Estimated cost of Independent Audit (IA) during subject fiscal year	70,500	
32	PFS operating subsidy eligibility before year-end adjustments (greater of line 30 or line 31)(if less than zero, enter zero(0))	48,086,900	48,673,145
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
33	Prior years' net year-end adjustments (identify individual FYs and amounts under "Remarks")		
34	Additional subject fiscal year operating subsidy eligibility (specify)		
35	Overobligations from prior fiscal years to be recovered in subject fiscal year		
36	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
37	Incentive Adjustment		
38	Other (specify) 1.5% Subsidy Reduction		
39	Other (specify)		
40	Unfunded portion due to proration 1.5% UNFUNDED PRORATION	721,303	(730,097)
41	Operating subsidy approvable for subject fiscal year (total of lines 32 thru 40)	47,365,596	47,943,048
HUD Use Only (Note: Do not revise after the end of the subject FY)			
43	Amount of operating subsidy approvable for subject fiscal year not funded	[redacted]	( )
44	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		( )
45	Funds obligated in subject fiscal year (total of lines 41 thru 44) (Must be the same as line 960 of the Operating Budget, form HUD-52564, for the subject fiscal year)		47,943,048
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
46	Total amount due in previous fiscal year (line 49 of form HUD-52723 for previous fiscal year		
47	Total amount to be collected in subject fiscal year (identify individual amounts under "Remarks	( )	( )
48	Total additional amount due HUD (include any amount entered on line 44) (Identify individual amounts under "Remarks")		
49	Total amount due HUD to be collected in future fiscal year(s) (Total of lines 46 thru 48) (Identify individual amounts under "Remarks")		
Part H. Calculation of Year-end Adjustment for Subject Fiscal Year			
	This part is to be completed only after the subject fiscal year has ended		
50	Indicate the types of adjustments that have been reflected on this form: [ ] Utility Adjustment; [ ] Target Investment Income (TII) Adjustment; [ ] Adjustment of Independent Audit (IA) Cost; [ ] Unit Months Available (UMAs); [ ] Dwelling Rental Income; [ ] Add-ons; [ ] Other (specify under "Remarks")	[redacted]	
51	Estimated Investment Income (EII)		
52	Target Investment Income (TII)		
53	TII adjustment (line 51 minus line 52)		
54	Utility adjustment (line 22, form HUD-52722-B) (Heating degree day adjustment factor applied? [ ] Yes [X] No)		
55	Combined utility and TII adjustment (total of lines 53 and 54)		
56	Deficit or (Income) after year-end adjustments (total of lines 30 and 55)		
57	PFS operating subsidy eligibility after year-end adjustments (greater of line 31 or line 56)		
58	Line 32 of latest form HUD-52723 approved during subject FY (Do not use line 32 of this revision)		
61	Net year-end adjustment for subject fiscal year (line 57 minus line 58)		
62	Unfunded portion due to proration		
63	Prorated net year-end adjustment for subject fiscal year		

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 u s c 1001, 1010, 1012, 31 U S C 3729,3802)

Signature of Authorized HA Representative & Date.	Signature of Authorized Field Office Representative & Date.
TERRY DOWNEY, COMPTROLLER 9/14/00	9/27/00

REMARKS

Previous edition is obsolete for PHA / IHA Fiscal Years beginning 1/1/95 and thereafter.

form HUD-52723 (5/96)

Direct Disbursement Payment Schedule Data
Operating Subsidies Public Housing Program

and Urban Development
Office o f Housing
Federal Housing Commissioner

(See Instructions for Public Reporting Statement)

Line			
01	Project No. [illegible]	Public Housing Agency (PHA)/Indian Housing Authority (IHA): Housing Authority of Baltimore City	☑ Original
02	Fiscal Year End (FYE) (MM/DD/YY) [illegible]	PHA/IHA Address:	☐ Revision No.

Part 1–Eligibility Values

		(a) PHA/IHA Request	(b) HUD Modifications
03	Subject Year Eligibility		44,460,983
04	ADD-ONS DUE TO FEDERAL LAW Other Eligibility		4,212,162
05	LESS 1.5% UNFUNDED PRORATION Prior Year Adjustment		(730,097)
06	Total Elibibility		47,943,048

(FYE: JUNE 30, 2000)

		(a) PGM Code	(b) Obligated Amount	(c) Retained Amount	(d) Scheduled Amount	(e) Funds Available But Not Scheduled
07a	PHA/IHA Req.					
07b	HUD Modif.		47,943,048			
08a	PHA/IHA Req.					
08b	HUD Modif.					
09a	PHA/IHA Req.					
09b	HUD Modif.					
10a	PHA/IHA Req.	Totals				
10b	HUD Modif.	Totals	47,943,048			

Previous edition is obsolete

form HUD-52721 (6/91)

Project No. [illegible] | [illegible]

Part II-Payment Entry Selection

Line		PHA/IHA Request	HUD Modif.	
11	Program (PGM) Code		11	
12	Type of Payment Entry (Check one):	☐	☐	Manual Entry (Go to Part VI)
		☐	☑	System Calculation with Equal Monthly Payments
		☐	☐	System Calculation with Unequal Monthly Payments

Part III-System Calculation of Payment Schedule

Payments Within Month

Line			Y	N
13	Payments Equal Within Month? (Check Y or N)	PHA/IHA Req.	☐	☐
		HUD Modif.	☐	☐

Line			1	2	3	4
14	Pay Dates Within Month:	PHA/IHA Req.	01			
		HUD Modif.	01			
15	Payment Percentages Within Month:	PHA/IHA Req.	%	%	%	%
		HUD Modif.	%	%	%	%

Monthly Payment Allocation

16 Percentage Payment for Each Month:

Line		1	2	3	4	5	6	7	8	9	10	11	12
16a	Month												
16b	PHA/IHA Req.												
	HUD Modif.	4/4	.08	.08	.08	.08	.08	.08	.08				

Project No. [illegible]

Fiscal Year End (FYE) [illegible]

Part VII–Certification of Public Housing Agency/Indian Housing Authority

I certify that all applicable provisions of the Annual Contributions Contract covering the above numbered project(s) have been complied with by this PHA/IHA and that this form HUD-52721 and all supporting forms and documentation have been examined by me and to the best of my knowledge and belief are true, correct and complete and in accordance with all applicable HUD regulations and requirements including those relating to cash management.

False Claims statement: Warning: U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than $5,000 and not more than $10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, uses or causes to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

Name of PHA/IHA [illegible]

Signature and Title of Official Authorized to Certify [illegible]

Date 6/[illegible]/00

PHA/IHA Comments

HUD Use Only

Field Office Approval

Field Office Name [illegible]

Signature and Title of Field Office Official [illegible]

Date [illegible]

Field Office Comments

Entered into LOCCS	By	Date	Time

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission	b. Fiscal Year Ending	c. No. of months
(X) ORIGINAL ( ) REVISION #:	June 30, 2001	[X] 12 mo.

d. Type of HUD assisted project(s)

01	[X]	PHA/IHA-Owned Rental Housing
02	[ ]	IHA Owned Mutual Help Homeownership
03	[ ]	PHA/IHA Leased Rental Housing
04	[ ]	PHA/IHA Owned Turnkey III Homeownership
05	[ ]	PHA/IHA Leased Homeownership

e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA)
HOUSING AUTHORITY OF BALTIMORE CITY

f. Address (city, State, zip code)
417 East Fayette Street, BALTIMORE, MARYLAND 21202

g. ACC Number	h. PAS/LOCCS Project No.	i. HUD Field Office
P-110		BALTIMORE, MARYLAND

j. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects
14542	157,056	59

Line No.	Acct. No.	Description (1)	Actuals Fiscal Yr. 2000 PUM (2)	[ ] Estimates or Actual Yr. PUM (3)	Requested Budget Estimates: PHA/IHA Estimates PUM (4)	PHA/IHA Estimates Amount (To Nearest $10) (5)	HUD Modifications PUM (6)	HUD Modifications Amount (To Nearest $10) (7)
Homebuyers Monthly Payments for:			169,892	UMA				
010	7710	Operating Expenses						
020	7712	Earned Home Payments Account						
030	7714	Nonroutine Maintenance Reserves						
040	**Total**	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or Deficit) in Break-Even Amount						
060	7790	Homebuyers Monthly Payments (Contra)						
Operating Receipts								
070	3110	Dwelling Rentals	$147.31		$175.95	$27,634,003		
080	3120	Excess Utilities	$2.20		$0.00	$0		
090	3190	Nondwelling Rentals	$1.89		$2.33	$365,955		
100	**Total**	Rental Income (sum of lines 070, 080, and 090)	$151.40	$0.00	$178.28	$27,999,958		
110	3610	Interest on General Fund Investments	$6.14		$4.01	$629,134		
120	3690	Other Operating Receipts	$10.36		$3.37	$528,691		
130	**Total**	Operating Income (sum of lines 100, 110, and 120)	$167.90	$0.00	$185.65	$29,157,783		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	$49.22		$29.80	$4,680,319		
150	4130	Legal Expense	$4.61		$3.95	$620,324		
160	4140	Staff Training	$0.46		$0.43	$68,000		
170	4150	Travel	$1.18		$1.17	$183,097		
180	4170	Accounting, Auditing, EDP Fees	$10.95		$7.48	$1,174,067		
190	4171	Auditing Fees			$0.00			
200	4190	Other Administrative Expenses	$28.61		$24.59	$3,862,631		
210	**Total**	Administrative Expense (sum of line 140 thru 200)	$95.03	$0.00	$67.42	$10,588,438		
Tenant Services:								
220	4210	Salaries	$2.76		$2.60	$407,747		
230	4220	Recreation, Publications and Other Services	$0.32		$0.00	$0		
240	4230	Contract Costs, Training and Other	$0.06		$0.74	$116,749		
250	**Total**	Tenant Services Expense (sum of lines 220, 230, 240)	$3.14	$0.00	$3.34	$524,496		
Utilities:								
260	4310	Water	$25.20		$33.48	$5,258,399		
270	4320	Electricity	$38.99		$39.16	$6,149,895		
280	4330	Gas	$24.71		$33.90	$5,323,929		
290	4340	Fuel, Oil, Steam	$26.19		$23.82	$3,741,795		
300	4350	Labor	$0.00		$0.00	$0		
310	4390	Other			$0.00	$0		
320	**Total**	Utilities Expense (sum of line 260 thru line 310)	$115.09	$0.00	$130.36	$20,474,018		

Name of PHA / IHA			Fiscal Year Ending					
HOUSING AUTHORITY OF BALTIMORE CITY			JUNE 30, 2001					
			Actuals Last Fisc Year	Estimated or X Actual	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
Line No.	Acct. No.	Description (1)	2000 PUM (UMAs 169892) (2)	0 (3)	PUM (4)	Amount (To Nearest $10) (5)	PUM (6)	Amount (To Nearest $10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	$88.67		$86.66	$14,721,999		
340	4420	Materials	$37.25		$22.46	$3,815,003		
350	4430	Contract Costs	$56.39		$57.12	$9,704,091		
360	**Total**	Ordinary Maintenance & Operation Expense (lines 330 to 350)	$182.31	$0.00	$166.23	$28,241,093		
Protective Services:								
370	3110	Labor	$30.18		$31.79	$5,400,558		
380	3120	Materials	$0.40		$0.12	$20,000		
390	3190	Contract Costs	$10.22		$4.94	$839,684		
400	**Total**	Protective Service Expense (sum of lines 370 to 390)	$40.80	$0.00	$36.85	$6,260,242		
General Expense:								
410	4510	Insurance	$7.34		$7.69	$1,305,798		
420	4520	Payments in Lieu of Taxes	$3.63		$4.40	$747,347		
430	4530	Terminal Leave Payments	$0.00		$0.00	$0		
440	4540	Employee Benefit Contributions	$45.79		$43.04	$7,311,684		
450	4570	Collection Losses	$4.24		$3.57	$607,200		
460	4590	Other General Expense	$4.39		$1.29	$218,412		
470	**Total**	General Expense (sum of lines 410 to 460)	$65.39	$0.00	$59.98	$10,190,441		
480	**Total**	Routine Expense (sum of lines 210,250,320,360,400, and 470)	$501.76	$0.00	$448.98	$76,278,728		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	**Total**	Operating Expense (sum of lines 480 and 490)	$501.76	$0.00	$448.98	$76,278,728		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	($0.74)		$0.00	$0		
	4620	Casualty Losses - noncapitalized - net			$0.53	$90,000		
520	7520	Replacement of Nonexpendable Equipment	$0.66		$2.27	$385,303		
530	7540	Property Betterments and Additions	$0.49		$2.30	$390,681		
	7560	Casualty Losses - capitalized -net	$0.14		$0.00	$0		
540	**Total**	Nonroutine Expenditures (sum of lines 510, 520, and 530)	$0.55	$0.00	$5.10	$865,984		
550	**Total**	Operating Expenditures (sum of lines 500 and 540)	$502.31	$0.00	$454.08	$77,144,712		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts	($2.15)		$0.00	$0		
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	**Total**	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	$500.16	$0.00	$454.08	$77,144,712		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	($332.26)	$0.00	($282.46)	($47,986,929)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr	$0.00	$0.00	$0.00	$0		
610	8011	Prior Year Adjustments - (Debit) Credit			$0.00	$0		
620	**Total**	Basic Annual Contribution (line 600 plus or minus line 610)	$0.00	$0.00	$0.00	$0		
630	8020	Contributions Earned - Op.Sub:-Cur.Yr. (before year-end adj)	$311.83		$286.49	$48,673,145		
640		Mandatory PFS Adjustments (net): 1.5 % REDUCTION	($23.39)		($4.30)	($730,097)		
650		Other (specify):		$0.00	$0.00	$0		
660		Other (specify):		$0.00	$0.00	$0		
670		Total Year-end Adjustments/Other (plus or minus 640-660)	($23.39)	$0.00	($4.30)	($730,097)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	$288.44	$0.00	$282.20	$47,943,048		
690	**Total**	HUD Contributions (sum of lines 620 and 680)	$288.44	$0.00	$282.20	$47,943,048		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	($43.82)	$0.00	($0.26)	($43,881)		

Name of PHA / IHA	Fiscal Year Ending
HOUSING AUTHORITY OF BALTIMORE CITY	JUNE 30, 2000

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	**PHA / IHA-Leased Housing - Section 23 or 10(c)** 50% of Line 480, column 5, form HUD-52564	$38,139,364	

		Part II - Provision for and Estimated or Actual Operating Reserve at FY End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):6/30/99	$25,423,077	
790		Provision for Operating Reserve - Current Budget Year (check one) [ ] Estimated for FYE: FY '00 [X] Actual for FYE: FY '00	($7,444,814)	
800		Operating Reserve at End of Current Budget Year (check one) [ ] Estimated for FYE: FY '00 [X] Actual for FYE: FY '00	$17,978,263	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE: FY '01 Enter Amount from Line 700	($43,881)	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE: FY '01 (Sum of lines 800 and 810)	$17,934,382	
830		Cash Reserve Requirement:		

Comments

PHA / IHA Approval

Name _____

Title Executive Director

Signature _____ Date _____

Field Office Approval

Name _____

Title _____

Signature _____ Date _____

Capital Fund Program Annual Statement

Part I - Summary
Part II - Supporting Pages
Part III - Implementation Schedule

MD002I01

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

PHA Name:	Grant Type and Number	Federal FY Grant: 2001
Housing Authority of Baltimore City	Capital Fund Program Grant No: MD006P00250101 Replacement Housing Factor Grant No: MD006R00250101	

☒ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (Revision No)
☐ Performance & Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	$2,500,000	$0	$0	$0
3	1408 Management Improvements Hard Costs	$470,000	$0	$0	$0
4	Management Improvements Soft Costs	$3,541,500	$0	$0	$0
5	1410 Administration	$1,732,000	$0	$0	$0
6	1411 Audit	$25,000	$0	$0	$0
7	1430 Fees and Costs	$3,295,979	$0	$0	$0
8	1450 Site Improvement	$2,156,000	$0	$0	$0
9	1460 Dwelling Structures	$11,681,608	$0	$0	$0
10	1475 Non Dwelling Equipment	$0	$0	$0	$0
11	1485 Demolition	$300,000	$0	$0	$0
12	1495 Relocation Costs	$761,000	$0	$0	$0
13	1498 Mod Used for Redevelopment	$0	$0	$0	$0
14	1499 Replacement Housing Grant	$4,287,222	$0	$0	$0
15	1502 Contingency	$1,064,653	$0	$0	$0
16	Amount of Annual Grant	$31,814,962	$0	$0	$0
	Amount of Line 16 Related to LBP Activities	$350,000	$0	$0	$0
	Amount of Line 16 Related to Section 504 Activities	$400,000	$0	$0	$0
	Amount of Line 16 Related to Security - Soft Costs	$20,000	$0	$0	$0
	Amount of Line 16 Related to Security - Hard Costs	$0	$0	$0	$0
	Amount of Line 16 Related to Energy Conservation Measures	$1,454,246	$0	$0	$0
	Collateralization Expenses or Debt Service	$0	$0	$0	$0

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

Housing Authority of Baltimore City

Grant Type and Number
Capital Fund Program Grant No: MD006P00250101
Replacement Housing Factor Grant No: MD006R00250101

Federal FY of Grant: 2001

		Development Account	Work Categories	Quantity	Total Estimated Cost	Status of Work
MD002003	Perkins Homes	1460 Dwelling Structures	Structural Problems		$211,000	0%
MD002005	Douglass Homes		Structural Problems		$173,000	0%
MD002009	O'Donnell Homes	1450 Site Improvement	Paved Areas		$656,000	0%
MD002010	Somerset Homes		Electrical Distribution System		$1,300,000	0%
MD002011	Cherry Hill Homes		Paved Areas		$200,000	0%
MD002014	Claremont Homes	1495 Relocation Costs	Individuals and Families		$70,000	0%
MD002017	Cherry Hill Homes		Individuals and Families		$208,000	0%
MD002023	McCulloh Homes	1460 Dwelling Structures	Fire Alarm System		$796,669	0%
MD002025	The Broadway	1495 Relocation Costs	Individuals and Families		$66,000	0%
MD002043	Monument East	1460 Dwelling Structures	Elevators		$120,000	0%
			Fire Alarm System		$200,000	0%
MD002044	Wyman House		Fire Alarm System		$200,000	0%
MD002045	Hollander Ridge	1495 Relocation Costs	Individuals and Families		$200,000	0%
MD002046	Chase House	1460 Dwelling Structures	Elevators		$120,000	0%
			Fire Alarm System		$200,000	0%
			Structural Problems		$170,000	0%
MD002047	Govans Manor		Structural Problems		$150,000	0%
MD002051	B.E. Mason		Elevators		$115,000	0%
			Fire Alarm System		$200,000	0%
			Balcony		$89,000	0%
			Structural Problems		$34,000	0%
MD002052	Lakeview Tower E		Fire Alarm System		$275,000	0%
			Balcony		$517,000	0%
			Structural Problems		$160,000	0%
MD002053	Ellerslie Apts		Fire Alarm System		$235,000	0%
MD002054	Bel Park Tower		Elevators		$120,000	0%
MD002056	The Brentwood		Elevators		$120,000	0%
			Fire Alarm System		$200,000	0%

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

Housing Authority of Baltimore City	**Grant Type and Number**	**Federal FY of Grant: 2001**
	Capital Fund Program Grant No: MD006P00250101	
	Replacement Housing Factor Grant No: MD006R00250101	

		Development Account	**Work Categories**	**Quantity**	**Total Estimated Cost**	**Status of Work**
MD002056	The Brentwood	1460 Dwelling Structures	Structural Problems		$110,000	0%
MD002059	Scattered Sites		Roofs		$350,000	0%
			Vacancy Reduction		$2,950,000	0%
		1485 Demolition	Demolition		$300,000	0%
		1495 Relocation Costs	Individuals and Families		$50,000	0%
MD002069	Laurens House	1460 Dwelling Structures	Electrical		$10,000	0%
			Elevators		$80,000	0%
			Fire Alarm System		$275,000	0%
			Roofs		$120,000	0%
MD002071	Primrose Place		Kitchens		$240,000	0%
MD002072	Carey House		Electrical		$10,000	0%
MD002AD	Administration	1410 Administration	Non Technical Salaries & Benefits		$1,222,000	0%
			Employee Benefit Contribution		$60,000	0%
			Sundry		$310,000	0%
			Housing Authority Direct Expenses		$140,000	0%
		1411 Audit	Consultant Fees		$25,000	0%
		1430 Fees and Costs	Technical Salaries & Benefits		$2,399,979	0%
			Consultant Fees		$315,000	0%
		1495 Relocation Costs	Non Technical Salaries & Benefits		$167,000	0%
MD002AUT	Housing-Authority	1430 Fees and Costs	Consultant Fees		$231,000	0%
			Lead Based Paint Testing & Abatement		$350,000	0%
		1460 Dwelling Structures	Water Distribution System		$150,000	0%
			Energy Conservation		$1,347,246	0%
			Physical Accessibility Cost (504)		$400,000	0%
			Vacancy Reduction		$1,233,693	0%
		1502 Contingency	Contingency		$1,064,653	0%
MD002MG	Management Impr	1408 Management Improveme	Computer Equipment		$100,000	0%
			Computer Software		$370,000	0%

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

Housing Authority of Baltimore City	**Grant Type and Number** Capital Fund Program Grant No: MD006P00250101 Replacement Housing Factor Grant No: MD006R00250101	**Federal FY of Grant: 2001**

		Development Account	**Work Categories**	**Quantity**	**Total Estimated Cost**	**Status of Work**
MD002MG	Management Impr	1408 Management Improveme	Energy Conservation		$107,000	0%
			Employment and Empowerment Division		$1,822,000	0%
			Training		$577,000	0%
			Family Support Services		$1,035,500	0%
			Vacancy Reduction		$2,500,000	0%
MD002OPE	Operations	1406 Operations	Development Activities		$4,287,222	0%
MD002RHG	Replacement Hous	1499 Replacement Housing Gr				

Annual Statement/ Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP / CFPRHF)

Part III: Implementation Schedule

Housing Authority of Baltimore City

Grant Type and Number

Capital Fund Program Grant No: MD006P00250101

Replacement Housing Factor No: MD006R00250101

Federal FY of Grant: 2001

		Development Account	Work Categories	Total Estimated Cost	All Funds Obligated (Quarter Ending Date	All Funds Expended (Quarter Ending Date
MD002003	Perkins Homes	1460 Dwelling Structures	Structural Problems	$211,000	*June 30, 2003*	*June 30, 2005*
MD002005	Douglass Homes		Structural Problems	$173,000	*June 30, 2003*	*June 30, 2005*
MD002009	O'Donnell Homes	1450 Site Improvement	Paved Areas	$656,000	*June 30, 2003*	*June 30, 2005*
MD002010	Somerset Homes		Electrical Distribution System	$1,300,000	*June 30, 2003*	*June 30, 2005*
MD002011	Cherry Hill Homes		Paved Areas	$200,000	*June 30, 2003*	*June 30, 2005*
MD002014	Claremont Homes	1495 Relocation Costs	Individuals and Families	$70,000	*June 30, 2003*	*June 30, 2005*
MD002017	Cherry Hill Homes		Individuals and Families	$208,000	*June 30, 2003*	*June 30, 2005*
MD002023	McCulloh Homes	1460 Dwelling Structures	Fire Alarm System	$796,669	*June 30, 2003*	*June 30, 2005*
MD002025	The Broadway	1495 Relocation Costs	Individuals and Families	$66,000	*June 30, 2003*	*June 30, 2005*
MD002043	Monument East	1460 Dwelling Structures	Elevators	$120,000	*June 30, 2003*	*June 30, 2005*
			Fire Alarm System	$200,000	*June 30, 2003*	*June 30, 2005*
MD002044	Wyman House		Fire Alarm System	$200,000	*June 30, 2003*	*June 30, 2005*
MD002045	Hollander Ridge	1495 Relocation Costs	Individuals and Families	$200,000	*June 30, 2003*	*June 30, 2005*
MD002046	Chase House	1460 Dwelling Structures	Elevators	$120,000	*June 30, 2003*	*June 30, 2005*
			Fire Alarm System	$200,000	*June 30, 2003*	*June 30, 2005*
			Structural Problems	$170,000	*June 30, 2003*	*June 30, 2005*
MD002047	Govans Manor		Structural Problems	$150,000	*June 30, 2003*	*June 30, 2005*
MD002051	B.E. Mason		Elevators	$115,000	*June 30, 2003*	*June 30, 2005*
			Fire Alarm System	$200,000	*June 30, 2003*	*June 30, 2005*
			Balcony	$89,000	*June 30, 2003*	*June 30, 2005*
			Structural Problems	$34,000	*June 30, 2003*	*June 30, 2005*
MD002052	Lakeview Tower E		Fire Alarm System	$275,000	*June 30, 2003*	*June 30, 2005*
			Balcony	$517,000	*June 30, 2003*	*June 30, 2005*
			Structural Problems	$160,000	*June 30, 2003*	*June 30, 2005*
MD002053	Ellerslie Apts		Fire Alarm System	$235,000	*June 30, 2003*	*June 30, 2005*
MD002054	Bel Park Tower		Elevators	$120,000	*June 30, 2003*	*June 30, 2005*

Annual Statement/ Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP / CFPRHF)

Part III: Implementation Schedule

Housing Authority of Baltimore City | **Grant Type and Number** | **Federal FY of Grant: 2001**

Capital Fund Program Grant No: MD006P00250101
Replacement Housing Factor No: MD006R00250101

		Development Account	Work Categories	Total Estimated Cost	All Funds Obligated (Quarter Ending Date	All Funds Expended (Quarter Ending Date
MD002056	The Brentwood	1460 Dwelling Structures	Elevators	$120,000	*June 30, 2003*	*June 30, 2005*
			Fire Alarm System	$200,000	*June 30, 2003*	*June 30, 2005*
			Structural Problems	$110,000	*June 30, 2003*	*June 30, 2005*
MD002059	Scattered Sites		Roofs	$350,000	*June 30, 2003*	*June 30, 2005*
			Vacancy Reduction	$2,950,000	*June 30, 2003*	*June 30, 2005*
		1485 Demolition	Demolition	$300,000	*June 30, 2003*	*June 30, 2005*
		1495 Relocation Costs	Individuals and Families	$50,000	*June 30, 2003*	*June 30, 2005*
MD002069	Laurens House	1460 Dwelling Structures	Electrical	$10,000	*June 30, 2003*	*June 30, 2005*
			Elevators	$80,000	*June 30, 2003*	*June 30, 2005*
			Fire Alarm System	$275,000	*June 30, 2003*	*June 30, 2005*
			Roofs	$120,000	*June 30, 2003*	*June 30, 2005*
MD002071	Primrose Place		Kitchens	$240,000	*June 30, 2003*	*June 30, 2005*
MD002072	Carey House		Electrical	$10,000	*June 30, 2003*	*June 30, 2005*
MD002AD	Administration	1410 Administration	Non Technical Salaries & Benefits	$1,222,000	*June 30, 2003*	*June 30, 2005*
			Employee Benefit Contribution	$60,000	*June 30, 2003*	*June 30, 2005*
			Sundry	$310,000	*June 30, 2003*	*June 30, 2005*
			Housing Authority Direct Expenses	$140,000	*June 30, 2003*	*June 30, 2005*
		1411 Audit	Consultant Fees	$25,000	*June 30, 2003*	*June 30, 2005*
		1430 Fees and Costs	Technical Salaries & Benefits	$2,399,979	*June 30, 2003*	*June 30, 2005*
			Consultant Fees	$315,000	*June 30, 2003*	*June 30, 2005*
		1495 Relocation Costs	Non Technical Salaries & Benefits	$167,000	*June 30, 2003*	*June 30, 2005*
MD002AUT	Housing-Authority	1430 Fees and Costs	Consultant Fees	$231,000	*June 30, 2003*	*June 30, 2005*
			Lead Based Paint Testing & Abatement	$350,000	*June 30, 2003*	*June 30, 2005*
		1460 Dwelling Structures	Water Distribution System	$150,000	*June 30, 2003*	*June 30, 2005*
			Energy Conservation	$1,347,246	*June 30, 2003*	*June 30, 2005*
			Physical Accessibility Cost (504)	$400,000	*June 30, 2003*	*June 30, 2005*

Annual Statement/ Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP / CFPRHF)

Part III: Implementation Schedule

Housing Authority of Baltimore City

Grant Type and Number

Capital Fund Program Grant No: MD006P00250101

Replacement Housing Factor No: MD006R00250101

Federal FY of Grant: 2001

		Development Account	Work Categories	Total Estimated Cost	All Funds Obligated (Quarter Ending Date	All Funds Expended (Quarter Ending Date
MD002AUT	Housing-Authority	1460 Dwelling Structures	Vacancy Reduction	$1,233,693	*June 30, 2003*	*June 30, 2005*
		1502 Contingency	Contingency	$1,064,653	*June 30, 2003*	*June 30, 2005*
MD002MG	Management Impr	1408 Management Improveme	Computer Equipment	$100,000	*June 30, 2003*	*June 30, 2005*
			Computer Software	$370,000	*June 30, 2003*	*June 30, 2005*
		1408 Management Improveme	Energy Conservation	$107,000	*June 30, 2003*	*June 30, 2005*
			Employment and Empowerment Division	$1,822,000	*June 30, 2003*	*June 30, 2005*
			Training	$577,000	*June 30, 2003*	*June 30, 2005*
			Family Support Services	$1,035,500	*June 30, 2003*	*June 30, 2005*
MD002OPE	Operations	1406 Operations	Vacancy Reduction	$2,500,000	*June 30, 2003*	*June 30, 2005*
MD002RHG	Replacement Hous	1499 Replacement Housing Gr	Development Activities	$4,287,222	*June 30, 2003*	*June 30, 2005*

5-Year Action Plan for Capital Fund

MD002k01

Capital Fund Program Five-Year Action
Part 1: Summary
Latrobe Homes
MD002001

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2002
FFY 2003 FFY 2004

Development Account	*Work Category*	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement		*Install Playground Equipment*				*$30,000*
	Electrical Distribution System	*Replace System Up to Submeters*	*$0*	*$3,100,000*	*$0*	*$0*
	Paved Areas	*Repair Street & Drives*	*$10,296*	*$0*	*$0*	*$0*
		Repair Walks	*$29,952*	*$0*	*$0*	*$0*
1460 Dwelling Structures	*Electrical*	*Install Smoke Detectors*	*$0*	*$0*	*$0*	*$109,000*
	Windows	*Replace Existing Windows*	*$0*	*$0*	*$2,250,000*	*$0*
	Structural Problems	*Replace Interior Stairways (Including Lead Abatement)*				*$260,000*
	Roofs	*Repair Canopies*	*$0*		*$536,000*	*$0*
		Replace	*$0*	*$2,100,000*	*$0*	*$0*
Sum			*$40,248*	*$5,400,000*	*$2,786,000*	*$399,000*
Percent			*0.15%*	*19.83%*	*10.42%*	*1.48%*

HABC Capital Improvement Plan *8/28/20014:24:32* PM

Capital Fund Program Five-Year Action
Part 1: Summary
McCulloh Homes
MD002002

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activily*	**FFY 2001**	**FFY 2002**	**FFY2003**	**FFY 2004**
1450 Site Improvement Paved Areas	*Repair Parking Areas*	*$14,400*	*$0*	*$0*	*$0*
	Repair Streets & Drives	*$30,240*	*$0*	*$0*	*$0*
	Replace Screen and Security Doors				*$140,000*
1460 Dwelling Structures	*Repair Porches and Railings*				*$600,000*
Structural Problems					
Sum		*$44,640*	*$0*	*$0*	*$740,000*
Percent		*0.17%*	*0.00%*	*0.00%*	*2.74%*

HABC Capital Improvement Plan *8/28/20014:24:32 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
Perkins Homes
MD002003

[5~ **Original 5-Year Plan**
E]**Revision No:**

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement	*Install Playground Equipment*				*$35,000*
Grading	*Replace Fence*	*$30,000*	*$0 $0*	*$0*	*$0*
Paved Areas	*Pave Parking Areas*	*$22,680*	*$0 $0*	*$0*	*$0*
1460 Dwelling Structures Electrical Distribution System	*Upgradel Replace Electrical Distribution System*		*$2,600,000*		
Roofs	*Partial Funding for A-Frame Roofs*		*$1,000,000*		
Sum		*$52,680*	*$2,600,000*	*$1,000,000*	*$35,000*
Percent		*0.20%*	*9.55%*	*3.74%*	*0.13%*

HABC Capital Improvement Plan *8/28/2001* 4:24:33 PM

Capital Fund Program Five-Year Action
Part 1: Summary
Poe Homes
MD002004

[>~ **Original 5-Year Plan**
El **Revision No:**

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account	*Work Category*	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement	*Electrical Distribution System*	*Replace System Up to the Submeters*	*$1,315,000*	*$0*	*$0*	*$0*
	Paved Areas	*Pave Parking Area*	*$18,180*	*$0*	*$0*	*$0*
		Pave Streets & Drives	*$29,736*	*$0*	*$0*	*$0*
1460 Dwelling Structures	*Windows*	*Install double-hung thermal pane insulting windows 298 D. Us*	*$700,000*			*$75,000*
	Structural Problems	*Secure Rails in Hallway with Blocking*				*$65,000*
1470 Non Dwelling Structure	*Community Building*	*Install Security and Lighting*				*$140,000*
Sum			*$2,062,916*	*$0*	*$0*	*0.52%*
Percent			*7.81%*	*0.00%*	*0.00%*	

HABC Capital Improvement Plan *8/28/20014:24:33 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
Douglass Homes
MD002005

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement	*Security Lighting*				*$65,000*
Grading	*Replace Fence*	*$30,000*	*$0*	*$0*	*$0*
Paved Areas	*Pave Parking Areas*	*$21,060*	*$0*	*$0*	*$0*
1460 Dwelling Structures	*Water Proofing and Tuckpointing (36 Bldgs)*				*$290,000*
Sum		*$51,060*	*$0*	*$0*	*$355,000*
Percent		*0.19%*	*0.00%*	*0.00%*	*1.31%*

Capital Fund Program Five-Year Action
Part 1: Summary
Gilmor Homes
MD002006

F>-. -Year Plan
~ Original 5
E]Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**			
1450 Site Improvement	*Oil Tank Removal*				*$16,000*
	Remove Old and Install New Playground Equipment				*$80,000*
	Security Cameras				*$145,000*
	Security Lighting				*$260,000*
	Storm Doors (Front and Rear)				*$320,000*
	Replace Fence	*$30,000*	*$0 so*	*$0*	SO
Grading	*Pave Streets, Drives & Walks*	*$37,080*	*$0 $0*	*$0*	*$0*
Paved Areas		*$67,080*	*$0 $0*	*$0*	$821,000
Sum		*0.25%*	*0.00%*	*0.00%*	*3.04%*
Percent					

Capital Fund Program Five-Year Action
Part 1: Summary
O'Donnell Homes
MD002009

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2003 FFY 2004
HABC 2004 HABC 2005

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas Pave Parking Area	$121,900	$0	$0	$0
Repair Streets & Drives	$158,260	$0	$0	$0
Sum	$280,160	$0	$0	$0
Percent	1.06%	0.00%	0.00%	0.00%

HABC Capital Improvement Plan 8/28/20014:24:33 PM

Original 5-Year Plan
Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary

Work Statement for:
FFY 2001 FFY 2003
HABC 2002 HABC 2004

Somerset Homes

MD002010		**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
Development Account Work Category	*Description of Activity*				*$290,000*
1450 Site Improvement	*Upgrade Floors in Bedrooms*	*$17,100*	*$0 $0*	*$0*	*$0*
Paved Areas	*Pave Parking Area*	*$4,464*	*$0 $0*	*$0*	*$0*
	Repair Streets & Drives	*$0*	*$0 $0*	*$0*	*$538,000*
1460 Dwelling Structures Windows	*Replace Existing Windows*		*$1,600,000*		
Roofs	*Replace Flat Roof with Pitched A - Frame*	*$0*	*$1,090,000*		
	Replace Roof		*$1,600,000*	*$1,090,000*	*$828,000*
Sum		*$21,564*	*5.88%*	*4.08%*	*3.06%*
Percent		*0.08%*			

Capital Fund Program Five-Year Action
Part 1: Summary
Cherry Hill Homes
MD002011

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas	Repair Streets & Walks	$72,000	$0	$0	$0
1460 Dwelling Structures	Replace 30 Brick Porch Walls				$120,000
Walls	Encapsulate Lead Paint (Exterior)				$290,000
Sum		$72,000	$0	$0	$410,000
Percent		0.27%	0.00%	0.00%	1.52%

HABC Capital Improvement Plan 8/28/20014:24:33 PM

Capital Fund Program Five-Year Action
Part 1: Summary
Cherry Hill Homes Ext. I
MD002012

[>~ Original 5-Year Plan
EIRevision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas	*Repair Porches & Pave*	*$7,200*	*$0*	*$*	*$0*
1460 Dwelling Structures Miscellaneous	*Revitalization*	*$600,000*	*$0*	*$2,500,000*	*$0*
Walls	*Encapsulate Lead Paint*				*$300,000*
Sum		*$607,200*	*$0*	*$2,500,000*	*$300,000*
Percent		*2.30%*	*0.00%*	*9.35%*	*1.11%*

HABC Capital Improvement Plan 8/28/20014:24:33 P*M*

Capital Fund Program Five-Year Action
Part 1: Summary
Westport Homes Ext. I
MD002013

[~~ Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas Pave Parking Area	*$20,088*	*$0*	*$0*	*$0*
Repair Streets &	*$24,840*	*$0*	*$0*	*$0*
Drives				
Sum	*$44,928*	*$0*	*$0*	*$0*
Percent	0.17%	0.00%	0.00%	0.00%

HABC Capital Improvement Plan *8/28/20014:24:33 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
Claremont Homes
MD002014

E>~ **Original 5-Year Plan**
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2003 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas	*Pave Parking Area*	*$0*	*$0*	*$38,000*	*$0*
	Repair Streets & Drives	*$0*	*$0*	*$149,000*	*$0*
1495 Relocation Costs Individuals and Families	*Repair Walks*	*$0*	*$0*	*$300,000*	*$0*
1498 Mod Used for Redev Miscellaneous	*Associated Expenditures*		*$444,000*	*$0*	*$0*
	Supplemental Funding for the HOPE VI Grant		*$3,600,000*	*$0*	*$0*
Sum		*$0*	*$4,044,000*	*$487,000*	*$0*
Percent		*0.00%*	*14.85%*	*1.82%*	*0.00%*

HABC Capital Improvement Plan *8/28/20014:24:33 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
Brooklyn Homes
MD002021

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas	*Repair Streets & Drives*	*$111,884*	*$0*	*$0*	*$0*
	Repair Walks	*$46,800*	*$0*	*$0*	*$0*
1460 Dwelling Structures Electrical Distribution System	*Replace Electrical Distribution System*				*$1,600,000*
Sum		*$158,684*	*$0*	*$0*	*$1,600,000*
Percent		*0.60%*	*0.00%*	*0.00%*	*5.92%*

HABC Capital Improvement Plan 8/28/20014:24:33 PM

Capital Fund Program Five-Year Action
Part 1: Summary
Westport Homes

Original 5-Year Plan
E-] Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

MD002022

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Grading	Repair Storm Drainage	$0	$0	$365,000	$0
Electrical Distribution System	Replace System Up to the Submeters	$0	$0	$400,000	$0
Paved Areas	Repair Streets, Drive Ways, Porches & Stoops	$36,360	$0	$0	$0
Sum		$36,360	$0	$765,000	$0
Percent		0.14%	0.00%	2.86%	0.00%

HABC Capital Improvement Plan 8/28/20014:24:33 PM

Capital Fund Program Five-Year Action
Part 1: Summary
Westport Homes
MD002022

Original 5-Year Plan
EI **Revision No:**

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Grading	*Repair Storm Drainage*	*$0*	*$0*	*$365,000*	*$0*
Electrical Distribution System	*Replace System Up to the Submeters*	*$0*	*$0*	*$400,000*	*$0*
Paved Areas	*Repair Streets, Drive Ways, Porches & Stoops*	*$36,360*	*$0*	*$0*	*$0*
Sum		*$36,360*	*$0*	*$765,000*	*$0*
Percent		*0.14%*	*0.00%*	*2.86%*	*0.00%*

HABC Capital Improvement Plan 8/28/20014:24:33 PM

L> _ ~ original 5-Year Plan

Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
McCulloh Homes Ext.H-Rise
MD002023

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
	Rear Lighting				*$20,000*
1450 Site Improvement Electrical Distribution System	*Upgrade the Exterior Lighting for the Low-Rise (Bullet Proof*				*$50,000*
	Repair Drive Ways & Side Walks	*$16,200*	*$0*	*$0*	*$0*
Paved Areas	*Beautification (carpeting)*				*$360,000*
Miscellaneous	*Replace Door Operators*	*$40,000*	*$0*	*$0*	*$0*
1460 Dwelling Structures Elevators	*Door Operators, Controlers, Broilers*				*$40,000*
1465 Dwelling Equipment					
Sum		*$56,200*	*$0*	*$0*	*$470,000*
Percent		*0.21%*	*0.00%*	*0.00%*	*1.74%*

HABC Capital Improvement Plan *8/28/20014:24:33 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
The Broadway
MD002025

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1495 Relocation Costs Individuals and Families Associated Expenditures	*$66,000*	*$0 $0*	*$0*	*$0*
Sum	*$66,000*	*$0 $0*	*$0*	*$0*
Percent	0.25%	0.00% 0.00%	0.00.%	0.00%

Capital Fund Program Five-Year Action
Part 1: Summary
Emerson Julian/A. Spencer
MD002027

L>~ original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement	*New Floor Tile*				*$65,000*
Paved Areas	*Repair Walks & Pave Parking Area*	*$10,800*	*$0*	*$0*	*$0*
1460 Dwelling Structures Roofs	*Replace*	*$0*	*$0*	*$15,000*	*$0*
	Roof Replacement and Drains				*$30,000*
Sum		*$10,800*	*$0*	*$15,000*	*$95,000*
Percent		*0.04%*	*0.00%*	*0.06%*	*0.35%*

[>~ Original 5-Year Plan

Ej Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Mount Winans
MD002029

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas Repair Drives, Walks & Parking Area	*$22,320*	*$0*	*$0*	*$0*
Sum	*$22,320*	*$0*	*$0*	*$0*
Percent	*0.08%*	*0.00%*	*0.00%*	*0.00%*

HABC Capital Improvement Plan *8/28/20014:24:33 PM*

[>~ Original 5-Year Plan

EI Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Rosemont/Dukeland
MD002031

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2003**
1450 Site Improvement Paved Areas	*Repair Parking Area, Walks& Drive Ways*	*$17,640*	*$0*	*$0*	*$0*
Bathrooms	*Renovate 106 Bathrooms*				*$210,000*
	Renovate Bathrooms (Dukeland)				*$60,000*
Structural Problems	*Repair and Replace Steps, Rails and Treds*				*$130,000*
	Repair Front and Rear Screen Doors (Dukeland)				*$24,000*
1460 Dwelling Structures Bathrooms	*Renovate for 136 Units*	*$0*	*$0*	*$0*	*$680,000*
Structural Problems	*Porches, Stoops and Siding (Dukeland)*				*$120,000*
	Repair Living Areas, Floors	*$0*	*$0*	*$1,600,000*	
	Replace Front and Rear Screen Doors and Exterior Solid Core Doors and Storm Doors				*$250,000*
Sum		*$17,640*	*$0*	*$1,600,000*	*$1,474,000*
Percent		*0.07%*	*0.00%*	*5.98%*	*5.45%*

HABC Capital Improvement Plan *8/28/20014:24:33 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
Lakeview Tower
MD002033

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	FFY 2001	FFY 2002	FFY 2003	FFY 2004
1450 Site Improvement Miscellaneous	*Beautification*				*$200,000*
General	*Install Additional Security Lighting in the Parking Lot*				*$10,000*
	Remove Oil Tank				*$18,000*
Plumbing	*Upgrade Pull Station in the Units*				*$32,000*
1460 Dwelling Structures Balcony	*Repair Balcony Railings & Concrete*	*$0*	*$510,000*	*$0*	*$0*
Sum		*$0*	*$510,000*	*$0*	*$260,000*
Percent		*0.00%*	*1.87%*	*0.00%*	*0.96%*

Original 5-Year Plan
Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Claremont Homes Ext.
MD002039

Work Statement for:
FFY 2003 FFY 2004
HABC 2004 HABC 2005

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas Repair Streets, Drives, Parking Area & Walks	*$14,040*	*$0*	*$0*	*$0*
Sum	*$14,040*	*$0*	*$0*	*$0*
Percent	0.05%	0.00%	0.00%	0.00%

HABC Capital Improvement Plan *8/28/20014:24:34 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
West Twenty
MD002041

F,_
L>~ original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	FFY 2001	FFY 2002	FFY 2003	FFY 2004
1450 Site Improvement General	*Remove Oil Tank*				*$18,000*
1460 Dwelling Structures Electrical Distribution System	*Upgrade the Electrical System in the Units - GFIs*				*$55,000*
Elevators	*Replace Door Operators*	*$0*	*$0*	*$30,000*	*$0*
	Upgrade Elevator Controllers & Door				*$120,000*
Structural Problems	*Operators*				
	Replace Front Entrance Doors (2 sets)				*$20,000*
Sum		*$0*	*$0*	*$30,000*	*$213,000*
Percent		0.00%	0.00%	0.11%	0.79%

Original 5-Year Plan

F-1 Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Somerset Court Ext
MD002042

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2003**
1450 Site Improvement Grading	*Fills*	*$0*	*$15,000*	*$0*	*$0*
Paved Areas	*Repair Parking Area, Drive Ways & Side Walks*	*$18,000*	*$0*	*$0*	*$0*
	Exterior Security Lights				*$50,000*
General	*Install Tot Lot*				*$120,000*
	Replace Exterior Doors				*$36,000*
1460 Dwelling Structures	*Replace Windows*				*$170,000*
Windows					*$376,000*
Sum		*$18,000*	*$15,000*	*$0*	*1.39%*
Percent		*0.07%*	*0.06%*	*0.00%*	

HABC Capital Improvement Plan *8/28/20014:24:34* PM

Original 5-Year Plan
Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Monument East
MD002043

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
1450 Site Improvement Paved Areas	Repair Parking & Exit Doors	$8,640	$0	$0	$0
Miscellaneous	Beautification				$200,000
General	Emergency Lighting in Hallways				$38,000
	Emergency Pull Station				$60,000
1465 Dwelling Equipment Sanitary Sewers	Replace Broken Domestic Hot Water Riser (Flooding Issue)				$1,600,000
Sum		$8,640	$0	$0	$1,898,000
Percent		0.03%	0.00%	0.00%	7.02%

HABC Capital Improvement Plan *8/28/20014:24:34* PM

Capital Fund Program Five-Year Action
Part 1: Summary
Wyman House
MD002044

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
		$4,680	$0	$0	$0
1450 Site Improvement Paved Areas	Repair Streets, Drives & Parking Area				$160,000
	Beautification				$12,000
Miscellaneous	Oil Tank Removal				$50,000
General	Repair Elevator Doors and Controllers				$20,000
1460 Dwelling Structures Elevators	Replace Door Operators	$0	$0	$0	$610,000
	Replace Kitchen Cabinets and Countertops Including Floor Tiles				$120,000
Structural Problems	Waterproofing and Tuck pointing				$972,000
Sum		$4,680	$0	$0	
Percent		0.02%	0.00%	0.00 %	3.59%

F,>_~ Original 5-Year Plan

Fi Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Hollander Ridge
MD002045

Work Statement for:
FFY 2001 FFY 2003
HABC 2002 HABC 2004

Development Account Work Category Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
	$200,000	*$0*	*$0*	*$0*
1495 Relocation Costs Individuals and Families Associated Expenditures	*$200,000*	*$0*	*$0*	*$0*
Sum	*0.76%*	*0.00%*	*0.00%*	*0.00%*
Percent				

HABC Capital Improvement Plan *8/28/20014:24:34 PM*

Original 5-Year Plan
Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Chase House
MD002046

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas	*Repair Parking Area & Side Walks*	*$3,060*	*$0*	*$0*	*$0*
	Site Concrete Repair and Oil Tank Removal				*$80,000*
Miscellaneous	*Beautification*				*$260,000*
Sum		*$3,060*	*$0*	*$0*	*$340,000*
Percent		*0.01%*	*0.00%*	*0.00%*	*1.26%*

HABC Capital Improvement Plan *8/28/20014:24:34 PM*

Capital Fund Program Five-Year Action
Part 1: Summary

L>~ original 5-Year Plan

L-1 Revision No:

Govans Manor		Work Statement for:		
		FFY 2002	FFY 2003 FFY 2004	FFY 2005
MD002047		HABC 2003	HABC 2004 HABC 2005	HABC 2006
Development Account Work Category	*Description of Activity*			
1450 Site Improvement Sanitary Sewers	*Replace Drain Pans in all Units and Common Areas*			*$65,000*
Miscellaneous	*Beautification*			*$170,000*
Electrical	*Site Lighting - Parking Lot*	*$52,000*	*$0 $0*	*$0*
Sum		*$52,000*	*$0 $0*	*$235,000*
Percent		*0.20%*	*0.00% 0.00%*	*0.87%*

HABC Capital Improvement Plan *8/28/20014:24:34* PM

Original 5-Year Plan

j Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
B.E. Mason
MD002051

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	
1450 Site Improvement Paved Areas	*Repave Concrete off Walkways*	*$50,000*
	Beautification	*$120,000*
General	*Oil Tank Removal*	*$15,000*
	Upgrade Controllers and Door Operators	*$35,000*
1460 Dwelling Structures Elevators	*Patio Door Replacement 5th Floor*	*$50,000*
Structural Problems	*Waterproofing (Apply Exterior Coating)*	*$120,000*
Sum		*$390,000*
Percent		**1.44%**

Capital Fund Program Five-Year Action
Part 1: Summary
Lakeview Tower Ext.
MD002052

Original 5-Year Plan
EI Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1460 Dwelling Structures Elevators Replace Door Operators & Controllers	*$120,000*	*$0*	*$0*	*$0*
Sum	*$120,000*	*$0*	*$0*	*$0*
Percent	*0.45%*	*0.00%*	*0.00%*	*0.00%*

HABC Capital Improvement Plan *8/28/20014:24:34* PM

Capital Fund Program Five-Year Action
Part 1: Summary
Ellerslie Apts
MD002053

[>~ Original 5-Year Plan
j Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	
1460 Dwelling Structures General	*Beautification*	
Windows	*Replace Windows and Frames*	*$170,000*
Structural Problems	*Replace Existing Heating and Cooling System*	*$145,000*
		$50,000
Sum		*$365,000*
Percent		*1.35%*

HABC Capital Improvement Plan *8/28/20014:24:34 PM*

[>~ Original 5-Year Plan

F] Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Bel Park Tower
MD002054

Work Statement for:
FFY 2001 FFY 2003
FFY2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Paved Areas	*Pave Parking Area*	*$2,520*	*$0*	*$0*	*$0*
General	*Beautification*				*$160,000*
	Oil Tank Removal				*$16,000*
1460 Dwelling Structures Miscellaneous	*Replace Nursing Call System (Pull Call)*				*$60,000*
Structural Problems	*Replace Entrance Door and Card Reader System*				*$36,000*
Sum		*$2,520*	*$0*	*$0*	*$272,000*
Percent		0.01%	0.00%	0.00%	1.01%

HABC Capital Improvement Plan *8/28/20014:24:34 PM*

Capital Fund Program Five-Year Action
Part 1: Summary
The Brentwood
MD002056

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	
1450 Site Improvement General	*Beautification*	*$160,000*
	Oil Tank Removal	*$24,000*
1460 Dwelling Structures Structural Problems	*Upgrade the Laundry Room Facility*	*$55,000*
1465 Dwelling Equipment Miscellaneous	*85 Frost Free Refrigerators*	*$60,000*
Sum		*$299,000*
Percent		**1.11%**

HABC Capital Improvement Plan *8/28/20014:24:34* **PM**

Capital Fund Program Five-Year Action
Part 1: Summary
Scattered Sites
MD002059

L>~ original 5-Year Plan
EI Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1460 Dwelling Structures Roofs	*Replace*	*$350,000*	*$350,000*	*$350,000*	*$350,000*
Vacancy Reduction	*Renovate approx. 135 units*	*$1,950,000*	*$3,050,000*	*$3,050,000*	*$2,250,000*
1485 Demolition	*Demolish Non- Viable Units @ $8, 000/D. U.*	*$300,000*	*$300,000*	*$300,000*	*$0*
1495 Relocation Costs Individuals and Families	*Associated Expenditures*	*$50,000*	*$50,000*	*$50,000*	*$50,000*
Sum		*$2,650,000*	*$3,750,000*	*$3,750,000*	*$2,650,000*
Percent		*10.04%*	*13.77%*	*14.02%*	*9.80%*

Capital Fund Program Five-Year Action
Part 1: Summary
Laurens House
MD002069

F_
~<, Original 5-Year Plan
E_ I Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Grading	*Landscaping*	*$0*	*$20,000*	*$0*	*$0*
Paved Areas	*Pave Parking Lot*	*$90,000*	*$0*	*$0*	*$0*
1460 Dwelling Structures Air Conditioning	*Install Chiller & Cooling Tower*	*$150,000*	*$0*	*$0*	*$0*
Sum		*$240,000*	*$20,000*	*$0*	*$0*
Percent		*0.91%*	*0.07%*	*0.00%*	*0.00%*

HABC Capital Improvement Plan 8/28/20014:24:34 PM

L>~ original 5-Year Plan

El Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Rosemont Tower
MD002070

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	
1450 Site Improvement General	*Beautification*	*$260,000*
	Oil Tank Removal	*$15,000*
	Upgrade the Pull Station	
1460 Dwelling Structures Miscellaneous	*Upgrade Elevator Controllers,*	*$41,000*
Elevators	*Motors,*	*$160,000*
	and Door Operators	
	Waterproofing & Tuckpointing	*$120,000*
Structural Problems	*Replace Refrigerators in all Units*	*$65,000*
1465 Dwelling Equipment Miscellaneous		
Sum		*$661,000*
Percent		*2.44%*

[>~~ Original 5-Year Plan

EI Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Primrose Place
MD002071

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
		$5,760	$0 $0	$0	$0
1450 Site Improvement Paved 'Areas	Repair Streets, Drives, Walks & Parking Area				$160,000
General	Beautification of public Areas Including Lighting				$25,000
	Upgrade Pull Station				$25,000
	First Floor Burglar Alarm System				$145,000
1460 Dwelling Structures Miscellaneous					
Elevators	Upgrade Elevator Controllers and Door Operators				
Sum		$5,760	$0 $0	$0	$355,000
Percent		0.02%	0.00% 0.00%	0.00%	1.31%

Capital Fund Program Five-Year Action
Part 1: Summary
Carey House
MD002072

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1450 Site Improvement Grading Landscaping	$0	$15,000	$0	$0
1460 Dwelling Structures Heating Replace Furnace	$40,000	$0	$0	$0
Sum	$40,000	$15,000	$0	$0
Percent	0.15%	0.06%	0.00%	0.00%

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Capital Fund Program Five-Year Action
Part 1: Summary
C.K. Anderson Village
MD002073

L~~i original 5-Year Plan

L_] Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1485 Demolition Demolition Demolish 122 D. Us	*$400,000*	*$0 $0*	*$0*	*$0*
Sum	*$400,000*	*$0 $0*	*$0*	*$0*
Percent	*1.51%*	*0.00% 0.00%*	*0.00%*	*0.00%*

HABC Capital Improvement Plan *8/28/20014:24:35* PM

Original 5-Year Plan
Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Hollins House
MD002074

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Cate or eg y	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
1450 Site Improvement Paved Areas	Repair Parking Lot & Walk Ways	$5,760	$0	$0	$0
Miscellaneous	Repair and Upgrade the Card System				$52,000
General	Beautification (Paint, retile, wallpaper & furniture)				$70,000
1460 Dwelling Structures Elevators	Elevator Controllers and Door Operators	$0	$0	$0	$160,000
Windows	Replace Existing Windows				$117,000
Structural Problems	Water Proofing and Tuckpointing				$80,000
Sum		$5,760	$0	$0	$479,000
Percent		0.02%	0.00%	0.00%	1.77%

L>~ **Original 5-Year Plan**

EI Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Allendale
MD002075

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account	Work Category	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
						$80,000
1450 Site Improvement	Paved Areas	Resurface Entire Parking Lot, Walkways, Storm Drain, Remove Oil Tank				$160,000
	General	Beautification				$33,000
		Upgrade Security System (2nd & 3rd Floor)				$40,000
	Fire Alarm System	Upgrade Fire Alarm System				$160,000
	Elevators	Upgrade Elevator Controller and Door Operators				$25,000
1460 Dwelling Structures	Structural Problems	504 Ramp Accessibility	$0	$0	$0	$647,800
	Kitchens	Replace Cabinets & Equipment	$0	$0 $	$0	$1,145,800
Sum			$0	0.00%	0.00%	4.24%
Percent			0.00%			

~~ Original 5-Year Plan

EI Revision No:

Capital Fund Program Five-Year Action
Part 1: Summary
Administration
MD002ADM

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account	Work Category	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
1410 Administration	Non Technical Salaries & Benefits	13 Engineering Services Positions	$880,000	$921,000	$967,000	$0
		2 Finance and Accounting Positions	$94,000	$99,000	$104,000	$0
		2 Office of Legal Affairs Positions	$183,000	$192,000	$202,000	$206,000
		2 Resident Advisory Board Positions	$129,000	$135,000	$142,000	$149,000
		3 Capital Planning Staff Positions				$157,000
	Employee Benefit Contribution	Retirees Benefits	$60,000	$60,000	$60,000	
	Sundry	Miscellaneous Admin. Expenditures	$310,000	$310,000	$310,000	$310,000
	Housing Authority Direct Expense	Allocated Rent for Engineering	$140,000	$140,000	$140,000	
	Consultant Fees	Annual Audits performed by Outside Firm	$25,000	$25,000	$25,000	$25,000
1411 Audit			$2,500,000	$2,600,000	$2,700,000	$2,400,000
1430 Fees and Costs	Technical Salaries & Benefits	30 Engineering Services Positions	$100,000	$100,000	$100,000	
	Consultant Fees	JOC Contract Consultant	$215,000	$215,000	$215,000	$215,000
		Legal Advise for HABC	$175,000	$184,000	$193,000	$202,000
1495 Relocation Costs	Non Technical Salaries & Benefits	3 Relocation Office Positions				
Sum			$4,811,000	$4,981,000	$5,158,000	$3,664,000
Percent			18.22%	18.29%	19.28%	13.55%

HABC Capital Improvement Plan 8/28/20014:24:35 PM

[_>~ Original 5-Year Plan

D Revision No:

Capital Fund Program Five-Year Action
Part I: Summary
Housing-Authority Wide
MD002AUT

Work Statement for:
FFY 2003 FFY 2004
HABC 2004 HABC 2005

Development Account Work Category	Description of Activity	FFY 2001	FFY 2002	FFY 2003	FFY 2004
1430 Fees and Costs Consultant Fees	Asbestos Testing & Monitoring	$200,000	$200,000	$200,000	$200,000
	Planning and Consulting Fees	$31,000	$31,000	$31,000	$31,000
Lead Based Paint Testing & A bate	LBP testing for apprx. 1250 D. Us	$350,000	$350,000	$350,000	$350,0000
1450 Site Improvement Gas Distribution System	Cathodic Protection Inspection of Gas Mains	$500,000	$0	$500,000	$0
1460 Dwelling Structures Water Distribution System	Install Discharge Equipment	$150,000	$150,000	$150,000	$150,000
Physical Accessibility Cost (504)	Modification on an as needed basis average 5 units per development	$400,000	$400,000	$400,000	$400,000
Vacancy Reduction	Pool of funds to use authority wide vacancy reduction (JOC)	$1,584,944	$1,901,119	$1,615,000	$0
1502 Contingency	Establish Contingency	$2,259,977	$200,000	$1,000,000	$1,000,000
Sum		$5,475,921	$3,232,119	$4,246,000	$2,131,000
Percent		20.74%	11.87%	15.87%	7.88%

HABC Capital Improvement Plan 8/28/20014:24:35 PM

Capital Fund Program Five-Year Action
Part 1: Summary
Management Improvement
MD002MGT

L>< **Original 5-Year Plan**

F-1 **Revision No:**

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category	*Description of Activity*	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2003**
1408 Management Improv, Computer Equipment	*Acquisition of New System*	*$1,200,000*		*$0*	*$0*
	Centralized Storage - Terabyte	*$125,000*		So	so
	Professional Services - A	*$200,000*		*$0*	*$0*
	Professional Services - B	*$100,000*		*$0*	*$0*
	Purchase Additional hardware (Servers, Memory, Switches, Fiber)	*$100,000*	*$100,000*	*$100,000*	*$0*
	Rollover Server	*$75,000*		*$0*	*$0*
Energy Conservation	*3 Staff Testing Lab*	*$112,500*	*$0*	*$0*	*$0*
Computer Software	*Purchase In-House Internet Services & Additional upgrades*	*$120,000*	*$370,000*	*$120,000*	*$170,000*
	Tape Library	*$137,000*		*$0*	*$0*
	Update Operating System to Window	*$127,000*		*$0*	*$0*
	Update Servers and CALs to Windows 2000	*$83,000*		*$0*	*$0*
	Veristas Back up Software	*$150,000*		*$0*	*$0*
Employment and Empowerment Di	*8 Office Staff Salaries*	*$507,150*	*$0*	*$0*	*$0*
	Apprenticeship & Customized Training	*$125,000*	*$0*	*$0*	*$0*
	BCCC Training	*$75,000*	*$0*	*$0*	*$0*
	Conduct Internal & External Performance Evaluations	*$25,000*	*$0*	*$0*	*$0*
	DSS Match (Hospitality Program)	*$150,000*	*$0*	*$0*	*$0*
	Establish & Operate Small Businesses	*$100,000*	*$0*	*$0*	*$0*
	General Administration Costs	*$144,000*	*$0*	*$0*	*$0*
	Pace Program Structure (Lawn Care & Pesticides)	*$270,000*	*$0*	*$0*	*$0*
	Pace Skills Bank Training	*$300,000*	*$0*	*$0*	*$0*
	Resident Management Leadership	*$150,000*	so	*$0*	*$0*
	Training				

Capital Fund Program Five-Year Action
Part 1: Summary
Management Improvement
MD002MGT

[>~ Original 5-Year Plan
F-1 Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

1408 Management Improv Training	4 Training Administrative Staff		*$254,000*	*$264,000*	*$274,000*	*$0*
	Division Level Training		*$100,000*	*$100,000*	*$100,000*	*$0*
	Provide Agency Wide Training		*$50,000*	*$50,000*	*$50,000*	*$0*
	Provide Training for Technical Staff		*$83,000*	*$76,500*	*$76,500*	*$0*
	Specific Job Skills Training		*$100,000*	*$100,000*	*$190,000*	*$0*
Family Support Services	I Activities Program Coordinator		*$64,000*	*$0*	*$0*	*$0*
	12 Humans Services Coordinators		*$559,200*	*$0*	*$0*	*$0*
	2 Family Support Services		*$102,000*	*$0*	*$0*	*$0*
	2 Resident Management Aides		*$47,000*	*$0*	*$0*	*$0*
	Anti-Drug Program & 3 Positions		*$300,000*	*$0*	*$0*	*$0*
Sum			*$6,034,850*	*$1,060,500*	*$820,500*	*$170,000*
Percent		*22.86%*		*3.89%*	*3.07%*	*0.63%*

HABC Capital Improvement Plan 8/28/20014:24:35 PM

Capital Fund Program Five-Year Action
Part 1: Summary
Operations
MD0020PE

Original 5-Year Plan
EI Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Development Account Work Category Description of Activity	**FFY 2001**	**FFY 2002**	**FFY 2003**	**FFY 2004**
1406 Operations Vacancy Reduction Authority Wide Vacancy Reduction (HABCo)	*$2,500,000*	*$2,500,000*		*$2,500,000*
Sum	*$2,500,000*	*$2,500,000*		*$2,500,000*
Percent	*9.47%*	*9.35%*		*9.24%*

Capital Fund Program Five-Year Action
Part 1: Summary

Original 5-Year Plan
Revision No:

Work Statement for:
FFY 2001 FFY 2003
FFY 2002 FFY 2004

Operations

MD0020PE

	FFY 2001	FFY 2002	FFY 2003	FFY 2004
Grand Total	$26,402,711	$27,227,619	$26,747,500	$27,042,800

Public Housing Drug Elimination Program (PHDEP) Plan

MD002I01

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

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1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant $__3,665,277.00_____

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R___X___

C. FFY in which funding is requested _FY 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The goal of HABC's 2000 PHDEP plan is to reduce crime, violence and the sale and use of illegal drugs in and around public housing developments by providing the community with information necessary through education, treatment and prevention programs. The Outcomes: Crime will be reduced significantly within these targeted areas through the HAPF Community Support Officer Program; Police sub-stations will be established within these communities; Youth will be involved in structured programs and anti-drug activities; Employment will be increased by 25% BEFORE the expiration of the grant.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Brooklyn Homes	500	957
Gilmor Homes	563	1132
Dukeland Homes	94	30
Rosemont Homes	383	105

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "X" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months_____ 12 Months_____ 18 Months__ ___ 24 Months__X___ Other _____

HUD 50075—PHDEP Plan
OMB Approval No: 25577-0226
Expires: 03/31/2002

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission indicates the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	4,507,250.00	MD06DEP0020195	0		2/28/98
FY 1996					
FY 1997	4,325,360.00	MD06DEP0020197	0		12/11/99
FY1998	4,371,120.00	MD06DEP0020198	0		06/13/00
FY 1999	3,516,848.00	MD06DEP0020199	2,992,020.39		12/31/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

HABC will: *Continue the "One Strike You are Out" policy

***Enforce Baltimore City Police Zero Tolerance policy**

***Provide substance abuse treatment services as needed for all residents of the targeted area**

***Enhance lighting and install other safety measure throughout the targeted communities**

***Corroborate with residents, community organizations, faith community and the sector in "Operation Take Charge Phase Two" initiative**

***Provide employment opportunities, job training and education opportunities**

***Implement youth anti-drug programs in developments absent of youth organized programs and centers**

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	**Total Funding**
9110 - Reimbursement of Law Enforcement	618,496.00
9120 - Security Personnel	544,908.00
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	23,000.00
9150 - Physical Improvements	200,000.00
9160 - Drug Prevention	965,920.00
9170 - Drug Intervention	973,953.00
9180 - Drug Treatment	250,000.00
9190 - Other Program Costs	89,000.00
TOTAL PHDEP FUNDING	3,665,277.00

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PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement	**Total PHDEP Funding: $618,496.00**
Goal(s)	Reduce drug related criminal activities currently being experienced in Brooklyn Gilmor, Rosemont and Dukeland Homes
Objectives	**Gather** criminal activity intelligence within and around the targeted communities to identify the main person(s) organization (s) responsible **Develop** a pool of confidential informants to be utilized to identify persons involved in illegal drugs and other related criminal activity within and around the targeted communities **Intensify** patrol and investigative strategies to address the criminal activity intelligence that has been gained and personal observation made by HAPF patrol and community support officer personnel **Establish** and maintain a community support officer program and substation-station in each of the targeted communities

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount / Source)	Performance Indicators
1. Establish partnerships with other law enforcement i.e. BCPD, MAP,FBI,ATF to share criminal activity and crime statistics			06/30/01	12/31/02	$206,165.33	0	Within 6-months of the initiation of the grant, will have identified key drug dealers and organizations operating within each targeted communities
2. Establish partnerships with community residents and leadership to gather criminal activity intelligence			06/30/01	12/31/02	$206,165.33	0	Within six months of grant implementation will have intelligence activity connection operational.
3. Establish partnerships with citizens and private businesses adjacent to these targeted communities to gather criminal activity intelligence.			06/30/01	12/31/02	$206,165.33	0	Within 1-month will initiate intensified patrol and investigative strategies Will realize 2% annual reduction of indexed crimes and 5% annual increase in drug related arrest Establish crime prevention program within 3-months

9120 – Security Personnel	**Total PHDEP Funding: $544,908.00**

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Goal(s)	To employ resident trained security personnel in the area of law enforcement in all targeted developments						
Objectives	Establish a Resident Security Guard training program through the Office of Employment and Empowerment						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Train and employ residents as security guard trainees			06/30/01	12/31/02	$272,454.00	0	Within 6-months resident security guards will have completed training and assigned to targeted developments
2. Establish a stronger link with Baltimore City Police Department and the targeted developments through the Security Dispatchers and Dispatcher Supervisor			06/30/01	12/31/02	$272,454.00		Within one month will have established in each targeted community greater visibility activity between HAPF and BCPD.

9130 - Employment of Investigators					**Total PHDEP Funding: $ 0**		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					**Total PHDEP Funding: $ 23,000**		
Goal(s)	To reduce drug related criminal activities being experienced in Brooklyn, Gilmor, Rosemont, and Dukeland developments. This will result in decreased drug related criminal activities and enhance the quality of life in these communities.						
Objectives	Mobilize the residents to participate in crime prevention measures designed to reduce crime and enhance the quality of life in the targeted communities						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Recruit train and provide appropriate equipment to resident volunteers who participate in a Tenant On Patrol Program in each targeted community	957 1,132 383 94	Brooklyn Gilmore Rosemont Dukeland	06/30/01	12/31/02	$7,666.66	0	Resident of the targeted communities will be identified within one month of grant implementation
2. Recruit and train resident volunteers to participate in Neighborhood Watch type activities	957 1,132 383 94	Brooklyn Gilmor Rosemont Dukeland	06/30/01	12/31/02	$7,666.66	0	Neighborhood watch type activities will be in full operation with three months of grant funding

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3. Provide crime prevention seminars to residents	957 1,132 383 94	Brooklyn Gilmor Rosemont Dukeland	06/30/01	12/31/02	$7,666.66	0	Community Support Officer shall establish a crime prevention training program that shall be facilitated on a monthly basis until the conclusion of the grant

9150 - Physical Improvements					**Total PHDEP Funding: $ 200,000**		
Goal(s)	Reduce crime and criminal activity in and the targeted developments through enhance measures						
Objectives	Enhance safety and security within and around all targeted developments as recommended by Housing Authority and Baltimore City Police						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Installed bullet-proof lights in areas deemed necessary to curb night violence and drug activity			06/30/01	12/31/02	$66,666.00	0	Decrease cost in replacement
2. Remove obstructions in and around all developments as needed to enforce HAPF Zero Tolerance			06/30/01	12/31/02	$66,666.00	0	Reduce crime activity and increase arrest
3. Install safety barriers, speed bumps and other safety devices as necessary in all targeted developments			06/30/01	12/31/02	$66,666.00		Reduction in automobile drug traffic

9160 - Drug Prevention					**Total PHDEP Funding: $965,920**		
Goal(s)	To provide after school activities to youth for the current youth development centers (Perkins, Latrobe, Westport and Cherry Hill Homes) as well as provide structured programming for youth at Brooklyn Gilmor Rosemont and Dukeland Homes						
Objectives	**provide** mentorship to 470 children in the fine arts, sports, job training, entrepreneurial activities, and other independent living skills **coordinate** 36 field trips and cultural activities to local establishments **educate** 1000 plus youth on the impact of drug use on their future and provide monthly training programs on life skills						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Engage youth in activities which provide an alternative to substance abuse	206 220 145 22	Brooklyn Gilmore Rosemont Dukeland	06/30/01	12/31/02	$321,973.00	0	
2. Utilizing the youth councils, identify activities which can be implemented indoors or outdoors	206 220 145 22	Brooklyn Gilmore Rosemont Dukeland	06/30/01	12/31/02	$321,973.00	0	
3. Utilize Family Support Counselors and other	340 300	Brooklyn Gilmore	06/30/01	12/31/02	$321,973.00	0	

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appropriate staff to present workshops, etc. On peer referral skills partnership with community based organizations to provide opportunities of learning	180 28	Rosemont Dukeland					

9170 - Drug Intervention					**Total PHDEP Funding: $973,953.00**		
Goal(s)	To provide counseling and case management that will assist residents to overcome major obstacles (such as drug addiction) in order to achieve self-sufficiency. Promote employment opportunities at Brooklyn Homes to develop economic self-sufficiency for residents through the People Accessing Continued Employment (PACE) program and Gilmor Homes through the Job Plus program						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Enroll 300 residents in employment related activities with emphasis on the hard to serve and TCA population @ Brooklyn and 150 @ Gilmor; target 400 youth @ Brooklyn and Gilmor for employment and training activities through the Office of Employment and Empowerment	600 825	Brooklyn Gilmore	06/30/01	12/31/02	$324,651.00	0	110 adult and 40 youth residents per year will be enrolled into program activities over a five year period
2. Enroll a minimum of forty residents receiving public assistance and other non-wage sources in the Family Self-sufficiency Program at targeted developments	600 825	Brooklyn Gilmore	06/30/01	12/31/02	$324,651.00		By the beginning of the second year all family self sufficiency participants will by placed.
3. Engage 200 plus residents in community based activities which promote social, drug treatment, crime prevention and interaction 4. Employment and empowerment will enroll 30 residents of Brooklyn into community activity programs; place 150 residents into jobs.	600 825				$324,651.00		50 per year will by placed into permanent employment

9180 - Drug Treatment		**Total PHDEP Funding: $250,000**
Goal(s)	Eliminate adult and youth substance abuse in all housing developments	
Objectives	Identify public housing residents in need of in/out-patience treatment services provided through contractual services with the Baltimore City Health Department and The Baltimore City Substance	

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	Abuse System						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Organized and conduct community sponsored activities with available information on substance abuse & treatment services availability.	957 1,132 383 94	Brooklyn Gilmore Rosemont Dukeland	06/30/01	12/31/02	$125,000.00	0	Identify a minimum of four hundred residents in need of substance abuse treatment services.
2. Provide publish material on services available through the PHDEP grant	957 1,132 383 94	Brooklyn Gilmore Rosemont Dukeland	06/30/01	12/31/02	$125,000.00	0	Will provide education and treatment services for all residents requesting assistance.

9190 – Other Program Costs					**Total PHDEP Funds: $89,000.00**		
Goal(s)	Coordinate, monitor and maintain all reports for PHDEP and related activities						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Receive monthly reports			06/30/01	12/31/02	$29,666.66	0	Conduct resident surveys
2. Monitor program goals			06/30/01	12/31/02	$29,666.66	0	Visit PHDEP funded programs.
3. Report to HUD semi-annually all programs and activities funded under PHDEP			06/30/01	12/31/02	$29,666.66	0	Report all program activity goals and best practices.

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

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Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
e.g Budget Line Item # 9120	*Activities 1, 3*		*Activity 2*	
9110	$ 103,082.00		$ 206,165.00	
9120	$ 68,114.00		$ 272,454.00	
9130				
9140	$ 3,833.00		$ 7,667.00	
9150	$ 33,333.00		$ 66,666.00	
9160	$160,986.00		$ 321,973.00	
9170	$162,325.00		$ 324,651.00	
9180	$ 31,250.00		$ 125,000.00	
9190	$ 14,833.00		$ 29,667.00	
TOTAL	$577,666.00	$	$1,354,243.00	$

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

HUD 50075—PHDEP Plan
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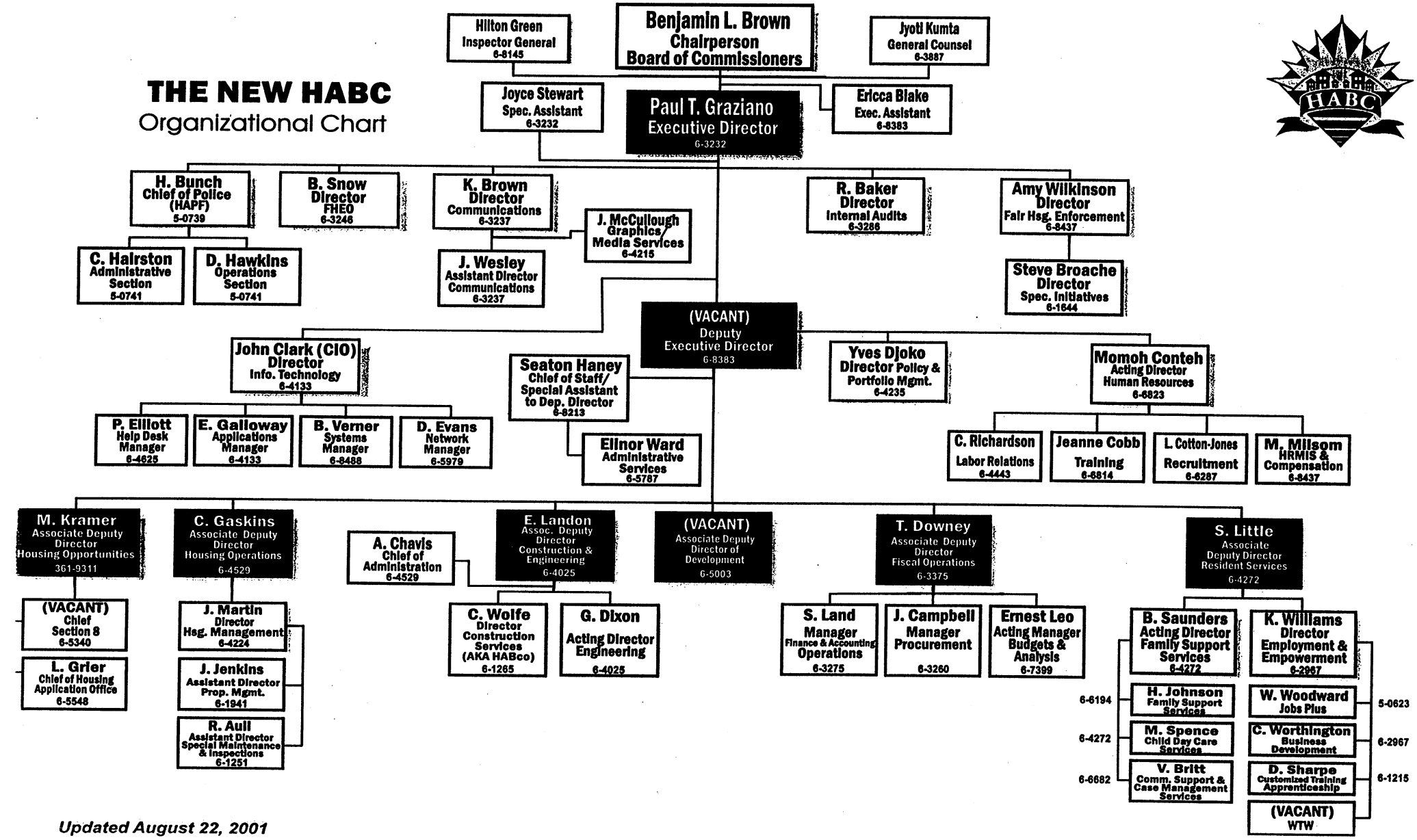
Expires: 03/31/2002

HABC Organization Chart

MD002m01

THE NEW HABC
Organizational Chart



Updated August 22, 2001

Mobility Statement

MD002n01

HABC Court-Mandated Mobility Programs
Attachment to HABC Annual Plan
June 26, 2001

Requirements of the 1996 Thompson v. HUD Consent Decree mandate that HABC create and implement two new programs for Resident Mobility using a new allocation of Section 8. One program provides 1342 Section 8 Certificates for HABC residents and families on the waiting list for public housing or Section 8. The other program creates 646 project-based Section 8 units and up to 168 homeownership opportunities for this same list of tenants. Over $18,000,000 in HOPE VI funding is available to make houses affordable for purchase by these tenants.

Both programs are limited to homes or apartments within "non-impacted" census tracts in the Baltimore metropolitan area. Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County and Queen Anne's County are the jurisdictions in the metropolitan area. The approved census tracts have a poverty rate of 10% or less and a minority population of 26% or less. The percentages are based on the 1990 census data used in the Consent Decree. For these units, Fair Market Rents have been raised to up to120% (depending on the tract) of their normal level.

The targeted census tracts definitely reflect the intention of HUD's January 16, 2001 Federal Register Notice [Docket No. FR-4633-N-01] regarding new standards for project-based Section 8. That notice stipulates that project-basing of units should have a goal of "deconcentrating poverty and expanding housing and economic opportunities."

The rental program will feature extensive outreach to landlords to find new locations that may not now take Section 8. In addition, intensive counseling will be provided to tenants and those interested in homeownership. Initial outreach to tenants and landlords is expected to begin during the summer of 2001.

HABC staff will prepare mailings to tenants and waiting list members, then perform eligibility determination for interested families. Tenants will then be contacted by the mobility counselors working under contract with HABC. These counselors will help match families with units available, help them decide about the possibility of homeownership, and will continue to work with tenants beyond their move-in date.

These new initiatives: project-based Section 8 and Homeownership (via HOPE VI funds or Section 8 funds), combined with tenant-based Section 8 mobility also funded by the decree, provide powerful new opportunities for HABC families to expand their range of housing and neighborhood choices. The Section 8 and capital resources have already been allocated by HUD and represent "current resources" that can be used by HABC to increase both the number and the variety of units available.

Part of the work of the Project-based and Homeownership counseling contractor will be the creation of a HOPE VI Homeownership Plan and a Section 8 Homeownership Plan. These plans will be based upon and coordinated with other plans that have been created by HABC.

RAB (Resident Advisory Board)

MD002e01

THE RESIDENT ADVISORY BOARD
417 E. Fayette Street, Room 353
Baltimore, Maryland 21202

BALTIMORE REHAB RESIDENTS ASSOCIATION
1605 E. 33rd Street
Baltimore, Maryland 21218

September 24, 2001

Benjamin L. Brown, Chairman
Board of Commissioners
Housing Authority of Baltimore City
417 E. Fayette Street, Ste. 1346
Baltimore, Maryland 21202

RE: Five-year and Annual Plans

Dear Chairman Brown:

We, as resident representatives to the committee that reviewed the FY 2001 Five-year and Annual Plans (PHA Plans) of Housing Authority of Baltimore City (HABC), are writing to you to support the submission of the Five-year and Annual Plans to HUD. As members of the committee, we represent the Resident Advisory Board (RAB), the Baltimore Rehab Residents Association (BRRA; the "scattered site" tenant council), and Section 8 tenants.

However, while we support the submission of the PHA Plans to HUD this year, we wish to note that such support does not mean that the residents endorse each, or any, particular part of the Plans. There are parts of the Plans with which we disagree, but, of course, acknowledge that HABC does not need our agreement to submit the Plans to HUD. We also believe it is extremely important to note the many deficiencies in the process that led to the submission of the PHA Plans. We note these deficiencies so that they can be avoided during the process to prepare the PHA Plans for FY 2002.

As you are aware, the Annual Plan must include information related to eighteen categories as set forth in federal law and must be developed with the assistance of the residents. As you are also aware, the FY 2001 PHA Plans were originally developed by HABC without assistance from the RAB, or any other public housing or Section 8 tenant organization, except for part of one of the eighteen categories. The Housing Authority went so far as to schedule the required public hearing on the PHA Plans prior to getting assistance from the residents in developing the Plans.

The committee to review the PHA Plans was put together by the late Deborah Vincent after she recognized that HABC had not satisfied their obligations in developing the PHA Plans. The Housing Authority, by letter to HUD dated April 27, 2001, requested a sixty-day extension for submission of the PHA Plans "in order to ensure that [HABC] conduct

full consultation of all eighteen indicators with the residents." The committee was made up of residents and HABC staff and was assigned the task of reviewing the PHA Plans so that HABC could get assistance and recommendations from the residents in developing the Plans. The committee met approximately twenty-one times in May-July and approximately five times in September. The committee was co-chaired by Ms. Martha Benton and Ms. Jean Jenkins from HABC.

While we appreciate the recognition by HABC, and especially Ms. Vincent, that the agency had failed to obtain the assistance of the residents in developing the Plans and the efforts of HABC to convene the committee before submitting the Plans to HUD, the failure of HABC to properly obtain assistance from the residents led to a process in which the residents were not able to participate to the full extent contemplated by federal law. By addressing our concerns about the FY 2001 process now, we hope to avoid a repeat of such problems when we reconvene shortly to begin the FY 2002 Plans process.

To begin, the FY 2001 process was conducted in an order in reverse from the order outlined in the federal regulations. The regulations outline a process in which HABC should have developed the PHA Plans with the assistance and recommendations from the residents, made such draft Plans available for review by public housing and Section 8 residents and other interested groups, held a public hearing on the draft Plans, considered all public comments on the Plans, and *then* submit the Plans to HUD. Instead, HABC essentially developed the Plans without resident input, held a public hearing on the Plans, and then sought resident review of Plans already developed.

The assistance and recommendations of the residents are only truly meaningful at the beginning of the process when the Plans are actually being developed, ensuring that the residents are a true partner in the development of the "blueprint" for activities by HABC in the coming years. The input of the residents becomes much less meaningful when such input is sought after HABC has already compiled the Plans and is ready to submit them to HUD. At that point, the input of the residents is sought merely to satisfy a HUD requirement before submitting the Plans and is not sought to truly obtain the assistance of the residents in development of the Plans.

By conducting the process in the wrong order, HABC was forced to obtain the input of the residents over a very short period of time and this also hindered meaningful input from the residents. The committee attempted to review the Plans in just six weeks which is really not enough time.

In addition, once the committee did start meeting, the goal of the committee was not the same as the goal of the process as set forth in the regulations. The committee's stated goal was to discuss the PHA Plans already developed, to collect the thoughts of the residents on such Plans, and to have HABC staff come to the committee meeting to explain the content set forth in the Plans. The process became too focused on HABC trying to justify what was already in the Plans that were going to be submitted to HUD rather than getting the assistance of the residents in developing the Plans. The PHA plans

process is structured so that residents should be a true partner is developing the plans and not just a "rubber stamp" for submitting plans developed solely by the agency.

There were also substantial problems during the meetings with regards to HABC providing information related to the eighteen components of the annual plan to the residents in a timely manner. Despite an attempt by both the residents of the committee and Ms. Jenkins to stick to a schedule, there were far too many instances where requested documents were not provided at the times they were promised and where oral presentations were canceled or postponed with little or no notice to the committee. Much of the material requested by the committee at the beginning of the meetings in May was not provided until July. Such delays are unacceptable and severely hindered the ability of the residents to make recommendations and provide assistance.

Lastly, but importantly, the PHA Plans being submitted by HABC are merely the bare minimum required by HUD. While we understand that HABC was using the HUD template for the Plans, there were too many instances where HABC could have provided substantive commentary in the template and simply chose to provide little commentary or none at all. The Housing Authority should commit to doing more than what is minimally required in the PHA Plans because of the size of the agency, the large number of subsidized residents and services overseen by HABC, and the oft-stated goal of HABC to be one of the country's best housing authorities.

While we support the submission of the FY 2001 Five-year and Annual Plans, we look forward to a far better process and look to have a more meaningful role in developing the FY 2002 Plans. We understand that such process will begin shortly and look forward to renewing our efforts to develop PHA Plans that provide a true partnership role for residents.

Sincerely,

Martha Benton

Ms. Martha Benton
Co-Chairperson, PHA Plans Committee
Chairperson, RAB Social Services Committee

Anna Warren

Ms. Anna Warren
Chairperson, RAB

Rachel Bishop

Ms. Rachel Bishop
Vice Chairperson, RAB

Annie Chambers

Ms. Annie Chambers
President, BRRA

Goldie Baker

Ms. Goldie Baker
Vice-President, BRRA

Responses to comments from Public Hearing on the Plans

MD002p01

HABC RESPONSE TO PUBLIC HEARING COMMENTS

THE HOUSING AUTHORITY OF BALTIMORE CITY (HABC) HELD A PUBLIC HEARING ON APRIL 5, 2001 AT PLEASANT VIEW GARDENS. PUBLIC NOTICE WAS GIVEN AND RESIDENTS WERE INFORMED IN ADVANCE OF THE MEETING. IN ADDITION, HABC ARRANGED FOR TRANSPORTATION FOR THOSE WHO REQUESTED THIS SERVICE.

IN ORDER TO FACILITATE THE MEETING AND ENSURE THAT CONCERNS WERE DOCUMENTED, ARRANGEMENTS WERE MADE FOR RESIDENTS TO SUBMIT IN WRITING, AT THE MEETING, ANY ROUTINE MAINTENANCE REQUESTS. THE MEETING WAS ALSO VIDEOTAPED FOR INFORMATIONAL PURPOSES.

ATTACHED IS A COPY OF THE MEMORANDUM, DATED 2/27/01, REGARDING THE PROCESS FOR THE PUBLIC HEARING. TWENTY-FIVE COMPLAINTS WERE NOTED AND ALL WERE CORRECTED. DURING THE COURSE OF THE PUBLIC HEARING, SOME RESIDENTS NOTED THAT THEIR RESPECTIVE BUILDINGS LACKED SHOWERS (MCCULLOH HOMES) AND REQUESTED THAT THESE BE INCLUDED IN THE PLAN. SOME RESIDENTS NOTED CONCERN ABOUT THE LACK OF ADEQUATE PLAY AREAS FOR CHILDREN AND THE NEED FOR ADDITIONAL RECREATIONAL ACTIVITIES.

COMMENTS WERE ALSO RECEIVED FROM THE GENERAL PUBLIC EXPRESSING CONCERN ABOUT THE MAKE-UP OF THE HABC WAITING LIST. FOR EXAMPLE, IT WAS SUGGESTED THAT THE LIST DID NOT ACCURATELY REFLECT THE NEEDS OF THE BALTIMORE CITY POPULATION, IN TERMS OF DISABILITIES. OTHER ADVOCATES FOR THE DISABLED MADE THEIR CONCERNS KNOWN AS WELL.

HABC RESPONSE IS THAT THE WAITING LIST IS OPEN AND IT REFLECTS THE POPULATION WHO HAVE APPLIED. HABC IS AWARE OF CONCERNS RAISED BY ADVOCATES FOR THE DISABLED AND THE AGENCY HAS TAKEN THE FOLLOWING STEPS:

REDISIGNED THE ORIGINAL APPLICATION TO ENSURE THOSE WITH A DISABILITY ARE ABLE TO MAKE THEIR CONCERNS KNOWN TO THE AGENCY.

PREPARED A REQUEST FOR PROPOSAL (RFP) TO ASSESS THE NEEDS OF THE CURRENT RESIDENT POPULATION TO DETERMINE IF ALL 504 NEEDS ARE BEING MET. HABC IS WORKING WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) TO COMPLY WITH TWO VOLUNTARY COMPLIANCE AGREEMENTS (VCA).

Paula Hutchinson

FROM		
NAME & TITLE	Yves Djoko, Director	Housing Authority of Baltimore City
DIVISION OR SECTION	Division of Policy and Portfolio Management	**MEMO**
SUBJECT	Distribution of HABC Annual/Five Year Plan 2001-2005	

TO

Associate Deputy Directors
Division Directors
Section Chiefs

DATE: February 27, 2001

Attached is a copy of the draft HABC Annual/Five Year Plan 2001-2005 and attachments, to be submitted to HUD in April. A committee consisting of HABC staff and resident leadership prepared this draft. In addition, a number of HABC Divisions or Sections appeared before the committee to make their concerns known.

Before submittal to HUD, HABC is required to post the document for review by interested parties. Each public housing development will post the information and a copy will also be posted at the Enoch Pratt Free Library on Cathedral Street.

In addition, a notice was sent to all public housing residents advising them of the posting of the documents and of a scheduled **public meeting to be held on April 5, 2001 at Pleasant View Gardens. The public meeting will begin at 6:00 p.m.** Residents have been advised to contact their management office to coordinate transportation arrangements.

Should you have any questions, please contact me at 410-396-4235.

YD:JJ:pmz

Attachments:
HABC Annual/Five Year Plan

cc: P. Graziano/E. Alexander/Y. Djoko/J. Jenkins
Hsg. Mgmt. File

1998 and 1999 CGP Performance and Evaluation Reports

(CFP / CFPRHF) Part I. Summary FY 2000

MD002901

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

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

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

DRAFT

Year 1 - 1998

HA Name	Comprehensive Grant Number	FFY of Grant Approval
Housing Authority of Baltimore City	MD06P00270798	1998

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement/Revision Number 3
■ Performance and Evaluation Report for Program Year Ending 6/30/01 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost 3	
		Original	Revised 3	Obligated 3	Expended 3
1	Non CGP Funds	$0	$0	$0	$0
2	1406 Operating Subsidy	$0	$0	$0	$0
3	1408 Management Improvements	$4,955,525	$4,647,098	$4,647,098	$4,559,593
4	1410 Administration	$2,439,199	$2,454,800	$2,454,800	$2,454,800
5	1411 Audit	$21,794	$21,794	$21,794	$21,794
6	1415 Liquidated Damages	$0	$0	$0	$0
7	1430 Fees and Costs	$1,721,674	$1,801,839	$1,801,839	$1,801,839
8	1440 Site Acquisition	$0	$0	$0	$0
9	1450 Site Improvement	$2,032,069	$1,577,390	$1,577,390	$1,575,390
10	1460 Dwelling Structures	$6,641,535	$7,483,275	$7,483,275	$7,253,602
11	1465.1 Dwelling Equipment - Nonexpendable	$0	$7,552	$7,552	$7,552
12	1470 Nondwelling Structures	$19,524	$7,964	$7,964	$7,964
13	1475 Nondwelling Equipment	$3,150,721	$2,980,330	$2,980,330	$2,980,330
14	1485 Demolition	$3,319,442	$3,319,442	$3,319,442	$3,319,442
15	1490 Replacement Reserve	$0	$0	$0	$0
16	1495.1 Relocation Costs	$0	$0	$0	$0
17	1498 Mod Used for Development	$5,092,500	$5,092,500	$5,092,500	$288,432
18	1502 Contingency (may not exceed 8% of line 16)	$0	$0	$0	$0
19	Amount of Annual Grant (Sum of lines 2-18)	$29,393,982	29,393,982	29,393,982	24,270,737
20	Amount of line 19 Related to LBP Activities	$408,845	$307,948	$307,948	$307,948
21	Amount of line 19 Related to Section 504 Compliance	$0	$31,707	$31,707	$31,707
22	Amount of line 19 Related to Security	$1,560,376	$1,579,156	$1,579,156	$1,579,156
23	Amount of line 19 Related to Energy Conservation Measures	$1,063,999	$121,889	$121,889	$121,889

Signature of Executive Director and Date

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

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Development Number /Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised 3	Funds Obligated 3	Funds Expended 3	
ADMINISTRATION								
	Engineering Services							
	Non-Technical Salaries and Benefits	1410.0		$463,887	$477,317	$477,317	$477,317	Complete
	Technical Salaries and Benefits	1410.0		$1,139,657	$1,139,657	$1,139,657	$1,139,657	Complete
	Finance and Accounting							
	Non-Technical Salaries and Benefits	1410.0		$87,698	$87,698	$87,698	$87,698	Complete
	Family Support Services							
	Non-Technical Salaries	1410.0		$24,074	$24,074	$24,074	$24,074	Complete
	Resident Initiatives Division							
	Non-Technical Salaries and Benefits	1410.0		$182,739	$183,729	$183,729	$183,729	Complete
	Resident Advisory Board							
	Non-Technical Salaries and Benefits	1410.0		$53,627	$53,627	$53,627	$53,627	Complete
	Office of Legal Affairs							
	Non-Technical Salaries and Benefits	1410.0		$113,823	$113,823	$113,823	$113,823	Complete
	Relocation Office							
	Non-Technical Salaries and Benefits	1410.0		$150,799	$150,799	$150,799	$150,799	Complete
	Sundry	1410.0		$222,896	$224,077	$224,077	$224,077	Complete
	CGP Audit	1411.0		$21,794	$21,794	$21,794	$21,794	Complete
	Planning/Consultant Fees							
	Utility Software Development	1430.0		$61,180	$24,380	$24,380	$24,380	E-912, Complete
	A&E Consultants	1430.0		$0	$37,883	$37,883	$37,883	E-832, E-942 & Casterline prorated, Complete
	Equipment	1475.0		$81,858	$76,656	$76,656	$76,656	Complete

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PHYSICAL IMPROVEMENTS								
MD2-01 Latrobe								
	Extraordinary Maintenance Program							
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
	Install security screen doors	1460.0	701 D.U.s	$449,748	$449,748	$449,748	$449,748	E-949, Complete
MD2-02 McCulloh Homes								
	Underground Gas Line System	1450.0		$274	$274	$274	$274	E-548, Complete, Alloc from auth wide
MD2-03 Perkins Homes								
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
MD2-04 Poe Homes								
	Underground Gas Line System	1450.0		$2,499	$2,499	$2,499	$2,499	E-548, Complete, Alloc from auth wide
MD2-06 Gilmor Homes								
	Underground Gas Line System	1450.0		$274	$274	$274	$274	E-548, Complete, Alloc from auth wide
	Upgrade Electrical Distribution System	1460.0	587 D.U.s	$877,452	$877,452	$877,452	$877,452	E-979, Complete
MD2-09 O'Donnell								
	Underground Gas Line System	1450.0		$274	$274	$274	$274	E-548, Complete, Alloc from auth wide
	Community Center	1470.0		$19,524	$7,964	$7,964	$7,964	E-19,Complete, Outstanding Litigation, also funded I
MD2-10 Somerset Homes								
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
	Underground Gas Line System	1450.0		$2,499	$2,499	$2,499	$2,499	E-548, Complete, Alloc from auth wide
	Meter Center Replacement	1460.0		$27,000	$21,060	$21,060	$21,060	E-973, Complete
MD2-13 Westport Homes Ext.								
	Underground Gas Line System	1450.0		$2,499	$2,499	$2,499	$2,499	E-548, Complete, Alloc from auth wide
	Vacancy Reduction Program							
	Non-Routine vacancy renovations	1460.0	79 D.U.s	$1,472,433	$1,472,433	$1,472,433	$1,472,433	E-958, 959, 953, 993, 1000 Complete

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Year 1 - 1998

Development Number /Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised 3	Funds Obligated 3	Funds Expended 3	
MD 2-16 Flag House								
	Waste Water Discharge	1450.0		$532	$532	$532	$532	E-888, Complete, Alloc from auth wide
	Underground Gas Line System	1450.0		$274	$274	$274	$274	E-548, Complete, Alloc from auth wide
MD2-17 Cherry Hill Homes Ext. II								
	Revitalization Program							
	Redevelopment efforts to include reconfig,							
	new construction and selective	1430.0		$83,870	$42,848	$42,848	$42,848	E-714, Also funded In 1997 & 1999
	demolition resulting in 159 available units.	1450.0		$661,728	$707,078	$707,078	$707,078	E-714, Also funded In 1997 & 1999
	Physical Improvements (design build)	1460.0	159 D.U.'s	$494,333	$1,216,101	$1,216,101	$986,428	E-714, Also funded In 1997 & 1999, Complete In July
		1465.0		$0	$7,552	$7,552	$7,552	E-714, Also funded In 1997 & 1999
	Homeownership	1498.0	76 D.U.'s	$5,092,500	$5,092,500	$5,092,500	$288,432	E-766, Only pre-development activity
MD 2-18 Murphy Homes								
	Consultant Fees	1430.0	Lump Sum	$200,000	$360,409	$360,409	$360,409	Complete
MD2-19 The Terraces								
	Consultant Fees	1430.0	Lump Sum	$600,000	$0	$0	$0	moved to Murphy Homes MD 2-18
MD 2-21 Brooklyn Homes								
	Brooklyn dual Management	1408.0		$15,724	$17,353	$17,353	$17,353	Complete
	Underground Gas Lines system	1450.0		$2,499	$2,499	$2,499	$2,499	E-548, Complete, Alloc from auth wide
MD2-22 Westport Homes								
	Extraordinary Maintenance Programs							
	Vacancy Reduction Program							
	Non-routine vacancy renovation	1460.0	38 D.U.s	$555,323	$618,395	$618,395	$618,395	HABCo E-950 Force Account Complete allocated from auth. Wide
MD2-23 McCulloh Homes Ext.								
	Underground Gas Line System	1450.0		$274	$274	$274	$274	E-548, Complete, Alloc from auth wide
	Replace obsolete existing roof with a bituminous roofing membrane.	1460.0	2 Bldgs.	$407,673	$407,673	$407,673	$407,673	E-951 Emergency, Complete
	Air Conditioning (Part. Fund)	1460.0	2 Bldgs.	$235,421	$235,421	$235,421	$235,421	E-891, Also funded In 1997, Complete

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MD 2-29 Mt. Winans								
	Vacancy Renovation	1460.0	9 units	$275,079	$207,618	$207,618	$207,618	E-1000, Complete
MD2-33 Lakeview Tower								
	Air Conditioning for High-rise Building							
	Install a central air conditioning system in all apartments and public areas.(Part.Fund	1460.0	161 D.U.'s	$14,616	$14,616	$14,616	$14,616	E-890, Complete, Also funded in 1997
MD 2-42 Somerset Ext.								
	Underground Gas Line System	1450.0		$2,499	$2,499	$2,499	$2,499	E-548, Complete, Alloc from auth wide
	504 Work - Wharton Ct. (Part.Fund)	1460.0	1 D.U.	$31,707	$31,707	$31,707	$31,707	E-902, Complete, Also funded in 1997
MD 2-43 Monument East								
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
MD 2-45 Hollander Ridge								
	Permit for street closure - fence	1450.0		$2,000	$2,000	$2,000	$0	Awaiting bill from City
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
	Video Sanitary Lines (1996)	1450.0		$11,287	$11,287	$11,287	$11,287	HABCo, Force Account, Reimbursement from 1996
	Demolition - (Part.Fund)	1485.0	1000 D.U.s	$3,319,442	$3,319,442	$3,319,442	$3,319,442	E-982, Complete
MD 2-46 Chase House								
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
MD 2-47 Govans Manor								
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
	Replace Soffit, Sanitary Piping & Heating Phase	1450.0		$840,000	$839,972	$839,972	$839,972	E-976, Complete
MD 2-53 Ellerslie								
	Repair of Building Foundation Leak	1460.0		$32,098	$32,098	$32,098	$32,098	E-989, Complete

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MD2-59 Scattered Site Program								
	Revitalization Planning							
	HABC plans to divest itself of a number of scattered site units. Non-viable inventory will be demolished. Viable portions will be sold to residents through HABC's homeownership program, and to non-profit housing groups to operate as low-income housing. Funds have also been allocated for renovation and to provide for demolition activity and various improvements that may be required prior to sale.							
	Waste Water Discharge	1450.0		$532	$532	$532	$532	E-888, Complete, Alloc from auth wide
	Physical Improvements	1460.0	Appr. 53D.U.'s	$41,000	$121,380	$121,380	$121,380	E-940, Complete & E-1063, Complete
	Roof Replacement Program							E-1063 also funded in 1999
	Roof Replacements	1460.0	152 D.U.'s	$993,338	$993,338	$993,338	$993,338	E-967, 952, 926, 964 Complete
MD2-70 Rosemont Tower								
	Roof Replacement Program							
	Replace obsolete existing roof with a bituminous roofing membrane.	1460.0	1 Bldg.	$286,676	$286,676	$286,676	$286,676	E-957, Complete
	Repair Fire Alarm System (Part.Fund)	1460.0		$681	$681	$681	$681	E-906, Complete, also funded in 1999
MD2-74 Hollins House								
	Waste Water Discharge	1450.0		$266	$266	$266	$266	E-888, Complete, Alloc from auth wide
	Extraordinary Maintenance Programs							
	Repair Exterior Walls	1460.0	Lump Sum	$64,940	$64,940	$64,940	$64,940	E-943, Complete
	Roof Replacement	1460.0		$382,018	$382,018	$382,018	$382,018	E-956, Complete

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AUTHORITY-WIDE PHYSICAL IMPROVEMENTS								
	Cathodic Protection Inspection of Gas Mains Federal regulations require all gas mains be inspected periodically and that the cathodic protection on these mains be repaired if damaged or deteriorated for prevention of gas leaks, explosions and fires. Contract with certified cathodic protection firm for two-year period to inspect and repair all gas meters with certified cathodic protection firm	1450.0	Lump Sum	$500,000	$0	$0	$0	Moved funds to 1430
	Cathodic Protection - Testing and repair with an environmental contract	1430.0	Lump Sum	$0	$165,830	$165,830	$165,830	E-860a, complete, reallocated from Cathodic Protection
	Hazardous Material Abatement Programs **Lead Based Paint Testing** LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. The funding allocation is established based on previous years experience.	1430.0	Approx. 1250 D.U.'s	$307,948	$276,633	$276,633	$276,633	E-860a, Complete
	Asbestos Testing Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly.	1430.0	Lump Sum	$136,929	$438,993	$438,993	$438,993	E 712, E-860a, complete
	Training Component for Environmental Contract	1430.0	Lump Sum	$0	$25,656	$25,656	$25,656	E-860a, complete, reallocated from Cathodic Protection
	Other Fees for Environmental Contract	1430.0	Lump Sum	$0	$178,325	$178,325	$178,325	E-860a, complete, reallocated from Cathodic Protection

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MANAGEMENT IMPROVEMENTS								
RESIDENT INITIATIVES								
	Resident Business Development Provide a resident business incubator. The program will provide residents with incentives and assistance to establish and operate their own small businesses. There will be a follow-up program to assist businesses once they have been established.	1408.0	Lump sum	$163,500	$203,872	$203,872	$199,590	Various PO's, To be completed by 9/01
	Resident Management Initiatives Provide resident management and leadership training to resident leaders in HABC developments , and to support the onsite Learning Centers and a Youth Entrepreneur Training Program.							
	Resident Management Leadership Training	1408.0	Lump Sum	$10,175	$10,175	$10,175	$10,175	Complete
	Resident Management	1408.0	Lump Sum	$114,921	$154,577	$154,577	$94,224	966-98 to be complete in July 2001
	Equipment for Learning Centers	1475.0	Lump Sum	$6,281	$6,083	$6,083	$6,083	Various PO's
	Step-Up	1408.0	Lump Sum	$465,758	$499,844	$499,844	$487,697	Moved part of the budget from 1997.
	Office Renovation	1460.0		$0	$49,921	$49,921	$49,921	HABCo, Complete
								To be completed by 9/01
	Homeownership Opportunities The HABC indicated that there will be a significant increase in the affordable homeownership programs. There will be a need for a Homeownership Unit to implement and monitor the programs.							
	Homeownership Coordinator	1408.0	1 Staff	$12,591	$12,591	$12,591	$12,591	Complete

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	Family Support Services							
	To continue employing the caseworkers that assist and counsel residents with obtaining supportive services. Also, to continue employing residents who will assist on-site management in pre-occupancy training and follow-up visits for new residents.							
	Resident Management Aides	1408.0	4 Aides	$62,755	$63,551	$63,551	$63,551	Complete
	Human Services Supervisor	1408.0	1 Supv.	$59,557	$59,557	$59,557	$59,557	Complete
	Human Services Coordinators	1408.0	16 Coord.	$217,422	$217,422	$217,422	$217,422	Complete
	Youthbuild Program (Match)	1475.0		$150,000	$0	$0	$0	Moved to 1408
		1408.0		$0	$51,065	$51,065	$51,065	Part. Funding, Also funded in 1999, Complete
ECONOMIC DEVELOPMENT								
	SEEDS							
	The HABC proposed integrating all HABC's self-sufficiency employment and economic development programs into a single delivery system. This allocation is to establish this delivery system and implement the programs.							
	Lawn Care & Pesticide Program	1408.0	24 P.T.Staff	$251,117	$108,581	$108,581	$108,581	Complete
	Skills Bank	1408.0	30 P.T. Staff	$92,003	$49,840	$49,840	$52,128	Complete, Journal costs over budget to 1999
	Pace Program Structure	1408.0	Lump Sum	$662,139	$664,804	$664,804	$664,804	Complete
CRIME PREVENTION AND SECURITY								
	Security Monitors and Housing Police							
	Employ security monitors and Housing Police	1408.0	54 Monitors	$885,064	$885,064	$885,064	$885,064	Complete

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	Family Support Services							
	Continue to employ staff to coordinate various recreation programs provided by the City, HABC and local neighborhood groups. Provide funds to staff and equip various anti-drug activities. These are youth activity programs geared to combating children's participation in drug related activity as well as a programs to assist mothers with a drug dependency to obtain prenatal care.							
	Anti-Drug Activities	1408.0	2 Staff	$270,342	$244,344	$244,344	$244,344	Complete
	Employee Development and Training							
	The HABC is implementing a reorganization plan that will require retraining of staff as well as training in necessary new skills to support the reorganization.							
	Training will address:	1408.0	Lump Sum	$619,133	$401,012	$401,012	$399,532	Pending Payment. To be completed by 9/01
	Site Managers & Asset Managers							
	Maintenance Supervisor of VRP and HQS							
	Customer Service Training							
	Critical Skills Training							
	Opportunity Fairs							
	Writer's Clinic							
	Salute to Secretaries							
	HABC Language Lab							
	Staff Supervision Training							
	Administration and Coordination of the Training Program	1408.0	3 Staff	$63,327	$66,064	$66,064	$66,064	Complete
	Equipment	1475.0	Lump Sum	$21,496	$19,734	$19,734	$19,734	Complete

Signature of Executive Director and Date
X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X

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

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

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

DRAFT

Year 1 - 1998

Development Number /Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 3
				Original	Revised 3	Funds Obligated 3	Funds Expended 3	
	Utility Management							
	For an Energy Conservation Unit to monitor energy consumption, develop conservation strategies, implement the meter replacement program, operate the meter testing lab and implement various Energy Performance Contracting projects. It also funds retaining a utility consultant to assist in these activities.							
	Testing Lab	1408.0	4 Staff	$97,406	$97,509	$97,509	$97,509	Complete
	Computer Hardware and Software							
	The "New HABC" Task Force found that the most critical factor in implementing the reorganization is MIS. Computer hardware and software must be upgraded and systems redesigned to respond to the changing HABC. Hire a systems consultant to establish the MIS needs of each department and purchase and install software and hardware to support those needs.							
	Software & Help Desk	1408.0	Lump Sum	$892,591	$839,873	$839,873	$828,344	Various PO's, will be completed by 9/01
	Consultant	1430.0	Lump Sum	$331,746	$250,882	$250,882	$250,882	Complete
	Hardware	1475.0	Lump Sum	$2,891,086	$2,877,856	$2,877,856	$2,877,856	Complete

Signature of Executive Director and Date
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Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1998

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Approval No. 2577-0157 (Exp. 7/31/98)

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Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 3
	Original	Revised 3	Actual 3	Original	Revised 3	Actual 3	
PHYSICAL IMPROVEMENTS							
MD2-01 Latrobe							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
Install screen doors	Sep-99	Sep-99	Sep-99	Sep-02	Mar-01	Mar-01	
MD 2-02 McCulloh Homes							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	
MD 2-03 Perkins Homes							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
MD 2-04 Poe Homes							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	
MD2-06 Gilmor Homes							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Sep-01	Jun-01	Jun-01	
Upgrade Electrical Distribution system (Part.Fund)	Mar-00	Mar-00	Mar-00	Sep-02	Dec-00	Dec-00	
MD2-09 O'Donnell Heights							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	
Community Center	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01	
MD2-10 Somerset Homes							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Sep-02	Mar-00	Mar-00	
Meter Center Replacement	Mar-00	Mar-00	Mar-00	Sep-02	Mar-01	Mar-01	
MD2-13 Westport Homes Ext.							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	
Vacancy Reduction Program	Dec-99	Dec-99	Dec-99	Sep-02	Dec-00	Dec-00	
MD2-16 Flag House							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jul-99	Jul-99	
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	

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form HUD - 52837 (10/96)
ref Handbook 7485.3

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1998

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Approval No. 2577-0157 (Exp. 7/31/98)

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Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 3
	Original	Revised 3	Actual 3	Original	Revised 3	Actual 3	
MD2-17 Cherry Hill Homes Ext. II							
Design/Build Modernization	Mar-99	Mar-99	Mar-99	Sep-02	Sep-01		
Homeownership Project	Mar-99	Mar-99	Mar-99	Sep-02	Mar-03		Project on hold pending legal dispute with ACLU
MD 2-21 Brooklyn Homes							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	
Brooklyn Dual Management	Sep-98	Sep-98	Sep-98	Sep-02	Jun-01	Jun-01	
MD2-22 Westport Homes							
Vacancy Reduction Program	Jun-99	Jun-99	Jun-99	Sep-02	Mar-00	Mar-00	
MD2-23 McCulloh Homes Ext.							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Mar-00	Mar-00	Mar-00	
Roof Replacement Program	Dec-99	Dec-99	Dec-99	Sep-02	Dec-00	Dec-00	
Air Conditioning (Part.Fund)	Mar-99	Mar-99	Mar-99	Sep-02	Dec-00	Dec-00	
MD 2-29 Mt. Winans							
Vacancy Reduction	Mar-00	Mar-00	Mar-00	Sep-02			
MD2-33 Lakeview Tower							
Air Conditioning for High-rise Building	Mar-99	Mar-99	Mar-99	Sep-02	Dec-00	Dec-00	
MD 2-42 Somerset Ext							
Underground Gas Line System	Mar-97	Mar-97	Mar-97	Jun-00	Jun-00	Jun-00	
504 work-Wharton Ct. (Part.Fund)	Mar-99	Mar-99	Mar-99	Sep-02	Dec-00	Dec-00	
MD 2-43 Monument East							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	

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Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1998

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
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Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 3
	Original	Revised 3	Actual 3	Original	Revised 3	Actual 3	
MD 2-45 Hollander Ridge							
Permit for street closure-fence	Jun-98	N/A	N/A	Sep-02	N/A	N/A	
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
Video Sanitary Lines (1996)	Jun-96	Jun-96	Jun-96	Jun-00	Jun-00	Jun-00	
Demolition (Part.Fund)	Mar-00	Mar-00	Mar-00	Sep-02			
MD 2-46 Chase House							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Jun-00	Jun-99	Jun-99	
MD 2-47 Govans Manor							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
Replace Soffit Sanitary Piping & Heating Phase	Mar-00	Mar-00	Mar-00	Sep-02			
MD 2-53 Ellerslie							
Repair of bldg. foundation leaks	Mar-00	Mar-00	Mar-00	Sep-02	Sep-00	Sep-00	
MD2-59 Scattered Site Program							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
Physical Improvements	Jun-99	Jun-99	Jun-99	Sep-02	Jun-01	Jun-01	
Roof Replacements	Sep-99	Sep-99	Sep-99	Sep-02	Dec-00	Dec-00	
MD2-70 Rosemont Tower							
Roof Replacement Program	Sep-99	Sep-99	Sep-99	Sep-02	Sep-00	Sep-00	
Repair Fire Alarm System (Part. Fund)	Mar-99	Mar-99	Mar-99	Sep-02	Sep-00	Sep-00	
MD2-74 Hollins House							
Waste Water Discharge	Mar-99	Mar-99	Mar-99	Sep-99	Jun-99	Jun-99	
Repair Exterior Walls	Jun-99	Jun-99	Jun-99	Sep-99			
Roof Replacement	Mar-00	Mar-00	Mar-00	Mar-00	Dec-00	Dec-00	

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Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1998

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Approval No. 2577-0157 (Exp. 7/31/98)

DRAFT

Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 3
	Original	Revised 3	Actual 3	Original	Revised 3	Actual 3	
MANAGEMENT IMPROVEMENTS							
RESIDENT INITIATIVES							
Resident Business Development							
Leadership Training	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01	
Resident Management	Mar-99	Mar-99	Mar-99	Sep-02	Sep-01		
Equipment for Learning Centers	Mar-99	Mar-99	Mar-99	Jun-00	Jun-00	Jun-00	
Step-Up	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01	
Homeownership Coordinator	Sep-99	Sep-99	Sep-99	Jun-00	Mar-01	Mar-01	
FAMILY SUPPORT SERVICES							
Resident Management Aides	Sep-99	Sep-99	Sep-99	Sep-02	Dec-00	Dec-00	
Human Services Coordinators	Sep-99	Sep-99	Sep-99	Jun-00	Jun-00	Jun-00	
Youthbuild Program (Match)	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01	
ECONOMIC DEVELOPMENT							
Lawn Care & Pesticide Program	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01	
Skills Bank	Mar-99	Mar-99	Mar-99	Sep-02	Jun-01	Jun-01	
PACE	Dec-99	Dec-99	Dec-99	Sep-02			
CRIME PREVENTION AND SECURITY							
Security Monitors	Sep-98	Sep-98	Sep-98	Jun-99	Jun-99	Jun-99	
Family Support Services							
Anti-Drug Activities	Jun-99	Jun-99	Jun-99	Sep-02	Mar-01	Mar-01	
MANAGEMENT IMPROVEMENTS							
Employee Development and Training	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01	
Utility Management- Testing Lab	Dec-99	Dec-99	Dec-99	Mar-00	Mar-00	Mar-00	
Computer Hardware and Software	Mar-00	Mar-00	Mar-00	Sep-02	Jun-01	Jun-01.	

Signature of Executive Director and Date

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Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

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

DRAFT

Year 1 - 1999

HA Name	Comprehensive Grant Number	FFY of Grant Approval
Housing Authority of Baltimore City	MD06P00270899	1999

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement/Revision Number __2___
☒ Performance and Evaluation Report for Program Year Ending 6/30/01 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Actual Cost 2	
			Original	Revised 1	Obligated	Expended
1	Non CGP Funds		$0			
2	1406	Operating Subsidy	$0	$0	$0	$0
3	1408	Management Improvements	$5,305,458	$5,340,971	$4,937,308	$3,624,368
4	1410	Administration	$2,038,601	$2,069,801	$2,069,801	$2,438,143
5	1411	Audit	$25,000	$39,017	$39,017	$39,017
6	1415	Liquidated Damages	$0	$0	$0	$0
7	1430	Fees and Costs	$3,153,893	$3,499,709	$3,036,332	$3,067,721
8	1440	Site Acquisition	$0	$0	$0	$0
9	1450	Site Improvement	$1,573,511	$2,092,957	$2,092,957	$1,418,940
10	1460	Dwelling Structures	$13,007,751	$11,171,513	$10,536,239	$9,456,053
11	1465.1	Dwelling Equipment - Nonexpendable	$0	$140,656	$140,656	$140,656
12	1470	Nondwelling Structures	$0	$296,998	$277,771	$146,998
13	1475	Nondwelling Equipment	$185,007	$305,185	$71,850	$32,787
14	1485	Demolition	$7,063,370	$7,390,819	$7,390,819	$7,271,145
15	1490	Replacement Reserve	$0	$0	$0	$0
16	1495.1	Relocation Costs	$500,174	$357,334	$357,334	$403,066
17	1498	Mod Used for Development	$0	$0	$0	$0
18	1502	Contingency (may not exceed 8% of line 16)	$128,331	$276,137	$0	$0
19	Amount of Annual Grant (Sum of lines 2-18)		$32,981,096	$32,981,096	$30,950,083	$28,038,895
20	Amount of line 19 Related to LBP Activities		$350,000	$77,413	$77,413	$77,413
21	Amount of line 19 Related to Section 504 Compliance		$274,000	$133,872	$98,872	$60,872
22	Amount of line 19 Related to Security		$1,513,000	$1,526,423	$1,526,423	$1,578,407
23	Amount of line 19 Related to Energy Conservation Measures		$2,950,000	$1,697,443	$1,697,443	$1,210,113

Signature of Executive Director and Date

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

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Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

U.S. Department of Housing and Urban Development
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Year 1 - 1999

Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
ADMINISTRATION								
	Engineering Services							
	Non-Technical Salaries and Benefits	1410	15 Positions	$ 903,131	$918,653	$918,653	$1,075,836	Complete. Journal costs over budget to 2000 Capital Fund
	Technical Salaries and Benefits		28 Positions					
	Temporary Personnel	1410		$0	$30,144	$30,144	$30,144	Complete
	Equipment	1475		$0	$37,806	$37,806	$0	Ongoing
	Technical Salaries	1430		$ 1,739,643	$1,739,643	$1,739,643	$2,426,387	Complete. Journal costs over budget to 2000 Capital Fund
	Finance and Accounting							
	Non-Technical Salaries and Benefits	1410	2 Positions	$ 82,896	$81,792	$81,792	$130,757	Complete. Journal costs over budget to 2000 Capital Fund
	Family Support Services							
	Non-Technical Salaries	1410	3 Positions	$ 120,000	$120,000	$120,000	$116,416	Ongoing
	Resident Initiatives Division							
	Non-Technical Salaries and Benefits	1410	4 Positions	$ 202,123	$202,123	$202,123	$274,739	Complete. Journal costs over budget to 2000 Capital Fund
	Resident Advisory Board							
	Non-Technical Salaries and Benefits	1410	2 Positions	$ 117,880	$115,760	$115,760	$150,823	Complete. Journal costs over budget to 2000 Capital Fund
	Office of Legal Affairs							
	Non-Technical Salaries and Benefits	1410	2 Positions	$ 120,184	$115,368	$115,368	$249,922	Complete. Journal costs over budget to 2000 Capital Fund
	Relocation Office							
	Non-Technical Salaries and Benefits	1495	3 Positions	$ 125,442	$125,442	$125,442	$262,365	Complete. Journal costs over budget to 2000 Capital Fund
	Sundry	1410	Lump Sum	$ 492,387	$485,961	$485,961	$409,506	Ongoing
	Legal Fees	1430	Lump Sum	$ 210,000	$265,000	$265,000	$155,384	Ongoing
	Consultant Fees - JOC	1430	Lump Sum	$0	$180,000	$180,000	$60,000	Ongoing
	CGP Audit	1411	Lump Sum	$ 25,000	$39,017	$39,017	$39,017	Complete

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
PHYSICAL IMPROVEMENTS								
MD 2-01 Latrobe Homes								
	Waste Water Discharge	1460	Lump Sum	$ 9,688	$9,688	$9,688	$9,688	E-954, Complete
	Vacancy Renovation	1460	Lump Sum	$0	$170,604	$170,604	$170,604	HABCo, Complete
	Relocation	1495	Lump Sum	$ 3,000	$5,750	$5,750	$5,750	Complete
MD 2-02 McCulloh Homes								
	Vacancy Renovation	1460	Lump Sum	$0	$209,860	$209,860	$209,860	HABCo, Complete; moved from Auth-wide
	Beautification Expenditures	1475	Lump Sum	$0	$13,554	$13,554	$13,554	Complete
	Relocation	1495	Lump Sum	$ 5,000	$5,000	$5,000	$3,414	Ongoing
MD 2-03	**Perkins Homes**							
	Rerouting Waste Water to Sanitary System	1460	Lump Sum	$ 25,698	$25,698	$25,698	$25,698	E-1037, Complete
	Relocation	1495	Lump Sum	$ 2,029	$3,659	$3,659	$3,659	Complete
MD2-04 Poe Homes								
	Planning & consultant Fees	1430	Lump Sum	$ 50,000	$0	$0	$0	Funds reallocated to O'Donnell Heights MD2-09
	Site Improvement	1450	Lump Sum	$ 58,500	$50,000	$50,000	$50,000	E-1029, Complete
	Window Replacement (Repair Cases of Windows)	1460	298D.U's	$ 100,000	$0	$0	$0	Deleted, not required at this time
	Roof Replacement	1460	Lump Sum	$0	$33,000	$0	$0	E-1148, Contract in process of being awarded.
MD 2-05	**Douglas Homes**							
	Relocation	1495	Lump Sum	$0	$1,240	$1,240	$1,240	Complete
MD 2-06	**Gilmor Homes**							
	Replace Electrical Distribution System up to the Submeter	1450	Lump Sum	$ 332,548	$1,106,773	$1,106,773	$1,086,078	E-1009, Substantially Complete
	Design Build Electrical Power Distribution System	1450	Lump Sum	$ 282,502	$242,670	$242,670	$8,800	E-862, E-1068 (p.o.) 98% complete
	Vacancy Renovation	1460	Lump Sum	$0	$216,661	$216,661	$216,661	HABCo, Complete, Moved from Auth-wide
	Relocation	1495	Lump Sum	$ 392	$4,957	$4,957	$4,957	Complete
MD 2-09	**O'Donnell Heights**							
	Consultant Fees	1430	Lump Sum	$0	$50,000	$0	$0	RFQ E-1065 advertised
	Vacancy Renovation	1460	53 D.U.'s	$ 576,316	$576,316	$576,316	$527,585	HABCo, HAE-1042 Complete, Final costs to be verified
	Roof Replacement	1470	Lump Sum	$0	$150,000	$130,773	$0	Change Order to be processed
	Relocation	1495		$ 500	$9,565	$9,565	$9,565	Complete
MD 2-10	**Somerset Homes**							
	Waste Water Discharge	1460	Lump Sum	$ 15,228	$15,228	$15,228	$15,228	E-954, Complete
	Relocation	1495	Lump Sum	$0	$90	$90	$90	Complete
MD 2-11	**Cherry Hill Homes**							
	Relocation	1495	Lump Sum	$ 5,000	$6,648	$6,648	$6,648	Complete
	Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
	X				X			

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Development Number/Name HA-Wide Authority	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work 2
				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
MD 2-12	**Cherry Hill Homes - Ext. 1**							
	Funds have been allocated to cover planning fees associated with the remaining portion of Cherry Hill.	1430	N/A	$ 100,000	$100,000	$0	$0	RFQ E-1065 advertised
MD 2-13	**Westport Homes**							
	Relocation	1495	Lump Sum	$ 3,500	$4,250	$4,250	$4,250	Complete
MD 2-14 Claremont Homes								
	Funds have been allocated to cover fees associated with the redevelopment effort.	1430	N/A	$ 75,000	$75,000	$0	$0	RFQ E-1065 advertised
	Renovation-(504)	1460	Lump Sum	$0	$31,877	$31,877	$31,877	E-1057, Complete, Emergency
	Relocation	1495	Lump Sum	$ 643	$1,628	$1,628	$1,628	Complete
MD 2-16	**Flag House**							
	Relocation	1495	Lump Sum	$ 9,250	$0	$0	$0	Moved expense to HOPE VI
MD2-17 Cherry Hill Homes, Ext. II								
	Comprehensive Modernization Program							
	The Preliminary Revitalization Plan called for the demolition of the 193 dwelling units and is complete. The 167 remaining units are to be comprehensively modernized. This allocation is to partially fund the comprehensive modernization of 167 units.							
	A&E Cost (Partial Funding)	1430	167 D.U.'s	$0	$32,581	$32,581	$32,581	E-714, complete
	Site Work (Partial Funding)	1450	167 D.U.'s	$ 299,961	$299,961	$299,961	$209,049	E-714, Substantially complete
	Physical Improvements (Partial Funding)	1460	167 D.U.'s	$ 5,760,584	$4,623,699	$4,623,699	$4,741,564	E-714,Subst.complete,move costs over budget to 1998
	Physical Improvements	1465	156 D.U.'s	$0	$140,656	$140,656	$140,656	E-714, Substantially complete
	Stock Room Roof Replacement	1470	Lump Sum	$0	$146,998	$146,998	$146,998	E-1054, Complete
	Relocation	1495	Lump Sum	$ 49,000	$48,286	$48,286	$48,286	Complete, Costs to be Reallocated
MD 2-18 Murphy Homes								
	Consultant Fees	1430	Lump Sum	$0	$439,591	$439,591	$0	Moved from 1998, Ongoing
	Relocation	1495	Lump Sum	$ 5,000	$0	$0	$0	Moved expense to HOPE VI

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
MD 2-21 Brooklyn Homes								
	Vacancy Renovation	1460	Lump Sum	$0	$148,669	$148,669	$148,669	HABCo, Complete, Moved from Auth-wide
	Relocation	1495		$2,425	$3,055	$3,055	$3,055	Complete
MD 2-23 McCulloh Homes Extension								
	Upgrade interior lighting in hallways	1460	Lump Sum	$91,365	$91,365	$91,365	$91,365	E-987, Complete
	Repair Fire Alarm System	1460	Lump Sum	$0	$398,331	$398,331	$51,464	E-1041, Partially funded in 2000 and 2001. 70% complete
MD 2-25 The Broadway								
	Revitalization Program							
	Preliminary plans call for the demolition and redevelopmemt of the site. Funds allocated supplement a HOPE VI demolition grant.							
	Demolition	1485	429 D.U's	$2,846,500	$3,600,000	$3,600,000	$3,589,056	E-969, Complete, Remaining funds to be reallocated
	Relocation	1495	Lump Sum	$21,606	$17,510	$17,510	$17,510	Complete
MD 2-31 Rosemont/Dukeland								
	Replace Playground Equipment	1450	Lump Sum	$25,000	$0	$0	$0	Deleted. Funds reallocated
	Relocation	1495	Lump Sum	$0	$310	$310	$310	Complete
MD2-33 Lakeview Tower								
	Replace balcony doors	1460	Lump Sum	$60,000	$0	$0	$0	Deleted. Work not required at this time
	Relocation	1495	Lump Sum	$0	$895	$895	$895	Complete
MD 2-39 Claremont Homes Ext.								
	Waste Water Discharge	1460	Lump Sum	$17,051	$17,051	$17,051	$17,051	E-954, Complete
MD2-41 The West Twenty								
	Repair roof leaks, windows & walls	1460		$590,000	547,448	$547,448	$495,350	E-977, 95%Complete
	Relocation	1495		$350	525	$525	$525	Complete
MD-2-42 Somerset Ext.								
	Concrete Work (504) Ramp	1450	Lump Sum	$0	$17,026	$17,026	$17,026	E-1044, Complete, Emergency
	Concrete Work at Wharton Court (504)	1450	1 D.U.	$10,000	$11,969	$11,969	$11,969	E-1047, Complete, Emergency
MD 2-43 Monument East								
	Repair concrete walkways	1450	Lump Sum	$50,000	$0	$0	$0	Deleted, Handled by Crews
	Waste Water Discharge	1460	Lump Sum	$14,310	$14,310	$14,310	$14,310	E-954, Complete
	Rerouting Waste Water to Sanitary System	1460	Lump Sum	$2,681	$2,681	$2,681	$2,681	E-1037, Complete

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X	X

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
MD2-45 Hollander Ridge								
	Revitalization Program							
	Erosion and Sediment Control	1450	$0	$0	$328,540	$328,540	$0	E-1090, 5%Complete, Emergency
	An allocation of CGP funds has been committed to be used for the demolition of Hollander Ridge	1485	$0	$2,680,558	$3,140,819	$3,140,819	$3,032,089	E-982, Substantially complete
	Relocation	1495	Lump Sum	$166,410	$35,000	$35,000	$12,345	Ongoing
MD 2-46 Chase House								
	Reglaze Windows	1460		$60,000	$36,830	$36,830	$36,830	E-1019, Complete
	Waste Water Discharge	1460		$14,085	$14,085	$14,085	$14,085	E-954, Complete
	Relocation	1495	Lump Sum	$175	$775	$775	$775	Complete
MD2-47 Govans Manor								
	Upgrade Exterior Lighting	1450	Lump Sum	$55,000	$36,018	$36,018	$36,018	E-1027, Complete
	Fire Stopping	1460	Lump Sum	$0	$146,485	$146,485	$146,485	E-1050, Complete, Emergency
	504 Related Work	1460	Lump Sum	$0	$73,000	$38,000	$0	E-1084, E-1156, 0% Complete, Emergency, 504
	Repair wall leaks and correct mold conditions	1460	Lump Sum	$0	$150,000	$0	$0	E-1153, Contract in process of being awarded.
	Relocation	1495	Lump Sum	$254	$254	$254	$254	Complete
MD2-52 Lakeview Tower Extension								
	Replace damaged balcony doors	1460	Lump Sum	$25,000	$0	$0	$0	Deleted
MD 2-53 Ellersile								
	Relocation	1495	Lump Sum	$738	$738	$738	$738	Complete
MD 2-54 Bel-Park Tower								
	Relocation	1495	Lump Sum	$0	$350	$350	$350	Complete
MD2-59 Scattered Site Program								
	Revitalization Program							
	Funds have been allocated to provide for demolition activity and various improvements that may be required prior to sale and modernization							
	Vacancy Renovation	1460	Approx50 D.U.'s	$1,100,000	$494,639	$229,639	$188,984	E-1149, E-1036, E-1112, E-1063 HAC-1163 (HABCo), overall 85% complete Additional contract to be let.
	Boarding of Vacant Units	1460		$0	$800,000	$800,000	$695,983	Habco, ongoing
	Demolition	1485	Approx74 D.U.'s	$1,536,312	$650,000	$650,000	$650,000	HABCo, Complete
	Replace and Repair Roofs	1460	Lump Sum	$400,000	$440,850	$288,576	$242,610	E-1003, E-1004, E-1113, 75% Complete
	Relocation	1495	Lump Sum	$14,126	$14,126	$14,126	$13,667	Ongoing

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
MD2-69 Laurens House/Homewood								
	Waste Water Discharge	1460	Lump Sum	$24,634	$24,635	$24,635	$24,635	E-954, Complete
MD2-70 RosemontTowers								
	Beautification Expenditures	1460	Lump Sum	$0	$1,336,446	$1,336,446	$922,638	Cost represents work on various senior buildings. Project specific costs will be identified in future submission
	Relocation	1495	Lump Sum	$350	$350	$350	$350	Complete
MD 2-71 Primrose								
	Replace obsolete and dysfunctional Chillers & Cooling Tower	1460	One Unit	$175,000	$140,245	$140,245	$70,329	E-1006, 99% Complete
MD2-73 Charles K. Anderson								
	Relocation	1495	Lump Sum	$5,000	$5,000	$5,000	$441	Ongoing
MD2-74 Hollins House								
	Replace obsolete and dysfunctional Chillers & Cooling tower	1460	One Unit	$200,000	$215,738	$215,738	$183,377	E-1007, Substantially complete, processing final payment
	Waste Water Discharge	1460		$9,885	$9,885	$9,885	$9,885	E-954, Complete
MD2-75 Allendale								
	Replace obsolete and dysfunctional Chillers & Cooling Tower	1460	One Unit	$205,000	$141,841	$141,841	$136,207	E-1008, Substantially complete
AUTHORITY-WIDE PHYSICAL IMPROVEMENTS								
	Extraordinary Maintenance Programs							
	Vacancy Reduction Program A new vacancy reduction program has been implemented to establish the backlog of units at each development and assign them to special vacancy reduction teams or to private contractors. On-site vacancy turnover teams will be staffed and trained to prepare all future vacancies for occupancy. Funding is for all contract vacancy reduction work.	1460	Approx. 145 D.U.'s	$1,243,960	$0	$0	$0	Funds allocated to specific developments

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
AUTHORITY-WIDE PHYSICAL IMPROVEMENTS								
	Authority Wide Site Improvements	1450	Lump Sum	$460,000	$0	$0	$0	Funds reallocated, Work budgeted in 2000
	Funds are to be allocated to developments that are identified with deficiencies in accordance with new PHAS standards.							
	Energy Conservation and Utility Programs		Approx.					
	Automated Meter Reading System	1460	2184 D.U.'s	$2,284,288	$0	$0	$0	Contract terminated, Funds moved to 2000
	The HABC intends to replace the existing individual electric meters at all developments with an automated system that electronically records consumption. This will assure accurate and timely readings. New meters will be installed within the next two years (Partial Funding)							
	Waste Water Discharge Equipment	1460	Lump Sum	$2,977	$0	$0	$0	Funds to be reallocated
	The State of Maryland environmental codes require all boiler wastewater to be filtered and treated before it is released into the sewer system. The HABC intends to install waste water treatment equipment and repiping heating and cooling systems to comply with state requirements.							
	Hazardous Material Abatement Programs							
	Lead Based Paint Testing							
	LBP testing must be performed on all vacancy reduction, re-occupancy and modernization work in buildings identified to have lead paint. The funding allocation is established based on previous years experience							
	Consultant Other and Training	1430		$0	$74,164	$74,164	$88,015	E-860A,complete,Journal costs over bdgt to 2000 CF
	Lead Based Paint Testing	1430	1250D.U.'s	$350,000	$77,413	$77,413	$77,413	E-860A, complete
	Asbestos Testing							
	Asbestos materials must be removed from developments slated for revitalization and modernization. Asbestos materials are not hazardous until disturbed during construction or demolition and must be disposed of properly. Annual funding has been established to test and remove these materials when encountered.	1430	Lump Sum	$ 200,000	$194,009	$194,009	$194,009	E-860A, Complete
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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
	Cathodic Protection Testing	1430	Lump Sum	$ -	$33,930	$33,930	$33,930	E-860A, Complete
	Y2K Compliance Building Systems	1475	Lump Sum	$ 100,000	$0	$0	$0	Reallocated
	Computer Hardware and Software Computer hardware and software must be upgraded and systems redesigned to respond to the changing HABC. Hire a systems consultant to establish the MIS needs of each department and purchase and install software and hardware to support those needs.							
	Software	1408	Lump Sum	$ -	$3,375	$3,375	$390	PO 28009
	Consultant	1430	Lump Sum	$ 400,000	$238,378	$0	$0	Scope of Work being developed.
	Hardware	1475	Lump Sum	$ 84,393	$242,640	$9,305	$9,305	Materials to be determined
	Relocation - Authority Wide Contingency	1495	Lump Sum	$ 79,985	$61,933	$61,933	$0	Ongoing
	Contingency	1502		$ 128,331	$276,137	$0	$0	To be reallocated

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
RESIDENT INITIATIVES								
	Resident Business Development							
	Provide a resident business incubator. The program will provide residents with incentives and assistance to establish and operate their own small businesses. There will be a follow-up program to assist businesses once they have been established.							
	Incubator Cost Maint.-Util.-& Lease Res. Bus. Program	1408		$ 190,000	$188,100	$188,100	$65,544	Ongoing
	Business Development Equipment	1475		$0	$1,900	$1,900	$1,900	Complete
	Resident Management Initiatives							
	Provide resident management and leadership training to resident leaders in HABC developments , and to support the onsite Learning Centers and a Youth Entrepreneur Training Program.							
	Resident Management Leadership Training	1408	Lump Sum	$ 113,500	$136,323	$10,500	$0	Scope of work being developed.
	Learning Centers (Staff and Program Expenses)	1408	Lump Sum	$ 176,234	$236,632	$107,569	$29,079	Ongoing
	Youth Entrepreneur Training	1408	Lump Sum	$ 50,000	$50,000	$50,000	$31,450	Ongoing
	Learning Center Equipment	1475		$0	$3,015	$3,015	$3,015	Complete
	Evaluation							
	Conduct annual performance evaluations of each resident initiative program to assure that it is having the intended impact on HABC residents.							
	Internal Evaluation	1408	Lump Sum	$ 2,300	$0	$0	$0	Costs Reallocated
	External Evaluation	1408	Lump Sum	$ 7,500	$0	$0	$0	Costs Reallocated
	Job Access and Reverse Commute Program-							
	Match provided for Mass Transit Administration Grant	1408	Lump Sum	$ 200,000	$200,000	$200,000	$175,811	Ongoing

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
	Family Support Services							
	To continue employing the caseworkers that assist and counsel residents with obtaining supportive services. Also, to continue employing residents who will assist on-site management in pre-occupancy training and follow-up visits for new residents.							
	Resident Management Aides	1408	2 Positions	$ 43,000	$43,000	$43,000	$41,828	Ongoing
	Human Services Coordinators	1408	16 Positions	$ 553,141	$553,141	$553,141	$681,248	Complete, Journal costs over budget to 2000 CF
	Activities & Program Coordinator	1408	1 Postion	$ 54,500	$54,500	$54,500	$62,769	Complete, Journal costs over budget to 2000 CF
	STEP UP Program	1408	8 Positions	$ 771,808	$ 511,985	$ 511,985	$346,484	Ongoing
	The primary function of the Step-Up program is to provide residents with job skills and assist them in achieving self sufficiency. Funding includes	1460	and lump sum contracts	$0	$14,348	$14,348	$14,348	Complete
	salaries, training, materials, equipment, etc.	1475		$ 614	$1,000	$1,000	$0	Ongoing
ECONOMIC DEVELOPMENT								
	SEEDS							
	Funding is provided to continue the Pace Program Structure(People Accessing Continued Employment) and Skills Training for our Residents. PACE provides funds to establish employment centers at family developments where residents can obtain job preparation, job placement and job retention services.							
	Skills Bank - Job Point Case Mgmt.	1408		$0	$147,163	$50,000	$0	Additonal contracts to be let
	PACE Program Implementation & Training	1408	Lump Sum	$ 750,000	$700,000	$700,000	$263,151	Ongoing
	Lawn Care & Pesticide Program	1408	Lump Sum	$ 270,000	$190,234	$190,234	$15,551	Ongoing
CRIME PREVENTION AND SECURITY								
	Security Monitors							
	This allocation of funds is to continue employing the security monitors.	1408	Lump Sum	$ 1,100,000	$1,099,040	$1,099,040	$1,099,040	Complete
	Family Support Services							
	Continue to employ staff to coordinate various recreation programs provided by the City, HABC and local neighborhood groups. Provide funds to staff and equip various anti-drug activities. These are youth activity programs geared to combating children's participation in drug related activity as well as a programs to assist mothers with a drug dependency to obtain prenatal care.							
	Youth Build program (Matching Funds)	1408		$0	$98,935	$98,935	$0	Ongoing, Also funded in 1998
	Anti-Drug Activities	1408	3 Positions & Lump Sum Contracts	$ 300,000	$300,000	$300,000	$351,984	Complete. Journal costs over budget to 2000 Capital Fund

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				Original	Revised 2	Funds Obligated 2	Funds Expended 2	
MANAGEMENT IMPROVEMENTS								
	Employee Development and Training							
	Training will address:							
	Site Managers & Asset Managers	1408	Lump Sum	$ 5,000	$0	$0	$0	Reallocated. Training provided with other sources of funding
	Maintenance Training	1408	Lump Sum	$ 77,500	$62,550	$32,850	$32,850	Training is an ongoing activity and is currently meeting proposed obligation and expenditure timeframes.
	* Skills Training							
	* Vacancy Reduction/Unit Turnover							
	* HQS(PHAS) Training							
	Customer Service Training	1408	Lump Sum	$ 36,000	$11,751	$7,215	$7,215	
	Writer's Clinic	1408	Lump Sum	$ 9,350	$7,099	$5,899	$5,899	
	Administrative/Clerical Training	1408	Lump Sum	$ 6,750	$6,750	$1,493	$1,493	
	HABC Language Lab	1408	Lump Sum	$ 3,375	$375	$0	$0	
	Staff Supervision Training	1408	Lump Sum	$ 37,500	$21,500	$20,255	$20,255	
	Agency Wide Computer Training	1408	Lump Sum	$ 33,000	$43,950	$34,650	$34,650	
	Police Training	1408	Lump Sum	$ 45,000	$885	$885	$885	
	Misc. Division Level Training	1408	Lump Sum	$ 47,000	$205,682	$205,682	$88,896	
	Administrative Staff - Salaries (Partial Funding)	1408	3 Positions	$ 120,000	$120,000	$120,000	$152,660	Complete, Journal costs over budget to 2000 CF
	Equipment	1475		$0	$5,270	$5,270	$5,013	Ongoing
	Utility Management For an Energy Conservation Unit to monitor energy consumption, develop conservation strategies, implement the meter replacement program, operate the meter testing lab and implement various Energy Performance Contracting projects. It also funds retaining a utility consultant to assist in these activities.							
	Consultants	1408	Lump Sum	$ 200,000	$245,000	$245,000	$789	E-966, Ongoing
	Testing Lab	1408	4 Positions	$ 103,000	$103,000	$103,000	$114,446	Complete, Journal costs over budget to 2000 CF
	Viability Planning To retain a financial consultant to assist HABC in analyzing and structuring the financing of development and redevelopment programs involving public and private funding sources and ventures with private developers. Additional funding will be provided for this activity from various HOPE VI program funds.							
	Financial Analysis Consultant	1430		$ 29,250	$0	$0	$0	Deleted, Financial analysis services will be performed by HOPE VI Program Manager

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	X	X

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	Original	Revised 2	Actual 2	Original	Revised 2	Actual 2	
PHYSICAL IMPROVEMENTS							
MD 2-01 Latrobe Homes							
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Vacancy Renovation	N/A	Jun-00	Jun-00	N/A	Jun-01	Jun-01	HABCo
MD 2-02 McCulloh Homes							
Vacancy Renovation	N/A	Jun-00	Jun-00	N/A	Jun-01	Jun-01	HABCo
Beautification Expenditures	N/A	Jun-00	Jun-00	N/A	Jun-01	Jun-01	
MD 2-03 Perkins Homes							
Rerouting Waste Water to Sanitary System	Jun-00	Sep-00	Sep-00	Sept. 03	Mar-01	Mar-01	E-1037, Contract actually awarded on 7/28/00
MD2-04 Poe Homes							
Site Improvements	Jun-00	Jun-00	Jun-00	Sept. 03	Dec-00	Dec-00	HAE-1029
Window Replacement (Repair cases of windows	Sep-01	N/A	N/A	Sept. 03	N/A	N/A	Deleted
Roof Replacement	N/A	Sep-01		N/A	Sep-03		E-1148
MD 2-06 Gilmor Homes							
Replace Electrical Distribution System up to the submeter	Sep-01	Sep-00	Sep-00	Sep-03	Sep-03		E-862, E-1068 (P.O.)
Vacancy Renovation	N/A	Jun-00	Jun-00	N/A	Jun-01	Jun-01	HABCo
MD 2-09 O'Donnell Heights							
Vacancy Renovation	Jun-00	Jun-00	Jun-00	Sep-03	Sep-03		HAE-1042, HABCo, Verifying final costs
Roof Replacement	N/A	Jun-01	Jun-01	N/A	Sep-03		E-1097, Emergency
MD2 -10 Somerset Homes							
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
MD2-14 Claremont Homes							
Repair concrete walkways	N/A	Dec-00	Dec-00	N/A	Jun-00	Jun-00	E-1057, Emergency, 504 Work
MD2-17 Cherry Hill Homes Ext. II							
Comprehensive Modernization	Mar-98	Mar-98	Mar-98	Sep-03	Sep-03		E-714, Substantially complete
Stockroom Roof Replacement	N/A	Sep-00	Sep-00	N/A	Jun-00	Jun-00	E-1054, Emergency

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X	X

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.

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	Original	Revised 2	Actual 2	Original	Revised 2	Actual 2	
MD 2-21 Brooklyn Homes							
Vacancy Renovation	N/A	Jun-00	Jun-00	N/A	Jun-00	Jun-00	HABCo
MD 2-23 McCulloh Homes Ext.							
Upgrade interior lighting in hallways	Mar-00	Mar-00	Mar-00	Sep-03	Dec-00	Dec-00	E-987
Fire Alarm System	N/A	Mar-01	Mar-01	N/A	Sep-03		E-1041
MD 2-25 The Broadway							
Revitalization Program (demolition)	Jun-00	Jun-00	Jun-00	Sep-03	Jun-01	Jun-01	E-969
MD 2-31 Rosemont/Dukeland							
Replace Playground Equipment	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Deleted, Funds reallocated
MD2-33 Lakeview Towers							
Replace balcony doors	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Deleted
MD 2-39 Claremont Homes Ext.							
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
MD2-41 The West Twenty							
Repair roof leaks, windows & walls	Sep-01	Sep-00	Sep-00	Sep-03	Sep-03		E-977
MD 2-42, Somerset Extension							
Repair concrete walkways	Sep-01	Mar-01	Mar-01	Sep-02	Jun-01	Jun-01	E-1044, E-1047
MD 2-43 Monument East							
Repair concrete walkways	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Handled by Crews
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
Rerouting Waste Water to Sanitary System	Sep-01	Mar-01	Mar-01	Sep-03	Jun-01	Jun-01	E-1037
MD2-45 Hollander Ridge							
Revitalization Program (Demolition)	Mar-00	Mar-00	Mar-00	Sep-03	Sep-03		E-982
Erosion & Sediment Control	N/A	Jun-01	Jun-01	N/A	Sep-03		E-1090
MD 2-46 Chase House							
Reglaze Windows	Sep-01	Sep-00	Sep-00	Sep-03	Mar-01	Mar-01	E-1019
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954

Signature of Executive Director and Date
X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
2 To be completed for the Performance and Evaluation Report.

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1999

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

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

DRAFT

Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 2
	Original	Revised 2	Actual 2	Original	Revised 2	Actual 2	
MD2-47 Govans Manor							
Repair Wall Leaks & Correct Mold Condit	N/A	Sep-01		N/A	Sep-03		E-1153
Upgrade Exterior Lighting	Sep-01	Sep-01		Sep-03	Mar-01	Mar-01	E-1027
Firestopping	N/A	Dec-00	Dec-00	N/A	Mar-01	Mar-01	E-1050, Emergency
504 Work	N/A	Dec-00	Dec-00	N/A	Sep-03		E-1084, E-1156, Emergency
MD2-52 Lakeview Tower Ext.							
Replace Damaged Balcony Doors	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Deleted
MD2-59 Scattered Site Program							
Revitalization Program (Vacancy Ren.)	Sep-01	Sep-01		Sep-03	Sep-03		
Revitalization Program (Demolition)	Sep-01	Sep-01		Sep-03	Jun-01	Jun-01	HABCo
Roof Replacement Program	Sep-01	Jun-01	Jun-01	Sep-03	Sep-03		E-1003, E-1004, E-1113
Boarding of Vacant Units	N/A	Jun-01	Jun-01	N/A	Sep-03		HABCo
MD2-69 Laurens House							
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
MD 2-70 Rosemont Tower							
Beautification	N/A	Jun-01	Jun-01	N/A	Sep-03	Sep-03	Moved from 2000
MD2-71 Primrose							
Chillers and Cooling Towers	Sep-01	Sep-01		Sep-03	Sep-03		E-1006
MD2-74 Hollins House							
Chillers and Cooling Tower	Sep-01	Mar-01	Mar-01	Sep-03	Sep-03		E-1007
Waste Water Discharge	Mar-00	Mar-00	Mar-00	Jun-00	Jun-00	Jun-00	E-954
MD2-75 Allendale							
Chillers and Cooling Tower	Sep-01	Mar-01	Mar-01	Sep-03	Sep-03		E-1008
AUTHORITY-WIDE PHYSICAL IMPROVEMENTS							
Vacancy Reduction Program	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Funds allocated to specific developments
Authority Wide Site Improvements	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Work items moved to 2000, funds reallocated
Energy Conservation and Utility Programs	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Work items moved to 2000, funds reallocated
Waste Water Discharge Equipment	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Funds to be reallocated
Hazardous Material Abatement Program	Sep-01	Sep-01		Sep-03	Sep-03		
Y2K Compliance Building Systems & Computer Hardware and Software	Sep-01	Sep-01		Sep-03	Sep-03		

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X	X

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Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) **PART III: Implementation Schedule**
Year 1 - 1999

U.S. Department of Housing and Urban Development
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DRAFT

Development Number /Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates 2
	Original	Revised 2	Actual 2	Original	Revised 2	Actual 2	
RESIDENT INITIATIVES							
Resident Business Development	Sep-01	Sep-01		Sep-03	Sep-03		
Resident Management Initiatives	Sep-01	Sep-01		Sep-03	Sep-03		
Evaluation	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Deleted
Job Access & Reverse Commute Program	Sep-01	Sep-01		Sep-03	Sep-03		
Family Support Services	Sep-99	Sep-99	Sep-99	Sep-03	Sep-03		
Step Up Program	Sep-99	Sep-99	Sep-99	Sep-03	Sep-03		
ECONOMIC DEVELOPMENT							
SEEDS	Sep-01	Sep-01		Sep-03	Sep-03		
PACE	Sep-01	Sep-01		Sep-03	Sep-03		
CRIME PREVENTION AND SECURITY							
Security Monitors	Jun-99	Jun-99	Jun-99	Jun-00	Jun-00	Jun-00	
Youth Build Program	N/A	Mar-01	Mar-01	N/A	Sep-03		
Anti-Drug Activities	Dec-99	Dec-99		Sep-03	Sep-03		
MANAGEMENT IMPROVEMENTS							
Employee Development and Training	Sep-01	Sep-01		Sep-03	Sep-03		
Utility Management	Sep-01	Mar-01	Mar-01	Sep-03	Sep-03		
Viability Planning	Sep-01	N/A	N/A	Sep-03	N/A	N/A	Deleted

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
X	X

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

PHA Name:	Grant Type and Number	Federal FY Grant: 2000
Housing Authority of Baltimore City	Capital Fund Program Grant No: Replacement Housing Factor Grant No:	

☒ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (Revision No)
☐ Performance & Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	$2,965,032	$0	$0	$0
3	1408 Management Improvements Hard Costs	$350,000	$0	$0	$0
4	Management Improvements Soft Costs	$3,916,400	$0	$0	$0
5	1410 Administration	$1,679,000	$0	$0	$0
6	1411 Audit	$25,000	$0	$0	$0
7	1430 Fees and Costs	$3,546,000	$0	$0	$0
8	1450 Site Improvement	$3,641,577	$0	$0	$0
9	1460 Dwelling Structures	$12,517,342	$0	$0	$0
10	1475 Non Dwelling Equipment	$0	$0	$0	$0
11	1485 Demolition	$300,000	$0	$0	$0
12	1495 Relocation Costs	$475,000	$0	$0	$0
13	1498 Mod Used for Redevelopment	$0	$0	$0	$0
14	1499 Replacement Housing Grant	$1,867,246	$0	$0	$0
15	1502 Contingency	$234,968	$0	$0	$0
16	Amount of Annual Grant	$31,517,565	$0	$0	$0
	Amount of Line 16 Related to LBP Activities	$350,000	$0	$0	$0
	Amount of Line 16 Related to Section 504 Activities	$365,000	$0	$0	$0
	Amount of Line 16 Related to Security - Soft Costs	$40,000	$0	$0	$0
	Amount of Line 16 Related to Security - Hard Costs	$0	$0	$0	$0
	Amount of Line 16 Related to Energy Conservation Measures	$2,667,525	$0	$0	$0
	Collateralization Expenses or Debt Service	$0	$0	$0	$0

Definition of Substantial Deviation and Significant Amendment or Modification

MD002r01

MD002r01

HOUSING AUTHORITY OF BALTIMORE CITY
2000 - 2004 5 -YEAR PLAN
FY 2001 ANNUAL PLAN

24 C.F.R. §903.7

The criteria for a substantial deviation from 5 Year Plan:

- A change in HABC's stated mission which would result in a decrease in services to residents; or
- The elimination of any of the stated goals or objectives.

The criteria for a significant amendment or modification to 5Year Plan and Annual Plan:

- The elimination of or reduction in programs or services to residents due to the administrative convenience of HABC; or
- The elimination of or reduction in funding due to the results of an authorized assessment of HABC's performance;
- A material change in an approved policy that affect services to residents; or
- The adoption of a new policy pursuant to HUD authorized programs or regulations.

The criteria for a substantial deviation and significant amendment or modification DO NOT include:

- A change in funding or other resources due to factors beyond the control of HABC;
- A change in programs, services, or methods of administration or operation required by court order, regulatory or legislative changes, or directives from the funding sources; or
- A supplement to existing policies, programs or services.

Md002s01

Community Service Requirement

The Housing Authority of Baltimore City (HABC) Community Service Requirements

Attachment MD002b01 contains the approved HABC Lease and attachments. This section provides additional information on the mandated community service requirements as part of the HABC Annual Plan 2001. As part of the lease review period, residents were informed about the community service requirements.

1. MD002s01 contains the following information relating to the community service requirements. The approved dwelling lease is already referenced. Attached are minutes from the HABC Board meeting held on August 8, 2001 in which the lease and attachments were approved. Also attached is a copy of the HABC Board resolution approving the said documents. Page 23 of the lease is attached, which references (Attachment 5) Requirements for Performing Community Service Activities or self-sufficiency Work Activities.
2. The Lease Attachment No. 5 is also included. This document details the regulation, definition and exemptions for this program.
3. Conformity is carried out by the HABC Division of Family Support Services, in concert with development Housing staff, who will monitor each Participant for compliance with the requirements.
4. The cooperative agreement with TANF recipients was referenced in the template. Attached is a draft cooperation agreement for economic self-sufficiency between the HABC and the Baltimore City Department of Social Services. This document will include the following:
   - verification of exemption from the Welfare to Work Program;
   - status of a TANF recipient's benefits, including reason for sanction or termination of assistance;
   - and participation in self-sufficiency initiatives.
5. Administration of the Community Service Program will be carried out by the HABC Division of Family Support Services in concert with the development staff.
6. See information relating to administration of the community service program (attached).

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PURPOSE OF MEMORANDUM OF UNDERSTANDING (MOU)

The purpose of this MOU is to carry out, on a local level, Sec. 512(d)(7) of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) (implemented at 24CFR 5.613). That section states, in relevant part, the following:

"A public housing agency...shall make its best efforts to enter into such cooperation agreements, with State, local, and other agencies providing...welfare or public assistance...,as may be necessary, to provide...information to facilitate administration (of their program requirements) and other information regarding rents, income, and assistance that may assist a public housing agency or welfare or public assistance agency in carrying out its functions:

"A public housing agency shall seek to include in a cooperation agreement... requirements and provisions designed to target assistance under welfare and public assistance programs to families residing in public housing projects and families receiving tenant-based assistance under section 8, which may include providing for economic self-sufficiency services within such housing, and providing for services deigned to meet the unique employment-related needs of residents of such housing and recipients of such assistance."

This MOU carries out this provision by identifying common goals and purposes of both the HABC and the BCDSS that support the economic self-sufficiency efforts of low-income families receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance. The HABC and the BCDSS agree to the following goals:

(1) Targeting services and resources to families to assist them in achieving economic self-sufficiency;
(2) Coordinating and streamlining the administrative functions to ensure the efficient delivery of services to families; and
(3) Reducing and discouraging fraud and noncompliance with welfare and housing program requirements.

A. TARGETING SERVICES AND RESOURCES

Sec. 512(d)(7)(B) of the QHWRA and 24 CFR 5.613 state that housing authorities and local welfare agencies should enter into cooperative agreements, which include provisions, designed to target assistance and services to families receiving federal housing assistance. The HABC and the BCDSS agree to carry out this provision through targeting services and resources to programs that support the economic self-sufficiency of low-income families receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance.

Pursuant to this commitment made by the BCDSS and the HABC, the following commitments and responsibilities will be <u>provided by the BCDSS</u>:

1. The BCDSS will arrange for childcare for families receiving welfare and living in public housing or receiving Section 8 tenant-based assistance during their participation in

approved employment and training related activities. Childcare will be provided for families who participate in work-related activities a minimum of 30 hours per week.

2. The BCDSS will provide or arrange for employment related workshops/job training for families receiving welfare and living in public housing or receiving Section 8 assistance.

Pursuant to the commitment made by the BCDSS and the HABC, the following commitments and responsibilities will be provided by the HABC:

1. The HABC will send out timely notification to all public housing residents of all joint services provided by the HABC and the BCDSS to ensure that an adequate number of families are being served.

2. The HABC will provide meeting space for employment related workshops and/or services provided by the BCDSS for families receiving welfare and living in public housing or receiving Section 8 assistance.

3. The HABC will provide for families receiving welfare assistance and living in public housing or receiving Section 8 assistance to participate in the Family Self-Sufficiency (FSS) program as space in the program permits.

B. COORDINATING DELIVERY OF ASSISTANCE AND SERVICES

The BCDSS and the HABC will coordinate and streamline the delivery of services to joint recipients of assistance. This will include coordination of resources and program activities, identification of eligible participants and coordination of verification of information to determine program eligibility and automated sharing of information.

Pursuant to the commitment made by the BCDSS and the HABC, both the BCDSS and the HABC will provide the following commitments and responsibilities:

1. The HABC and the BCDSS will implement a joint process of referrals for families receiving welfare or living in public housing or receiving Section 8 tenant-based assistance to facilitate admission to BCDSS or HABC programs.

2. The HABC and the BCDSS will meet monthly to identify areas of coordination to avoid duplication of service delivery and ways to combine or maximize scarce resources. Monthly meetings will also coordinate the automated sharing of information.

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the date and year first above written.

WITNESS:

Housing Authority of Baltimore City

_____

By:_____
Paul T. Graziano,
Executive Director

WITNESS:

Baltimore City Department of Social Services

_____

By:_____
Yvonne Gilchrest, Director

_____
Approved for Form and Legal Sufficiency
Office of Legal Affairs
Housing Authority of Baltimore City

Administration of the community service program –

HABC will administer its own community service program. The Housing Management Office will identify those residents who must comply with the Community Service requirement and those who are exempt. Residents who must comply, will be provided wit hthe names, addresses and contacts of various organizations and agencies that provide community service opportunities. In addition, residents may self-select activities in which they participate that meet the community service requirement; i.e. tenant council participation, etc.

Residents will be given the exemption verification and certification forms as needed and a copy of the community service policy at the initial lease execution. HABC will maintain the original copy of the verification certification form in the management office resident file and the head of household will receive a copy for their records.

The Office of Resident Services, Family Support Services Counselors will assist residents in need of placement at community service sites. They will also assist with the monitoring of 8 hours per month needed to meet the requirements.

Changes in the exempt status is the responsibility of the resident to report to Housing Management. Otherwise, the resident is expected to comply with the community service requirement.

Community Service Requirements

Each adult resident of HABC's housing developments and privately-managed sites shall complete a minimum of eight (8) hours of a community service activity per month or a minimum of ninety-six (96) hours of a community service activity per year, unless the individual is exempt from the community service requirement. The status of the household will be determined at the time of the annual review. The twelve (12) month period to complete the community service requirement will commence on the effective date of the annual review. Residents will be required to provide HABC staff and/or designee with the Community Service Agency Name, Contact Person, Number of Hours Completed, and the Type of Service Provided. The information will be verified and kept in the resident file.

An individual may provide documentation to verify that he/she is no longer required to complete the community service requirement at any time between annual review dates. The individual's status will be changed to exempt immediately upon receiving proper documentation to verify the change.