

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2006
Annual Plan for Fiscal Year 2002

Housing Commission of Anne Arundel County

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

PHA Plan Agency Identification

PHAName: Housing Commission of Anne Arundel County

PHANumber: MD018

PHAFiscalYearBeginning: (07/2002)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2001 -2005
[24CFRPart903.5]

A.Mission

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

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

Housing Choices and Affordable Communities.

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 target such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space 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)

- PHAGoal:Improvethethequalityofassistedhousing
 - Objectives:
 - Improvepublichousingmanagement:(PHASscore)
 - Improvevouchermanagement:(SEMAPscore)
 - Increasecustomersatisfaction:
 - Concentrateoneffortstoimprovespecificmanagementfunctions:
(list;e.g.,publ ichousingfinance;voucherunitinspections)
 - Renovateormodernizepublichousingunits:
 - Demolishordisposeofobsoletepublichousing:
 - Providereplacementpublichousing:
 - Provideplacementvouchers:
 - Other:(listbelow)

- PHAGoal:Increaseassistedhousingchoices
 - Objectives:
 - Providevoucher mobilityco unseling:
 - Conductoutreacheffortstopotentialvoucherlandlords
 - Increasevoucherpaymentstandards
 - Implementvoucherhomeownershipprogram:
 - Implementpublichousingorotherhomeow nershipprograms:
 - Implementpublichousing site -basedwaitinglists:
 - Convertpublichousingtovouchers:
 - Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvita lity

- PHAGoal:Provideanimprovedlivingenvironment
 - Objectives:
 - Implementmeasurestodeconcentratepovertybybringinghigherincome publichousinghouseholdsin tolowerincomedevelopments:
 - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesinto higherincome developments:
 - Implementpublichousingsecurityimprovements:
 - Designateddevelopmentsorbuildingsf orparticularresidentgroups (elderly,personswithdisabilities)
 - Other:(listbelow)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnit s)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajor initiativesand discretionarypolicies,thePHAhasincludedintheAnnualPlan.

ThisdocumentrepresentstheHousingCommissionofAnneArundelCounty'sFY2002Agency PlanAnnualUpdate.TheAnnualUpdateincludesanoverviewofalltheAuthority'scurrent operations. TheHousingCommissionhasmaderevisionsstotheAdmissionsandOccupancy PolicyandSection8AdministrativePlan.BothpoliciesareonreviewwiththeAgencyPlan duringthe45 -dayPublicHearingNoticePeriod.

Asinlastyear'sPlan, theAuthorityhasprovidedupdatedinformationontheprogress toward achievingtheFiveYearPlan'sMissionandGoals,currentwaitinglistdemographicsandplanned CapitalFundProgramexpenditures.Inadditiontotheabove,theAuthorityhasalsocompleteda deconcentrationanalysisandaconversiontotenant -basedassistanceanalysisasrequiredby HUD.

Alsonewforthisyear,theHousingCommissionhasestablishednewGoalsandObjectives.All previousGoalsandObjectivesstatedintheFY2001 -2005Five -YearPlanhavebeenmet.The newGoalsandObjectivesarestatedintheFive -YearPlan,pages1 -3.

AcompletelistingoftheinformationprovidedintheAgencyPlanAnnualUpdateisprovidedon thefollowingpageintheTableofContents.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Attachment A** .Deconcentration Analysis
- FY2002 Capital Fund Program Annual Statement **(md018a01)**
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)
- Attachment B** .Brief Statement of Progress in Meeting the 5 -Year Plan Mission and Goals
- Attachment C** .Resident Membership of the PHA Governing Board
- Attachment D** .Membership of the Resident Advisory Board
- Attachment E** .Criteria for Substantial Amendments of Modifications, Significant Deviations from the 5-Year Plan
- Attachment F** .Resident Assessment and Satisfaction Survey Follow -Up Plan
- Attachment G** .Initial Voluntary Conversion Assessment
- Attachment H** .Section 8 Homeownership Program Capacity Statement
- Attachment I** .Section 8 Project -Based Voucher Statement
- 2001 CFPP Performance and Evaluation Report **(md018b01)**

Optional Attachments:

- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 Year Action Plan **(md018a01)**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Revised Admissions and Occupancy Plan **(md018c01)**
Revised Section 8 Administrative Plan **(md018d01)**
Revised Capitalization Policy **(md018e01)**
Section 8 Homeownership Plan **(md018f01)**

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 jurisdiction to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; <i>Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Initial Conversion Assessment	Attachment F
X	Pet Policy	Component 14 (On file at HCAAC's Main Office)

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A. HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orotherdata availabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthefollowingtable. Inthe“Overall”Needscolumn,providetheestimatednumberofrenterfamiliesthathavehousingneeds.Forthe remainingcharacteristics,ratetheimpactofthatfactoronthehousingneedsforeachfamilytype,from1to5,with 1being“noimpact”and5being“severeimpact.”UseN/Atoindicatethatnoinformationisavailableuponwhich thePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	3,311	5	3	2	2	3	2
Income>30%but <=50%ofAMI	3,444	4	3	2	3	3	3
Income>50%but <80%ofAMI	5,001	3	3	3	4	3	4
Elderly	2,501	3	2	4	5	2	4
Familieswith Disabilities	N/A	4	3	4	5	3	4
Black	3,197	4	3	3	3	3	3
White	9,562	4	3	3	3	3	3
Hispanic	348	4	3	3	3	3	3

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthatapply;all materialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear:2000 -2005
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”)dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearofinformation)

AnneArundelChamberofCommerce

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.** PHA 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)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	6,476		20%
Extremely low income (<=30% AMI)	5,717	88%	
Very low income (>30% but <=50% AMI)	560	9%	
Low income (>50% but <80% AMI)	199	3%	
Families with children	4,312	67%	
Elderly families	661	10%	
Families with Disabilities	1,420	22%	
Black	3,767	58%	
White	2,684	41%	
Asian	0	0%	
Other	25	1%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	617	31.9%	
1BR	91	4.7%	
2BR	802	41.6%	
3BR	346	17.9%	
4BR	71	3.7%	
5BR	3	0.2%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on to the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthejurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsforchoosingthisstrategy.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithits currentresourcesby:

Selectallthatapply

- Employeffectivemain tenanceandmanagementpoliciestominimizethenumberof publichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplaceme ntofpublichousingunitslosttotheinventorythroughmixedfinance development
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesect ion8lease -upratesbyestablishingpaymentstandards thatwill enablefamieliestorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamiliesassistedby thePHA,regardlessofunitsizereq uired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffective lysescreeningSection8applicants toincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandvelopmentprocesstoensurecoordinationwith broadercommunitystrategies
- Other(listbelow)

Strategy2: 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

Strategy1: 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)

Strive to meet income -targeting goals established by HUD.

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

Strategy1: 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:(list below)

Strive to meet income -targeting goals established by HUD.

Need:Specific FamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecomeavailable
- Other:(listbelow)

MonitoringtheWaitingListforPublicHousingandtheSection8Program.

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504Needs AssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,shouldthey becomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswithdisabilities
- Other:(listbelow)

RequestingguidancefromHUD.

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicities withdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds
- Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyorminority concentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- 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

[24CFR Part 903.79(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 (FY2001 grants)		
a) Public Housing Operating Fund	\$1,469,307	
b) Public Housing Capital Fund	\$1,448,826	
c) HOPE VIREvitalization		
d) HOPE VIDemolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,161,628	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY2001 CFP	\$415,031	Capital Improvements
3. Public Housing Dwelling Rental Income	\$2,282,042	Operations
Excess Utilities	\$2,297	Operations
Non-dwelling rental	\$10,200	Operations
4. Other income (list below)		
Investment Interest	\$44,547	Operations
Laundry Income	\$31,073	Operations
Late Fees/Other	\$44,824	Operations
5. Non-federal sources (list below)		
Total Resources	\$15,909,775	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

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

- When families are within a certain number of being offered a unit:(state number)
- When families are within a certain time of being offered a unit:(state time)
- Other:(describe)

The Housing Commission maintains pools of applicants who are available when units are ready. Eligibility is verified when applicants reach the highest echelon of the waitlist for the respective bedroom size.

b. Which non -income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug -related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2)WaitingListOrganization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below) Phone, Website, Admissions Office, Mail

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 the list 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. Incometargeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection

(5) Occupancy)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

3 Date and Time

Former Federal preferences :

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability 2
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction 2
- 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 reprisal 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 ensure 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
- Anytime 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 development 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)

(2)WaitingListOrganization

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)

(3)SearchTime

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

If yes, state circumstances below:

If there is a reasonable chance that the applicant will find suitable accommodations within the extension period.

(4)AdmissionsPreferences

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 reprisal 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 soon. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability 2
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction 2
- 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 the 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 at 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 admission 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)

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

- Through published notices
- Other (list below)

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A.PublicHousing

Exemptions:PHAsthatdonot administerpublichousingarenotrequiredto completesub -component4A.

(1)IncomeBasedRentPolicies

DescribethePHA'sincomebasedrentsettingpolicy/iesforpublichousingusing,includingdiscretionary(thatis, notrequiredbystatuteorregulation)incomedisregardsandexclusions,intheappropriatespacesbelow.

a.Useofdiscretionarypolicies:(selectone)

ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincomebasedrentin publichousing.Income -basedrentsaresetatthehigherof30%ofadjustedmonthly income,10%ofunadjustedmonthlyincome,thewelfare rent,orminimumrent(less HUDmandatorydeductionsandexclusions).(Ifselected,skiptosub -component(2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(Ifselected, continuetoquestionb.)

b.MinimumRent

1.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

2. Yes No:Has thePHAadoptedanydiscretionaryminimumrenthardshipexemption policies?

3.If yestoquestion2,listthesepoliciesbelow :

c. Rentssetatlessthan30%thanadjustedincome

1. Yes No:DoesthePHAplantocharge rentsatafixedamountor percentagelessthan30%ofadjustedincome?

2.If yestoabove,listtheamountsorpercentageschargedandthecircumstancesunderwhich thesewillbe usedbelow:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

The tenants shall report any changes in family composition, employment status, or income to the Authority within ten (10) days after the change has occurred.

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

Payment Standard is set by court order and is set up by census tract. The case was Thompson vs. HUD in Federal Court.

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

[24CFR Part 903.79(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)

The HCAAC scored a 30 out of 30 on the Management Operations section of the most recent PHAS. Therefore, the Commission is considered a High Performer and is exempt from completing this section of the Agency Plan Update.

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 upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
HOPWA		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6.PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section8 PHAsareexemptfromsub -component6A. -Only

TheHCAAC scoreda30outof30ontheManagementOperationssectionofthemostrecentPHAS. Therefore,theCommissionisconsideredaHigh -Performerandisexemptfromcompletingthissection oftheAgencyPlanUpdate.

A. PublicHousing

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

If yes, list addition to federal requirements below:

2. Which PHA offices 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 24CFR 982?

If yes, list addition to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(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 md018a01.

-or-

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

(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 md018a01.

-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 there)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans 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 HOPEVI Revitalization grant in the Plan year?
- If yes, list development name/s below:

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

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

8. Demolition and Disposition

[24CFR Part 903.79(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:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u> (DD/MM/YY) </u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24CFR Part 903.79(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:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(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.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment result submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

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 11 B; 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 11 B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. 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:

Please refer to the Section 8 Homeownership Plan (Attachment md018f01)

12. PHA Community Service and Self-Sufficiency Programs

[24CFR Part 903.79(1)]

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.

The HCAAC scored a 30 out of 30 on the Management Operations section of the most recent PHAS. Therefore, the Commission is considered a High Performer and is exempt from completing this section of the Agency Plan Update.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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)

b. Economic and Social Self-Sufficiency Programs

Yes No: Does the PHA coordinate, promote or provide any program 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)
Scholarship Program	14	Evaluation and Competition	On-site office for Public Housing and Main Office for Section 8	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2001 Estimate)	Actual Number of Participants (As of: 01/03/01)
Public Housing	0	20
Section 8	75	100

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 plan 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 Requirements pursuant to section 12(c) of the U.S. Housing Act of 1937

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPandSection8Only 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.

The HCAAC scored 30 out of 30 on the Management Operations section of the most recent PHAS. Therefore, the Commission is considered a High -Performer and is exempt from completing this section of the Agency Plan Update.

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

The Public Housing Drug Elimination Program has been cut out of HUD's FY2002 Budget. Therefore, the Housing Commission will not receive any funds through this program.

- 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 FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: md018a01)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
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? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17.PHAAssetManagement

[24CFRPart903.79(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.

The HCAAC scored a 30 out of 30 on the Management Operations section of the most recent PHAS. Therefore, the Commission is considered a High Performer and is exempt from completing this section of the Agency Plan Update.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

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

18.OtherInformation

[24CFRPart903.79(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 as Attachment (Filename)
 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)

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

1. Yes No: Does the PHA meet the exemption criteria provided in 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: (Anne Arundel County)

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)

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

Extremely Low Income

This category is most at risk of homelessness. Approximately sixty-five percent of renters and seventy-five percent of owners in this category are cost burdened and pay in excess of 30 percent of their income for housing, with the majority of this percentage paying in excess of 50% of their income for housing. Given the low incomes these households earn, paying even 30 percent of their income for mortgage or rent leaves little money for other necessities such as food, clothing, and health care. The primary problem among both renters and owners appears to be this severe cost burden, rather than problems related to substandard or overcrowded housing.

Extremely low-income households who rent are most likely to be in public housing or receiving Section 8 rental assistance. Many of these households may be on waiting lists for public housing and rental assistance. In addition to the need for rental assistance, it is likely that these households may need supportive services such as education, job training, affordable daycare and transportation in order to improve earning potential and living standards. Extremely low-income homeowners often need assistance in maintaining their house and may not be able to keep up with the costs of general repairs thus leading to the deterioration of these units.

Low Income

Within this category, the cost burden is not as severe. It is still the primary problem, with only large rental households citing overcrowding and substandard housing as an issue. The cost burden experienced by low income renters and owners is primarily related to households paying in excess of 30 percent of their income for housing, with approximately 68 percent of all rental households and 56 percent of owner households exceeding the 30 percent threshold. From these statistics, it can be seen that the burden is more significant for rental households, and is particularly a problem for single persons and other unrelated households with 87 percent of these households experiencing a cost burden.

Low income households who own their own homes appear to be somewhat better off than renters. Rental households have a greater likelihood of cost burden being a problem. Once again, the data point to a need for rental assistance. These households would also benefit from improved transportation and job training services to increase their earning potential.

D. Other Information Required by HUD

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

Attachment A

Deconcentration Analysis

The Housing Commission of Anne Arundel County will strive to create mixed-income communities and lessen the concentration of very low income families within the Housing Commission's public housing developments through admissions policies designed to bring in higher income tenants into lower income developments and lower income tenants into higher income developments. This policy shall not be construed to impose or require any specific income or racial quotas for any public housing development owned by the HCAAC.

The Housing Commission of Anne Arundel County performed a review of all covered developments to determine if there are any that would be covered by the Deconcentration Rule. All developments except the two below are elderly only sites and therefore are exempt from the deconcentration analysis. The results are as follows:

Development	Average Income	Authority Average Income	Percentage
MD018-002	\$10,120	\$10,034	100.9%
MD018-004	\$9,923	\$10,034	98.9%

The Deconcentration Rule states that all covered developments average income should fall between 85% and 115% of the Authority-wide average income. The table above shows that the Housing Commission of Anne Arundel County is compliant with the Deconcentration Rule.

Component 3.(6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Attachment B

Brief Statement of Progress in Meeting 5 - Year Plan Mission and Goals

Goal #1

The Housing Commission of Anne Arundel County was successful in acquiring 100 new Fair Share Vouchers for FY2002.

The Housing Commission of Anne Arundel County was successful in obtaining Partnership Funds for 15 additional units at the Pumphrey House.

Goal #2

Landscaping Plan has been completed.

Most exterior improvements funded by the Capital Fund Program have been completed. No plans were made for Pinewood East, Meade Village or Glen Square.

Goal #3

Survey system completed and being monitored for Maintenance.

Goal #4

Section 8 Homeownership Plan is being drafted for inclusion with Agency Plan Annual Update.

Attachment C

Resident Membership of the PHA Governing Board

At this time, the Housing Commission of Anne Arundel County is in the process of adding a Resident Commissioner to the Board of Commissioners. The previous Resident Commissioner has moved out of Public Housing and therefore cannot be a Resident Commissioner. The HCAACHopesto have a new Resident Commissioner within the next few months.

AttachmentD

MembershipoftheResidentAdvisoryBoard

<u>Name</u>	<u>Community</u>	<u>Alternate</u>
WilburWitt	BurwoodGardens	MildredSmith
DorisStrawther	MeadeVillage	LynnEdwards
DeniseSnyder	PinewoodVillage	CatherineBooker
SharonLewis	FreetownVillage	BerthaCager
NancyTaylor	PinewoodEast	JuneCaudill
MarthaZimmerman	GlenSquare	MadgeH ubbard
GeorgeNicholson	StoneyHill	PhillipMeagher

Attachment E

Criteria for Substantial Amendments or Modifications, Significant Deviations from the Five -Year Plan

The Code of Federal Regulations (CFR) at 24 CFR Part 903 Section 7, Public Housing Agency Plans; Final Rule issued on October 21, 1999 is very specific with respect to the information a PHA must provide in its Agency Plan. Part 903 Section 7(r)(2) states that a PHA must identify the basic criteria the PHA will use for determining:

- asubstantial deviation from its Five -Year Plan; and
- asignificant amendment or modification to its Five -Year Plan and Annual Plan.

Notice PIH99 -51 states that PHAs must define the terms “Substantial Deviation” and “Significant Amendment or Modification” by stating the basic criteria for such definitions in an annual plan that has met full public process and Resident Advisory Board review.

HUD considers the following actions to be Significant Amendments or Modifications:

- Change to rent or admissions policies or organization of the waiting list;
- Addition of non-emergency work items (items not included in the current Annual Statement or Five -Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Addition of new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five -Year Plan that cause changes in the services provided to residents or significant changes to the Agency’s financial situation will be documented in subsequent Agency Plans.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD .

Attachment F

Resident Assessment and Satisfaction Survey Follow -Up Plan

Overview

The Housing Commission of Anne Arundel County received the following scores on the Resident Assessment Survey.

<u>Section:</u>	<u>Score</u>
Maintenance and Repairs	85%
Communications	72%
Safety	74%
Services	90%
Neighborhood Appearance	74%

As a result of this survey, the Housing Commission is required to develop a Follow -Up Plan to address each section score that fell below 75%. The following measures will insure that resident needs and concerns are met.

The agency plans to issue the RASS survey to every resident in effort to obtain a more viable and valid sampling. The number of surveys returned from certain communities (Meade Village and Freetown Village) does not give a fair and accurate representation of the concerns of the entire community. The Housing Commission of Anne Arundel County proposes to obtain a more statistically valid sample during the first six months of the 2002 calendar year and will review the results in July. Once the statistical sample is completed, a comparison will be made with the REAC data and further follow -up issued.

Communications

The Housing Commission of Anne Arundel County proposes to release copies of the official Resident Assessment and Satisfaction Subsystem (RASS) Survey to the Resident Advisory Board that details the responses for each respective community. Each member of the Resident Advisory Board will be responsible for bringing back to the Housing Commission valid suggestions, made by the respective Resident Councils. These suggestions will be reviewed, evaluated and implemented where possible and necessary.

The results of the FY2000 RASS Survey yielded similar scores, and the Housing Commission of Anne Arundel County started using the resident newsletter more effectively to communicate important information to residents. This practice will be continued and enhanced to better provide up to date information to each and every resident.

The on-site Management Staff at each community will be required to visit Resident Council meetings monthly to communicate information directly to the resident body. Resident Council presidents will be encouraged to place Housing Commission staff member comments on their monthly meeting agendas.

Safety

The Community Safety Division has already begun a series of on-site educational seminars to assist residents with safety concerns. The staff has invited local law enforcement personnel, fire department personnel and HCAAC staff persons to help provide information regarding personal and public safety. These types of seminars will be continued during FY2002.

The Housing Commission has changed some of the screening policies to be effective beginning in July 2002. It was clear that most of the concerns were noted in the category of Resident Screening (some scored close to 50%). Due to new restrictions in admission criteria, the screening procedures will be revamped.

Community Safety staff will also complete nighttime surveys of lighting, loitering and vagrancy in our communities. Written reports will be issued to the Executive Director upon completion of these inspections. Follow-up will be conducted with local law enforcement officials and lighting contractors.

Neighborhood Appearance

Two of the seven communities scored less than 75% in this category, while the other five had relatively high scores. Meade Village and Freetown Village will be the focus of follow-up, since both of these communities scored 57% in the neighborhood appearance section. Much exterior work has been completed in FY2002, especially at Freetown Village. The Housing Commission will continue with plans for upgrades to exteriors at Freetown Village.

The communities scored the lowest in areas of noise, broken glass and upkeep. These items are created by residents and are certainly no surprise to the Housing Commission. The Maintenance Department has reviewed the scores and will endeavor to focus more directly on glass removal and trash upkeep daily.

Attachment G

Initial Conversion Assessment of Public Housing to Tenant -Based Assistance

A. How many of the PHA's developments are subject to the Required Initial Assessments?

2

B. How Many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)?

5

C. How many Assessments were conducted for the PHA's covered developments?

2

D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

The complete Initial Assessments are available for review at the HCAAC main office.

Attachment H

Section 8 Homeownership Program Capacity Statement

The Housing Commission of Anne Arundel County intends to begin implementation of a Section 8 Homeownership Program during the 2003 fiscal year. The program is designed to increase the continuum of assistance and to foster self-sufficiency. The Housing Commission intends to identify as many as 10 participating families each year that may intend to pursue homeownership, including outreach to specific disabled families. The Homeownership Plan will include a minimum homeowner downpayment of at least three percent, in which the family must contribute at least one percent from their own resources. The participants will secure financing that is either provided, insured or guaranteed by the State or Federal government and will comply with secondary mortgage market or generally accepted private sector underwriting requirements. The Housing Commission has successfully operated a tenant-based Section 8 Program for over 1300 participants and has partnered with five other agencies to administer the Homeownership Program.

Attachment I

Section 8 Project-Based Voucher Statement

The Housing Commission of Anne Arundel County intends to complete construction of a 15 unit apartment building in Glen Burnie, Maryland during the 2003 fiscal year. It is the intent of the Commission to provide project -based Section 8 assistance to the 15 families, who will be elderly and require supportive congregate services. This community, identified as The Thomas Pumphrey House, requires the funding in effort to provide assistance to frail, low -income families in a congregate setting. The Housing Commission strongly believes that project basing the building is a necessity to provide stable housing resources in an area where affordable housing stock is depleting.

Annual Statement/Performance and Evaluation Report

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

PHAName: Housing Commission of Anne Arundel County	Grant Type and Number Capital Fund Program Grant No: MD06P01850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	--	----------------------------------

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$289,765.00			
3	1408 Management Improvements				
4	1410 Administration	\$88,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$14,720.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$17,600.00			
10	1460 Dwelling Structures	\$1,002,741.00			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$36,000.00			
14	1485 Demonstration				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,448,826.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Operations							
PHA-Wide	Operating Fund		20%	\$289,765.00				
	Subtotal of 1406			\$289,765.00				
	Administration							
PHA-Wide	Non-Technical Salaries	1410	LS	\$72,000.00				
PHA-Wide	Sundry Administrative Costs	1410	LS	\$16,000.00				
	Subtotal 1410			\$88,000.00				
	Fees and Costs							
PHA-Wide	Consultant Fees: Public Outreach	1430	LS	\$12,000.00				
PHA-Wide	Architectural and Engineering Fees	1430	LS	\$2,720.00				
	Subtotal 1430			\$14,720.00				
	Site Improvements							
MD18-1 Burwood Gardens	Concrete/Landscaping	1450	Site	\$1,600.00				
MD18-2 Meade Village	Concrete/Landscaping	1450	Site	\$4,000.00				
MD18-3 Pinewood Village	Concrete/Landscaping	1450	Site	\$2,000.00				

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD18-5 Pinewood East	Renovate Hallways	1460	90	\$120,000.00				
MD18-6 Glen Square	Install Ceiling Fans	1460	127	\$25,400.00				
MD18-7 Stoney Hill	Install Ceiling Fans	1460	55	\$9,561.00				
	Subtotal 1460			\$1,002,741.00				
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Computer and Office Equipment	1475	LS	\$36,000.00				
	Subtotal 1475			\$36,000.00				
	Grant Total			\$1,448,826.00				

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

PHAN Name: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Administration	6/30/04			6/30/06			
Fee and Costs	6/30/04			6/30/06			
MD18-1 Burwood Gardens	6/30/04			6/30/06			
MD18-2 Meade Village	6/30/04			6/30/06			
MD18-3 Pinewood Village	6/30/04			6/30/06			
MD18-4 Freetown Village	6/30/04			6/30/06			
MD18-5 Pinewood East	6/30/04			6/30/06			
MD18-6 Glen Square	6/30/04			6/30/06			
MD18-7 Stoney Hill	6/30/04			6/30/06			
Non-Dwelling Equipment	6/30/04			6/30/06			

Capital Fund Program Five - Year Action Plan

Part I: Summary

PHA Name Housing Commission of Anne Arundel County		<input checked="" type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHAFY: 2004	Work Statement for Year 3 FFY Grant: 2004 PHAFY: 2005	Work Statement for Year 4 FFY Grant: 2005 PHAFY: 2006	Work Statement for Year 5 FFY Grant: 2006 PHAFY: 2007
PHA-Wide	Annual Statement	\$189,499.00	\$189,499.00	\$189,499.00	\$189,499.00
MD18-1 Burwood Gardens		\$100,000.00	\$0.00	\$72,500.00	\$50,000.00
MD18-2 Meade Village		\$400,000.00	\$400,000.00	\$350,000.00	\$303,175.00
MD18-3 Pinewood Village		\$855,000.00	\$0.00	\$0.00	\$295,000.00
MD18-4 Freetown Village		\$0.00	\$150,000.00	\$300,000.00	\$235,000.00
MD18-5 Pinewood East		\$0.00	\$325,000.00	\$0.00	\$155,250.00
MD18-6 Glen Square		\$0.00	\$320,000.00	\$417,500.00	\$219,075.00
MD18-7 Stoney Hill		\$0.00	\$160,000.00	\$215,000.00	\$97,500.00
CFP Funds Listed for 5-year planning		\$1,544,499.00	\$1,544,499.00	\$1,544,499.00	\$1,544,499.00
Replacement Housing Factor Funds					

Note: All line items may vary depending on the actual funding awarded for each fiscal year.

**Capital Fund Program Five - Year Action Plan
Part II: Supporting Pages — Work Activities**

Activities for Year: 4 FFY Grant: 2005 PHAFY: 2006			Activities for Year: 5 FFY Grant: 2006 PHAFY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-Wide	Operations	\$189,499	PHA-Wide	Operations	\$189,499
MD18-1 Burwood Gardens	1. Upgrade Stairwells	\$72,500	MD18-1 Burwood Gardens	1. Replace closet doors	\$50,000
MD18-2 Meade Village	1. Replace townhouse roofs	\$100,000	MD18-2 Meade Village	1. Install vinyl flooring	\$263,175
	2. Replace windows	\$250,000		2. Upgrade handicap kitchens	\$40,000
MD18-4 Freetown Village	1. Repair townhouse roofs	\$100,000	MD18-3 Pinewood Village	1. Replace closet doors	\$45,000
	2. Replace windows	\$200,000		2. Replace carpet	\$250,000
MD18-6 Glenwood Square	1. Renovate bathrooms	\$417,500	MD18-4 Freetown Village	1. Install vinyl flooring	\$200,000
				2. Upgrade handicap kitchens	\$35,000
MD18-7 Stoney Hill	1. Renovate kitchens	\$140,000	MD18-5 Pinewood East	1. Replace closet doors	\$20,250
	2. Replace roofs	\$75,000		2. Replace carpet	\$135,000
Total CFPEstimatedCost		\$1,544,499			SEENEXTPAGE

Note: All line items may vary depending on the actual funding awarded for each fiscal year.

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/05			6/30/07			
MD18-1 Burwood Gardens	6/30/05			6/30/07			
MD18-2 Meade Village	6/30/05			6/30/07			
MD18-3 Pinewood Village	6/30/05			6/30/07			

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/06			6/30/08			
MD18-2 Meade Village	6/30/06			6/30/08			
MD18-4 Freetown Village	6/30/06			6/30/08			
MD18-5 Pinewood East	6/30/06			6/30/08			
MD18-6 Glen Square	6/30/06			6/30/08			
MD18-7 Stoney Hill	6/30/06			6/30/08			

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/07			6/30/09			
MD18-1 Burwood Gardens	6/30/07			6/30/09			
MD18-2 Meade Village	6/30/07			6/30/09			
MD18-4 Freetown Village	6/30/07			6/30/09			
MD18-6 Glen Square	6/30/07			6/30/09			
MD18-7 Stoney Hill	6/30/07			6/30/09			

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/08			6/30/10			
MD18-1 Burwood Gardens	6/30/08			6/30/10			
MD18-2 Meade Village	6/30/08			6/30/10			
MD18-3 Pinewood Village	6/30/08			6/30/10			
MD18-4 Freetown Village	6/30/08			6/30/10			
MD18-5 Pinewood East	6/30/08			6/30/10			
MD18-6 Glen Square	6/30/08			6/30/10			
MD18-7 Stoney Hill	6/30/08			6/30/10			

Annual Statement/Performance and Evaluation Report

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

PHAName: Housing Commission of Anne Arundel County	Grant Type and Number Capital Fund Program Grant No: MD06P01850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 3/31/02
 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				
3	1408 Management Improvements				
4	1410 Administration	\$85,000.00	\$195,372.00	\$195,372.00	\$38,483.77
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$15,000.00	\$10,000.00	\$9,114.00	\$9,114.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$4,500.00	\$66,440.37	\$66,440.37	\$45,754.37
10	1460 Dwelling Structures	\$1,406,599.00	\$1,239,236.63	\$825,141.59	\$634,556.89
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$33,400.00	\$33,400.00	\$33,400.00	\$33,400.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,544,499.00	\$1,544,449.00	\$1,129,467.96	\$761,309.03
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$9,429.00	\$9,429.00	\$9,429.00	\$9,429.00

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Administration							
PHA-Wide	Non-Technical Salaries	1410		\$65,000.00	\$65,000.00	\$65,000.00	\$29,308.86	
PHA-Wide	Sundry Administrative Costs	1410		\$20,000.00	\$130,372.00	\$130,372.00	\$9,174.91	
	Subtotal 1410			\$85,000.00	\$195,372.00	\$195,372.00	\$38,483.77	
	Fees and Costs							
PHA-Wide	Consultant Fees: Public Outreach	1430		\$10,000.00	\$10,000.00	\$9,114.00	\$9,114.00	
PHA-Wide	Architectural and Engineering Fees	1430		\$5,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1430			\$15,000.00	\$10,000.00	\$9,114.00	\$9,114.00	
	Site Improvements							
PHA-Wide	Concrete at various sites	1450		\$10,000.00	\$10,454.25	\$10,454.25	\$10,454.25	
MD18-1 Burwood Gardens	Jet machines sewers	1450		\$0.00	\$6,971.87	\$6,971.87	\$6,971.87	
MD18-2 Meade Village	Install community signs	1450		\$0.00	\$3,249.00	\$3,249.00	\$3,249.00	
MD18-2 Meade Village	Concrete curbing	1450		\$0.00	\$3,120.00	\$3,120.00	\$3,120.00	
MD18-3 Pinewood Village	Concrete work/landscaping	1450		\$0.00	\$4,281.25	\$4,281.25	\$4,281.25	
MD18-4 Freetown Village	Install community signs	1450		\$0.00	\$2,088.00	\$2,088.00	\$2,088.00	

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD18-4 Freetown Village	Blacktop for drainage	1450		\$0.00	\$5,840.00	\$5,840.00	\$5,840.00	
MD18-4 Freetown Village	Replace mailboxes	1450		\$0.00	\$20,686.00	\$20,686.00	\$0.00	
MD18-7 Stoney Hill	Sewer line and concrete repair	1450		\$0.00	\$9,750.00	\$9,750.00	\$9,750.00	
Subtotal 1450				\$10,000.00	\$66,440.37	\$66,440.37	\$45,754.37	
<u>Dwelling Structures</u>								
MD18-1 Burwood Gardens	Renovate bathrooms	1460		\$200,000.00	\$200,000.00	\$13,483.00	\$13,483.00	
MD18-1 Burwood Gardens	Renovate Manager's Office	1460		\$41,403.00	\$37,837.00	\$37,837.00	\$31,322.00	
MD18-2 Meade Village	Renovate kitchens	1460		\$650,000.00	\$227,578.04	\$0.00	\$0.00	
MD18-2 Meade Village	Window in office	1460		\$0.00	\$4,940.00	\$4,940.00	\$4,940.00	
MD18-2 Meade Village	Upgrade apartment entrances	1460		\$0.00	\$19,985.00	\$19,985.00	\$19,985.00	
MD18-2 Meade Village	Paint stairwells	1460		\$0.00	\$1,040.00	\$1,040.00	\$0.00	
MD18-2 Meade Village	Roof at Boys and Girls Club	1460		\$0.00	\$38,710.00	\$38,710.00	\$0.00	
MD18-2 Meade Village	Purchase tub surrounds	1460		\$0.00	\$17,280.00	\$17,280.00	\$17,280.00	

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD18-2 Meade Village	Installation of tub surrounds	1460		\$0.00	\$20,000.00	\$20,000.00	\$0.00	
MD18-3 Pinewood Village	Elevator Upgrade	1460		\$41,987.00	\$41,987.00	\$41,987.00	\$18,300.00	
MD18-3 Pinewood Village	Conceal fire sprinklers	1460		\$0.00	\$7,791.00	\$7,791.00	\$0.00	
MD18-3 Pinewood Village	Trash compactor replacement	1460		\$0.00	\$3,700.00	\$3,700.00	\$3,700.00	
MD18-3 Pinewood Village	Clean sewer line spill	1460		\$0.00	\$12,460.00	\$12,460.00	\$12,460.00	
MD18-3 Pinewood Village	Carpet Crilley Rd.	1460		\$0.00	\$27,140.70	\$27,140.70	\$0.00	
MD18-3 Pinewood Village	Paint stairwells	1460		\$0.00	\$12,600.00	\$12,600.00	\$12,600.00	
MD18-4 Freetown Village	Kitchen Renovation (Phase II - Apts.)	1460		\$180,558.00	\$285,818.89	\$285,818.89	\$285,818.89	
MD18-4 Freetown Village	Purchase ranges for kitchens	1460		\$0.00	\$11,616.00	\$11,616.00	\$11,616.00	
MD18-4 Freetown Village	Replace Community Room lighting	1460		\$0.00	\$3,510.00	\$3,510.00	\$3,510.00	
MD18-4 Freetown Village	Purchase tub surrounds	1460		\$0.00	\$15,120.00	\$15,120.00	\$15,120.00	
MD18-4 Freetown Village	Installation of tub surrounds	1460		\$0.00	\$19,090.00	\$19,090.00	\$19,090.00	
MD18-5 Pinewood East	Kitchen Renovations	1460		\$210,000.00	\$0.00	\$0.00	\$0.00	

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

PHAName: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program Grant No: MD06P01850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MD18-5 Pinewood East	Elevator Upgrade	1460		\$36,142.00	\$39,142.00	\$39,142.00	\$18,900.00	
MD18-5 Pinewood East	Install DDCC Controllers	1460		\$0.00	\$21,525.00	\$21,525.00	\$0.00	
MD18-5 Pinewood East	Trash Compactor Replacement	1460		\$0.00	\$3,700.00	\$3,700.00	\$3,700.00	
MD18-6 Glen Square	Replace chilled water lines	1460		\$0.00	\$6,615.00	\$6,615.00	\$6,615.00	
MD18-6 Glen Square	Replace air handling unit	1460		\$0.00	\$2,814.00	\$2,814.00	\$2,814.00	
MD18-6 Glen Square	Valves	1460		\$0.00	\$5,875.00	\$5,875.00	\$5,875.00	
MD18-6 Glen Square	Elevator Upgrade	1460		\$41,009.00	\$41,009.00	\$41,009.00	\$19,050.00	
MD18-6 Glen Square	Install DDCC Controllers	1460		\$0.00	\$19,750.00	\$19,750.00	\$17,775.00	
MD18-6 Glen Square	Repair boiler and chiller	1460		\$0.00	\$90,603.00	\$90,603.00	\$90,603.00	
	Subtotal 1460			\$1,401,099.00	\$1,239,236.63	\$825,141.59	\$634,556.89	
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Computer and Office Equipment	1475		\$33,400.00	\$33,400.00	\$33,400.00	\$33,400.00	
	Subtotal 1475			\$33,400.00	\$33,400.00	\$33,400.00	\$33,400.00	
	Grant Total			\$1,544,499.00	\$1,544,449.00	\$1,129,467.96	\$761,309.03	

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

PHAN Name: Housing Commission of Anne Arundel County		Grant Type and Number Capital Fund Program No: MD06P01850101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Administration	6/30/03			6/30/04			
Fee and Costs	6/30/03			6/30/04			
MD18-1 Burwood Gardens	6/30/03			6/30/04			
MD18-2 Meade Village	6/30/03			6/30/04			
MD18-3 Pinewood Village	6/30/03			6/30/04			
MD18-4 Freetown Village	6/30/03			6/30/04			
MD18-5 Pinewood East	6/30/03			6/30/04			
MD18-6 Glen Square	6/30/03			6/30/04			
MD18-7 Stoney Hill	6/30/03			6/30/04			
Non-Dwelling Equipment	6/30/03			6/30/04			

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY

PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY

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REVISED: SEPTEMBER 6, 2001

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INTRODUCTION

The Housing Commission of Anne Arundel County (HCAAC) serves as the Public Housing Agency (PHA) for all of Anne Arundel County with the exclusion of the City of Annapolis which administers a separate Public Housing and Section 8 Program for that area. HCAAC currently owns and manages 1,026 units of conventional housing.

The purpose of the Admissions and Occupancy Policy is to establish the fundamental criteria and procedures for admission to, and the continued occupancy of, the Commission's conventionally owned public housing units assisted by the Department of Housing and Urban Development (HUD).

The policy is designed to achieve the Commission's statutory objective of developing and operating socially and financially sound low-income housing developments that provide decent homes and suitable living environments and foster economic and social diversity in the tenant body as a whole.

The Public Housing program is designed to achieve the following major goals:

1. To avoid concentrations of the most economically and socially deprived families in any one or more developments.
2. To preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on other tenants or the development;
3. To maintain a tenant body in each development composed of families with a broad range of incomes of low-income families in the Commission's area of operation.
4. To protect the financial stability of the Commission's developments and programs.
5. To assure the impartial, responsible and predictable administration of the Commission's programs.
6. To protect the privacy of applicants and tenants.
7. To provide for efficient and orderly administrative processing and procedures.
8. To provide housing opportunities to eligible local residents consistent with the purposes and requirements of applicable state and federal laws.

Although the policy clearly states objective standards and systematic procedures to be followed in the admissions and continued occupancy of public housing residents, implementation may require individualized interpretation and judgment periodically. In the exercise of that judgment, the Commission shall, to the greatest extent feasible, strive for fairness, reasonableness, impartiality, consistency and conformity to the written principles and objectives.

SECTION I - GENERAL REQUIREMENTS

A. APPLICABILITY

This policy shall apply to applications for and to the continued occupancy of all units of housing owned by the Commission and assisted by HUD under its conventional housing program.

B. FAIR HOUSING POLICY

It is the policy of HCAAC to comply fully with all Federal, State and local non-discrimination laws and to operate in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

Specifically, HCAAC shall not on account of race, color, sex, religion, creed, national ethnic origin, age, family or marital status, handicap or disability, deny any family or individual the opportunity to apply for or receive assistance under the Public Housing Program within the requirements of the HUD regulations.

To further its commitment to full compliance with the Civil Rights laws, HCAAC will provide Federal, State and local information to program participants regarding "discrimination" and any recourse available to them should they feel that they have been a victim of discrimination. Such information will be made available during the briefing session and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the briefing packet.

C. DEFINITIONS

APPENDIX I is a list of defined words and phrases, which when capitalized and used in this policy, shall have the meanings indicated.

D. EFFECTIVE DATE

This policy shall be effective upon written approval by HUD following adoption by the Commission, acting through its duly constituted Board of Commissioners. All prior policy statements of the Commission on the same subject matters shall, on the effective date, be superseded by this policy. Upon the effective date, this policy shall apply to all pending applications and existing leases.

E. AMENDMENT

This policy may be amended by the Commission by resolution duly adopted by its Board of Commissioners at a regular or special meeting. The written agenda for such meetings shall indicate consideration of amending the policy. Any such amendment shall be subject to approval by HUD and shall be made only in accordance with applicable HUD regulations.

F. USE OF THE ADMISSIONS AND OCCUPANCY POLICY

The Housing Commission of Anne Arundel County has full responsibility for the satisfactory completion of all contractual obligations with the Department of Housing and Urban Development (HUD) and for complying with all subsequent changes in regulation when implementing the Admissions and Occupancy Policy. If such changes conflict with the Policy, HUD regulations will have precedence. The administrative burden for implementation and compliance with the Federal regulations rests with the HCAAC.

The guidelines set forth in this policy incorporate requirements of the U. S. Department of Housing and Urban Development (HUD), in the Public Housing Occupancy Handbook 7465.1 Rev -2 dated August, 1987. All issues not addressed in this document related to tenants and participants, are governed by changes in Federal regulations via HUD notices and memoranda as well as Board approved policies.

G. ADMINISTRATION OF PROGRAM FUNCTIONS

The administration of this Admissions and Occupancy Policy is the responsibility of the Rental Services and Housing Management Divisions of the Housing Commission of Anne Arundel County.

SECTION II - PRE -APPLICATION AND DETERMINATION OF ELIGIBILITY

A. FILING OF APPLICATION

The Commission shall accept and process applications for admissions to its conventional Public Housing program according to the following procedures:

1. Any Adult member of the Applicant Family who is the Head of Household or Spouse, must first file a preliminary application with the HCAAC Admissions and Occupancy Department. The pre -application shall provide information reasonably required by the Commission in determining eligibility, priority, selection, assignment, and rent.
2. The family members shall, by signing the pre -application attest to the accuracy of the recorded information, and acknowledge the Commission's right to verify the information by third -party verification.
3. The date of receipt will be stamped on the pre -application by the Admissions staff.

B. DETERMINATION OF ELIGIBILITY

If an applicant is determined to be eligible, said applicant is notified in writing that he/she has been placed on the waiting list. If an applicant is initially determined to be ineligible because of income or family composition, said applicant is notified in writing and advised that he/she may ask for an informal review to discuss the decision.

1. Applicants owing debts from previous assistance on the Section 8 Program and/or Public Housing Occupancy will be notified in writing of the amount owed, and will be given ten (10) days to enter into a repayment agreement. If, after entering into the repayment agreement, the applicant defaults, the pre-application will be withdrawn from the waiting list.

If at the time the applicant's name reaches the top of the waiting list, the debt is still outstanding, the applicant will be required to pay the debt in full before receiving assistance. Failure to do so will result in the applicant being removed from the waiting list, with the opportunity for an informal review. In either case, the applicant will be given the opportunity to an informal review.

2. HCAAC reserves the right to deny housing assistance to a family or single applicant if a family member has engaged in or been evicted from assisted housing due to drug-related or violent criminal activity in the past three years.

HCAAC is not required to list the family on the waitlist or to admit the family off the waitlist. A waiver, however, may be granted for an individual who clearly did not participate in or have knowledge of drug-related or criminal activity or if the circumstances leading to eviction no longer exist.

C. NOTIFICATION OF INELIGIBILITY

If an applicant is initially determined to be ineligible because of income or family composition, and that determination is concurred by the Commission's Applicant Screening Committee, the Commission shall mail to the applicant a notification of ineligibility stating the reason or reasons for the determination and a short summary of the evidence relied upon in making the determination. The summary need not identify specific sources of that evidence.

The Commission will also advise that the Family may seek reversal of the determination at an informal, non-adversary, fact-finding review before the Commission's Hearing Officer if requested by the applicant in writing within ten (10) working days of the date of notification of ineligibility.

D. INELIGIBILITY REVIEW

If the Applicant is entitled to review of an ineligibility determination, the review shall be scheduled and held as soon as possible. The applicant shall be given reasonable written notice of the time and place of the informal review and shall be entitled to be present, to have a representative of his/her choice, and to offer additional information to the extent deemed relevant by the Commission's Hearing Officer.

The Commission's Hearing Officers shall within a reasonable time after the close of the hearing render written decision and describe the information upon which the hearing officer relied. The decision need not contain an extensive opinion or formal finding of fact or conclusions of law. The decision of the Commission's Hearing Officers shall be based on the record (consisting of the application file, information presented at the review and any information obtained after the hearing pursuant to agreement of the parties made at the review) and shall be final.

SECTION III - MAINTENANCE OF THE WAITING LIST

A. ESTABLISHMENT OF A CENTRAL FILING SYSTEM

The Applications of persons making application for admission to the Public Housing Programs shall be suitably filed in the following manner:

1. "Active" files - The applications of all apparently eligible Applicants shall be alphabetized and filed together with a copy of any notification of apparent eligibility and any supporting and verification documents, and indexed in a central file maintained for "active" Applications.
2. "Ineligible" files - The applications of persons determined to be ineligible shall be suitably filed, together with a copy of the notification of ineligibility and any subsequent review notifications, and indexed in a central file maintained for "ineligible" Applications.
3. "Withdrawn" files - Applications that have been withdrawn, for any of the reasons set forth below, shall be suitably filed, with related documents, and indexed in a central file maintained for "withdrawn" or "inactive" applications. An Application will be withdrawn if:
 - a. the Applicant requests withdrawal;
 - b. the Applicant fails to confirm continued interest in a Unit in response to the annual purge of the waiting list;
 - c. the Applicant fails to furnish information or verification, or authorization to obtain information or verification necessary to process the Application under Section IV - F of this policy.

B. MAINTENANCE OF THE WAITING LIST

The Commission shall computerize each written application and applicants will be assigned a position on the waiting list according to date and time of application, preference points, and suitable type or size of unit.

A list of interested families will be maintained when immediate assistance is not available. This waiting list will be maintained according to the applicant preference and ranking

status, date and time of the family's application and suitable type or size of unit. All Applicants must report in writing to the Admissions office any change in address, family composition, income, or factors affecting preference points when changes occur. An applicant's waitlist status is maintained on an automated voice mail system and can be retrieved via the telephone on a 24-hour basis. The waitlist is updated daily.

Should an applicant not respond to the request for updated information or to selection for the program for any reason, prior to the established deadline, the applicant will be deleted from the waiting list. Reasons for non-response, resulting in deletion from the list, include (but are not limited to) negligence in returning the form in a timely manner; relocation resulting in a return of the blank form to the Commission with no forwarding address.

The waitlist will remain open for acceptance of applications until a determination is made by the Executive Director to close the waitlist and as such time an notice will be posted in the legal section of the local newspapers.

SECTION IV - ELIGIBILITY CRITERIA FOR ADMISSIONS

The Commission will admit, as tenants, only applicant families who, at the time of admission, satisfy the following economic and non-economic criteria:

A. ECONOMIC CRITERIA

Each Applicant Family shall satisfy the following maximum income and assets requirements:

1. **Income.** Adjusted family income does not exceed the applicable low income limits established by HUD for occupancy in developments constructed prior to October 1, 1981 or the "very low" income limits established for occupancy in developments constructed after October 1, 1981.
- 2) **Assets.** Net Family Assets do not exceed the applicable Maximum Asset Limits set by HUD.

B. NON-ECONOMIC CRITERIA

Each Applicant Family shall satisfy the following non-economic requirements. Compliance shall be determined from information obtained from the application process. The non-economic requirements are:

Family Applicant

The applicant must qualify as a family which is defined as two or more persons who will live together regularly in the dwelling unit and are:

- related by blood
- married or co-habitants (as defined in the glossary)
- adopted

All family member who will be assisted through the Section 8 program must be listed and verified as household members at the time of acceptance on the Program. Additions to the household will only be permitted if they meet the criteria listed above.

If addition to the family is a minor, then he/she must be placed in the household through adoption, court order or proof of legal custody.

Single Applicant

A single applicant may also constitute a Family, but only if he or she is:

- Elderly (62 or older)
- Pregnant female
- In the process of obtaining legal custody of a dependent under 18 years
- Handicapped or disabled
- Single with none of the above criteria, but who meet the income and preference requirements for the program.

Independence

The definition of a Family includes at least one Adult who is capable of meeting his or her obligations under the lease and does not pose a danger to their own health and safety or to other residents of the community or HCAA Employees.

Accordingly, the Commission's attempt to provide sound housing units in a decent environment and requires that its Families provide for themselves their other essential living requirements, without becoming an unacceptable burden upon neighboring residents or the Commission's staff; such as housekeeping, nursing and health care, personal counseling, and financial management.

The Commission also requires that at least one responsible member of each Family be capable of understanding and discharging the obligations imposed upon Family by the Commission's lease, including obligations for the payment of rent and other charges and for the maintenance, cleanliness and safety of the leased premises.

In special circumstances, with the approval of the Department Supervisor, these requirements may be satisfied by a formalized arrangement between the Applicant Family and a relative, chore worker, nurse, or other suitable person who has agreed to provide and is capable of providing the necessary assistance and care. The continued providing of that third -person assistance and care shall become a special condition of the lease. The person providing such assistance shall not assume the status of a remaining member of a Tenant Family in the event the Tenant vacates the premises for any reason.

Financial Responsibility

The Family's past performance and present conditions must indicate a reasonable probability that the Family will meet its future financial obligations to the Commission. The prospective ability and willingness of the Family to meet their limited financial obligations to the Commission will be determined by Applicants who owe or owe other amounts to the Housing Commission or to another PHA as a result of participation in the Public Housing or Section 8 programs.

Applicants owing debts from previous assistance on the Section 8 Program and/or Public Housing Occupancy will be notified in writing of the amount owed, and will be given ten (10) days to enter into a repayment agreement. If, after entering into the repayment agreement, the applicant defaults, the pre-application will be withdrawn from the waiting list.

If at the time the applicant's name reaches the top of the waiting list, the debt is still outstanding, the applicant will be required to pay the debt in full before receiving assistance. Failure to do so will result in the applicant being removed from the waiting list, with the opportunity for an informal review. In either case, the applicant will be given the opportunity to an informal review.

Previous eviction for failure to pay rents shall not automatically disqualify an Applicant Family, but may be the basis for further inquiry and ineligibility.

Conduct

The Family's past performance in present and prior housing should indicate a reasonable probability that the Family:

- 1) Will refrain from habits, practices and conduct, including criminal activity, that would likely disturb neighbors, damage property, or adversely affect the health, safety or welfare of the Commission's tenants or employees.
- 2) Has not committed fraud in connection with any Federal housing assistance program.
- 3) Has no record of being in an unsatisfactory Public Housing resident prior to the date of admission.
- 4) Has no record of criminal activity involving acts of physical violence to persons or property, or other criminal or drug related acts which would adversely affect the health, safety, or welfare of other Residents, or the Applicant himself.

HCAAC reserves the right to deny housing assistance to a family or single applicant if a family member has engaged in or been evicted from Assisted Housing due to drug-related or violent criminal activity in the past three years.

In this case, is not required to list the family on the waitlist or to admit the family off the waitlist. A waiver, however, may be granted for an individual who clearly did not participate in or have knowledge of drug related or criminal activity or if the circumstances leading to eviction no longer exist.

SECTION V - RESIDENT SELECTION AND ASSIGNMENT

A. FACTORS IN THE SELECTION PROCESS FOR ADMISSIONS TO PUBLIC HOUSING

The procedures used for selection of Residents shall be designed to attain a Resident body in each community composed of families with a broad range of incomes and rent paying ability. The selection process or placement of an applicant in Public Housing is based upon the following factors:

- Preference points and ranking status
- Application date and time
- Bedroom size
- Elderly and non-elderly status
- Eligibility criteria

1. Preference points will only be awarded upon written verification of the applicant's preference status at the time of the eligibility interview. An applicant who does not submit verification of their preference status will not be awarded preference points. This requirement is reflected on the application for housing.

2. Application Date and Time

An applicant's position on the waiting list will be maintained in order of date and time of application and within required bedroom sizes. The date and time of receipt of each application received will be stamped on the application by the Admission office.

3. Bedroom Size

The following occupancy standards will be used to determine the number of bedrooms required to accommodate a family at leasing (except that such standards could be waived at the discretion of the Executive Director or designee when necessary to achieve or maintain full occupancy or when extraordinary family situations or circumstances exist):

OCCUPANCY STANDARDS

<u>BEDROOM</u>	<u>MINIMUM# PERSONS IN HOUSEHOLD</u>	<u>MAXIMUM# PERSONS IN HOUSEHOLD</u>
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5 -6BR	6	10-12

- a. Dwellings will be assigned so that except in the case of infants or very young children, it will not be necessary for persons of the opposite sex, other than husband and wife, to occupy the same bedroom.
- b. Children who have reached the age of three (3) years will be given a separate bedroom from that of a single parent when a vacancy occurs and a transfer is feasible.
- c. Children of opposite sex will not be required to share a bedroom after reaching the age of five (5) years when a vacancy occurs and a transfer is feasible.

The preceding categories of occupancy standards are guidelines only. A family may elect to occupy a smaller unit than these guidelines would dictate if they so choose.

4. Elderly and Non -Elderly Status

Elderly and disabled or handicapped families are given preference in admission to communities for the elderly. Non -Elderly families are restricted to admission to family communities only. Management retains the right, however, to house a single handicapped or disabled person in a one bedroom "accessible" family unit.

B. PREFERENCE IN SELECTION OF TENANTS

All applicants with the following Primary Preference will receive assistance before any other applicant who is not so qualified. An applicant qualifies for a preference if they meet any of the following conditions:

1. Substandard Housing: A unit is substandard if:

- a. Has been declared unfit for habitation by a government agency.

- b. Is dilapidated (does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair, endanger the health, safety, and well-being of family).
- c. Does not have operable indoor plumbing.
- d. Does not have a usable flush toilet in the unit for the exclusive use of family.
- e. Does not have a usable bathtub or shower in the unit for exclusive family use.
- f. Does not have adequate, safe electrical services.
- g. Does not have an adequate, safe source of heat.
- h. Should, but does not, have a kitchen.

An Applicant who is a "Homeless Family" is considered to be living in substandard housing if they:

- a. Lack a fixed, regular, adequate night time residence.
- b. Have a primary night time residence that is a supervised public/private shelter providing temporary accommodations, or an institution providing temporary residence for individuals, intended to be institutionalized, or a public/private place not ordinarily used as a sleeping accommodation for human beings. ("Homeless Family" does not include any individual imprisoned/detained pursuant to State Law or an Act of Congress.)

2. **Involuntary Displacement:** Involuntary displaced applicants are applicants who have vacated or will (within no more than six months from date of verification) vacate housing as a result of:

- a. Federal, State, or local government action related to code enforcement, or public improvement/development.
- b. A disaster such as a fire or flood that results in the uninhabitability of an applicant's unit.
- c. Action by a housing owner, which is beyond an applicant's ability to control and occurs despite the applicant having met all previous conditions of occupancy and is other than a rent increase.
- d. "Victims of Domestic Violence" who have to vacate due to actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member. This violence must have occurred recently or be of a continuing nature.

- e. **Displacement to avoid reprisals (witness relocation), displacement by hate crimes, displacement by inaccessibility of unit (e.g., a family member with a mobility impairment cannot use critical elements of the unit), and displacement because of HUD disposition of a multifamily project.**
3. **Paying in Excess of 50% of Income for Rent: The definition of this preference involves definition of two terms: "Family Income" and "Rent".**

For purposes of the Preference Rule, "Family Income" is monthly income, as defined in 24 CFR 5.609. "Rent" is defined as:

- a. **The actual amount due, under a lease or occupancy agreement (calculated on a monthly basis), between a family and the Public Housing Commission.**
- b. **In the case of utilities purchased directly by tenants from utility providers:**
 - 1) **The PHA's reasonable estimate of the cost of such utilities, or**
 - 2) **The average monthly payments family actually made for these utilities in the most recent 12-month period, or shorter period if appropriate.**
- c. **Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable "Rent" amount, to the extent that these amounts are not included in Family Income.**

The Housing Commission has adopted Secondary Preferences (also known as Ranking or Local Preferences) :

- 1. **Living or Working in Anne Arundel County:**
 - a. **Anne Arundel County mailing address. (which does not include a Post Office Box number)**
 - b. **Application for or possession of driver's license or vehicle registration indicating an Anne Arundel County mailing address.**
 - c. **Statements of residence on other identification.**
 - d. **Registration of children in local schools.**
 - e. **Head, spouse or other family member either working or hired to work in Anne Arundel County.**

2. WORKING FAMILY

Working Family which is defined as:

Applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability, supplemental security income disability benefits, or any other payments based on the individual's inability to work; or those who are in or have completed educational or training programs designed to prepare people for the job market. It may also be narrowed to require that either the head or spouse be employed for at least three months or that the employment income must be accountable under HUD's definition of "annual income."

These selection preferences and priorities established in this section will be administered in a manner that is consistent with HUD's Fair Housing policy.

C. WEIGHTING OF THE PREFERENCES

Regardless of the number of Preferences an applicant may qualify for, only a maximum of three Preferences shall be assigned to the applicant for a total of five (5) points.

An Applicant shall be placed on the waitlist in the chronological order in which they apply, and the number of preference points assigned.

<u>PREFERENCES</u>	<u>POINTS</u>
Substandard Housing	3
Involuntary Displacement	3
50% of Income	3
Living In A.A.Co.	1
Working Families	1

1. CONGREGATE HOUSING SERVICES PROGRAM (C HSP)

HCAAC administers the CHSP in conjunction with Anne Arundel County Department on Aging in a collaborative effort to assist elderly tenants who require additional services, i.e. food services, transportation, in order to maintain an independent lifestyle.

HCAAC maintains units for this purpose. Applicants who are identified for this program are given preference in placement over others senior not requiring those services. Applicants identified for CHSP however, must meet all other federal requirements established for placement in Public Housing.

Those applicants housed in Public Housing, who are taken from the waitlist are required to enter into a one (1) year contract and lease under provisions for

CHSP. A separate waitlist and applicant pool will be maintained for Senior Assisted Housing.

D. INCOME VERIFICATION AND PAYMENT CALCULATIONS

1. VERIFICATIONS REQUIRED TO DETERMINE ELIGIBILITY

- **Annual income of all family members 18 years of age or older expected to reside in the unit. Income would include employment, benefits, school grants, support, interest or dividends from savings accounts, stocks, or bonds.**
- **Assets such as real property, savings accounts, stocks, and bonds.**
- **Unusual expenses such as child care to enable family member to work or further their education. Medical expenses for elderly family in excess of 3% of families annual gross income.**
- **Full-time student status of adult family members.**
- **Family composition such as relationship of adult family members, children with last names different from parents, custody, if applicable, foster care papers, and other similar situations of unusual family composition.**
- **Medical information could be required to justify a larger bedroom size than the family is otherwise eligible.**
- **Regular contributions & gifts from person(s) outside the household will be counted as income. Casual or sporadic gifts are excluded.**
- **Lottery winnings paid in periodic payments. (Winnings paid in a lump sum are included in net family assets - not in annual income.)**
- **The annual income of the spouse of the head of the household, if that person is temporarily absent, such as away at college or in the armed forces, even if that person is not on the lease.**
- **Benefits and other non-earned income paid directly to or on behalf of minors and full-time students.**
- **The annual income for a family member including a permanently absent member will be counted until written verification that the family member has vacated the unit is received.**

- **The gross amount (before deductions for medicare, etc.) of periodic social security payments. Includes payments received by adults on behalf of minors or by minors for their own support).**
- **Annuities, insurance policies, retirement funds, pension, disability or death benefits and others similar types of periodic receipts.**
- **Payments in lieu of earnings, such as unemployment and disability compensation and severance pay. Any payments that will begin during the next 12 months must be included.**
- **Net payments of adjusted benefits.**

2. ANNUAL INCOME EXCLUDES

- **Employment income of children (including foster children) younger than 18.**
- **Food Stamps; meal on wheels or other programs that provide food for the needy; groceries provided by persons not living in the household.**
- **Grants or other amounts received specifically for medical expenses.**
- **Adoption Assistance Payments**
- **Income associated with persons that live in the unit but are not regular household members includes:**
 - payments received for care of foster children**
 - income of live-in attendants**
- **Home care payments**
- **Resident Service Stipends**
- **The principal portion of the payments received on mortgages or deeds of trust.**
- **Earned Income of Full Time Students 18 years or older (except the Household and spouse). The exemption only applies to earning in excess of \$480.00.**
- **Scholarships, veterans benefits or student loans used for tuition, fees, books, equipment or reasonable rent or utility costs for a student living away from home.**
- **State or Local employment training programs and training of resident management staff.**

- **Hazardous duty pay to a family member in the military.**
- **Lump-sum additions to family assets - such as inheritances; one-time lottery winnings; insurance settlements under health and accident insurance and worker's compensation; settlement for personal or property losses.**
- **Exclusion of Deferred Periodic Payments of SSI and Social Security received in lump sum.**
- **Casual, sporadic or irregular gifts (including verified census taker earnings).**
- **Payments, rebates or credits received under Federal, Low-Income Home Energy Assistance Programs or from other government agencies.**
- **Income excluded by Federal Statute.**

3. CONVERTING INCOME

To annualize full-time employment, multiply:

hourly wages by 2080 hours
weekly wages by 52
bi-weekly amounts by 26
semi-monthly amounts by 24
monthly amounts by 12

4. IMPUTED INCOME FROM ASSETS

If net family assets exceed \$5,000, annual income must include the greater of:

- **The actual income from assets; or**
- **An imputed income from assets:**
- **Imputed income is calculated by multiplying the total net family assets by the specified interest rate. The current rate established by HUD is 1.86% and will be changed as per regulatory changes.**

Family assets include:

- **Amounts in savings and checking accounts.**
- **Equity in real property or other capital investments is the estimated current market value of the asset less the unpaid balance on all loans**

secured by the asset and reasonable costs (such as broker fees, penalties), that would be incurred in selling the asset.

- The cash value of trusts that are available to the household.
- IRA (an individual retirement account), Keogh and similar retirement savings accounts.
- Stocks, Bonds, Treasury Bills, Certificate of Deposits, Money Market Funds.
- Contribution to company retirement/pension funds:
 - While an individual is employed, count only amounts the family can withdraw without retiring or term inating employment.
 - After retirement or termination of employment, count as an asset any amount the employee elects to receive as a lump sum.
- Lump-sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.
- Personal property held as an investment.
- Cash value of life insurance policies.
- Assets disposed of for less than fair market value during the two years preceding application or re-examination.
- Business assets disposed of for less than fair market value. (Business assets are excluded from net family asset only while they are part of an active business.)

5. ASSETS DO NOT INCLUDE

- Clothing, furniture, cars
- Interest in Indian trust lands
- Equity in a cooperative unit in which the family lives
- Assets that are not accessible to the applicant and provide no income to the applicant.
- The amount of equity in a mobile home.

6. ADJUSTED INCOME

Gross annual income minus allowances for dependents, elderly household deduction, childcare, medical and handicap expenses equals adjusted income.

a. Dependent Allowance

\$480 for each household member who is under 18 years of age, or is handicapped, disabled or a full-time student.

The head, spouse, foster child or live-in attendant are never counted as dependents.

Cannot count unborn child or child to be adopted until the child is physically in the household.

A full-time student is one carrying a full-time subject load (as defined by the institution) at an institution in a degree or certificate program.

b. Elderly Household Deduction

\$400 per family for all families in which the head or spouse is at least 62 years of age or handicapped or disabled. The \$400 is a household deduction (only one per family, even if both head and spouse are elderly).

c. Child Care

Reasonable childcare expenses for the care of children, including foster children, age 12 and younger may be deducted from annual income if all of the following are true:

- The care is necessary to enable a family member to work or further his/her education (academic or vocational);
- The expense is not reimbursed by an agency or individual outside the household; and
- The expenses incurred do not exceed the amount earned.

d. Allowance for Handicapped/Disabled Family Members

Families may deduct anticipated expenses for care attendants and "auxiliary apparatus" for handicapped or disabled family members if such expenses:

- Enable a family member (including the handicapped family member) to work;
- Exceed three percent of Annual Income; and
- Do not exceed the earned income of the household member(s).

"Auxiliary apparatus" are items such as wheelchairs, ramps, adaptations to vehicles, special equipment to enable a blind person to read or type, etc. if directly related to permitting the handicapped person or other family member to work.

e. Medical Expenses

The medical expense deduction is permitted only for households in which the head or spouse is at least 62 years of age, handicapped, or disabled.

If the household is eligible for a medical expense deduction, the medical expenses of all family members are recounted.

They may include:

- Services of health care facilities.
- Medical insurance premiums.
- Prescription/non-prescription medicines.
- Transportation to treatment.
- Dental expenses, eyeglasses, hearing aids, batteries.
- Live-in or periodic medical assistance.
- Monthly payment on accumulated medical bills.

Allowable Medical Expense is that portion of total medical expenses that is in excess of three percent of annual income.

E. SPECIAL CALCULATION FOR HOUSEHOLD WHO ARE ELIGIBLE FOR HANDICAP ASSISTANCE AND MEDICAL EXPENSES

If a family has both medical expenses and handicap assistance expenses, a special calculation is required.

Three percent of annual income must first be deducted from the handicap assistance expenses. Any remainder is then deducted from total medical expenses.

F. METHODS OF VERIFYING NECESSARY INFORMATION

1. **Third Party (Independent) Verification:** This should be used whenever possible as it provides the most reliable results. If other methods are used, the file should contain documentation to explain the reason.

Third party verification refers to written or oral verification from employers, public agencies, physicians, etc. If oral, the file must be documented with the date and name of HCAA staff member receiving the information.

Internal Revenue Service Data: This source can be used for income purposes and is especially useful when self-employment is involved. The information must be from the most recent year filed.

2. **Review of Documents:** When documents are reviewed they must be photocopied unless prohibited by law. When photocopies cannot be made, information must be recorded, dated, and signed.

Notarized Statement or Signed Affidavits may be accepted from applicants when all other sources have been exhausted. They should not be accepted in lieu of other possible methods.

Verifications, such as income or expenses, must be updated if older than 60 days, for the purpose of certification or recertification.

G. INELIGIBLE DETERMINATION AT TIME OF VERIFICATION

Families may be determined ineligible if their income exceeds the very low income standards prescribed by HUD.

Families may be determined ineligible when their income is such that the Total Tenant Payment is equal to or exceeds the highest rent standard for the unit size for which the family would be eligible.

Families may be determined ineligible if it is discovered they submitted fraudulent information.

H. NOTICE OF DECISION AND INFORMAL REVIEW PROCESS

All ineligible applicants must be advised of such in writing and of their right to informal review and given 10 days to request an informal review.

The informal review will provide the applicant with an opportunity to present new information or to refute existing information. The Hearing Officer may declare an applicant eligible, continue the findings of ineligibility, or re-open the case for further

Evaluation. The applicants shall be notified in writing of the results of the informal review.

I. BRIEFING OF FAMILIES

Every effort is made to thoroughly brief potential tenants on all Public Housing Programs. This effort includes both individual and group briefings. At the individual briefings, the tenant can ask questions specific to his/her own circumstances. At the group briefing, the following tools may be used:

- An audio -visual presentation;
- An oral presentation;
- A question and answer period; and
- Distribution of related materials.

At the briefings, pertinent information is discussed on all programs. Especially emphasized are all tenant responsibilities.

J. RESIDENT SELECTION PROCEDURE & ASSIGNMENT PLAN

The following plan for selection of applicants and assignment of dwelling units are consistent with the objective of Title VI of the Civil Rights Act of 1964 and HUD regulations and requirements to assure equal opportunity and non-discrimination on grounds of race, color, or national origin.

1. Elderly, Disabled & Handicapped Applicants

When a vacancy occurs in an elderly housing community, one (1) offer of an appropriate size unit will be made to the applicant based on type and size of the unit available and date and time the application was received at the property where the greatest number of vacancies.

If the applicant refuses the offer of a unit for a reason other than the approved valid reasons for health hardship, the applicant will be placed at the bottom of the waiting list at the date and time of refusal of the offer.

2. Family Applicants

When a vacancy occurs in a family housing community, one (1) offer of an appropriate size unit will be made to the applicant based on type and size of unit available and date and time the application was received at the property where the greatest number of vacancies exist.

If the applicant refuses the offer of a unit for a reason other than the approved valid reasons for health hardship, the applicant will be placed at the bottom of the waiting list at the date and time of refusal of the offer.

3. If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his inability to move, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before replacing his name at the bottom of the eligible applicant list.
4. If the applicant presents clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, or national origin, such as inaccessibility to source of employment, medical services, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before replacing his name at the bottom of the eligible applicant list.

K. STANDARDS FOR RESIDENT SELECTION

The Commission shall use information that may provide a basis for denial of housing based on the past conduct of the applicant or members of his/her family. To obtain such information, all families are subject to the following:

1. Credit report from a local credit bureau;
2. Rental history from a current or previous landlord;
3. Information from social workers, police departments, parole officers and other relevant reports.
4. Other selection criteria that may be regulated by Statute.

L. ASSIGNMENT PROCESS

1. Applicants are selected from the top of the Public Housing list based on date and time of application, preference points, and suitable type or size of unit with consideration given to elderly and/or handicapped status and factors which could adversely affect the health, safety, or welfare of other residents.

If an applicant has assigned a long-term lease by the time he/she is contacted, the applicant may elect to delay the eligibility process.

2. Eligible applicants are assigned by the Occupancy Department to the appropriate site based on current and anticipated vacancies.

M. HARDSHIP CRITERIA FOR APPLICANTS AND RESIDENTS OF PHA

There are two (2) basis for hardship requests relative to the offering of a unit to new applicants:

1. **Health** - The physical unit itself is not appropriate because of applicant's incapacities; its location precludes home-bound support or mitigates against access to required long-term medical care or
2. **Economic Hardship** - The unit's location would cause loss of job, severe economic hardship including inadequate access to appropriate day care and/or preclude fair access to transportation when public transportation is reasonably required.

Applicants must inform site-based staff of their decision to accept or reject an offered unit within 48 hours of the offer.

N. REFUSAL AND DENIALS OF APPLICANTS

1. The Commission will deny an applicant housing for the following reasons:

- a. **History of:**
 - 1) **disturbing neighbors;**
 - 2) **destroying property;**
 - 3) **living or housekeeping habits which would adversely affect the health, safety or welfare of other residents; or**
 - 4) **criminal activity, especially involving violence.**
- b. **Non-payment of rent**
- c. **Poor credit history**
- d. **Health or safety problems**
- e. **Owing money to a public agency in connection with the public housing or Section 8 programs**
- f. **Committing fraud in connection with any federal housing assistance program.**
- g. **Indication that the use of alcohol and/or drugs would likely result in conduct that would adversely affect the property environment.**
- h. **Families may be determined ineligible due to specified criminal activity, or an action or failure to act by a household member as defined and detailed by Federal Statute. The Housing Commission must prohibit admission to the program of an applicant for three years from the date of eviction if a household member has been evicted from federally**

assisted housing for drug related criminal activity. However, the Housing Commission may admit the household if the Commission determines: (1) that the evicted household member who engaged in drug related criminal activity has successfully completed a supervised drug rehabilitation approved by the Commission; or (2) that the circumstances leading to the eviction no longer exist.

The Housing Commission must establish standards that prohibit admission if: (1) the Commission determines that any household member is currently engaging in illegal use of a drug, and (2) the Commission determines that it has reasonable cause to believe that at a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, and (3) any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

The Housing Commission must establish standards that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

2. The Commission will:
 - a. Review with client any information that may adversely affect the possibility of housing and then inform the applicant in writing why housing is being denied and of their right to an informal review and given 10 days to request an informal review.
 - b. Refer the applicant to appropriate counseling services.

The informal review will provide the applicant with an opportunity to present new information or to refute existing information. The Hearing Officer may declare an applicant eligible, continue the findings of ineligibility, or reopen the case for further evaluation. The applicant shall be notified in writing of the results of the informal review.

SECTION VI - DWELLING LEASES

The Dwelling Lease is the basic contract between the Housing Commission and the Tenant and Tenant's Family (see Appendix IV). It is consistent with the state and local laws governing tenant-landlord relations as well as the requirements of HUD regulations. It

govern the relationship between the Commission and its Tenants and consequently, is one of the single most important policy documents of the Commission. More importantly, it is the major policy document governing continuing occupancy promulgated by the Commission.

The Dwelling Lease governs such aspects of Tenant - Commission relations as who is permitted to live in the Unit leased by Tenant; the amount and manner of payment of rent, security deposits, and sundry charges; the conditions under which Commission personnel may enter the Unit; and the procedures for redetermination of rent. It sets forth both the Commission's obligations to the Tenant and the Tenant's obligations to the Commission.

The Lease also prescribes the procedures for the transfer of the Tenant Family to larger or smaller units based on family size as well as for the termination of the Lease for serious or repeated violation of the terms of the Lease. The Lease also makes reference to procedures for resolving disputes over the application of the rules and regulations set forth in the terms of the Lease and others such rules as are posted in development offices as well as over the omission of the Commission.

No Applicant Family or Tenant Family may occupy a Unit in any Development managed by the Commission without a written Lease for such Unit which has been signed by the Head of Household or Spouse. The Lease shall be implemented for each Tenant at admission for new Tenants and at the time of transfer for any Tenant moving from one Unit in a development to another Unit in a development.

A. LEASE REQUIREMENTS

The Lease which is entered into between the Commission and each Tenant of a Unit contains the following major provisions:

1. Identification of parties and premises;
2. Payments due under the Lease;
3. Rent and Unit size determinations;
4. Tenant's right to use and occupancy;
5. The Commission's obligations;
6. Tenant's obligations;
7. Defects hazardous to life, health, or safety;
8. Pre-occupancy and pre-termination inspections;
9. Entry of premises during residency;
10. Notice procedures;
11. Termination of the Lease;
12. Grievance procedures;
13. Provisions for modifications; and
14. Signature clauses.

B. IDENTIFICATION OF PARTIES AND PREMISES

Each Lease shall identify the premises leased and the parties to the lease including:

1. The date of the commencement of the Lease;
2. The term of the Lease; and
3. The members of the household and their relationship to the Head of Household who shall reside in the unit as approved by the Commission.

Dwelling Leases are for a period not to exceed one month. The Lease is automatically renewed for successive terms of one month each, unless terminated upon lease violations as specified in Section XIII.

C. PAYMENTS DUE UNDER THE LEASE

Five types of payments are due under the provisions of the Lease:

1. RENT

The amount of rent charged the Tenant at the date of occupancy (or the making of the current lease) is fixed in the lease. This amount may be adjusted upward or downward during the term of the lease to reflect changes in the Total Family Income as specified in Section E below. All rents are due in advance on the first day of each month or at the time of initial occupancy.

a. MONTHLY RENT

In accordance with Section 402(a) and (2) of the continuing resolution, assisted families may pay a monthly minimum rent as set by the Housing Commission by internal procedure. The minimum rent may not exceed \$50.00 per month, and is currently set at \$0, but may be changed at any time due to market conditions. The total tenant payment of these families must be the greatest of:

- 30% of family monthly adjusted income
- 10% of family monthly gross income, or
- any minimum set by the Commission
- the flat rent established for the unit (public housing only), so long as the flat rent does not exceed the 3 previous categories.

2. LATE PAYMENT OF RENT AND COURT COSTS

A penalty of 5% (not to exceed \$10) shall be assessed for each instance of a tenant's failure to pay all monthly rent at the expiration of a 14-day notice of overdue rent and the Commission's initiation of legal proceedings to recover such delinquent rent. The Tenant shall also be charged the cost of court and any other assessments associated with legal proceedings regarding the non-payment of rent. The Tenant shall also be charged the cost of court whenever legal proceedings are initiated for the collection of unpaid sundry and other charges.

3. EXCESS UTILITIES

The Commission furnishes, without additional charge, the Utilities specified for the development on the Schedule of Utilities adopted by the Commission. Copies of the Schedule of Utilities will be posted in each development office and will be furnished to the Tenant upon request. The Tenant will be charged for any utility consumption in excess of the amount allotted for Units of similar size and construction. Charges for Excess Utilities are due and payable on the first day of the second month following the month in which the Excess Utility charge was incurred.

4. REPAIR CHARGES

The Tenant shall be charged for any repairs to the dwelling and/or the equipment furnished which are not due to normal wear and tear. The Head of Household shall be responsible for any and all damages caused by a member of the Tenant Household or their guests to the Unit, buildings, facilities, or common areas under the control of the Commission. The repair charges, where possible, shall be determined by reference to a uniform schedule of charges for repairs and materials as approved by the Commission after consultation with the Resident Council and posted in the development offices. Repair charges are due and payable on the first day of the second month following the month in which the charge is incurred and all charges shall indicate the nature of the repair.

5. SECURITY DEPOSITS

Tenants shall deposit with the Commission an amount equal to the greater of \$50 or one month's Total Tenant Payment as security for the performance of Tenant's obligations under the Lease. This security deposit may be paid either as a lump sum on the date of occupancy of the Unit or billed in reasonable installments at the execution of the Lease and thereafter on the first of each month until the amount is paid in full. This security deposit may not be used to pay rent or other charges while the Tenant occupies the Unit and may be used only upon termination of the Lease to cover unpaid rent and other charges or damages due the Commission.

D. REPAYMENT AGREEMENTS

When a participant owes money to HCAAC, assistance must not be terminated simply because the family has an outstanding debt. When an applicant owes money to HCAAC (or another PHA or another federal housing program), placement on the waiting list must not be denied solely because of a previous debt. A Promissory Note in the form of a Repayment Agreement may be executed by the participant or applicant with the HCAAC to permit payback of a debt over a period of time.

Repayment Agreements may be executed for, but are not limited to, the following circumstances:

- failure to report changes in income or family size that results in overpayment of assistance
- repayment to HCAAC for claims paid on the participant's behalf due to unpaid rent, damages or a vacancy loss

Participants owing money must be notified of their liability and informed that they are not required to enter into a Repayment Agreement as a condition of continued assistance. However, in the absence of a Repayment Agreement or default of a Repayment Agreement, the HCAAC may deny issuance of a new Certificate or Voucher when the participant wants to move.

There is no dollar limit on the amount of the Repayment Agreement. Payment amounts should be affordable for the participant or applicant and for a specified term not to exceed 12 months.

If an applicant or participant has signed a Repayment Agreement with HCAAC (or any other PHA or federally assisted housing program) and they breach the agreement, HCAAC may deny or terminate assistance.

E. RENT AND UNIT SIZE REDETERMINATION

Section VI -C of the Lease provides for the re-determination of rent, eligibility and dwelling size and represents the foundation of the continuing occupancy policies. The eligibility of a family to remain in occupancy, the amount of rent, and the appropriateness of the size of the Unit assigned based on Family composition are each determined as a result of the periodic reexamination of Tenant Families.

1. ANNUAL REEXAMINATION

The Commission shall reexamine the incomes and Family composition of Families living in its developments at least once in each twelve (12) month period. The reexamination dates for specific Tenants shall be consistent with the anniversary date of the Lease. Sixty to ninety days prior to the anniversary date of the Lease, the Head of Household shall furnish a signed statement setting forth the facts as to Family income, assets, employment, and family composition.

The Commission shall verify all information submitted by the Tenant in accordance with V - F of this policy. To assist in the verification process, the Head of Household and any working adult members of the Tenant's Family shall sign release of information forms necessary to accurately verify the source, amount, and permanence of income, or copies of enrollment forms and transcripts may be required to document the status of full-time students for persons 18 years and older.

If, as a result of the Annual Reexamination, the Commission determines that Tenant's rent should be adjusted, the Commission will give Tenant 30 -day Notice of Proposed Rent Adjustment. The adjustment shall become effective on the date stated in the Notice unless the tenant requests a grievance hearing on the proposed adjustment based on the manner in which the rent was determined.

The rent established at admission or the last reexamination date shall remain in effect between regular rent determination dates unless modified through an interim adjustment.

2. INTERIM ADJUSTMENTS

In general, the Tenant shall report any changes in Family composition, employment status, or income to the Commission within ten (10) days after the change has occurred. However, rents shall also be adjusted if the Commission obtains independent verification of income for a family member which has not been previously reported.

a. Temporary Rent

If the reported change involves a change in employment status and income upon which rent is determined, the Commission shall calculate a temporary rent which reflects the reported changes. The Commission shall attempt to verify the reported changes through its normal verification procedures within ten (10) days of the application. However, should there be difficulty in immediately verifying the information, the Temporary Rents shall remain in effect until the changes are verified or for a period not to exceed sixty (60) days, whichever is shorter.

b. Hardship Rent

If the Tenant reports and adequately demonstrates to the Commission a change in his or her circumstances which, with the continued payment of rent at the then current rate, creates a hardship, the Commission shall reduce the rent during the continued existence of the hardship and for a period of sixty (60) days thereafter. The previous rental rate shall automatically be restored at the end of the sixty (60) days unless the tenant again demonstrates to the Commission that the hardship continues to exist. The Tenant must demonstrate efforts to the Commission that the hardship continues to exist. The tenant must demonstrate efforts to remedy the condition bringing about the hardship rent in order to have successive applications for hardship rent approved.

- c. **Retroactive Rent**
If the Commission determines that the Tenant has misrepresented to the Commission the facts upon which his rent is based, resulting in the underpayment of rent, the Commission may, in addition to or in lieu of its other rights and remedies, including termination, charge and collect rent at the correct rent applied retroactively.
- d. **Verification of Information**
Where feasible, third -party written verification or direct document review shall be the preferred method of verifying Tenant information, including Income, value of Assets, Medical Expenses, Child Care Expenses, Family composition, age, Disability, Handicap, Student Status, and displacement status. Third -party oral verification may be used if the tenant file is documented according to identification of all parties, the date, and the content of the information. All information must be verified as a condition of continued occupancy and the Head of Household and all other members of the Tenant Family must sign HUD approved release forms and consent authorizing private and public agencies to furnish and release required information to the Commission.

3. UNITSIZEDETERMINATION

Assignments to Units are based on Family size and composition as discussed in Section V -A(3) of this Policy. If the Commission determines that the size of the Unit is no longer appropriate based on the Family composition, the Commission shall amend the lease and transfer the Tenant to a dwelling of appropriate size designated by the Commission, by written notice to the Tenant and allowing a reasonable time within which to move. Transfers due to changes in family composition shall take priority over the housing of persons from the applicant pool.

4. MISREPRESENTATION OF INFORMATION

If the Commission determines that the Tenant has knowingly misrepresented the facts upon which his or her rent or unit assignment is based, the Commission may, in addition to its right to charge retroactive rent or to refuse to adjust the Family composition and Unit size, terminate the lease and take possession of the Unit upon a thirty(30) day notice to Tenant unless the Tenant requests a grievance hearing on the proposed termination, in which case the grievance decision will determine the action or remedy.

F. TENANT'S RIGHT TO USE AND OCCUPANCY

As long as the lease is in effect, the Tenant shall have the right to the exclusive use and possession of the Unit as long as the dwelling is not used, or the Tenant does not permit it to be used, in violation of the terms and conditions of the lease. This restriction on the use and occupancy of the lease shall imply that neither Tenant nor members of the Tenant Family may sublease the dwelling to anyone else or permit persons not listed on the lease to occupy the dwelling in return for compensation. It shall also imply that Tenant may not conduct a business from the premises or engage in any other activities which are in violation of building or housing codes as well as civil and criminal laws.

G. THE COMMISSION'S OBLIGATIONS

The Commission is specifically obligated by the lease to:

1. maintain the dwelling and the project in a decent, safe, and sanitary condition;
2. comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;
3. make necessary repairs to the dwelling Unit;
4. keep project buildings, facilities, and common areas, not otherwise assigned to Tenant for maintenance and upkeep in a clean and safe condition;
5. maintaining good and safe working order and conditional electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, (including elevators) supplied or required to be supplied by the Commission";
6. provide and maintain appropriate receptacles and facilities (except container for the exclusive use of an individual Tenant household) for the deposit of ashes, garbage, rubbish, and other waste removed from the premise by Tenant as required by the Lease;
7. supply running water and reasonable amounts of hot water and reasonable amount of heat at appropriate times of the year according to local custom and usage; EXCEPT where the building that includes the dwelling unit is not required to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of Tenant and supplied by a direct utility connection; and
8. notify Tenant of the specific grounds for any proposed adverse action by the PHA. Such adverse action includes, but is not limited to, a proposed lease termination, transfer of Tenant to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities. When the PHA

- 1) The notice of the proposed adverse action shall inform Tenant of the right to request such hearing. In the case of Lease termination, a Notice of Lease Termination that complies with appropriate regulations shall constitute adequate notice of proposed adverse action.
- 2) In the case of a proposed adverse action other than a proposed Lease termination, the PHA shall not take the proposed action until time to request such a hearing has expired or, if hearing was timely requested, the grievance process has been completed.

Should the Tenant believe that the Commission has failed to conform to any or all of the above obligations, the Tenant may request a grievance hearing to seek corrective actions regarding the situation.

SECTION VII - TRANSFERS

All residents are allowed to transfer if they meet the Tenant Transfer Policy criteria (see Appendix V).

SECTION VIII - TERMINATION OF RESIDENCY

A. VIOLATIONS OF THE LEASE

1. Terminations and notices to vacate will occur in accordance with provisions of the resident's lease and state and local law.
2. Housing Managers will generally hold conferences with a resident in violation of the lease in an attempt to informally work out a solution.
3. The Commission will terminate residency for:
 - a. material noncompliance with the terms of the lease;
 - b. material failure to carry out obligations under any State of Maryland Landlord and Tenant Act; or
 - c. other good cause which includes but is not limited to resident's refusal to accept the Commission's proposed change to the lease. Termination for "other good cause" may only be effective at the end of any initial or successive term.

B. EVICTIONS

1. **Allevictionswillbeconductedinaccordancewithstateandlocallawandthe resident'slease.**
2. **Housing Managers will inform the resident of the lease violation; th e consequenceofcontinuingtoviolatethelease;andthedata,time,andlocation for informal hearings, as appropriate. The resident may bring interested parties to informal hearings. Housing Managers may ask the Supervisor of Housing Management to att end the informal hearings.**
3. **Housing Managers will prepare written summaries of the informal hearings and provide the resident with copies.**
4. **In appropriate cases, Housing Managers will enter into a repayment agreement with the resident.**
 - a. **If an agreement is reached for the payment of outstanding debts owed to the Commission, both parties will execute a standard form agreement to be approved by t he Supervisor of Housing Management. If the agreement is broken by the resident, the Commission may proceed to court as stipulated in the agreement for judg ment against the resident and may repossess the unit.**
 - b. **If a satisfactory agreement is not reached for the payment of outstanding debts, the Commission may proceed to issue a thirty (30) day Notice to Vacate. This shall not, however, constitute a waiver of the resident's right to grieve the Commission's a ction or contest the action in an appropriate judicial proceeding.**
5. **A written thirty (30) day Notice to Vacate will be sent to the resident.**
 - a. **The notice will specify that if the resident fails to vacate the premises within the applicable statutory pe riod or on the termination date stated in the notice, whichever is later, appropriate action will be brought against him/her and he/she may be required to pay court costs and attorney fees.**

C. APPEALS AND GRIEVANCE PROCEDURE

All residents and applicants have the right to appeal decisions or actions of the Housing Commission of Anne Arundel County through application of the Grievance Procedure.

Residents living in public housing may keep a pet on the premises if they have executed a special Addendum to the Lease for pets and adhere to the provisions of the adopted pet addendum (see Appendix VI).

REVISED GLOSSARY

ACC - Annual contributions contract.

ADJUSTED INCOME - Annual Income less the following allowances, determined in accordance with HUD instructions:

- (a) \$480 for each Dependent;
- (b) \$400 for any Elderly Family;
- (c) For any Family that is not an Elderly Family but has a Handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by Family members who are 18 years of age or older as a result of the assistance to the Handicapped or Disabled Person;
- (d) For any Elderly Family
 - (1) That has no Handicapped Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;
 - (2) That has Handicapped Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Handicapped Assistance Expenses computed in accordance with paragraph (c) of this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses;
 - (3) That has Handicapped Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Handicapped Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and
- (e) (1) Child care expenses; or (2) in the case of families assisted by Indian housing authorities, the greater of (i) child care expenses, or (ii) excessive travel expenses, not to exceed \$25 per family per week, for employment or education related travel.

ADULT - A person who is at least 18 years old.

ANNUAL CONTRIBUTIONS CONTRACT (ACC) - A written contract between HUD and an HA. Under the contract HUD agrees to provide funding for operation of the program, and the HA agrees to comply with HUD requirements for the program.

ANNUAL INCOME:

- (a) 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 for the 12-month period following the effective date of certification of income, exclusive of certain types of income as provided in paragraph (c) of this section.

- (b) **Annual Income includes, but is not limited to:**
- (1) **The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.**
 - (2) **The net income from 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 a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(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 of 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 (but see paragraph (c)(13) of this section);**
 - (5) **Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see paragraph (c)(3) of this section);**
 - (6) **Welfare Assistance. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:**
 - (i) **The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus**
 - (ii) **The maximum amount that the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage;**

- (7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
- (8) All regular pay, special pay and allowances of a member of the Armed Forces (but see paragraph (c)(7) of this section); and
- (C) Annual income does not include the following:
- (1) Income from employment of children (including foster children) under the age of 18 years;
 - (2) Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);
 - (3) 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 (but see paragraph (b)(5) of this section);
 - (4) Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
 - (5) Income of a live-in Aide. A person who resides with an Elderly, Disabled, or Handicapped Person or Persons and who --
 - (a) Is determined to be essential to the care and well-being of the Person(s);
 - (b) Is not obligated for the support of the Person(s); and
 - (c) Would not be living in the unit except to provide the necessary supportive services.
 - (6) The full amount of student financial assistance paid directly to the student or to the educational institution;
 - (7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;
 - (8)
 - (i) Amounts received under training programs funded by HUD;
 - (ii) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - (iii) 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 care, etc.) and which are made solely to allow participation in a specific program;
 - (iv) A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No Resident

may receive more than one such stipend during the same period of time; or

- (v) Compensation from State or local employment training programs and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance;
 - (9) Temporary, nonrecurring or sporadic income (including gifts);
 - (10) For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
 - (11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
 - (12) Adoption assistance payments in excess of \$480 per adopted child;
 - (13) Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment.
 - (14) Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
 - (15) Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
 - (16) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance program that includes assistance under the United States Housing Act of 1937. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.
- (d) If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.
- (e) Any family receiving the reparation payments referred to in paragraph (c)(10) of this section that has been requested to repay assistance under this chapter as a result of receipt of such payments shall not be required to make further repayments on or after April 23, 1993.

APPLICANT (Applicant Family) - A family that has applied for admission to a program, but is not yet a participant in the program.

ASSETS - The value in equity in real property, savings, stocks, bonds, checking and other forms of capital investments (the value of necessary minimal items of personal property such as furniture and automobile is not to be considered as assets).

BUDGET AUTHORITY – An amount authorized and appropriated by the Congress for payment to HA under the program. For each funding increment in an HA program, budget authority is the maximum amount that may be paid by HUD to the HA over the ACC term of the funding increment.

CARE EXPENSES – Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

CO-HABITANTS - Two (2) or more persons of the opposite sex who, at the time of application, have been living together as a family in a stable relationship.

CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT (Consolidated ACC)

(a) NATURE OF ACC

(1) An annual contributions contract (ACC) is a written contract between HUD and an HA. Under the ACC, HUD agrees to make payments to the HA, over a specified term, for housing assistance payments to owners and for the HA administrative fee. The ACC specifies the maximum annual payment by HUD, and the maximum payment over the ACC term. The HA agrees to administer the program in accordance with HUD regulations and requirements.

(2) HUD's commitment to make payments for each funding increment in the HA program constitutes a separate ACC. However, commitments for all the funding increments in an HA program are listed in one consolidated contractual document called the consolidated annual contributions contract (consolidated ACC). A single consolidated ACC covers funding for the HA certificate program and voucher program.

(b) BUDGET AUTHORITY AND CONTRACT AUTHORITY

(1) Budget authority is the maximum amount that may be paid by HUD to an HA over the ACC term of a funding increment. Contract authority is the maximum annual payment for the funding increment. Budget authority for a funding increment is equal to contract authority times the number of years in the increment term. Before adding a funding increment to the consolidated ACC for an HA program, HUD reserves budget authority from amounts authorized and appropriated by the Congress for the program.

(2) For each funding increment, the ACC specifies the initial term over which HUD will make payments for the HA program, and the contract authority and budget authority for the funding increment. For a given HA fiscal year, the amount of HUD's maximum annual payment for the HA program equals the sum of the contract authority for all of the funding increments under the consolidated ACC. However, this maximum amount does not include contract authority for an expired

funding increment. If the term of a funding increment expires during the HA fiscal year, this maximum amount only includes the pro-rata portion of contract authority for the portion of the HA fiscal year prior to expiration. (Additional payments may be made from the ACC reserve account described in 24 CFR 982.154.) However, the amount to be paid must be approved by HUD, and may be less than the maximum payment.

CONTIGUOUS MSA - In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial

CONTINUOUSLY ASSISTED - An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act Program when the family is admitted to the certificate or voucher program.

DEPENDENT - A member of the Tenant Household (excluding foster children) other than the Head of Household or Spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a Full-time Student.

DISABLED PERSON - A person who is under a disability as defined in section 223 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

DISPLACED PERSON - A person or family displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws, defined as follows:

- (a) A definite and final order requiring demolition, closing or improvement and allowing no alternative must have been issued by the appropriate authority.
- (b) The person or family must live in the dwelling at the time of the order entered or at the time of damage or disaster. In the event a unit becomes occupied subsequent to its having been vacated by a person or by a family entitled to preference, such new occupant shall not also be entitled to preference, even though it may become necessary to serve him with an official notice to vacate.

DOMICILE - The legal residence of the household head or spouse as determined in accordance with State and local law.

DRUG-RELATED CRIMINAL ACTIVITY - Term means:

- (1) Drug-trafficking; or
- (2) Illegal use, or possession for personal use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

DRUG-TRAFFICKING - The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

ELDERLY FAMILY - A Family whose Head of Household or Spouse or whose sole member is:

- (1) At least 62 years old,
- (2) A Disabled Person, or
- (3) A Handicapped Person as defined in this section.

and may include two or more elderly (at least 62 years old), Disabled or Handicapped Person living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.

ELDERLY PERSON - A person who is at least 62 years of age.

ELIGIBILITY

- (a) **WHEN APPLICANT IS ELIGIBLE: GENERAL** - The HA may only admit an eligible family to a program. To be eligible, the applicant must be a family, must be income -eligible, and must be a citizen or a non -citizen who has eligible immigration status as determined in accordance with 24 CFR part 5.
- (b) **INCOME**
 - (1) To be income eligible, the family must be either:
 - (i) A very low -income family; or
 - (ii) A low -income family in any of the following categories:
 - (A) A low -income family that is continuously assisted under the 1937 Housing Act.
 - (B) A low -income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
 - (C) A low -income non -purchasing family residing in a HOPE 1 (HOPE for Public and Indian Housing Home ownership) or HOPE 2 (HOPE for Home ownership of Multifamily Units) project.
 - (D) A low -income non -purchasing family residing in a project subject to a Home ownership program under 24 CFR 248.173.
 - (E) A low -income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
 - (F) For the certificate program only, a low -income family residing in a HUD -owned multifamily rental housing project when HUD sells, forecloses or demolishes the project.
 - (2) The HA determines whether the family is income -eligible by comparing the family's annual income (gross income) with the HUD -established very low -income limit or low -income limit for the area. The applicable income limit for issuance of a certificate or voucher when a family is selected for the program is the highest income limit (for the family unit size) for areas in the HA jurisdiction. The applicable income limit for admission to the

program is the income limit for the area where the family is initially assisted in the program. The family may only use the certificate or voucher to rent a unit in an area where the family is income eligible at admission to the program.

(c) FAMILY COMPOSITION

- (1) A family may be a single person or a group of persons.
- (2) A family includes a family with a child or children.
 - (iv) Any other single person.
- (3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The HA determines if any other group of persons qualifies as a family.
- (4) A single person family may be:
 - (i) An elderly person.
 - (ii) A displaced person.
 - (iii) A disabled person.
- (5) A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

(d) CONTINUOUSLY ASSISTED

- (1) An applicant is continuously assisted under the 1937 Housing Act if this family is already receiving assistance under any 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program.
- (2) The HA must establish policies concerning whether and to what extent a brief interruption between assistance under one of these programs and admission to the certificate or voucher program will be considered to break continuity of assistance under the 1937 Housing Act.

EXCESS UTILITIES - The amount of Utilities consumption in excess of a reasonable allowance based on the history of Utility use by families in Units of similar size and construction.

FAMILY -

- (1) A family may be a single person or a group of persons.
- (2) A family includes a family with a child or children.
- (3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The HA determines if any other group of persons qualifies as a family.

A single person family may be:

- (a) An elderly person.
- (b) A displaced person.
- (c) A disabled person.
- (d) Any other single person.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM) - The program established by an HA to promote self-sufficiency of assisted families, including the provision of supportive services (42 U.S.C. 1437u).

FAMILY UNIT SIZE - The appropriate number of bedrooms for a family. Family unit size is determined by the HA under the HA subsidy standards.

FOSTER CHILDREN - Minors who have been placed in a household by a Court of public or private non-profit child-placing agency for their care and maintenance.

FSS PROGRAM - Family self-sufficiency program.

FULL-TIME STUDENT - A person who is carrying a subject load which is considered full time for day students under the standards and practices of the education institution attended and who is making satisfactory progress toward a terminal degree at such institution. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

HA - Housing Agency.

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 either paid to a member of the Family or reimbursed by an outside source.

HANDICAPPED PERSON - A person having a physical or mental impairment that:

- (a) Is expected to be of a long-continued and indefinite duration,
- (b) Substantially impedes his or her ability to live independently, and
- (c) Is of such a nature that such ability could be improved by more suitable housing conditions.

HOUSING AGENCY (HA) - A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or

assist in the development or operation of low-income housing, including an Indian housing Commission (IHA). (PHA and HA mean the same thing.)

HOUSING QUALITY STANDARDS (HQS) - The HUD minimum quality standards for housing assisted under the tenant -based programs. See 24 CFR 982.401 for specifics.

HQS -HousingQualityStandards.

JURISDICTION - The area in which the HA has authority under State and local law to administer the program.

LESSEE -Member(s) of the Resident family whom must sign the lease in order for it to be legal and binding. The lessee must be at least 18 years of age.

LIVE-IN AIDE -A person who resides with an Elderly, Disabled, or Handicapped Person or Persons and who:

- (a) Is determined to be essential to the care and well -being of the Person(s);
- (b) Is not obligated for the support of the Person(s); and
- (c) Would not be living in the unit except to provide the necessary supportive services.

LOW-INCOME FAMILY -A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes. Section 24 CFR 982.201(b) described when a low -income family is income-eligible for admission to the certificate or voucher program).

MANAGEMENT -Agents, employees, or contractors of the Anne Arundel County Housing Commission.

MAXIMUM ASSET LIMIT -The maximum dollar amount of assets above which the Family would not qualify for government assisted housing. The dollar amount which is:

- (1) for an Elderly Family, four times the applicable annual Maximum Income Limit for the Family, and
- (2) for any other Family, three times the applicable annual Maximum Income Limit for the Family.

MAXIMUM INCOME LIMITS -The dollar amounts established by HUD for families of various sizes as the maximum allowable Net Family Income for eligibility according to the criteria for Low Income Families and Very Low Income Families, as set forth in Appendix D.

MEDICAL EXPENSES - Those Medical Expenses, including medical insurance and premiums, that are anticipated during the period for which Annual Income is computed and that are not covered by insurance.

MINOR -A person who is less than 18 years old.

MONTHLY ADJUSTED INCOME -One-twelfth of Adjusted Income.

MONTHLY INCOME -One-twelfth of Annual Income.

MSA -Metropolitan statistical area.

NOFA -Notice of funding availability.

NET FAMILY ASSETS -The value of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding equity accounts in HUD ownership programs and necessary items of personal property (such as household furniture and automobiles). Assets include:

- (1) Checking and savings accounts;
- (2) Land and buildings;
- (3) Stock and bonds;
- (4) The value of any assets disposed of by an Applicant or Tenant Family during the two (2) years preceding the date of Application (or Re-examination).

1937 HOUSING ACT -The United States Housing Act of 1937 (42 U.S.C. 1437 and following sections). The HUD tenant-based program is authorized by Section 8 of the 1937 Housing Act (42 U.S.C. 1437f).

1937 HOUSING ACT PROGRAM -Any of the following programs:

- (1) The public housing program or Indian housing program.
- (2) Any program assisted under Section 8 of the 1937 Act (42 U.S.C. 1437f) (including assistance under a Section 8 tenant-based or project-based program).
- (3) The Section 23 leased housing program.
- (4) The Section 23 housing assistance payments program. (Section 23" means Section 23 of the United States Housing Act of 1937 before enactment of the Housing and Community Development Act of 1974.)

NOTICE OF FUNDING AVAILABILITY (NOFA) - For funding (contract or budget authority) that HUD distributes by competitive process, HUD headquarters invites HA applications by publishing a NOFA in the FEDERAL REGISTER. The NOFA explains how to apply for assistance, and the criteria for awarding the funding.

PARTICIPANT (Participant Family) -A family that has been admitted to the HA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the HA for the family (first day of initial lease term).

PERSON WITH DISABILITIES (Disabled Person) - A person who is under a disability as defined in section 223 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

PHA - Public housing agency (Public housing agency and housing agency mean the same thing.) A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing, including an Indian housing authority (IHA). (PHA and HA mean the same thing.)

PREMISES - The building or complex in which the dwelling unit is located, including common areas and grounds.

PUBLIC HOUSING AGENCY (PHA) - A Housing Agency (HA).

RE-EXAMINATION DATE - The anniversary date from which the Tenant Family leased the Unit from the Commission.

REMAINING MEMBER OF A TENANT FAMILY - A member of a Tenant Family who was listed on the lease and occupying the Unit at the time of the involuntary absence of the Head of Household and who is capable of living independently. The status of Remaining Member of a Tenant Family does not include persons granted conditional or temporary residency for the care and well-being of one or more members of an Elderly Family nor does it include foster children or other persons granted temporary residence for their care and maintenance.

RESIDENT/TENANT - Any member of a Tenant Family who is listed on Tenant lease and has been approved to occupy the leased Unit by the Commission.

SECONDARY WAGE EARNER - The Spouse, where both the Head of Household and the Spouse are gainfully employed.

SINGLE PERSON - A person living alone or intending to live alone and who does not qualify as an elderly, disabled, or handicapped, family, displaced person or the remaining member of a Resident family. A single person shall not be admitted to any assisted housing without an authorization by HUD as provided in 24 CFR Section 812.3.

SPECIAL ADMISSION - Admission of an applicant that is not on the HA waiting list, or without considering the applicant's waiting list position.

SPOUSE - The husband or wife of the Head of Household.

TENANT -The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

TENANT FAMILY -The Head of Household and all members of that Family who are listed on the Dwelling lease at the time of admission or who have been added to the lease and approved by the Commission subsequent to occupancy of the Unit.

TENANT RENT -The amount payable monthly by the Family as rent to the Commission for use of the dwelling accommodation and equipment (such as ranges and refrigerators, but not including furniture), services, and reasonable quantities of utilities determined in accord with the Commission's schedule of allowances for utilities supplied by the development. Where all utilities (except telephone) and other essential housing services are supplied, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

TOTAL TENANT PAYMENT -The portion of the Gross Rent payable by an eligible Family participating in a program covered by this part, determined in accordance with the following:

Total tenant payment for families whose initial lease is effective on or after August 1, 1982. Total Tenant payment shall be the highest of the following, rounded to the nearest dollar:

- (1) 30 percent of Monthly Adjusted Income;
- (2) 10 percent of Monthly Income; or
- (3) If the Family receives Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the Family's actual housing costs, is specifically designed by such agency to meet the Family's housing costs, the monthly portion of such payments which is so designated. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (a)(3) shall be the amount resulting from one application of the percentage.

UNIT -Dwelling unit.

UNITED STATE HOUSING ACT OF 1937 (1937 Housing Act) - The basic law that authorizes the public and Indian housing programs, and the Section 8 programs. (42 U.S.C. 1437 and following sections.)

VERY LOW -INCOME FAMILY -A Low -Income Family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish an income limit higher

or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

VIOLENT CRIMINAL ACTIVITY - Any illegal criminal activity that has as one of its elements the use, attempted use, or threat of use of physical force against the person or property of another.

WAITING LIST ADMISSION - An admission from the HA waiting list.

WELFARE ASSISTANCE - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly by Federal, State or Local governments.

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APPENDIX

APPENDIX II

APPENDIX III

APPENDIXIV

APPENDIX V

APPENDIX VI

APPENDIX VII

ELIGIBILITY AND ADMISSIONS

CONTINUED OCCUPANCY

APPENDIX

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II. INCOME GUIDELINES

III. GRIEVANCE PROCEDURES

IV. DWELLING LEASE

V. TENANT TRANSFER POLICY

VI. PET RULES & ADDENDUM TO LEASE

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY

SECTION 8 ADMINISTRATIVE PLAN

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I. STATEMENT OF OVERALL APPROACH, POLICIES AND OBJECTIVES

The Section 8 Program was created by the Housing and Community Development Act of 1974 and amended by the Housing and Community Development Acts when applicable.

The Housing Commission of Anne Arundel County (HCAAC) serves as the Public Housing Agency (PHA) for all of Anne Arundel County with the exclusion of the City of Annapolis which administers a separate Section 8 Program for that area. HCAAC applies for and receives allocations of Section 8 Existing, MOD Rehab and Voucher Programs Annual Contributions Contracts (ACC) which gives authority to operate these programs throughout the County by direct administration.

A. PURPOSE OF THE PLAN

The Section 8 Programs are redesigned to achieve five major goals:

1. To assist very low income and low income families with rent payments.
2. To enable Section 8 participants to have a greater choice in housing types and locations.
3. To provide decent, safe, and sanitary housing for eligible participants.
4. To provide incentives to private property owners to rent to low income families by offering timely assistance payments.
5. To help facilitate a transition from housing assistance to self-sufficiency through implementation of the Family Self-Sufficiency (FSS) Program.

B. USE OF THE ADMINISTRATIVE PLAN

The Housing Commission of Anne Arundel County has full responsibility for the satisfactory completion of all contractual obligations with the Department of Housing and Urban Development (HUD) and for complying with all subsequent changes pertaining to these Programs. If such changes conflict with the Plan, HUD regulations will have precedence. The administrative burden for implementation and compliance with the Federal regulations rests with the HCAAC.

The Plan covers both admission and continued participation policies for the Program. Policies are the same for both Certificates and Vouchers, unless otherwise noted. Changes to the Plan will be approved by the HCAAC Board of Commissioners and HUD.

All issues not addressed in this document related to tenants and participants, including owners, are governed by the HUD Handbook 7420.7, Federal regulations, HUD or PHA notices, memorandums, and guidelines.

Where the word "may" appears throughout the text, HCAAC has discretion in the implementation of the policy described.

Wherever the word "must" appears throughout the text, HCAAC will implement the policy as stated.

C. FAIR HOUSING POLICY

It is the policy of HCAAC to comply fully with all Federal, State and local non discrimination laws and to operate in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

Specifically, HCAAC shall not on account of race, color, sex, religion, creed, national ethnic origin, age, family or marital status, handicap or disability, deny any family or individual the opportunity to apply for or receive assistance under HUD's Section 8 Certificate or Housing Voucher Programs, within the requirements of the HUD regulations.

To further its commitment to full compliance with the Civil Rights laws, HCAAC will provide Federal, State and local information to Certificate and Voucher holders regarding "discrimination" and any recourse available to them should they feel that they have been a victim of discrimination. Such information will be made available during the family briefing session and all applicable Fair Housing information and Discrimination Complaint Forms will be made a part of the Certificate and Voucher holder packets.

D. ADMINISTRATION OF PROGRAM FUNCTIONS

Outreach to Families:

The following outreach steps will be taken by HCAAC to maximize compliance with the ACC allocations:

1. HCAAC will announce the program to the local newspaper, minority media, and other appropriate media channels. In addition, recognizing that there are persons who do not, or cannot read the newspapers, HCAAC will distribute fact sheets to the broadcasting media.
2. An announcement will be posted at the HCAAC Administrative Offices.
3. Public meetings will be with community organizations to inform residents of the Program when warranted.

Outreach to Owners:

Orientations for owners will be conducted as needed to make dwelling units available for leasing by eligible families. Owners of units located outside of areas with high, low-income or minority concentration will be encouraged to participate. On a continuing basis, HCAAC will welcome the participation of owners of decent, safe and sanitary housing units.

A list of interested landlords and their properties available for the Section 8 Program is maintained by HCAAC. This list is updated on an ongoing basis and is made available to prospective tenants upon request.

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II. COMPLETION OF APPLICATIONS, DETERMINATION OF ELIGIBILITY AND SELECTION OF FAMILIES

A. FILING OF APPLICATION

All persons who wish to apply for participation on the Section 8 Program must first file a preliminary application with the HCAAC Admissions and Occupancy Department. The application must be made by the head of household, or his/her designee.

B. DETERMINATION OF ELIGIBILITY

If an applicant is determined to be eligible, said applicant is notified in writing that he/she has been placed on the waiting list. If an applicant is initially determined to be ineligible because of income or family composition, said applicant is notified in writing and advised that he /she may ask for an informal review to discuss the decision.

- 1. Applicants owing debts from previous assistance on the Section 8 Program and/or Public Housing Occupancy will be notified in writing of the amount owed, and will be given ten (10) days to enter into a repayment agreement. If, after entering into the repayment agreement, the applicant defaults, the pre application will be withdrawn from the waiting list.**

If at the time the applicant's name reaches the top of the waiting list, the debt is still outstanding, the applicant will be required to pay the debt in full before receiving assistance. Failure to do so will result in the applicant being removed from the waiting list, with the opportunity for an informal review. In either case, the applicant will be given the opportunity to an informal review.

- 2. HCAAC reserves the right to deny housing assistance to a family or single applicant if a family member has engaged in or been evicted from assisted**

3. housing due to drug -related or violent criminal activity in the past three years.

HCAAC is not required to list the family on the waitlist or to admit the family off the waitlist. A waiver, however, may be granted for an individual who clearly did not participate in or have knowledge of drug related or criminal activity or if the circumstances leading to eviction no longer exist.

To be eligible for assistance, an applicant must meet the following criteria:

Applicant's gross family income, must not exceed the income limits established for Section 8.

Family Applicant

The applicant must qualify as a family which is defined as at least two or more persons who will live together regularly in the dwelling unit and are:

- **related by blood**
- **married or co-habitants (as defined in the glossary)**
- **adopted**

All Family members who will be assisted through the Section 8 program must be listed and verified as household members at the time of acceptance on the Program. Additions to the household will only be permitted if they meet the criteria listed above.

If the addition to the family is a minor, then he/she must be placed in the household through adoption, court order or proof of legal custody.

Single Applicant

This single applicant must meet one of the following criteria:

- **Be elderly (62 or older)**
- **Pregnant female**
- **In the process of obtaining legal custody of dependent under 18 years**
- **Handicapped or disabled**
- **Single with none of the above criteria, but who meet the income and preference requirements for the program.**

C. PREFERENCE IN SELECTION OF TENANTS

Applicants who qualify under 24CFR 982.207 for Selection Preference are given priority on the waiting list. All applicants with the following Primary Preferences

will receive assistance "before" any other applicant who is not so qualified. An applicant qualifies for a preference if they meet any of the following conditions.

1. Substandard Housing: A unit is substandard if:

- a. Has been declared unfit for habitation by a government agency.
- b. Is dilapidated (does not provide safe, adequate shelter; has one or more critical defects requiring considerable repair, endangers the health, safety, and well-being of family).
- c. Does not have operable indoor plumbing.
- d. Does not have a usable flush toilet in the unit for the exclusive family use.
- e. Does not have a usable bath tub or shower in the unit for exclusive family use.
- f. Does not have an adequate, safe electrical service.
- g. Does not have an adequate, safe source of heat.
- h. Should, but not, have a kitchen.

An Applicant who is a "Homeless Family" is considered to be living in substandard housing if they:

- a. Lack a fixed, regular, adequate nighttime residence.
- b. Have a primary nighttime residence that is supervised public/private shelter providing temporary accommodations, or an institution providing temporary residence for individuals, intended to be institutionalized, or a public/private place not ordinarily used as a sleeping accommodation for human beings. ("Homeless Family" does not include any individual imprisoned/detained pursuant to State Law or an Act of Congress.)

2. Involuntary Displacement: Involuntary displaced applicants are applicants who have vacated or will (within no more than six months from date of verification) vacate housing as a result of:

- a. Federal, State, or local government action related to code enforcement, or public improvement/development.
- b. A disaster such as a fire or flood that results in the uninhabitability of an applicant's unit.

- c. **Action by a housing owner which is beyond an applicant's ability to control, occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase.**
 - d. **"Victims of Domestic Violence" who have to vacate due to actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member. This violence must have occurred recently or be of a continuing nature.**
 - e. **Displacement to avoid reprisals (witness relocation), displacement by hate crimes, displacement by inaccessibility of unit (e.g., a family member with a mobility impairment cannot use critical elements of the unit), and displacement because of HUD disposition of a multifamily project.**
3. **Paying in Excess of 50% of Income for Rent: The definition of this preference involves definition of two terms: "Family Income" and "Rent".**
- For purposes of the Preference Rule, "Family Income" is monthly income, as defined in 24 CFR 5.609. "Rent" is defined as:**
- a. **The actual amount due under a lease or occupancy agreement (calculated on a monthly basis), plus the monthly amount of tenant - supplied utilities, which can be either:**
 - The PHA's reasonable estimate of the cost of such utilities, or**
 - The average monthly payments family actually made for these utilities in the most recent 12 month period, or shorter period if appropriate.**
 - b. **Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable "Rent" amount, to the extent that these amounts are not included in Family Income.**
 - c. **Applicants whose rents will be increased 50% or more of their income after completion of Rental Rehabilitation.**

The Commission has also established Ranking Preferences for housing eligibility to include:

- 4. **Living or Working in Anne Arundel County:**
 - a. **Anne Arundel County mailing address (which does not include a Post Office Box number).**

- b. Application for or possession of driver's license or vehicle registration indicating an Anne Arundel County mailing address.
- c. Statements of residence on other identification.
- d. Registration of children in local schools.

Head, Spouse or other Family member either working or hired to work in Anne Arundel County.

5. WORKING FAMILY

Working Family which is defined as:

Applicant households whose head, spouse, or sole member is age 62 or older or is receiving social security disability, supplemental security income disability benefits, or any other payments based on the individual's inability to work; or those who are in or have completed educational or training programs designed to prepare people for the job market. It may also be narrowed to require that either the head or spouse be employed for at least six months and that the employment income must be countable under HUD's definition of "annual income."

These selection preferences and priorities established in this section will be administered in a manner that is consistent with HUD's Fair Housing policy.

D. WEIGHTING OF THE PREFERENCES

Regardless of the number of Preferences as applicant may qualify for, only a maximum of three Preferences shall be assigned to the applicant for a total of five (5) points.

An applicant shall be placed on the waitlist in the chronological order in which they apply, and the number of preference points assigned.

<u>PREFERENCES</u>	<u>POINTS</u>
Substandard Housing	3
Involuntary Displacement	3
50% of Income	3
Living in A.A. Co.	1
Working Families	1

- 1. HCAAC anticipates that tenants may be affected by rehabilitation of their units and may encounter increased rent burdens which reach a level which may qualify the family for a preference.**
- 2. OmniHouse and other types of group homes which provide sheltered housing for individuals who are either physically or mentally disabled or handicapped.**

The group home residents are issued vouchers for the unit size required. The units are filled with applicants from the Section 8 waiting list who are participants of their shelter programs. The tenants are selected, however, by the representatives of the group home agency. A head of household is designated and other eligible applicants are considered as household members.

Recertifications are conducted in accordance with the procedures established in this plan.

When a tenant is removed from the group home, he/she will be replaced with an eligible shelter program participant on our active Section 8 waiting list.

The Housing Commission sets aside certificates and/or vouchers for use under the two preceding circumstances.

Applicants who do not meet the criteria for any preferences as discussed in this Plan will remain on the waiting list according to the date and time of the application.

E. MAINTAINING THE WAITING LIST

A list of interested families will be maintained when immediate assistance is not available. This waiting list will be maintained according to the applicant preference and ranking status, date and time of the family's application. All Applicants must report in writing to the Admission office any change in address, family composition, income, or factors affecting preference points when changes occur. An applicant's waitlist status is maintained on an automated voice mail system and can be retrieved via the telephone on a 24-hour basis. The waitlist is updated daily.

Should an applicant not respond to the request for updated information or to selection for the program for any reason, prior to the established deadline, the applicant will be deleted from the waiting list. Reasons for non-response, resulting in deletion from the list, include (but are not limited to) negligence in returning the form in a timely manner; relocation resulting in a return of the blank form to the Commission with no forwarding address.

The waitlist will remain open for acceptance of applications until a determination is made by the Executive Director to close the waitlist and a such time an notice will be posted in the legal section of the local newspapers.

III. OCCUPANCY GUIDELINES

HCAAC, in accordance with HUD guidelines, has established standards for the assignment of Vouchers (number of bedrooms) appropriate for the applicant family.

The basic standards for determining the appropriate Voucher size for an eligible family are as follows:

- A minimum of one bedroom or living/sleeping room of appropriate size for each two persons in the household.
- Separate bedrooms shall be assigned to persons of the opposite sex, except for:
 - a) husband and wife;
 - b) male/female cohabitants (as defined in the Glossary); and
 - c) children age 5 and under
- Dependents of the same sex, regardless of age, shall be assigned one bedroom for each two persons.
- The unborn child of a pregnant head of household or spouse shall be considered a dependent under the age of 5.

A. OCCUPANCY STANDARDS FOR VOUCHER ASSIGNMENTS

<u>VOUCHER SIZE</u>	<u>MINIMUM # PERSONS IN HOUSEHOLD</u>	<u>MAXIMUM # PERSONS IN HOUSEHOLD</u>
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5-6BR	6	10

TYPICAL FAMILY COMBINATION AREAS FOLLOWS:

ONE BEDROOM VOUCHER

1 adult
2 adults (husband/wife or spousal relationship no dependents)
Mother with unborn child

TWO BEDROOM VOUCHER

An elderly, handicapped or disabled person with a live-in resident assistant
A head of household (with or without spouse) with either one or two dependents

THREE BEDROOM VOUCHER

A head of household (with or without spouse) with either two or three dependents

FOUR BEDROOM VOUCHER

A head of household (with or without spouse) with either five or six dependents

FIVE BEDROOM VOUCHER

A head of household (with or without spouse) with either seven or eight dependents

SIX BEDROOM VOUCHER

A head of household (with or without spouse) with either nine or ten dependents

B. EXCEPTIONS FROM BASIC OCCUPANCY GUIDELINES

Exceptions to these standards may be granted by the HCAAC to allow the assignment of a larger unit size than specified in the standards if warranted by the conditions affecting family members. All exceptions must be requested by the family, verified and documented by the HCAAC. Exceptions shall be granted at the discretion of the HCAAC.

The preceding categories of occupancy standards are guidelines only. A family may elect to occupy a smaller unit than these guidelines would dictate if they so choose.

C. UNITSIZE SELECTION

The family may select a larger dwelling than that listed on the Voucher.

Two criteria are considered for the Voucher Program:

- **Payment Standards:** The Payment Standard for the Voucher size approved for the family or the unit size actually selected by the family, whichever is less, must be applied to the unit.
- **Utility Allowance:** The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Voucher.

IV. INCOME VERIFICATION AND PAYMENT CALCULATIONS

A. VERIFICATIONS REQUIRED TO DETERMINE ELIGIBILITY

Annual income of all family members 18 years of age or older expected to reside in the unit. Income would include employment, benefits, school grants, support, interest or dividends from savings accounts, stocks, or bonds.

- **Assets such as real property, savings accounts, stocks, and bonds.**
- **Unusual expenses such as child care to enable family members to work or furthering their education. Medical expenses for elderly family in excess of 3% of family's annual gross income.**
- **Full-time student status of adult family members.**
- **Family composition such as relationship of adult family members, children with last names different from parents, custody, if applicable, foster care papers, and other similar situations of unusual family composition.**
- **Medical information could be required to justify a larger bedroom size certificate than the family is otherwise eligible.**
- **Regular contributions & gifts from person(s) outside the household will be counted as income. Casual or sporadic gifts are excluded.**
- **Lottery winnings paid in periodic payments. (Winnings paid in a lump sum are included in net family assets - not in annual income.)**
- **The annual income of the spouse of the head of the household, if that person is temporarily absent, such as away at college or in the armed forces, even if that person is not on the lease.**

- **Benefits and other non-earned income paid directly to or on behalf of minors and full-time students.**
- **The annual income for a family member including a permanently absent member will be counted until written verification that the family member has vacated the unit is received.**
- **The gross amount (before deductions for Medicare, etc.) of periodic social security payments. Includes payments received by adults on behalf of minors or by minors for their own support).**
- **Annuities, insurance policies, retirement funds, pension, disability or death benefits and others similar types of periodic receipts.**
- **Payments in lieu of earnings, such as unemployment and disability compensation and severance pay. Any payments that will begin during the next 12 months must be included.**
- **Net payments of adjusted benefits.**

B. ANNUAL INCOME EXCLUDES

Employment income of children (including foster children) younger than 18.

- **Food Stamps; meals on wheels or other programs that provide food for the needy; groceries provided by persons not living in the household.**
- **Grants or other amounts received specifically for medical expenses.**
- **Adoption Assistance Payments**
- **Income associated with persons that live in the unit but are not regular household members includes:
payments received for care of foster children
income of live-in attendants**
- **Home care payments**
- **Resident Service Stipends**
- **The principal portion of the payments received on mortgages or deeds of trust.**

- **Earned Income of Full Time Students 18 years or older (except the Head of Household and spouse). The exemption only applies to earning in excess of \$480.00.**
- **Scholarships, veterans benefits or student loans used for tuition, fees, books, equipment or reasonable rent or utility costs for a student living away from home.**
- **State or Local employment training programs and training of resident management staff.**
- **Hazardous duty pay to a family member in the military.**
- **Lump-sum addition to family assets - such as inheritances; one-time lottery winnings; insurance settlements under health and accident insurance and worker's compensation; settlement for personal or property losses.**
- **Exclusion of Deferred Periodic Payments of SSI and Social Security received in lump sum.**
- **Casual, sporadic or irregular gifts (including verified census take earnings).**
- **Payments, rebates, or credits received under Federal, Low Income Home Energy Assistance Programs or other government agencies.**
- **Income excluded by Federal Statute.**

C. CONVERTING INCOME

To annualize full employment, multiply:

hourly wages by 2080 hours
weekly wages by 52
bi-weekly amounts by 26
semi-monthly amounts by 24
monthly amounts by 12

D. IMPUTED INCOME FROM ASSETS

If net family assets exceed \$5,000, annual income must include the greater of:

- **The actual income from assets; or**
- **An imputed income from assets:**

- **Imputed income is calculated by multiplying the total net family assets by the specified interest rate. The current rate established by HUD is 1.86% and will be changed as per regulatory changes.**

Family assets include:

- **Amounts in savings and checking accounts.**
- **Equity in real property or other capital investments is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and reasonable costs (such as broker fees, penalties), that would be incurred in selling the asset.**
- **The cash value of trusts that are available to the household.**
- **IRA (an individual retirement account), Keogh and similar retirement savings accounts.**
- **Stocks, Bonds, Treasury Bills, Certificate of Deposits, Money Market Funds.**
- **Contributions to company retirement/pension funds:**

While an individual is employed, count only amounts the family can withdraw without retiring or terminating employment.

After retirement or termination of employment, count as an asset any amount the employee elects to receive as a lump sum.

- **Lump-sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.**
- **Personal property held as an investment.**
- **Cash value of life insurance policies.**
- **Assets disposed of for less than fair market value during the two years preceding application or re-examination.**
- **Business assets disposed of for less than fair market value. (Business assets are excluded from net family asset only while they are part of an active business.)**

E. ASSETS DO NOT INCLUDE

- **Clothing, furniture, cars**
- **Interest in Indian trust lands**

- **Equity in a cooperative unit in which the family lives**
- **Assets that are not accessible to the applicant and provide no income to the applicant.**
- **The amount of equity in a mobile home for those families participating under the Mobile Home Pad Assistance.**

F. ADJUSTED INCOME

Gross annual income minus allowances for dependents, elderly household deduction, childcare, medical and handicap expenses equals adjusted income.

1. Dependent Allowance

\$480 for each household member who is under 18 years of age, or is handicapped, disabled or a full-time student.

The head, spouse, foster child or live-in attendant are never counted as dependents.

Cannot count unborn child or child to be adopted until the child is physically in the household.

A full-time student is one carrying a full-time subject load (as defined by the institution) at an institution in a degree or certificate program.

2. Elderly Household Deduction

\$400 per family for all families in which the head or spouse is at least 62 years of age or handicapped or disabled. The \$400 is a household deduction (only one per family, even if both head and spouse are elderly).

3. Child Care

Reasonable child care expenses for the care of children, including foster children, age 12 and younger may be deducted from annual income if all of the following are true:

- **The care is necessary to enable a family member to work or further his/her education (academic or vocational);**
- **The expense is not reimbursed by an agency or individual outside the household; and**
- **The expenses incurred do not exceed the amount earned.**

4. Allowance for Handicapped/Disabled Family Members

Families may deduct anticipated expenses for care attendants and "auxiliary apparatus" for handicapped or disabled family members if such expenses:

- **Enable a family member (including the handicapped family member) to work;**
- **Exceed three percent of Annual Income; and**
- **Do not exceed the earned income of the household member(s).**

"Auxiliary apparatus" are items such as wheelchairs, ramps, adaptation to vehicles, special equipment to enable a blind person to read or type, etc. if directly related to permitting the physically challenged person or other family member to work.

5. Medical Expenses

The medical expense deduction is permitted only for households in which the head or spouse is at least 62 years of age, handicapped or disabled.

If the household is eligible for a medical expense deduction, the medical expenses of all family members are counted.

They may include:

- **Services of health care facilities.**
- **Medical insurance premiums.**
- **Prescription/non-prescription medicines.**
- **Transportation to treatment.**
- **Dental expenses, eyeglasses, hearing aids, batteries.**
- **Live-in or periodic medical assistance.**
- **Monthly payment on accumulated medical bills.**

Allowable Medical Expense is that portion of total medical expenses that is in excess of three percent of annual income.

G. SPECIAL CALCULATION FOR HOUSEHOLD WHO ARE ELIGIBLE FOR DISABILITY ASSISTANCE AND MEDICAL EXPENSES

If a family has both medical expenses and disability assistance expenses, a special calculation is required.

Three percent of annual income must first be deducted from the disability assistance expenses. Any remainder is then deducted from total medical expenses.

H. METHODS OF VERIFYING NECESSARY INFORMATION

- 1. Third Party (Independent) Verification:** This should be used whenever possible as it provides the most reliable results. If other methods are used, the file should contain documentation to explain the reason.

Third party verification refers to written or oral verification from employers, public agencies, physicians, etc. If oral, the file must be documented with the date and name of HCAAC staff member receiving the information.

Internal Revenue Service Data: This source can be used for income purposes and is especially useful when self-employment is involved. The information must be from the most recent year filed.

- 2. Review of Documents:** When documents are reviewed they must be photocopied unless prohibited by law. When photocopies cannot be made, information must be recorded, dated, and signed.

Notarized Statement or Signed Affidavits may be accepted from applicants when all other sources have been exhausted. They should not be accepted in lieu of other possible methods.

Verifications for income or expenses, must be updated if older than 60 days, for the purpose of certification.

I. INELIGIBLE DETERMINATION AT TIME OF VERIFICATION

Families may be determined ineligible if their income exceeds the very low income standards prescribed by HUD. Families requesting to transfer their housing assistance from another jurisdiction must meet the HUD established income limits for the Commission's area.

Families may be determined ineligible when their income is such that the Total Tenant Payment is equal to or exceeds the highest rent standard for the unit size for which the family would be eligible.

Families may be determined ineligible if it is discovered that a household member submitted fraudulent information, participated in bribery or any other corrupt or criminal act.

Families may be determined ineligible due to specified criminal activity, or an action or failure to act by a household member as defined and detailed by Federal Statute. The Housing Commission must prohibit admission to the program of an applicant for three years from the date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. However, the Housing Commission may admit the household if the Commission determines: (1) that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation approved by the Commission; or (2) that the circumstances leading to the eviction no longer exist.

The Housing Commission must establish standards that prohibit admission if: (1) the Commission determines that any household member is currently engaging in illegal use of a drug, and (2) the Commission determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, and (3) any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

The Housing Commission must establish standards that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

J. NOTICE OF DECISION AND INFORMAL REVIEW PROCESS

All eligible applicants must be advised of such in writing of their family obligations under the program and the grounds on which the Commission may terminate assistance, and of their right to informal review and given 10 days to request an informal review.

The informal review will provide the applicant with an opportunity to present new information or to refute existing information. The Hearing Officer may declare an applicant eligible, continue the findings of ineligibility, or reopen the case for further evaluation. The applicant shall be notified in writing of the results of the informal review.

V. BRIEFING OF FAMILIES AND ISSUANCE OF VOUCHERS

Every effort is made to thoroughly brief potential tenants on all Section 8 Programs. This effort includes both individual and group briefings. At the individual briefings, the tenant can ask questions specific to his/her own circumstances. At the group briefing, the following tools may be used:

- A audio-visual presentation;
- A oral presentation;
- A question and answer period; and
- Distribution of related materials.

At the briefings, pertinent information is discussed on all programs. Especially stressed are all tenant responsibilities.

In an effort to aid families in housing selections, a listing of available units is maintained by the Housing Commission. These properties are not pre-screened, and this is so stated to the families. When possible, additional assistance is provided by the Section 8 Coordinator for families having difficulty finding housing.

Prior to issuance of a Voucher all income verification must be current within (60) days.

Once issued, a family is given 60 days to locate suitable housing in the local area of its choice. Two additional 30 day extensions can be given upon the family's request by the Department Supervisor(s), provided that the family is able to justify the need for an extension.

If the Voucher expires at the end of the initial 60 day term without an extension or if it expires after any additional term requested and approved, the family may reapply for the program if they so desire, if the waiting list is open, and be placed back on the waiting list according to the date of their reapplication. HCAAC may not determine the family to be ineligible for the program on the grounds that it was not able to utilize a previously issued Voucher. Any expired Vouchers should be reissued to the next eligible applicants on the waiting list as soon as possible.

A. HOUSING QUALITY STANDARDS (HQS) AND INSPECTIONS

The HCAAC will use the HUD acceptability criteria in the program regulations and the HUD Inspection booklet (HUD 52580) for all inspections of dwelling units and adhere to the following additions:

- All units must have at least one smoke detector for each living level in the unit.

- At the discretion of HCAAC, subject to HUD approval, landlords will be required to scrape and repaint all surfaces cited for peeling paint with two coats of non-lead paint or otherwise suitable cover where there is a child under seven years of age residing or expected to reside in the unit.

In addition to ongoing inspections, periodic, random review of completed inspections will be performed by supervisory personnel at a minimum of 5% sampling of inspections to ensure quality control.

If the annual inspection reveals that the unit is not in decent, safe and sanitary condition as required by the HQS criteria, HCAAC will immediately notify the owner and tenant of the deficiencies and require that the conditions be corrected within 30 days.

If there are serious deficiencies which present an immediate danger to the health and safety of the family, HCAAC will require a correction of those deficiencies within 24 hours. (The owner however, is not responsible for HQS violations caused by the family. Such violations include damage to the unit by the family or guest beyond normal wear and tear and verification of the absence of tenant paid utilities.)

If the owner does not take the required action to correct the deficiencies deemed as his/her responsibility, within the required time period, HCAAC will abate the housing assistance payments until such time as the owner corrects the deficiencies. The housing assistance payments will be resumed once the deficiencies are fully corrected by the owner, but HCAAC will not make payments for the period the unit was not in compliance. Tenants who do not correct the deficiencies in a timely manner will have their assistance terminated.

If the violation(s) are not corrected within an additional thirty days, the Housing Assistance payments will be terminated.

B. LEASE APPROVAL AND HOUSING ASSISTANCE PAYMENTS CONTRACTS EXECUTION

In the execution of the Lease Agreement and Addendum to the Lease, both parties (tenant and owner) will be made aware of required and prohibited lease provisions. Both parties will receive a copy of pertinent contract documents. Upon receipt of a Request for Tenancy Approval, signed by tenant and owner, HCAAC will insure that the contract rent:

- Is within the applicable Payment Standard and,
- Is reasonable in relation to rents currently being charged for comparable units in the private, unassisted market, also

HCAAC will also ensure:

- That the owner of the unit is not subject to certain federal actions such as debarment, suspension or denial of participation under 24 CFR 982.306.

That the owner has not engaged in drug trafficking.

That the owner does not have a history or practice of violating Section 8 HQS or applicable Housing Standards.

Upon approval of the Request for Tenancy Approval the voucher becomes suspended, i.e., the expiration date of the voucher is stopped pending the outcome of the unit inspection.

1. Release of Information

HCAAC is required upon request to provide the following information to owner regarding tenants who wish to lease their dwelling unit in accordance with Section 982.307(b).

- The Family's current address as shown in our records.
- The name and address of the Landlord at the Family's current and prior address (if known).

C. PAYMENT STANDARD RENT LIMITATIONS

The Gross Rent for a Voucher Program unit shall not exceed the standards of rent reasonableness according to local market conditions that are applicable for such unit on the date of Lease approval. Federal Statute may impose other limitations that shall become effective to maintain compliance.

D. SEPARATE AGREEMENTS

Owners and tenants may execute agreements for services, appliances (other than for range and refrigerator) and other items outside those which are provided under the lease if the agreement is in writing and approved by HCAAC.

In order for there to be a separate agreement, the tenant must have the option of not utilizing the service, appliance or other item.

HCAAC is not liable for unpaid charges for items covered by separate agreements and nonpayment of these agreements cannot be cause for eviction.

VI. ANNUAL ACTIVITIES

A. REVIEW OF FAMILY CIRCUMSTANCES, RENT, UTILITIES, AND HOUSING QUALITY

All families (includes all adult members) will be scheduled for recertification interviews to provide information on income, assets, allowances, deductions and family composition at least annually and in accordance with Section 982.516 of the Federal Regulations. (See Verification Procedures)

This annual reexamination of family circumstances is coordinated with the anniversary date and inspection of the premises for continued compliance with Housing Quality Standards (HQS). Annual reexaminations are started 90 days prior to the anniversary date to assure sufficient time to conclude this process.

Participants will be allowed two appointments for recertification interviews. Should the participant fail to keep the first appointment, a second appointment will be scheduled and the tenant will be notified that failure to attend may result in termination of assistance for failure to comply with the obligation of their certificate or voucher. A thirty (30) day notice of termination of assistance will be sent by Certified Mail if they fail to appear for the second date.

B. INTERIM ADJUSTMENTS OF RENT

Interim adjustments will be conducted, in cases where the tenant's rent will decrease due to the adjustment. An interim will also be conducted in cases where the household income increases from a reported amount equalling zero. Such changes in Family circumstances would include:

- Receipt or discontinuance of Public Assistance.
- Changes in family composition.
- Employment or loss of.
- Receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment such as Unemployment Compensation and other compensation.

C. TIMELY REPORTING STANDARDS

Participants must report changes within 10 days of the occurrence in order for the report to be "in a timely manner". Changes may be initially reported verbally by the participant, but must be followed immediately by third party verification.

Decrease in tenant rent will be effective the first of the month following the reported decrease.

Increase in tenant rent will be effective anniversary date of the contract following the change in family circumstances.

If the Housing Commission of Anne Arundel County determines that the tenant has misrepresented the facts, which would result in an increase in tenant rent, at the time of recertification it shall be computed retroactively to the anniversary date. Depending on the circumstances, the tenant may, at the discretion of the Commission, be allowed to enter into a repayment agreement for a maximum period of one (1) year to repay the program for any over-assistance.

D. CONTRACT RENT INCREASES BY OWNER

Rent increases are determined in accordance with annual adjustment factors and other provisions of the Regulations as following:

The amount of the monthly rent payable by the Family to the Owner is determined by the provisions of the Lease between the Owner and the Family. The amount of the monthly rent under the Lease may not be increased during the first year of the term of such Lease. The Lease may provide for an increase in such monthly rent after the first year of the term, if the Owner gives at least sixty days written notice to the Family and the Family agrees to the increase in rent. The family portion of the rent must remain affordable and feasible.

Owners may not request rent increases prior to the expiration of the first term of lease. As of the first anniversary date of the lease, rent increases may be effective with a 60 days notice to the family and a copy to HCAAC.

Landlords must submit a written request for rent increase to HCAAC.

E. UTILITIES

Utilities include water, electricity, gas, heating, refrigeration, and cooking fuels, trash collection and sewage services.

Allowances for tenant furnished utilities are reviewed in connection with annual reexaminations. When revisions are made, they are implemented at the time of annual rent adjustments and TTP determinations.

F. MINIMUM RENT

In accordance with Section 402(a)(1) and (2) of the Continuing Resolution, assisted families may pay a minimum rent as set by the Housing Commission by internal

procedure. The minimum rent may not exceed \$50.00 per month. The minimum rent is currently \$0, however may be changed by procedure to accommodate market conditions.

VII. TERMINATIONS AND SECURITY DEPOSITS

HCAAC may deny or terminate assistance if an applicant or participant:

- Violated any of the "Family Obligations" under the Voucher Program .
- Serious violation of the Lease.
- Committed any fraud or misrepresentation in connection with any Federal Housing Assistance Program.
- Defaulted on a repayment agreement.
- If the participant's TTP is sufficient to pay full gross rent and six (6) months of zero assistance has elapsed since the last HAP was made.

A. INFORMAL HEARINGS

If the PHA refuses to issue a Voucher, the tenant must be notified in writing and offered an opportunity for an informal hearing and hold the hearing, if requested, prior to the denial or termination of the assistance, except in cases where the tenant has the ability to pay full contract rent and has completed a six month period with no assistance.

Informal hearings will also be conducted if requested by the participant regarding disputed rent calculations, the appropriate utility allowance and required unit size. The results of the hearing will be forwarded to HCAAC & the participant.

Participants may review all pertinent records held by HCAAC; the Commission also has the right to review all pertinent records held by the participant prior to the hearing.

B. OWNER FRAUD, MISREPRESENTATION, OR BREACH OF CONTRACT

If the landlord has committed fraud, misrepresentation or other breach of the Housing Assistance Payments Contractor Voucher Contract in connection with the Section 8 Program, HCAAC will terminate the Contract and review the circumstances and family's involvement to determine if the family is eligible for recertification to relocate to another unit with continuation of assistance.

C. FAMILY MOVES

Participants who are in compliance with all regulations and who wish to move to another unit must put their request in writing prior to issuance of a new Voucher. This notice must be forwarded to the Landlord and the Commission.

If the family moves to another area, the notice must specify where the family wants to move.

Participants, who rescind their action to move with the Landlord's Agreement, may continue leasing where they are currently living, and the Housing Assistance Payment will continue to be paid to the landlord.

Participants who execute the move-out are advised that issuance of a new Voucher for move-out does not preclude them from being responsible for unpaid rent and for damages.

Both assisted households and the Landlord must be notified when the family must move due to a change in the family's composition that changes the subsidy for which they qualify.

D. FAMILY BREAK-UP

Upon break-up of the family, HCAAC will determine which family member(s) will retain the Section 8 assistance. The factors which will be considered in making this decision are:

- The household member (s) remaining in the assisted unit.
- The interest of minor children or of ill, elderly or disabled family members.
- Whether family members were forced to leave the unit as a result of actual or threatened physical violence against those family members.
- Court determination of which family member (s) will retain housing assistance in cases of divorce or separation.

E. EVICTIONS

The owner may evict in accordance with Federal Regulations or may institute court action, using the grounds for eviction available through Maryland State Law, or the owner may obtain a signed mutual termination agreement. The housing assistance payment is terminated when the lease is terminated by the owner.

Notice of the eviction must be given to the Commission either by the family or the owner.

F. ABSENCES FROM UNIT

Participants may be absent from the unit for a consecutive period of time not to exceed two (2) weeks, without having their Housing assistance interrupted or terminated.

G. CONTRACT TERMINATIONS

The Landlord may terminate the HAP contract for business or economic reasons with a ninety (90) day notice to the Commission, HUD and the assisted family.

H. SECURITY DEPOSITS

All owners entering into a HAP contract on or after October 2, 1995 may collect a Security Deposit in accordance with CFR Section 982.313(a). It must be placed in an account which complies with Maryland State Law. The Housing Commission will not impose any limit on the owner Security Deposit providing that the deposit amount does not exceed the private market practices or security deposits collected for the owner's unassisted units.

If a family vacates its unit, the owner, subject to State and local law, may use the Security Deposit as reimbursement for any unpaid family contribution or other amounts owed under the lease.

IX. REPAYMENT AGREEMENTS

A. USE OF REPAYMENT AGREEMENTS

When a participant owes money to HCAAC, assistance must not be terminated simply because the family has an outstanding debt. When an applicant owes money to HCAAC (or another PHA) placement on the waiting list must not be denied solely because of a previous debt. A Promissory Note in the form of a Repayment Agreement may be executed by the participant or applicant with the HCAAC to permit payback of a debt over a period of time.

Repayment Agreements may be executed for, but are not limited to, the following circumstances:

- **failure to report changes in income or family size that results in overpayment of assistance**

Participants owing money must be notified of their liability and informed that they are not required to enter into a Repayment Agreement as a condition of continued assistance. However, in the absence of a Repayment Agreement or default of a Repayment Agreement, the HCAAC may deny issuance of a new Voucher when the participant wants to move.

There is no dollar limit on the amount of the Repayment Agreement. Payment amounts should however, be affordable for the participant or applicant and for a specified term not to exceed 12 months unless extended by the Department Supervisor.

If an applicant or participant has signed a Repayment Agreement with HCAAC (or any other PHA) and they breach the agreement, HCAAC may deny or terminate assistance.

X. FINANCIAL MANAGEMENT/REPORTING REQUIREMENTS

A. THE HOUSING ASSISTANCE PAYMENT (HAP) REGISTER

HCAAC will keep a HAP Register for each tenant by each project with the required information attached.

The HAP Register will be kept up -to-date with all initial payments and subsequent changes entered.

B. MONITORING PROGRAM PERFORMANCE

To ensure quality control the HCAAC Department Supervisor conducts monthly monitoring review of all Section 8 Programs, activities, which may include the following:

- 1. Review of Waiting List**
- 2. Audit of Files**
- 3. File Count**
- 4. Bi-Weekly Review of HAP Register**
- 5. Review of Financial Records**
- 6. Review of Monthly Utilization Reports**

7. Sample Review of Housing Quality Standards

The Comptroller of the HCAAC will closely monitor the Operating Reserve to ascertain that ongoing administrative fees are sufficient to cover ongoing administrative expenses. Proposed expenditures not in accordance with the approved budget require prior approval for a budget amendment by the HCAAC's Executive Director and Board of Commissioners.

C. HUD REGULATORY AMENDMENTS

Revisions to existing program regulations will be automatically incorporated in this plan subsequent to its effective date. Special rules for use of available funds will be followed when HUD provides funding for a special purpose.

D. PAYMENT STANDARD

The PHA determines the amount of subsidy a family will receive but does not limit the rent charged by the owner.

The maximum subsidy calculation is done at the time a family is issued a Housing Voucher.

Establishing the maximum subsidy enables the family to "shop" for housing.

The actual PHA subsidy can be calculated only after the family has selected a specific unit and the gross rent for the unit is known.

The family may pay more or less than 30% of monthly adjusted income for rent and utilities.

The standards will be reviewed annually.

Adjustments to the payment standards will be made when required due to economic reasons and/or due to an adjustment in the areas of Fair Market Rents. The payment standards will not exceed the Fair Market Rents for the area.

The payment standard used for a family at a regular reexamination will not be less than the applicable standard previously used unless the family's size or composition increases or decreases in accordance with HCAAC occupancy standards.

XII. FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

The FSS Comprehensive Strategy is now an appendix to the Section 8 Administrative Plan and has been incorporated with the HCAAC policies and procedures effective August 3, 1994. The Administrative Plan will be amended to address any revisions to the FSS Comprehensive Strategy as needed.

REVISED GLOSSARY

ABSORPTION- In portability, the point at which a receiving HA stops billing the initial HA for assistance on behalf of a portability family. The receiving HA uses funds available under the receiving HA consolidated ACC.

ACC - Annual contributions contract.

ACCRESERVE ACCOUNT (Formerly Project Reserve) - Account established by HUD from amounts by which the maximum payment to the HA under the consolidated ACC (during an HA fiscal year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

ADJUSTED INCOME - Annual Income less the following allowances, determined in accordance with HUD instructions:

- (a) \$480 for each Dependent;
- (b) \$400 for any Elderly Family;
- (c) For any Family that is not an Elderly Family but has a Handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by Family members who are 18 years of age or older as a result of the assistance to the Handicapped or Disabled Person;
- (d) For any Elderly Family
 - (1) That has no Handicapped Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;
 - (2) That has Handicapped Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Handicapped Assistance Expenses computed in accordance with paragraph (c) this section, plus an allowance for Medical Expenses that is equal to the Family's Medical Expenses;
 - (3) That has Handicapped Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Handicapped Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and
- (e) (1) Child care expenses; or (2) in the case of families assisted by Indian housing authorities, the greater of (i) child care expenses, or (ii) excessive travel expenses, not to exceed \$25 per family per week, for employment or education related travel.

ADMINISTRATIVE FEE - Fee paid by HUD to the HA for administration of the program.

ADMINISTRATIVE FEE RESERVE (Formerly Operating Reserve) - Account established by HA from excess administrative fee income. The administrative fee reserve must be used for housing purposes.

- (a) The HA must maintain an administrative fee reserve (formerly operating reserve) for the program. There are separate administrative fee reserve accounts for the HA's

certificate and voucher programs. The HA must credit to the administrative fee reserve the total of:

- (1) The Amount by which program administrative fees paid by HUD for an HA fiscal year exceed the HA program administrative expenses for the fiscal year; plus
 - (2) Interest earned on the administrative fee reserve.
- (b) (1) The HA must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for an HA fiscal year. If funds in the administrative fee reserve are not needed to cover HA administrative expenses (to the end of the last expiring funding increment under the consolidated ACC), the HA may use these funds for other housing purposes permitted by State and local law. However, HUD may prohibit use of the funds for certain purposes. A
- (2) The HA Board of Commissioners or other authorized officials must establish the maximum amount that may be charged against the administrative fee reserve without specific approval.
 - (3) If the HA has not adequately administered any Section 8 program, HUD may prohibit use of funds in the administrative fee reserve, and may direct the HA to use funds in the reserve to improve administration of the program or to reimburse ineligible expenses.

ADMINISTRATIVE PLAN - The administrative plan described HA policies for administration of the tenant-based programs.

- (a) The HA must adopt a written administrative plan that establishes local policies for administration of the program in accordance with HUD requirements. The administrative plan and any revisions of the plan must be formally adopted by the HA Board of Commissioners or other authorized HA officials. The administrative plan states HA policy on matters for which the HA has discretion to establish local policies.
- (b) The administrative plan must be in accordance with HUD regulations and other requirements. The HA must review the administrative plan if needed to comply with HUD requirements. The HA must give HUD a copy of the administrative plan.
- (c) The HA must administer the program in accordance with the HA administrative plan.
- (d) The HA administrative plan must cover HA policies on these subjects:
 - (1) How the HA selects applicants from the HA waiting list, including applicants with federal and other preferences, and procedures for closing and reopening the HA waiting list;
 - (2) Issuing or denying vouchers or certificates, including HA policy governing the voucher or certificate term and any extensions or suspension of the term. Suspension means stopping the clock on the term of a family certificate or voucher after the family submits a request for lease approval. If the HA decides to allow extensions or suspensions of the certificate or voucher term, the HA administrative plan must describe how the HA determines whether to grant extensions or suspensions, and how the HA determines the length of any extension or suspension;
 - (3) Any special rules for use of available funds when HUD provides funding to the HA for a special purpose (e.g., desegregation), including funding for specified families or a specified category of families;
 - (4) Occupancy policies, including:

- (i) Definition of what group of persons may qualify as a family;
- (ii) Definition of when a family is considered to be continuously assisted ;
- (5) Encouraging participation by owners of suitable units located outside areas of low income or minority concentration;
- (6) Assisting a family that claims that illegal discrimination has prevented the family from leasing a suitable unit;
- (7) A statement of the HA policy on providing information about a family to prospective owners;
- (8) Disapproval of owners;
- (9) Subsidy standards;
- (10) Family absence from the dwelling unit;
- (11) How to determine who remains in the program if a family breaks up;
- (12) Informal review procedures for applicants;
- (13) Informal hearing procedures for participants;
- (14) For the voucher program: the process for establishing and revising payment standards, including affordability adjustments;
- (15) Special policies concerning special housing types in the program (e.g., use of shared housing); and
- (16) Policies concerning payment by a family to the HA of amount that the family owes the HA.

ADMISSION - The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

ANNUAL CONTRIBUTIONS CONTRACT (ACC) - A written contract between HUD and an HA. Under the contract HUD agrees to provide funding for operation of the program, and the HA agrees to comply with HUD requirements for the program.

ANNUAL INCOME:

- (a) 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 for the 12-month period following the effective date of certification of income, exclusive of certain types of income as provided in paragraph (c) of this section.
- (b) Annual Income includes, but is not limited to:
 - (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
 - (2) The net income from 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 straightline 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 a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(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 of 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 (but see paragraph (c)(13) of this section);
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see paragraph (c)(3) of this section);
- (6) Welfare Assistance. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:
 - (I) The amount of the allowance or grant exclusive of the amounts specifically designated for shelter or utilities, plus
 - (ii) The maximum amount that the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b)(6)(ii) shall be the amount resulting from one application of the percentage;
- (7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
- (8) All regular pay, special pay and allowances of a member of the Armed Forces (but see paragraph (c)(7) of this section); and
- (c) Annual income does not include the following:
 - (1) Income from employment of children (including foster children) under the age of 18 years;
 - (2) Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);
 - (3) Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and

- worker compensation), capital gains and settlement for personal or property losses (but see paragraph (b)(5) of this section);
- (4) Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
 - (5) Income of a live-in Aide. A person who resides with an Elderly, Disabled, or Handicapped Person or Persons and who --
 - (a) Is determined to be essential to the care and well-being of the Person(s);
 - (a) Is not obligated for the support of the Person(s); and
 - (c) Would not be living in the unit except to provide the necessary supportive services.
 - (6) The full amount of student financial assistance paid directly to the student or to the educational institution;
 - (7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;
 - (8)
 - (i) Amounts received under training programs funded by HUD;
 - (ii) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - (iii) 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, childcare, etc.) and which are made solely to allow participation in a specific program;
 - (iv) A resident's service stipend. A resident's service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No Resident may receive more than one such stipend during the same period of time; or
 - (v) Compensation from State or local employment training programs and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance;
 - (9) Temporary, nonrecurring or sporadic income (including gifts);
 - (10) For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the law of that government by persons who were persecuted during the Nazi era;
 - (11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
 - (12) Adoption assistance payments in excess of \$480 per adopted child;
 - (13) Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment.
 - (14) Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;

- (15) Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
 - (16) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance program that includes assistance under the United States Housing Act of 1937. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.
- (d) If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a re-determination at the end of the shorter period.
 - (e) Any family receiving the repayment payments referred to in paragraph (c)(10) of this section that has been requested to repay assistance under this chapter as a result of receipt of such payments shall not be required to make further repayments on or after April 23, 1993.

APPLICANT (Applicant Family) - A family that has applied for admission to a program, but is not yet a participant in the program.

BUDGET AUTHORITY - An amount authorized and appropriated by the Congress for payment to HA under the program. For each funding increment in an HA program, budget authority is the maximum amount that may be paid by HUD to the HA over the ACC term of the funding increment.

CERTIFICATE - A document issued by an HA to a family selected for admission to the rental certificate program. The certificate describes the program, and the procedures for HA approval of a unit selected by the family. The certificate also states the obligations of the family under the program.

CERTIFICATE or VOUCHER HOLDER - A family holding a voucher or certificate with unexpired search time.

CERTIFICATE PROGRAM - Rental certificate program.

CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT (Consolidated ACC)

(a) **NATURE OF ACC**

- (1) An annual contributions contract (ACC) is a written contract between HUD and an HA. Under the ACC, HUD agrees to make payments to the HA, over a specified term, for housing assistance payments to owners and for the HA administrative fee. The ACC specifies the maximum annual payment by HUD, and the maximum payment over the ACC term. The HA agrees to administer the program in accordance with HUD regulations and requirements.
- (2) HUD's commitment to make payments for each funding increment in the HA program constitutes a separate ACC. However, commitments for all the

funding increments in an HA program are listed in one consolidated contractual document called the consolidated annual contributions contract (consolidated ACC). A single consolidated ACC covers funding for the HA certificate program and voucher program.

(b) BUDGET AUTHORITY AND CONTRACT AUTHORITY

- (1) Budget authority is the maximum amount that may be paid by HUD to an HA over the ACC term of a funding increment. Contract authority is the maximum annual payment for the funding increment. Budget authority for a funding increment is equal to contract authority times the number of years in the increment term. Before adding a funding increment to the consolidated ACC for an HA program, HUD reserves budget authority from amounts authorized and appropriated by the Congress for the program.**

- (2) For each funding increment, the ACC specifies the initial term over which HUD will make payments for the HA program, and the contract authority and budget authority for the funding increment. For a given HA fiscal year, the amount of HUD's maximum annual payment for the HA program equals the sum of the contract authority for all of the funding increments under the consolidated ACC. However, this maximum amount does not include contract authority for an expired funding increment. If the term of a funding increment expires during the HA fiscal year, this maximum amount only includes the pro-rata portion of contract authority for the portion of the HA fiscal year prior to expiration. (Additional payments may be made from the ACC reserve account described in 982.154.) However, the amount to be paid must be approved by HUD, and may be less than the maximum payment.**

CONTIGUOUS MSA - In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial HA is located.

CONTINUOUSLY ASSISTED - An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act Program when the family is admitted to the certificate or voucher program.

CONTRACT AUTHORITY - The maximum annual payment by HUD to an HA for a funding increment.

DISABLED PERSON - A person who is under a disability as defined in section 223 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

DISPLACED PERSON - A person or family displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws, defined as follows:

- (a) A definite and final order requiring demolition, closing or improvement and allowing no alternative must have been issued by the appropriate authority.**

- (b) The person or family must live in the dwelling at the time of the order is entered or at the time of damage or disaster. In the event a unit becomes occupied subsequent to it having been vacated by a person or by a family entitled to preference, such new occupants shall not also be entitled to preference, even though it may become necessary to serve him with an official notice to vacate.

DOMICILE - The legal residence of the household head or spouse as determined in accordance with State and local law.

DRUG-RELATED CRIMINAL ACTIVITY - Term means:

- (1) Drug-trafficking; or
- (2) Illegal use, or possession for personal use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

DRUG-TRAFFICKING - The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

ELDERLY FAMILY - A family whose Head of Household or Spouse or whose sole member is:

- (1) At least 62 years old,
- (2) A Disabled Person, or
- (3) A Handicapped Person as defined in this section,

and may include two or more elderly (at least 62 years old), Disabled or Handicapped Person living together, or one or more such persons living with another person who is determined to be essential to his or her care and wellbeing.

ELDERLY PERSON - A person who is at least 62 years of age.

ELIGIBILITY

- (a) **WHEN APPLICANT IS ELIGIBLE: GENERAL** - The HA may only admit an eligible family to a program. To be eligible, the applicant must be a family, must be income eligible, and must be a citizen or a non-citizen who has eligible immigration status as determined in accordance with 24 CFR part 5.
- (b) **INCOME**
- (1) To be income eligible, the family must be either:
 - (i) A very low-income family; or
 - (ii) A low-income family in any of the following categories:
 - (A) A low-income family that is continuously assisted under the 1937 Housing Act.
 - (B) A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
 - (C) A low-income non-purchasing family residing in a HOPE 1 (HOPE for Public and Indian Housing Homeownership) or HOPE 2 (HOPE for Homeownership of Multifamily Units) project.
 - (D) A low-income non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173.

- (E) A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of mortgage insurance contract under 24 CFR 248.165.
 - (F) For the certificate program only, a low-income family residing in a HUD-owned multifamily rental housing project when HUD sells, forecloses or demolishes the project.
- (2) The HA determines whether the family is income-eligible by comparing the family's annual income (gross income) with the HUD-established very low-income limit or low-income limit for the area. The applicable income limit for issuance of a certificate or voucher when a family is selected for the program is the highest income limit (for the family unit size) for areas in the HA jurisdiction. The applicable income limit for admission to the program is the income limit for the area where the family is initially assisted in the program. The family may only use the certificate or voucher to rent a unit in an area where the family is income eligible at admission to the program.

(c) FAMILY COMPOSITION

- (1) A family may be a single person or a group of persons.
- (2) A family includes a family with a child or children.
- (3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The HA determines if any other group of persons qualifies as a family.
- (4) A single person family may be:
 - (i) An elderly person.
 - (ii) A displaced person.
 - (iii) A disabled person.
 - (iv) Any other single person.
- (5) A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

(d) CONTINUOUSLY ASSISTED

- (1) An applicant is continuously assisted under the 1937 Housing Act if this family is already receiving assistance under any 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program.
- (2) The HA must establish policies concerning whether and to what extent a brief interruption between assistance under one of these programs and admission to the certificate or voucher program will be considered to break continuity of assistance under the 1937 Housing Act.

EXCEPTION RENT - In the certificate program, an initial rent (contract rent plus any utility allowance) in excess of the published FMR. In the certificate program, the exception rent is approved by HUD, and is used in determining the initial contract rent. In the voucher program, the HA may adopt a payment standard up to the exception rent limit approved by HUD for the HA certificate program.

FAIR MARKET RENT (FMR) - The rent, including the cost of utilities (except telephone), that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Fair market rents for existing housing are established by HUD for housing units of varying sizes (number of bedrooms), and are published in the FEDERAL REGISTER in accordance with 24 CFR part 888 as follows.

FAMILY -

- (1) A family may be a single person or a group of persons.
- (2) A family includes a family with a child or children.
- (3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The HA determines if any other group of persons qualifies as a family.
- (4) A single person family may be:
 - (a) An elderly person.
 - (b) A displaced person.
 - (c) A disabled person.
 - (d) Any other single person.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM) - The program established by an HA to promote self-sufficiency of assisted families, including the provision of supportive services (42 U.S.C. 1437u).

FAMILY UNIT SIZE - The appropriate number of bedrooms for a family. Family unit size is determined by the HA under the HA subsidy standards.

FMR - Fair market rent.

FMR/EXCEPTION RENT LIMIT - The Section 8 existing housing fair market rent published by HUD Headquarters, or any exception rent. In the certificate program, the initial contract rent for a dwelling unit plus any utility allowance may not exceed the FMR/exception rent limit (for the dwelling unit or for the family unit size). In the voucher program, the HA may adopt a payment standard up to the FMR/exception rent limit.

FSS PROGRAM - Family self-sufficiency program.

FUNDING INCREMENT - Each commitment of budget authority by HUD to an HA under the consolidated annual contributions contract for the HA program.

HA - Housing Agency.

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 either paid to a member of the family or reimbursed by an outside source.

HANDICAPPED PERSON - A person having a physical or mental impairment that:

- (a) Is expected to be of a long -continued and indefinite duration,
- (b) Substantially impedes his or her ability to live independently, and
- (c) Is of such a nature that such ability could be improved by more suitable housing conditions.

HAP CONTRACT - Housing assistance payments contract.

HOUSING AGENCY (HA) - A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low -income housing, including an Indian housing authority (IHA). (PHA and HA mean the same thing.)

HOUSING ASSISTANCE PAYMENT - The monthly assistance payment by an HA. The total assistance payment consists of:

- (1) A payment to the owner for rent to own er under the family lease.
- (2) An additional payment to the family if the total assistance payment exceeds the rent to owner. In the certificate program, the additional payment is called a utility reimbursement.

HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP CONTRACT) - A written contract between an HA and an owner, in the form prescribed by HUD headquarters, in which the HA agrees to make housing assistance payments to the owner on behalf of an eligible family.

HOUSING QUALITY STANDARDS (HQS) - The HUD minimum quality standards for housing assisted under the tenant -based programs. See 24 CFR 982.401 for specifics .

HQS - Housing Quality Standards.

HUD REQUIREMENTS - HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters, as regulations, FEDERAL REGISTER notices or other binding program directives.

IHA - Indian housing authority.

INDIAN - Any person recognized as an Indian or Alaska Native by an Indian Tribe, the federal government, or any State.

INDIAN HOUSING AUTHORITY (IHA) - A housing agency established either:

- (1) By exercise of the power of self -government of an Indian Tribe, independent of State law; or
- (2) By operation of State law providing specifically for housing authorities for Indians.

INITIAL CONTRACT RENT - In the certificate program, the contract rent at the beginning of the initial lease term.

INITIAL HA - In portability, the term refers to both:

- (1) An HA that originally selected a family that subsequently decides to move out of the jurisdiction of the selecting HA.
- (2) An HA that absorbed a family that subsequently decides to move out of the jurisdiction of the selecting HA.

INITIAL LEASE TERM - The initial term of the assisted lease. The initial lease term must be for at least one year.

INITIAL RENT TO OWNER - The rent to owner at the beginning of the initial lease term.

JURISDICTION - The area in which the HA has authority under State and local law to administer the program.

LEASE:

- (1) A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the HA.
- (2) In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the HA. For purposes of part 982, the cooperative is the Section 8 owner of the unit, and the cooperative member is the Section 8 tenant.

LEASE ADDENDUM - In the lease between the tenant and the owner, the lease language required by HUD.

LIVE-IN AIDE - A person who resides with an Elderly, Disabled, or Handicapped Person or Persons and who:

- (a) Is determined to be essential to the care and well-being of the Person(s);
- (b) Is not obligated for the support of the Person(s); and
- (c) Would not be living in the unit except to provide the necessary support services.

LOW-INCOME FAMILY - A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing level of construction costs or unusually high or low family incomes. 24 CFR Section 982.201(b) described when a low-income family is income-eligible for admission to the certificate or voucher program).

MSA -Metropolitan statistical area.

1937 HOUSING ACT - The United States Housing Act of 1937 (42 U.S.C. 1437 and following sections). The HUD tenant-based program is authorized by Section 8 of the 1937 Housing Act (42 U.S.C. 1437f).

1937 HOUSING ACT PROGRAM - Any of the following programs:

- (1) The public housing program or Indian housing program.
- (2) Any program assisted under Section 8 of the 1937 Act (42 U.S.C. 1437f) (including assistance under a Section 8 tenant-based or project-based program).
- (3) The Section 23 leased housing program.
- (4) The Section 23 housing assistance payments program. (Section 23 means Section 23 of the United States Housing Act of 1937 before enactment of the Housing and Community Development Act of 1974.)

NOFA - Notice of funding availability.

NOTICE OF FUNDING AVAILABILITY (NOFA) - For funding (contractor budget authority) that HUD distributes by competitive process, HUD headquarters invites HA applications by publishing a NOFA in the FEDERAL REGISTER. The NOFA explains how to apply for assistance, and the criteria for awarding the funding.

OPERATING RESERVE - Administrative fee reserve.

OWNER - Any person or entity with the legal right to lease or sublease a unit to a participant.

PARTICIPANT (Participant Family) - A family that has been admitted to the HA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the HA for the family (first day of initial lease term).

PAYMENTS STANDARD - In the voucher program, an amount used by the HA to calculate the housing assistance payment for a family. Each payment standard amount is based on the fair market rent. The HA adopts a payment standard for each bedroom size and each fair market rent area in the HA jurisdiction. The payment standard for a family is the maximum monthly subsidy payment.

PBC - Project-based certificate program.

PERSON WITH DISABILITIES (Disabled Person) - A person who is under disability as defined in section 223 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

PHA - Public housing agency. (Public housing agency and housing agency mean the same thing.) A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development

or operation of low -income housing, including an Indian housing authority (IHA). (PHA and HA mean the same thing.)

PORTABILITY - Renting a dwelling unit with Section 8 tenant -based assistance outside the jurisdiction of the initial HA.

PREMISES - The building or complex in which the dwelling unit is located, including common areas and grounds.

PROGRAM - The tenant -based certificate program or voucher program.

PROJECT-BASED - Rental assistance that is attached to the structure.

PROJECTBASEDCERTIFICATEPROGRAM(PBC) - Project based assistance under 24 CFR part 983, using funding under the consolidated ACC for the HA certificate program.

PROJECTRESERVE - ACC reserve account.

- (a) (1) HUD establishes an unfunded reserve account, called the ACC reserve account (formerly project reserve), for the HA's program. There are separate ACC reserve accounts for the HA's certificate and voucher programs. The ACC reserve account is established and maintained in the amount determined by HUD.
- (2) At the end of each HA fiscal year, HUD credits the ACC reserve account from the amount by which the sum of contract authority for all funding increments under the consolidated ACC (maximum annual payment) exceeds the amount actually approved and paid for the HA fiscal year. However, the maximum annual payment does not include contract authority for an expired funding increment. If the term of a funding increment expires during the HA fiscal year, this maximum amount only includes the pro -rata portion of contract authority for the funding increment covering the portion of the HA fiscal year prior to expiration.
- (b) HUD may approve additional payments for the HA program from available amounts in the ACC reserve account.

PUBLIC HOUSING AGENCY (PHA) - A Housing Agency (HA).

REASONABLE RENT - Rent to owner that is not more than either:

- (1) Rent charged for comparable units in the private unassisted market; or
- (2) Rent charged by the owner for a comparable assisted or unassisted unit in the building or premises.

RECEIVING HA - In portability, an HA that receives a family selected for participation in the tenant-based program of another HA. The receiving HA issues a certificate or voucher, and provides program assistance to the family.

RENTAL CERTIFICATE -Certificate.

RENTAL CERTIFICATE PROGRAM -Certificate program.

RENTAL VOUCHER -Voucher.

RENTAL VOUCHER PROGRAM Voucher Program.

RENT TO OWNER -The monthly rent payable to the owner under the lease. Rent to owner includes payment for any services, maintenance and utilities to be provided by the owner in accordance with the lease.

SPECIAL ADMISSION -Admission of an applicant that is not on the HA waiting list, or without considering the applicant's waiting list position.

SUBSIDY STANDARDS -Standards established by an HA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions. See definition of family unit size.

SUSPENSION -Stopping the clock on the term of a family's certificate or voucher, for such period as determined by the HA, from the time when the family submits a request for HA approval to lease a unit, until the time when the HA approves or denies the request.

TENANT -The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

TENANT-BASED -Rental assistance that is not attached to the structure.

TENANT RENT -In the certificate program, total tenant payment minus any utility allowance.

TOTAL TENANT PAYMENT -The portion of the Gross Rent payable by an eligible Family participating in a program covered by this part, determined in accordance with the following:

Total tenant payment for families whose initial lease is effective on or after August 1, 1982. Total Tenant payment shall be the highest of the following, rounded to the nearest dollar:

- (1) 30 percent of Monthly Adjusted Income;
- (2) 10 percent of Monthly Income; or
- (3) If the Family receives Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the Family's actual housing costs, is specifically designed by such agency to meet the Family's housing costs, the monthly portion of such payments which is so designated. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (a)(3) shall be the amount resulting from one application of the percentage.

UNIT -Dwelling unit.

UNITED STATES HOUSING ACT OF 1937 (1937 Housing Act) - The basic law that authorizes the public and Indian housing programs, and the Section 8 programs. (42 U.S.C. 1437 and following sections.)

UTILITY ALLOWANCE - If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Contract Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD under applicable sections of these regulations of the monthly costs of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. (In the case of shared housing, the amount of the Utility Allowance for an assisted Family is calculated by multiplying the Utility Allowance for the entire unit by the ratio derived by dividing the number of bedrooms in the Assisted Family's private space by the number of bedrooms in the entire unit. In the case of an assisted individual sharing a one-bedroom unit with another person, the amount of the Utility Allowance for the assisted individual is one-half of the Utility Allowance for the entire unit).

UTILITY REIMBURSEMENT - In the certificate program, the amount, if any, by which any utility allowance for family-paid utilities or other housing services exceeds the total tenant payment.

VERY LOW - INCOME FAMILY - A Low - Income Family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

VIOLENT CRIMINAL ACTIVITY - Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

VOUCHER (Rental Voucher) - A document issued by an HA to a family selected for admission to the voucher program. The voucher describes the program, and the procedures for HA approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

VOUCHER PROGRAM - Rental voucher program.

WAITING LIST ADMISSION - An admission from the HA waiting list.

ADDENDUM TO THE SECTION 8 ADMINISTRATIVE PLAN

**APPROVED BY THE BOARD OF COMMISSIONERS WITH THE AGENCY PLAN
SUBMISSION ON APRIL 12, 2002.**

SECTION 8 HOMEOWNERSHIP PROGRAM

The Housing Commission has successfully completed the final draft of the Section 8 Homeownership Program Plan.

The Housing Commission plans to commence issuance of homeownership vouchers on or after July 1, 2002.

The Section 8 Homeownership Program was created in compliance with the Federal Register Notice of September 12, 2000 and was incorporated into the Agency Plan for FY 2002. The Board of Commissioners approved the plan as a component of the Agency Plan submission and resolution.

The Section 8 Homeownership Program Plan is under a separate document.

CAPITALIZATION POLICIES & PROCEDURES

Effective Date:
January 1, 2002

Capitalization Policy and Property Control:

- A. Non-expendable equipment
 - 1. All items of equipment costing \$1,000.00 or more per unit and having a useful life or more than one (1) year shall all be considered non-expendable equipment to be recorded as a fixed asset on the general ledger system with depreciation accumulated over its useful life.
 - 2. The straight-line method of depreciation shall be used for all capital items to be expensed.
 - 3. The estimated useful lives of non-expendable items shall be as follows:
 - a. Buildings 40 years
 - b. Building Improvements 15 years
 - c. Furniture & Equipment 3 to 20 years
 - 4. Ranges and refrigerators shall be considered non-expendable equipment regardless of cost.

- B. Expendable equipment
 - 1. All items of equipment costing less than \$1,000.00 per unit, with the exception of appliances, shall be considered expendable equipment.

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY

SECTION 8 HOME OWNERSHIP PLAN

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HOUSING COMMISSION OF ANNE ARUNDEL COUNTY

SECTION 8

HOMEOWNERSHIP PLAN

OVERVIEW

The Housing Commission of Anne Arundel County currently administers approximately 1700 housing choice vouchers. Approximately 100 families participate in the Family Self-Sufficiency program and many of them have identified homeownership as their goal. The Section 8 Homeownership program will ensure the success of these families to complete contracted responsibilities and graduate to homeownership. The Section 8 Homeownership Plan, including stakeholders and respective roles, is outlined in this document.

STAKEHOLDERS AND ROLES

This section identifies the stakeholders in the HCAAC Section 8 Homeownership Program and the role each will play in the implementation of the program. The stakeholders have met and identified the role each will assume in the program.

Housing Commission of Anne Arundel County (HCAAC)

The Housing Commission of Anne Arundel County was chartered in 1968 and began its first development in 1970 in Glen Burnie, Maryland. Since that time, HCAAC has completed development of 8 rental communities service over 1000 families. The HCAAC employs over 60 staff persons to provide management of each community and to supervise all related services.

HCAAC Role

As primary administrator for the program, the Housing Commission of Anne Arundel County will coordinate many facets of the program:

1. Administer the waiting list and preferences
2. Determine Program eligibility
3. Conduct briefings
4. Determine program size
5. Market and publicize with assistance from Fannie Mae.
6. Coordinate Stakeholder meetings and maintain communication with all partners
7. Report to HUD, Board of Commissioners, Stakeholders, public, etc.

Fannie Mae

Fannie Mae is committed to working with Public Housing Agencies to finance homeownership for households participating in the Section 8 Homeownership Program. Through five regional and 49 partnership offices, Fannie Mae will partner with PHAs, lenders, and community groups to support efforts to bring the benefits of homeownership to borrowers with Section 8 Vouchers. The Fannie Mae Baltimore Partnership Office has agreed to the following:

1. Identify Lenders who can work with nonprofit housing counselors to provide additional delinquency counseling. Participating lenders will be provided with Fannie Mae's

servicing requirements. The following lenders have expressed interest in participating in the program:

- i. Chevy Chase
 - ii. First Horizon
 - iii. Suntrust
2. Public Relations and media coverage
 3. Underwriting guidelines
 4. Identify funding for program (approximately \$3,000 annually) to include in-kind services and support.
 5. Work with partners to educate program participants and all stakeholders of known predatory lending practices and how to avoid them.
 6. Provide educational brochures and pamphlets on products and home ownership topics.

Long and Foster Realtors

Long and Foster Real Estate is located in Anne Arundel County with extensive knowledge of the local real estate market. Charlotte Lowman is the Long and Foster representative for the HCAAC Section 8 Homeownership Program. Long and Foster has agreed to assist with program implementation as follows:

1. Serve as Client mentors
2. Identify available properties
3. Act as settlement company

Arundel Community Development Services (ACDS)

The ACDS has agreed to provide the following services:

1. Homeownership Counseling Program
2. Contacts with various other stakeholders
3. Mentoring
4. Purchase/Identify locations
5. Provide Housing Counseling classes for stakeholders/HCAAC staff

The Homeownership Counseling Program to be provided for prospective homebuyers is comprehensive and includes individual sessions, at-home assignments, and group sessions. Three two-hour individual sessions are designed to gather client information including income and assets, understand affordability via a monthly budget, and develop an individual plan. These

sessions will also include discussion of home assignments ranging from review of spending habits to contacting creditors.

Two three -hour group workshops included discussion of home inspections and maintenance, finding and selecting the home for purchase, establishing a basis for the offer, the sales contract, and the mortgage process. ACDS will also provide a post -closing homeownership counseling session approximately four months after settlement.

Anne Arundel County Mental Health Agency

The Anne Arundel County Mental Health Agency, Inc., is the Core Service Agency for the County. The CSA is a not for profit organization enabled by state law and created by County Ordinance to plan, finance, coordinate, and monitor a system of mental health services funded with public funds. The CSA has agreed to the following:

1. Identify potential candidates
2. Provide some supportives services funding
3. Case Management Services

The ARC of Anne Arundel County

The ARC sponsors the Opening Doors project designed to provide educational workshopsto assist individuals in “understanding renting or homeownership processes, goal -setting, decision -making and the development and execution of an action plan” towards making independent living in the community a reality. Representatives from the Opening Doors Project have agreed to the following:

1. Identify Clients
2. Service Coordination

Supported Housing Developers, Inc.

Supported Housing Developers, Inc. (SHD) is a non-profit landlord that provides quality, affordable housing for persons with severe mental illness in Anne Arundel County. SHD also provides assistance in selecting housing and acquiring support services. SHD has agreed to the following:

1. Identify program participants.
2. Provide referral services for support and housing counseling.

HOMEOWNERSHIP PROGRAM ADMINISTRATION

Qualifications for Participation

Any Section 8 program participant or applicant who has been issued a Section 8 Housing Choice Voucher may utilize his or her subsidy to purchase rather than rent a home, subject to the following requirements:

1. A family must meet the general requirements for admission to or continued participation in the HCAAC Section 8 tenant-based Voucher Choice Program.
2. Current Program participants must be in full compliance with their lease and Section 8 program requirements and must terminate their current lease arrangement in compliance with the lease.
3. A head of household or spouse that has previously defaulted on a mortgage obtained through the homeownership option is barred from participation.
4. Program participants and applicants must be first-time homeowners. A family member must not have owned title to a principal residence in the last three years. Residents of limited equity cooperatives are eligible for the homeownership option.
5. Current program participants and new applicants must be deemed to be mortgage ready before a Homeownership Voucher will be issued.

6. The head of household or spouse must be employed full time and have been continuously so employed during the year before commencement of homeownership assistance. (Families in which the head of household or spouse are disabled or elderly are exempted from this requirement. Families with a disabled household member may request an exemption as a reasonable accommodation.)
7. The family has entered into a Family Self-Sufficiency contract that details a homeownership goal or the family must be a disabled family identified by a stakeholder.
8. The family's income must be equal to or exceed 40% of the HUD determined median income for the family's unit size. Families with a disabled household member may request an exemption as a reasonable accommodation.
9. The Executive Director may waive the minimum income requirement for an otherwise eligible household who has obtained pre-approval for mortgage financing and who can demonstrate a household budget which assures housing affordability.
10. Public assistance income may not be used for meeting this requirement, except for households in which the head or spouse is elderly or disabled and household that include a disabled person other than head or spouse. (Public Assistance includes federal housing assistance or the housing component of a welfare grant; TANF assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a Federal, state or local program that provides assistance available to meet family living or housing expenses.)

Preferences

During the initial year, the program will be limited to ten families. Five of the families will be identified from the FSS program (Category 1) and five disabled families will be targeted from referrals from the stakeholders identified in this plan (Category 2).

Category 1 preferences will be given in the following order:

1. Current program participants with FSS contracts that detail homeownership as a goal.
2. Family in good standing with the program
3. Meets eligibility criteria cited in this plan.
4. Date and time of application.

Category 2 preferences will be given in the following order:

1. Current Section 8 program participants/applicants
2. Counseled via stakeholder on ability to comply
3. Meets eligibility definitions
4. Has agreed to contract for support services
5. Date and time of application

Time Frame for Utilization

An applicant will have a maximum of 60 days from the date of issuance of a Housing Choice Voucher to find a home and enter into a 'Contract for Sale'. If an applicant is unable to enter into a 'Contract for Sale' before the end of the 60 day deadline, the applicant will be provided an additional 60 days to either enter into a 'Contract for Sale' or to utilize the Housing Choice Voucher in a rental situation. Any extensions beyond 120 days will be at the sole discretion of the Director of Rental Assistance Program.

Portability

Families that are determined eligible for homeownership assistance may exercise the homeownership option outside of the initial PHA's Jurisdiction if the receiving PHA is administering a Section 8 homeownership program and is accepting new families into the receiving PHA's homeownership program.

Permitted Ownership Arrangements

The Homeownership Option may be utilized in two types of housing:

1. A unit owned by the family - One or more family members hold title to the home. (Homes previously occupied under a lease - purchase agreement are eligible.)
2. A cooperative unit - One or more family members hold membership shares in the cooperative.

Contract for Sale

Participants in the Homeownership Program must complete a "Contract of Sale" with the owner of the property to be purchased. The unit must be fully built before the Contract of Sale is executed.

The Contract of Sale must include the home's price and terms of sale, the purchaser's pre-purchase inspection requirements and notice that the sale is conditional on the purchaser's acceptance of the inspection report; and an agreement that the purchaser is not obligated to pay for necessary repairs.

The participant must obtain an independent professional home inspection of the unit's major systems at the participant's expense. The inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical and heating systems.

Inspection Requirements

HCAAC will conduct an HQS inspection and will review an independent professional inspection of the unit's major systems. HCAAC retains the right to disqualify the unit for inclusion in the homeownership program based on either the HQS inspection or the professional inspection report. The participant must determine and document whether or not the unit is in an airport runway clear zone or an airfield clear zone.

The participant must determine and document whether or not the unit is in a flood hazard area. Units in flood hazard areas must be insured for flood damage.

Financing

The household is responsible for obtaining financing. If purchase of the home is financed with Federal Housing Administration (FHA) -insured mortgage financing, the financing is subject to FHA mortgage insurance credit underwriting requirements.

Length and Continuation of Assistance

Section 8 assistance will only be provided for the months the family is in residence in the home. The maximum length of time a family may receive homeownership assistance is fifteen years. (Elderly and disabled families are exempt from this time limit).

A homeownership family may purchase another home with Section 8 assistance provided there is no mortgage loan default and the family is in compliance with the 'statement of homeowner obligations'.

Family Obligations

Before commencement of homeownership assistance, the family must execute a 'statement of homeowner obligations' in the form prescribed by HCAAC. To continue to receive homeownership assistance, a family must comply with the following family obligations:

1. The family must comply with the terms of any mortgage securing debt incurred to purchase the home, and any refinancing of such debt.
2. So long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
3. The family must supply required information regarding income and family composition in order to correctly calculate total tenant payment and homeownership assistance.
4. The family must provide information on any mortgage or other debt incurred to purchase the home, and any refinancing of such debt, and any sale or other transfer of any interest in the home.
5. The family must notify HCAAC if the family defaults on a mortgage securing any debt incurred to purchase the home.
6. The family must notify HCAAC before the family moves out of the home.
7. The family must, at annual recertification, document that he or she is current on mortgage, insurance and utility payments.

Assistance Payment

The family's Section 8 monthly housing assistance payment will be the lower of (1) the Section 8 voucher payment standard minus the Total Tenant Payment or (2) the monthly homeowner expenses minus the Total Tenant Payment. HCAAC will annually reexamine family income and composition and make appropriate adjustments to the amount of the monthly housing assistance payment.

Homeownership expenses include principal and interest on mortgage debt, refinancing charges of mortgage debt, taxes and other public assessments, insurance, maintenance and major repair expenses, and the HCAAC utility allowance schedule. The HCAAC allowance for maintenance expenses, major repairs and replacements will be based on recommended allowances determined by local market conditions and decided upon by the Stakeholders and HCAAC.

Housing assistance payments will be made directly to the lender. If the housing assistance payment is greater than the mortgage payment and tax/insurance escrow payments, the difference will be paid to the family.

If a family's income increases to a point that they do not receive a housing assistance payment, eligibility for such payments will continue for 180 calendar days. At the end of a continuous period of 180 days without any assistance payments, eligibility for Section 8 assistance will automatically terminate.

Re-Sale of Home

HCAAC will recapture a percentage of the homeownership assistance provided to the family upon the family's sale or refinancing of the home. The family shall execute documentation consistent with laws and federal regulation that secure the HCAAC's right to recapture assistance. The lien securing the recapture of homeownership subsidy may be subordinated to a refinanced mortgage. The specific criteria for recapture are outlined at 24CFR982.640.

Defaults

If a participant in the Homeownership Option defaults on his or her home mortgage loan, the participant will not be able to use his or her Homeownership Voucher for rental housing but may reapply for the Section 8 waiting list.

APPENDIX
SAMPLE FORMS

AddendumtoPurchaseAgreement

Checklist

EstimatedHAPCalculat ionWorksheet

StatementofHomeownerObligations

HOUSING COMMISSION of ANNE ARUNDEL COUNTY
SECTION 8 HOMEOWNERSHIP ADDENDUM
TO RESIDENTIAL PURCHASE AGREEMENT
AND JOINT ESCROW INSTRUCTIONS

This is an Addendum to the Residential Purchase Agreement and Joint Escrow Instructions [or Other] (hereafter "Agreement"), dated _____, on property known as _____ ("Property"), in which _____ is referred to as Buyer, and _____ is referred to as Seller.

Notwithstanding any other provision of said Agreement, Buyer and Seller agree to the following terms and conditions which are hereby incorporated by reference in the Agreement:

1. APPROVAL OF AGREEMENT BY ANNE ARUNDEL COUNTY HOUSING COMMISSION.

The Residential Purchase Agreement, Joint Escrow Instructions, and any addenda, attachments, or amendments pertaining thereto shall be of no force and effect unless _____ in a writing signed by Buyer and Seller and approved, in writing, by the Anne Arundel County Housing Commission ("HCAAC").

2. FINANCING.

A. APPROVAL BY HCAAC. Buyer's obligation to purchase the Property is expressly conditioned upon written approval by the Anne Arundel County Housing Commission ("HCAAC") of all of Buyer's anticipated financing to be used in purchasing the Property, as set forth in the Residential Purchase Agreement between Buyer and Seller.

B. LOAN CONTINGENCY. Buyer's obligation to purchase the Property is also expressly conditioned upon Buyer's obtaining the loans, any required down payment, and estimated closing costs

This is an Addendum to the Residential Purchase Agreement and Joint Escrow Instructions [or Other] (hereafter "Agreement"), dated _____ on property known as _____ ("Property"), in which _____ is referred to as Buyer, and _____ is referred to as Seller.

Notwithstanding any other provision of said Agreement, Buyer and Seller agree to the following terms and conditions which are hereby incorporated by reference in the Agreement:

1. APPROVAL OF AGREEMENT BY ANNE ARUNDEL COUNTY HOUSING COMMISSION.

The Residential Purchase Agreement, Joint Escrow Instructions, and any addenda, attachments, or amendments pertaining thereto shall be of no force and effect unless in a writing signed by Buyer and Seller and approved, in writing, by the Anne Arundel County Housing Commission ("HCAAC").

2. FINANCING.

A. APPROVAL BY HCAAC. Buyer's obligation to purchase the Property is expressly conditioned upon written approval by the Anne Arundel County Housing Commission ("HCAAC") of all of Buyer's anticipated financing to be used in purchasing the Property, as set forth in the Residential Purchase Agreement between Buyer and Seller.

B. LOAN CONTINGENCY. Buyer's obligation to purchase the Property is also expressly conditioned upon Buyer's obtaining the loans, any required down payment, and

estimated closing costs approved by HCAAC. Buyer shall act diligently and in good faith to obtain the designated loans, down payment, and closing costs. The Loan Contingency shall remain in effect until the designated loans are funded [or ___ days After Acceptance, by which time Buyer shall give Seller written notice of Buyer's selection to cancel this Agreement if Buyer is unable to obtain the designated loans. If Buyer fails to provide such written notice within that time, Seller may cancel this Agreement in writing].

3. INSPECTIONS.

A. INSPECTION BY HCAAC. Within ___ days after execution of this Agreement and upon reasonable advance notice, the Seller shall make the property available for inspection by HCAAC, and shall have water, gas, and electricity on for HCAAC's inspection.

B. INDEPENDENT INSPECTION. Within ___ days after execution of this Agreement, an independent inspection of all major building systems shall be completed by a professional selected by the Buyer and approved by HCAAC, and the inspection report shall be provided to HCAAC. Seller shall make the property available for such independent inspection, and shall have water, gas, and electricity on for the independent inspection. HCAAC will not pay for said independent inspection.

4. CONDITION OF PROPERTY.

A. SALE CONTINGENT ON SATISFACTORY CONDITION. Buyer's obligation to purchase the Property is expressly conditioned on the approval by Buyer and HCAAC of the condition of the property. HCAAC may disapprove the Agreement due to information contained

in the independent inspection report or for failure of the Property to meet federal housing quality standards.

B. REPAIRS. The Buyer shall not be obligated to pay for any necessary repairs without the express written approval of HCAAC.

5. HCAAC NOTICE OF LIEN. Prior to close of escrow, Buyer shall execute a Notice of Lien, in a form approved by HCAAC, securing HCAAC's right to recapture the Section 8 home ownership assistance paid by HCAAC in accordance with the Section 8 Home Ownership Plan. Said Notice of Lien shall be recorded at close of escrow in last position following all other loans and obligations. The Joint Escrow Instructions shall provide for execution by Buyer and recordation with the _____ County Recorder of said Notice of Lien and for delivery of a recorded copy of the Notice of Lien to the Anne Arundel County Housing Commission.

6. SELLER CERTIFICATION.

Seller hereby certifies that Seller is not debarred, suspended, or subject to a limited denial of participation under 24 Code of Federal Regulations, part 24.

7. FAILURE OF CONDITION AND SELLER'S BREACH OF WARRANTY.

If any of the conditions set forth in this Agreement fail to occur, or if Buyer notifies Seller in writing prior to close of escrow of Seller's breach of any of Seller's warranties set forth in the Agreement, then Buyer may cancel the escrow, terminate the Agreement, and recover the amounts paid by Buyer to the escrow holder toward the purchase price of the Property. Buyer shall exercise this power to terminate by complying with any applicable notice requirements specified in the Agreement and, in all other cases, by providing written notice to Seller and the escrow holder

within 15 days of the failure or breach. The exercise of this power shall not waive any other rights Buyer may have against Seller for breach of the Agreement. Seller shall instruct the escrow holder in the Joint Escrow Instructions to refund to Buyer all money and instruments deposited in escrow by Buyer pursuant to this Agreement upon failure of a condition or conditions or breach of a warranty or warranties and receipt of a termination notice. This instruction shall be irrevocable. In the event of such a termination, Seller shall bear any costs and expenses of escrow.

8. HCAAC NOT LIABLE FOR TRANSACTION.

By signing the Section 8 Home Ownership Addendum, Buyer and Seller expressly release HCAAC from any liability in connection with the purchase and sale of the premises, including but not limited to:

A. HCAAC shall not be liable to Buyer or Seller as a result of HCAAC's approval or disapproval of the sale price and/or financing terms. HCAAC's approval or disapproval shall not be construed as a determination of what price Buyer should pay or Seller should accept. HCAAC's determination as to the sale price and/or financing terms is solely for the purposes of determining whether the sale complies with the Section 8 Home Ownership program.

B. HCAAC shall not be liable for and does not guarantee the condition of the property and shall not be responsible for any defects in the premises, whether known or unknown to HCAAC, including any defects identified or not identified in HCAAC housing quality standards inspection report, the independent inspection report secured by Buyer, and any other inspection report related to the premises.

C. HCAAC shall not be liable for and does not guarantee the performance or repairs of others who have provided services or products to Buyer and Seller in connection with this transaction.

D. HCAAC shall not be liable for and has not identified the location of boundary lines or any other items affecting title to the property.

E. HCAAC shall not be liable for and has not verified the square footage, representations of others or any other information contained in inspection reports, multiple listings, advertisements, flyers, or other promotional material related to the premises.

F. HCAAC shall not be liable for, does not have the requisite knowledge, education and expertise, and cannot provide legal advice, tax advice, financial advice, or any other advice or information to the Buyer or Seller in connection with this transaction, except as specifically provided for in the Section 8 Home Ownership program. Buyer and Seller agree that they will seek legal, tax, insurance, title, financial, construction, defect, and repair advice or any other desired assistance from appropriate professionals.

Date _____

Date _____

Buyer _____

Seller _____

Buyer _____

Seller _____

Approved: Residential Purchase Agreement and Joint Escrow Instructions, Addenda, and Attachments

Date: _____

By: _____
Anne Arundel County Housing Commission

**Section 8 Homeownership Option Program
Progress Checklist**

Name: _____ Telephone: _____ FSS:
YN _____

Address: _____ Housing Status: _____

	<u>Date Completed</u>
Eligibility Assessment	_____
Preliminary HAP	_____
Confirmation Letter	_____
Income Verification	_____
Packet Received	_____
Release Signed	_____
Sec. 8 Paperwork Complete	_____
Referred to Sec. 8 Wait List	_____
Referred to HOC	_____
HOC Orientation	_____
HOC Workshop	_____
HOC One-on-one	_____
Referred to Lender	_____
Declared Mortgage Ready	_____
Met with lender	_____
Purchase and Sales Agreement	_____
Third Party Inspection	_____
AACHQS Approved	_____
Final HAP Calculation	_____
Runway Determination	_____
Flood Plain Documentation	_____
Voucher Issued	_____
Mortgage Approved	_____
Statement of Homeowner Obligations	_____
Other	_____

Housing Commission of Anne Arundel County
Estimated Housing Assistance Payment Worksheet
Total Tenant Payment

Income and Sources

Gross Annual Income

\$480 per dependent, ___ dependents

\$400 per elderly/disabled family member

Child Care Expenses \$ _____

Total Medical Expenses \$ _____

3% Allowable \$ _____

Medical Deduction \$ _____

Total Adjustments \$ _____

Adjusted Annual Income (AAI)

AAI/12 = Adjusted Monthly Income

AMI x .30 = Total Tenant Payment (TTP) Voucher Payment Standard (___ Bedroom)

Minus TTP = Housing Assistance Payment

*Please remember that this is only an estimate. The final calculation will be done prior to the closing on the home. When calculating the final Housing Assistance Payment we will use the lesser of the Voucher Payment Standard or your total 'Monthly Homeowner Expenses' (i.e. mortgage, insurance, taxes, maintenance costs, etc.)

HOUSING COMMISSION of ANNE ARUNDEL COUNTY

Section 8 Housing Choice Voucher Homeownership Program

STATEMENT OF HOMEOWNER OBLIGATIONS

I/We, _____ participant(s) in the Anne Arundel County Housing Commission (HCAAC) Section 8 Housing Choice Voucher Program Homeownership Option fully understand the following conditions regarding my/our continued eligibility for housing assistance payments in conjunction with my/our ownership of a _____ located at _____ and agree that:

1. Our home will be occupied by the following family members:

_____	_____
_____	_____
_____	_____

2. The initial monthly Housing Assistance Payment will be \$_____ and will begin on _____. The Housing Assistance Payment amount will be adjusted, at least annually, based on any changes in payment standards, homeownership costs, household income and/or household composition, in accordance with U.S. Department of Housing and Urban Development (HUD) requirements.

3. The initial monthly Housing Assistance Payment will be made as follows: _____ will be paid directly to _____ will be paid to me.

4. Housing Assistance Payments will be available for a maximum of ten years, unless the head of household or spouse is disabled or elderly. Housing Assistance Payments are contingent on my/our compliance with the requirements of this Statement of Homeowner Obligations, the policies of the HCAAC Housing Choice Voucher Homeownership Option, HUD program requirements and upon continued appropriation to HCAAC by HUD.

5. I/We must report all family income _____ from all sources and the names of all persons living in our household.

6. If, at any time, any member of my household has a change in income greater than \$50.00 per month, I must report it to the HCAAC no later than 10 days after the change occurs.

7. If, at any time, any _____ one in my household moves in or out, I must report it, within 10 days of the occurrence, to the HCAAC.

8. Housing assistance payments will be made only for the months my household is in residence in the home. I/We must immediately report to HCAAC if we move from our home.

9. My/Our family (including each family member) must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.

10. My/Our family (including each family member) must not participate in illegal drug or violent criminal activity.

11. I/We may not sell, convey or transfer any interest in the home to any entity or person prior to informing HCAAC. Housing assistance payments will terminate with any sale, conveyance or transfer other than to a household member residing in the home.

12. I/We must provide information to HCAAC on any mortgage or other debt incurred to purchase the home, and any refinancing of such debt.

13. I/We must comply with the terms of any mortgage security debt incurred to purchase our home and any refinancing of such debt. I/We must immediately notify HCAAC of any defaults on mortgage debt incurred to purchase the home.

14. I/We must promptly pay utility bills.

15. I/We must keep the Premises in good repair and in safe and sanitary condition.

16. I/We must document, in conjunction with our annual reexamination of income, that I/we are current on mortgage, insurance and utility payments.

17. If I/We default on my/our mortgage debt and lose my/our home, I/we will not be able to use Section 8 Housing Choice Voucher for rental housing but may reapply for the Section 8 waiting list.

I/WE UNDERSTAND THAT MY/OUR HOUSING ASSISTANCE MAY BE WITHHELD, RECOVERED OR TERMINATED FOR ANY VIOLATION OF THE TERMS AND CONDITIONS OF THIS STATEMENT OF HOMEOWNER RESPONSIBILITIES.

Homeowner

Homeowner

Date

Date

Homeownership Program Coordinator

Date