

**HOUSING AUTHORITY OF BALTIMORE
CITY**

**SUPPLEMENT TO THE
FY 2011 MTW ANNUAL PLAN**

DRAFT

**30-Day Notice & Comment Period:
February 26th, 2010 through March 29th, 2010**

**Public Meeting:
March 29th, 2010
Pleasant View Gardens
201 N. Aisquith Street
Baltimore, Maryland 21202
6:00 PM – 8:00 PM**

HOUSING AUTHORITY OF BALTIMORE CITY
MTW PLAN
SUPPLEMENTAL NOTICE

The Housing Authority of Baltimore City (“HABC”) is making available to the public certain documents to update information in the MTW Plan that was released on February 26, 2010. Those documents are:

- A Summary of Proposed Changes to the HCV Administrative Plan; and
- Table 17: Ongoing Activities for Leased Housing

The information and policies and procedures set forth in these documents are currently in effect in accordance with HABC’s most recently approved Annual Plan. As such these documents do not alter or amend any of the proposed policies in the draft plan which was released for public review and comment on February 26, 2010. Copies of these documents are available for review along with the 2011 MTW Plan on the HABC website at www.baltimorehousing.org and at the following locations:

HABC Rental & Assisted Housing Office
1225 W. Pratt Street, Baltimore, MD 21223

All HABC Public Housing Development Offices

The Enoch Pratt Free Public Library – Main Branch,
The Maryland Room, 400 Cathedral Street, Baltimore, MD 21201

Housing Authority of Baltimore City
417 E. Fayette Street – Suite 1314
Baltimore, MD. 21202

Please note that the public meeting will still be held on **Monday March 29, 2010 in the Auditorium at Pleasant View Gardens, 201 N. Aisquith Street, at 6:00 p.m.** as previously announced. This address is handicapped-accessible and American Sign Language interpreters will be present.

Table 17 summarizes previously approved, ongoing MTW activities in the leased housing program, including activities applicable to the HCV program and/or the Special Mobility Program.

**Table 17:
Ongoing MTW Activities for Leased Housing**

MTW Plan Year	Activity	Description	Planned Changes	Status
2006	Risk Based Inspections	HABC is moving to a Risk-Based inspection process in order to ensure that the highest housing quality standards are maintained and that HABC resources are utilized in an efficient and effective manner. Units, which have consistently met annual inspection standards, will be inspected every two (2) years. Units, which do not have such a track record, will be inspected annually. HABC reserves the right to set and modify the inspection schedule for each unit. Special inspections may be scheduled at any time at HABC's discretion.	None	In planning stage
006	Two Year Recertifications	HABC is responsible for reexamination and verification of household income, household composition and other eligibility data. The HABC will conduct a reexamination of household income and composition for all households one time every twenty-four (24) months. The 24-month reexamination policy does <u>not</u> apply to: <ul style="list-style-type: none"> • Residents living in Mod Rehab and Mod Rehab SRO units • Residents with other vouchers that do not qualify based on HUD funding restrictions. • Residents with Homeownership vouchers 	None	Implemented
2006	Limits on Project Based Vouchers	HABC reserves the right to allocate up to 30% of its Tenant Based HCV funding for Project Based Vouchers and also to waive the per-building and per-project cap on the percentage of units, which may be designated as project-based units.	None	Implemented
2006-08	Special Admin Plan	To facilitate the activities required under the Thompson Partial Consent Decree, several MTW-related activities have been incorporated into the Special Administrative Plan. As such, these apply to the units administered by MBQ: <ul style="list-style-type: none"> • Implementation of exception payment standards subject to funding availability • Verification of eligibility allowable up to 180 days before issuance of voucher or tenant enters into project-based lease • Recertifications conducted every 24-months • Implementation of risk-based inspections 	None	Implemented
2009	Special Admin Plan	The Special Administrative Plan was modified to reflect previously approved activities that have not yet been implemented related to the Project Based Voucher program: <ul style="list-style-type: none"> • Allow floating units instead of identifying specific units in the HAP contract 	None	To be implemented in FY 2010
2009	Section 811 Supportive Housing	HABC may combine capital funds made available from voucher or public housing funds with 811 funds to create units for non-elderly persons with disabilities pursuant to the Bailey Consent Decree. HABC will make these funds available through a competitive process and will require developers to demonstrate through specified	See proposed change described below.	RFP has been issued.

MTW Plan Year	Activity	Description	Planned Changes	Status
		documentation that the project has a gap that cannot otherwise be addressed.		
2009	Payment Standards at the 50th percentile	As an alternative to using the HUD published Fair Market Rent (FMR) as the basis for determining its Payment Standards, HABC will use the HUD-published 50th percentile rent estimates.	None	Implemented
2010	Unit sizes	The HCV Administrative Plan was modified to require participating families to select a unit size consistent with and not greater than the unit size listed on their voucher. Exceptions to this rule may be granted at the discretion of HABC where the voucher holder can demonstrate that a good faith and exhaustive effort has been made to find an appropriately sized unit or based on a reasonable accommodation request	None	Implemented
2010	Project Based Voucher	The HCV Administrative Plan was modified to allow HABC to enter into Project-Based Voucher HAP contracts for greater than 25% of the units in a project/development regardless of the family or household type that will occupy the units provided that the households must be eligible. HABC will create a Housing Assistance Payment (HAP contract to: increase the term of the contract from 10 to 15 years; reflect the owner's obligation to request renewals of the HAP contract for PBV's to subsidize NED residents in LTA units; and set forth what public housing rights, privileges and benefits must be afforded the NED residents in LTA units.	None	Implemented
2010	Special Admin Plan	The Special Administrative Plan was modified to allow MBQ to create a Request for Tenancy Approval (RFTA) Form. All data currently required on the HUD form is collected as well as additional information required to process lease ups.	None	Implemented

Proposed Change to approved Section 811 Activity:

HABC may require that the Section 811 units be tenanted only by non-elderly persons with disabilities with active applications on HABC's HCVP waiting list. In these cases, property management of included units will request and receive referrals from HABC and will be required to offer tenancy to persons meeting site eligibility requirements in the order in which names appear on the referred list.

For the purposes of meeting its obligations under the Bailey Consent Decree these units will be counted toward the total number of required project-based units. An HABC-referred person who accepts an offer of tenancy at one of the included units will have his/her HCVP application placed in an inactive status for a minimum of one year from the date of occupancy of the unit. At the end of that period, the applicant may request reactivation of his/her application. HABC will then reactivate the application with its original application date.

Proposed MTW Housing Choice Voucher Administrative Plan Changes

CURRENT POLICY	PAGE#	PROPOSED POLICY
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Chapter 12: REEXAMINATIONS

• **INTERIMS**

<u>B. INTERIM REEXAMINATIONS</u>		<u>B. INTERIM REEXAMINATIONS</u>
NO POLICY	12-3	<i>Under certain circumstances, participating households may or must request Interim Reexaminations. At the time of such a request HABC may, at its discretion, opt to perform a full reexamination. This will initiate a change to the date of the household's regular reexamination schedule.</i>

Chapter 20: PROJECT BASED ASSISTANCE PROGRAM

• **ELIGIBILITY**

B. FAMILY ELIGIBILITY AND OBTAINING A PROJECT-BASED VOUCHER		B. FAMILY ELIGIBILITY AND OBTAINING A PROJECT-BASED VOUCHER
<p>2. <u>Eligibility</u></p> <p>Any HCV eligible family on the HABC waiting list that is interested in moving into a specific unit under a project based HAP contract is eligible for a project based voucher. The HABC refers families, who have already applied for housing choice vouchers and are on the waiting list, to properties that have project-based voucher assistance when units become vacant (owner notification of vacancy). The HABC project based selection system complies with the following program requirements:</p> <ul style="list-style-type: none"> • Applicants may only be selected from the HABC waiting list. • HABC may operate a separate project-based waiting list notwithstanding that all tenant-based applicants who seek project-based housing can be placed on the project-based list upon request and without penalty to any other pending application for assistance. 	20-1	<p>2. <u>Eligibility</u></p> <p>Any HCV eligible family on the HABC waiting list that is interested in moving into a specific unit under a project based HAP contract is eligible for a project based voucher. The HABC refers families, who have already applied for housing choice vouchers and are on the waiting list, to properties that have project-based voucher assistance when units become vacant (owner notification of vacancy). The HABC project based selection system complies with the following program requirements:</p> <ul style="list-style-type: none"> • Applicants may only be selected <i>from current HCVP participating households or</i> from the HABC waiting list.

- HABC may place a family referred by an owner of a project based voucher unit on its waiting list, subject to stated waiting list policies and selection preferences.
- HABC may create special project-based waiting lists to meet specific HABC goals for housing families meeting specific criteria.

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- HABC may operate a separate project-based waiting list notwithstanding that all tenant-based applicants who seek project-based housing can be placed on the project-based list upon request and without penalty to any other pending application for assistance.
- HABC may place a family referred by an owner of a project based voucher unit on its waiting list, subject to stated waiting list policies and selection preferences.
- HABC may create special project-based waiting lists to meet specific HABC goals for housing families meeting specific criteria.

3. Preferences under Site Based Programs

Offers of housing subsidy assistance under Site Based programs will be offered in the following preference order:

Preference 1: Qualified households currently participating in an HABC HCV program and in good standing.

Preference 2: Qualified households on HABC's HCVP waiting list.

4. Removal from Consideration for Assistance under a Site Based Program

A household on HABC's HCVP site-based waiting list will be removed from that waiting list:

a. For the same reasons and in accordance with the provisions on ineligibility and application withdrawal delineated in Chapters 2, 3

E.FUNDING AND INCENTIVES

Section 811 Supportive Housing for persons with Disabilities

HABC reserves the right, in its sole discretion, to combine capital funds made available from voucher or public housing funds, with 811 funds to create units for non-elderly persons with disabilities pursuant to the Bailey Consent Decree. HABC will make these funds available through a competitive process and will require developers to demonstrate through specified documentation that the project has a gap that cannot otherwise be addressed.

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E.FUNDING AND INCENTIVES

Section 811 Supportive Housing for Persons with Disabilities

HABC reserves the right, in its sole discretion, to combine capital funds made available from voucher or public housing funds, with 811 funds to create units for non-elderly persons with disabilities pursuant to the Bailey Consent Decree. HABC will make these funds available through a competitive process and will require developers to demonstrate through specified documentation that the project has a gap that cannot otherwise be addressed.

HABC may require that these units be tenanted only by non-elderly persons with disabilities who have active applications on HABC's HCVP waiting list. In these cases, property management of included units will request and receive referrals from HABC and will be required to offer tenancy to persons meeting site

and 4 of this Administrative Plan;

- b. If there were three or more occurrences where an applicant was invited to consider applying for an available site-based unit and failed to respond to or apply for that unit;***
- c. If there were three or more occurrences where an applicant applied for and was approved by management of a site-based unit to rent that unit and the applicant refuses to enter into a lease for that unit.***
- d. Any combination of three or more occurrences of items b and c, above.***

	<p><i>eligibility requirements in the order in which names appear on the referred list.</i></p> <p><i>For the purposes of meeting its obligations under the Bailey Consent Decree these units will be counted toward the total number of required project-based units.</i></p> <p><i>An HABC-referred person who accepts an offer of tenancy at one of the included units will have his/her HCVP application placed in an inactive status for a minimum of one year from the date of occupancy of the unit. At the end of that period, the applicant may request reactivation of his/her application. HABC will then reactivate the application with its original application date.</i></p>
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Addendum: Application Screening Eligibility and Denial of Assistance for Criminal Activity

• HOMELESS HOUSEHOLDS

<p><u>INTRODUCTION & SCOPE</u></p> <p>All applicants for the Housing Choice Voucher (Section 8) Program (HCVP) must be subject to a screening process in accordance with Department of Housing and Urban Development (HUD) rules and regulations and the HABC Administrative Plan for the HCVP. The screening consists of a criminal background investigation of the family, including the head of household (HOH), spouse/co-head and all other family members 14 years of age and older. Except for applicants referred to the Ex-Offender Voucher Program, the HABC will deny admission to applicants in cases where evidence, in the form of convictions, demonstrates that the HOH or any of the household members exhibit behavior, engage in drug-related criminal activity, violent criminal activity, or other criminal activity that interferes with the health, safety or right to peaceful</p>	<p>AS-1</p>	<p><u>INTRODUCTION & SCOPE</u></p> <p>All applicants for the Housing Choice Voucher (Section 8) Program (HCVP) must be subject to a screening process in accordance with Department of Housing and Urban Development (HUD) rules and regulations and the HABC Administrative Plan for the HCVP. The screening consists of a criminal background investigation of the family, including the head of household (HOH), spouse/co-head and all other family members 14 years of age and older. Except for applicants referred to the <i>Housing First Voucher Program and the Ex-Offender Voucher Program</i>, the HABC will deny admission to applicants in cases where evidence, in the form of <i>misdemeanor or felony</i> convictions, demonstrates that the HOH or any of the household members engage in drug-related criminal activity, violent criminal activity, or other criminal activity that interferes with the health, safety</p>
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<p>enjoyment of other residents. All applicants, including those referred to the Ex-Offender Voucher Program, will be permanently denied admission if:</p> <ul style="list-style-type: none"> a) Any household member has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing; or b) Any household member is subject to a lifetime registration requirement under Maryland's Sex Offender Registration Program found at Title 11, Subtitle 7 of the Criminal Procedure Article of the Maryland Annotated Code, as amended. 	<p>or right to peaceful enjoyment of other residents. <i>For applicants referred to the Housing First Voucher Program, HABC will conduct criminal background screening for felony convictions which demonstrate that the HOH or any of the household members engaged in drug-related criminal activity, violent criminal activity, or other criminal activity that interferes with the health, safety or right to peaceful enjoyment of other residents.</i></p> <p><i>For applicants referred to the Ex-Offender Voucher Program, HABC will conduct criminal background screening only in cases involving a conviction for which federal law requires a denial of admission.</i></p> <p>Federal Mandatory Denial of Admission</p> <p>All applicants, including those referred to the <i>Housing First Voucher Program and the Ex-Offender Voucher Program</i>, will be permanently denied admission if:</p> <ul style="list-style-type: none"> c) Any household member has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing; or d) Any household member is subject to a lifetime registration requirement under Maryland's Sex Offender Registration Program found at Title 11, Subtitle 7 of the Criminal Procedure Article of the Maryland Annotated Code, as amended.
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