

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Housing Authority of the City of Annapolis</u> PHA Code: MD001 PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>06/2016</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>790</u> Number of Housing Choice Vouchers (HCVs) <u>384</u> Total Combined Units/Vouchers <u>1174</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p style="text-align: center;">Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p>Summary of Proposed Changes to the Administrative Plan</p> <p>i. Language was added to update Services for Non-English Speaking Applicants and Participants (Section 1.5)</p> <p>ii. Language was added to update Eligibility Criteria (Section 3.2)</p> <p>iii. Language was added to update Grounds For Denial (Section 4.11)</p> <p>Summary or Proposed Changes to Admission and Continued Occupancy Policy</p> <p>i. Language was added to update Eligibility Criteria (Section 8.0)</p> <p>ii. Language was added to update Grounds for Denial (Section 8.4)</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe: HACA's independent auditor gave an unmodified opinion on its 2015 financial statement with no audit findings.</p>

B.5

Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

Status in Meeting 2015 Missions and Goals

Goal I: Revitalize and Enhance our Communities

- To improve the Physical Conditions and Marketability of each Community and coordinate services that promote self-sufficiency to improve the income base for HACA and/or to prepare residents to move out of public housing and federal assisted programs dependency. **Status:** Our FSS and ROSS programs have partnered with Anne Arundel County Workforce Development to provide onsite job readiness training and introduction session to various occupational training opportunities.
- To apply for grants to enhance safety on all properties. **Status:** Applied for grant but did not receive it
- To submit Demolition and Disposition Application for Newtowne-Twenty. **Status:** Our first application with the State of Maryland was rejected. We are going to resubmit our application.
- To explore Redevelopment Opportunities and Long Term Sustainability for Morris H. Blum Senior Apartments Discussions are in process with Penrose Management. **Status:** No financing/2016 goal
- To implement Maryland EmPOWER Clean Energy Grant for Harbour House. **Status:** Installations of furnaces are being installed in Harbour House and should be completed by March 2016. Eastport Terrace community will be next to receiving furnaces.
- To begin construction of Obery Court Phase III-61 Units. **Status:** Obery Court Phases III should be completed by June 2016.
- To improve Site Curb Appeal for each Community. **Status:** REAC scores for Newtowne 20 and Morris Blum improved for curb appeal.
- To continue Safe Communities partnership with the Annapolis Police Department. **Status:** HACA is working with the Annapolis City Police very closely to parole criminal activity in the Harbour House Community.
- To begin enforcement of a Non-Smoking Policy through-out HACA Communities. **Status:** HACA is working with Anne Arundel Medical Center to provide educational workshop on the dangers of smoking as we work toward developing policies and procedures for nonsmoking units in public housing.

Goal II: Continue to Improve Processes and Performance

- Maintained an Occupancy rate of 96%. **Status:** Achieved
- To conduct 100% Annual Recertifications for all Programs. **Status:** Ongoing
- To transition from Centralized to Site-Based and Contract Maintenance Services. **Status:** work in progress. 90% complete
- To revise and Implement Annual Preventative Maintenance Program. **Status:** started a pilot program to inspect and complete work orders annually in every public housing unit.
- To maintain Standard Performer status under the Public Housing Assessment System (Financial assessment Sub-System, Management Assessment Sub-System and the Real Estate Assessment Sub System). **Status:** Achieved
- To maintain High Performer status under the Section Eight Management Assessment System. **Status:** Ongoing
- To provide training for all staff. **Status:** Ongoing

Goal III: Promote Efficiency and Fiscal Responsibility

- To reconcile and Reduce Outstanding Tenant Account Receivables. **Status:** Accomplished
- To develop a Capital Fund Strategy to improve all identified HUD Real Estate Assessment Conditions deficiencies. **Status:** Ongoing
- To create alternate Funding opportunities to support the overall operation of all programs. **Status:** Ongoing
- To continue to manage and implement financial performance targets under the Housing Choice voucher Sequestration Financial Improvement Plan. **Status:** Ongoing
- To maintain a Balance Budget. **Status:** Accomplished
- To conduct Public Housing Program Flat Rent Analysis. **Status:** updated annually
- To review Income Targeting Regulations. **Status:** Ongoing
- To study to determine what contribution the residents should pay towards the cost of water and sewer costs. **Status:** A meeting was held with a consultant and options were provided.

Goal IV: Provide Enhanced Customer Service

- To promote participation in the ROSS Grants-Family Self Sufficiency (PTO-FSS) and homeownership programs. **Status:** Ongoing
- To develop a Mandatory Good Neighbor and Housekeeping Program. **Status:** Ongoing
- To expand HCV program to include landlord fairs to create additional housing opportunities. **Status:** Annually meetings and outreaches are held with landlords and potential landlords.
- To review Integrated Pest Management Programs. **Status:** Accomplished
- To perform Enforcement of Non Smoking Policy for Morris H. Blum Senior Apartments (all properties). **Status:** Ongoing
- To encourage Renters Insurance Policy for all Public Housing Communities. **Status:** Accomplished
- To performed Enforcement of Non Smoking Policy for Morris H. Blum Senior Apartments (formerly Glenwood). **Status:** Ongoing
- To expand Health Care and Wellness Programs throughout all HACA properties through Anne Arundel Medical Center. **Status:** We are working with Anne Arundel County Medical Center and they have conducted health screenings in Morris H. Blum and Harbour House.
- To create a non-profit 501 (3) organization to help raise funds for youth and human service programs. **Status:** Ongoing
- To create a non-profit 501 (3) organization to help facilitate community development and neighborhood revitalization **Status:** Ongoing
- To increase internship opportunities with area colleges and university. **Status:** Ongoing

Goal V: Identify and Implement Technology to Provide More Efficient and Effective Service to the Public

- To deploy tablets with inspectors for on-site electronic data collection and synchronization with Visual Homes management software. (Goal II). **Status:** Ongoing
- To identify one process that can be automated and converted to paperless to increase efficiency and reduce resource consumption. (Goal III). **Status:** Ongoing
- To increase utilization of Visual Homes in creating and storing documents, reducing resource utilization and increasing efficiency and effectiveness. (Goal III). **Status:** Ongoing

FY 2016 PHA GOALS AND OBJECTIVES:

Goal I: Revitalize and Enhance our Communities

- Improve the Physical Conditions and Marketability of each Community and coordinate services that promote self-sufficiency to improve the

income base for HACA and/or to prepare residents to move out of public housing and federal assisted programs dependency. Complete Redevelopment of Obery Court Phase III

- Identify Funding Sources to redevelop Newtowne 20 & Morris Blum
- Continue to apply for grants to enhance safety on all properties
- Continue Safe Communities partnership with the Annapolis Police Department
- Maintain Excellent Site Curb Appeal for each Community
- Implement Non-Smoking Policy through-out HACA Communities
- Work with housing developers to increase number of housing units for low-income residents including veterans
- Enhance working relationships with the Housing Commission of Anne Arundel County, Anne Arundel County Public Schools and Anne Arundel County Government (Workforce Development)

Goal II: Continue to Improve Processes and Performance

- Establish a Business/ Community Advisory Board around program specific areas (i.e. grant writing)
- Successfully complete HUD Public Housing Recovery Plan Requirements
- Achieve High Performer status under the Public Housing Assessment System (Financial Assessment Sub-System, Management Assessment Sub-System and the Real Estate Assessment Sub System)
- Maintain High Performer status under the Section Eight Management Assessment System
- Reduce public housing Vacancy Rate
- Achieve an Occupancy rate of 98% or Higher
- Conduct 100% Annual Recertification for all Programs
- Reduce Outstanding Tenant Account Receivables
- Develop a Capital Fund Strategy to improve all identified HUD Real Estate Assessment Conditions Deficiencies
- HCVP participate base utility allowances on the lesser of the number of people in the household or the bedroom size
- Increase tenant integrity to reduce fraud for Public Housing and HCVP
- Continual training for all staff

Goal III: Promote Efficiency and Fiscal Responsibility

- Create alternate Funding opportunities to support the overall operation of all programs.
- Explore incentive programs to reduce energy consumption on all properties
- Continue to manage performance targets under the Housing Choice Voucher Sequestration Financial Improvement Plan
- Maintain a Balance Budget
- Conduct Public Housing Program Flat Rent Analysis
- Conduct Annual Utility Allowances Review for all Programs
- Effectively manage the Annual Preventative Maintenance Program
- Complete Redevelopment of Obery Court Phase III-61 Units
- Improve system to obtain rent reasonableness for HCVP

Goal IV: Provide Enhanced Customer Service

- Promote participation in the ROSS Grants-Family Self Sufficiency (PTO-FSS) and Homeownership programs
- Develop a Mandatory Good Neighbor and Housekeeping Program
- Expand HCV program to include landlord fairs to create additional housing opportunities
- Implement Integrated Pest Management Programs
- Expand Program Coordinating Committee (PCC)
- Continue to expand Health Care and Wellness Programs throughout all HACA properties through Anne Arundel Medical Center
- Build partnerships with outside organizations who have services and programs which can benefit our clients (YMCA/YWCA)
- Expand stipend program to include Wellness and Resident Services
- Continue to increase internship opportunities with area colleges and university

Goal V: Identify and Implement Technology to Provide More Efficient and Effective Service to the Public

- Investigate and implement online access to Wait List status for applicants and tenants. (Goal IV)
- Configure and implement electronic bill payments through Visual Homes, initially for utility bills and then expand to other forms of payments. (Goal II)
- Identify two processes that can be automated and converted to paperless to increase efficiency and reduce resource consumption. (Goal III)
- Increase utilization of Visual Homes in creating and storing documents, reducing resource utilization and increasing efficiency and effectiveness. (Goal III)
- Handheld system for HCV inspections
- Purchase FSS software for all Coordinators

FY 2017 PHA GOALS AND OBJECTIVES:

Goal I: Revitalize and Enhance our Communities

- Improve the Physical Conditions and Marketability of each Community and coordinate services that promote self-sufficiency to improve the income base for HACA and/or to prepare residents to move out of public housing and federal assisted programs dependency. Complete Redevelopment of Obery Court Phase III and begin Redevelopment of Newtowne-Twenty:
- Complete Redevelopment of Obery Court Phase III-61 Units
- Continue Safe Communities partnership with the Annapolis Police Department
- Maintain Excellent Site Curb Appeal for each Community
- Continue to work with housing developers to increase number of housing units for low-income residents including veterans
- Continue to enhance the working relationships with the Housing Commission of Anne Arundel County, Anne Arundel County Public Schools and Anne Arundel County Government (Workforce Development)

Goal II: Continue to Improve Processes and Performance

- Successfully complete HUD Public Housing Recovery Plan Requirements
- Achieve High Performer status under the Public Housing Assessment System (Financial Assessment Sub-System, Management Assessment Sub-System and the Real Estate Assessment Sub System)
- Maintain High Performer status under the Section Eight Management Assessment System
- Reduce public housing Vacancy Rate
- Achieve an Occupancy rate of 98% or Higher
- Conduct 100% Annual Recertifications for all Programs
- Reduce Outstanding Tenant Account Receivables
- Develop a Capital Fund Strategy to improve all identified HUD Real Estate Assessment Conditions Deficiencies

Goal III: Promote Efficiency and Fiscal Responsibility

- Create alternate Funding opportunities to support the overall operation of all programs.
- Conduct incentive program(s) to reduce energy consumption on all properties
- Continue to manage performance targets under the Housing Choice Voucher Sequestration Financial Improvement Plan
- Maintain a Balance Budget
- Conduct Public Housing Program Flat Rent Analysis
- Conduct Annual Utility Allowances Review for all Programs
- Effectively manage the Annual Preventative Maintenance Program

Goal IV: Provide Enhanced Customer Service

- Promote participation in the ROSS Grants-Family Self Sufficiency (PTO-FSS) and Homeownership programs
- Implement a Mandatory Good Neighbor and Housekeeping Program
- Implement Non-Smoking Policy through-out HACA Communities
- Expand HCV program to include landlord fairs to create additional housing opportunities
- Implement Integrated Pest Management Programs
- Enforcement of Non Smoking Policy for Morris H. Blum Senior Apartments (formerly Glenwood.)
- Continue stipend program to include Wellness and Resident Services
- To create a non-profit 501 (3) organization to help raise funds for youth and human service programs.
- To create a non-profit 501 (3) organization to help facilitate community development and neighborhood revitalization

Goal V: Identify and Implement Technology to Provide More Efficient and Effective Service to the Public

- Identify two processes that can be automated and converted to paperless to increase efficiency and reduce resource consumption. (Goal III)
- Determine feasibility for providing online access by owners and agents to account information. (Goal IV)
- Investigate and implement an automated work order request and tracking system. (Goal IV)

FY 2018 PHA GOALS AND OBJECTIVES:**Goal I: Revitalize and Enhance our Communities**

- Maintain the Physical Conditions and Marketability of each Community and coordinate services that promote self-sufficiency to improve the income base for HACA and/or to prepare residents to move out of public housing and federal assisted programs dependency.
- Continue Safe Communities partnership with the Annapolis Police Department
- Maintain Excellent Site Curb Appeal for each Community
- Implement Non-Smoking Policy through-out HACA Communities
- Continue to work with housing developers to increase number of housing units for low-income residents including veterans
- Continue to enhance the working relationships with the Housing Commission of Anne Arundel County, Anne Arundel County Public Schools and Anne Arundel County Government (Workforce Development)

Goal II: Continue to Improve Processes and Performance

- Successfully complete HUD Public Housing Recovery Plan Requirements
- Achieve High Performer status under the Public Housing Assessment System (Financial Assessment Sub-System, Management Assessment Sub-System and the Real Estate Assessment Sub System)
- Maintain High Performer status under the Section Eight Management Assessment System
- Reduce public housing Vacancy Rate
- Achieve an Occupancy rate of 98% or Higher
- Maintain Unit Turnaround of 20 Days or Less
- Conduct 100% Annual Recertifications for all Programs
- Effectively manage the Annual Preventative Maintenance Program

Goal III: Promote Efficiency and Fiscal Responsibility

- Develop a Capital Fund Strategy to improve all identified HUD Real Estate Assessment Conditions deficiencies
- Create alternate Funding opportunities to support the overall operation of Self-Sufficiency programs
- Continue to manage performance targets under the Housing Choice Voucher Sequestration Financial Improvement Plan
- Maintain a Balance Budget
- Reduce Outstanding Tenant Account Receivables
- Conduct Public Housing Program Flat Rent Analysis
- Conduct Annual Utility Allowances Review for all Programs

Goal IV: Provide Enhanced Customer Service

- Promote participation in the ROSS Grants-Family Self Sufficiency (PTO-FSS) and Homeownership programs
- Maintain Mandatory Good Neighbor and Housekeeping Program
- Expand HCV program to include landlord fairs to create additional housing opportunities
- Manage Integrated Pest Management Programs

- Enforce Non Smoking Policy for Approved Communities

Goal V: Identify and Implement Technology to Provide More Efficient and Effective Service to the Public

- Identify two processes that can be automated and converted to paperless to increase efficiency and reduce resource consumption. (Goal III)
- Investigate and implement an online tenant portal and automated kiosk to: enable program participants to submit basic information with generated receipts; disseminate forms and other standard information; reduce the wait-time needed for face-to-face meetings. (Goal IV)
- Determine feasibility for mobile device accessibility for all online functionality and implement where practical to increase availability of our services to the public. (Goal IV)

FY 2019 PHA GOALS AND OBJECTIVES:

Goal I: Revitalize and Enhance our Communities

- Maintain the Physical Conditions and Marketability of each Community and coordinate services that promote self-sufficiency to improve the income base for HACA and/or to prepare residents to move out of public housing and federal assisted programs dependency.
- Continue Safe Communities partnership with the Annapolis Police Department
- Maintain Excellent Site Curb Appeal for each Community
- Implement Non-Smoking Policy through-out HACA Communities
- Continue to work with housing developers to increase number of housing units for low-income residents including veterans
- Continue to enhance the working relationships with the Housing Commission of Anne Arundel County, Anne Arundel County Public Schools and Anne Arundel County Government (Workforce Development)
- Complete Affirmative Fair Housing Plan

Goal II: Continue to Improve Processes and Performance

- Successfully complete HUD Public Housing Recovery Plan Requirements
- Achieve High Performer status under the Public Housing Assessment System (Financial Assessment Sub-System, Management Assessment Sub-System and the Real Estate Assessment Sub System)
- Maintain High Performer status under the Section Eight Management Assessment System
- Reduce public housing Vacancy Rate
- Achieve an Occupancy rate of 98% or Higher
- Maintain Unit Turnaround of 20 Days or Less
- Conduct 100% Annual Recertifications for all Programs
- Effectively manage the Annual Preventative Maintenance Program

Goal III: Promote Efficiency and Fiscal Responsibility

- Develop a Capital Fund Strategy to improve all identified HUD Real Estate Assessment Conditions deficiencies
- Create alternate Funding opportunities to support the overall operation of Self-Sufficiency programs
- Continue to manage performance targets under the Housing Choice Voucher Sequestration Financial Improvement Plan
- Maintain a Balance Budget
- Reduce Outstanding Tenant Account Receivables
- Conduct Public Housing Program Flat Rent Analysis
- Conduct Annual Utility Allowances Review for all Programs

Goal IV: Provide Enhanced Customer Service

- Promote participation in the ROSS Grants-Family Self Sufficiency (PTO-FSS) and Homeownership programs
- Maintain Mandatory Good Neighbor and Housekeeping Program
- Expand HCV program to include landlord fairs to create additional housing opportunities
- Manage Integrated Pest Management Programs
- Enforce Non Smoking Policy for Approved Communities

Goal V: Identify and Implement Technology to Provide More Efficient and Effective Service to the Public

- Identify two processes that can be automated and converted to paperless to increase efficiency and reduce resource consumption. (Goal III)
- Investigate and implement an online tenant portal and automated kiosk to: enable program participants to submit basic information with generated receipts; disseminate forms and other standard information; reduce the wait-time needed for face-to-face meetings. (Goal IV)
- Determine feasibility for mobile device accessibility for all online functionality and implement where practical to increase availability of our services to the public. (Goal IV)

FY 2020 PHA GOALS AND OBJECTIVES:

Goal I: Revitalize and Enhance our Communities

- Maintain the Physical Conditions and Marketability of each Community and coordinate services that promote self-sufficiency to improve the income base for HACA and/or to prepare residents to move out of public housing and federal assisted programs dependency.
- Continue Safe Communities partnership with the Annapolis Police Department
- Maintain Excellent Site Curb Appeal for each Community
- Implement Non-Smoking Policy through-out HACA Communities
- Continue to work with housing developers to increase number of housing units for low-income residents including veterans
- Continue to enhance the working relationships with the Housing Commission of Anne Arundel County, Anne Arundel County Public Schools and Anne Arundel County Government (Workforce Development)
- Complete Affirmative Fair Housing Plan

Goal II: Continue to Improve Processes and Performance

- Successfully complete HUD Public Housing Recovery Plan Requirements
- Achieve High Performer status under the Public Housing Assessment System (Financial Assessment Sub-System, Management Assessment Sub-System and the Real Estate Assessment Sub System)
- Maintain High Performer status under the Section Eight Management Assessment System

	<ul style="list-style-type: none"> ▪ Reduce public housing Vacancy Rate ▪ Achieve an Occupancy rate of 98% or Higher ▪ Maintain Unit Turnaround of 20 Days or Less ▪ Conduct 100% Annual Recertifications for all Programs ▪ Effectively manage the Annual Preventative Maintenance Program <p>Goal III: Promote Efficiency and Fiscal Responsibility</p> <ul style="list-style-type: none"> ▪ Develop a Capital Fund Strategy to improve all identified HUD Real Estate Assessment Conditions deficiencies ▪ Create alternate Funding opportunities to support the overall operation of Self-Sufficiency programs ▪ Continue to manage performance targets under the Housing Choice Voucher Sequestration Financial Improvement Plan ▪ Maintain a Balance Budget ▪ Reduce Outstanding Tenant Account Receivables ▪ Conduct Public Housing Program Flat Rent Analysis ▪ Conduct Annual Utility Allowances Review for all Programs <p>Goal IV: Provide Enhanced Customer Service</p> <ul style="list-style-type: none"> ▪ Promote participation in the ROSS Grants-Family Self Sufficiency (PTO-FSS) and Homeownership programs ▪ Maintain Mandatory Good Neighbor and Housekeeping Program ▪ Expand HCV program to include landlord fairs to create additional housing opportunities ▪ Manage Integrated Pest Management Programs ▪ Enforce Non Smoking Policy for Approved Communities <p>Goal V: Identify and Implement Technology to Provide More Efficient and Effective Service to the Public</p> <ul style="list-style-type: none"> ▪ Identify two processes that can be automated and converted to paperless to increase efficiency and reduce resource consumption. (Goal III) ▪ Investigate and implement an online tenant portal and automated kiosk to: enable program participants to submit basic information with generated receipts; disseminate forms and other standard information; reduce the wait-time needed for face-to-face meetings. (Goal IV) ▪ Determine feasibility for mobile device accessibility for all online functionality and implement where practical to increase availability of our services to the public. (Goal IV)
<p>B.6</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>B.7</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.8</p>	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C.</p>	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<p>C.1</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>See HUD form 50075.2 approved by HUD on July 7, 2015 CFP Five-Year Action Plan 2015-2019</p>

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

STRATEGY OF HOUSING NEEDS

Executive Summary

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that Authorities provide a statement of the housing needs of the low-income, very-low income, and extremely low-income families (including elderly families and families with disabilities) in the jurisdiction served by the Housing Authority of the City of Annapolis. An analysis of the Authority’s Waiting List is also required.

The QHWRA requires that the housing needs in this Agency Plan be consistent with the housing needs defined in the Consolidated Plan. This Assessment of Housing Needs contains:

- Executive Summary;
A brief overview of Annapolis and Anne Arundel County;
Summary of the Housing Needs Identified in the City of Annapolis Consolidated Plan;
Resident demographics for the Housing Authority of the City of Annapolis;
Applicant demographics from the Housing Authority of the City of Annapolis waiting List;
Housing Needs of Families in Jurisdiction;
Assessment of Housing Needs Conclusion; and
Strategy for Addressing Housing Needs.

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City of Annapolis and the County of Anne Arundel Overview

Annapolis is located on the Chesapeake Bay in Anne Arundel County, Maryland, which lies about 30 miles east of Washington, D.C. Annapolis, the State Capital of Maryland, is a cosmopolitan city with a small town atmosphere where residents enjoy vacation living year round. Known as “America’s Sailing Capital”, you are never far from boats or water in Annapolis or Anne Arundel County.

According to the Bureau of Labor Statistics, in 2015, the estimated civilian labor force of Anne Arundel County consisted of 302,222 people, of which 4.3% were unemployed. The estimated per capita personal income in 2014 was \$40,415. There are over 11,042 businesses in the county; an estimated 215 of these businesses have 100 or more employees. Major private sector employers include Northrop Grumman, US Airways, North Arundel Health System, and Anne Arundel Health System. Also, Federal, State, and Local Governments employ approximately 30,000 people.

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According to the National Center for Education Statistics the Anne Arundel Public School system makes up the fifth largest school system in Maryland and the 4^{3rd} largest in the Nation with over 78,489 students. Annapolis is also home to the United States Naval Academy.

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MODERNIZATION OF AUTHORITY OWNED PROPERTIES

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Source: Anne Arundel Economic Development Corporation¶
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HACA has redeveloped and entered into Private Management Contracts for 4 of its 10 Developments. Annapolis Gardens was a redevelopment for 150 units was successfully completed in 2011. Phase I and II Redevelopment of Obery Court is complete for a total of 123 units. Obey Court Phase III consists of 61 units which includes 10 Project Based Vouchers are scheduled to be completed by June 2016. This will complete the redevelopment of Obery Court/College Creek Terrace. Bloomsbury Square which is owned and managed by HACA was redeveloped 2003-2004. All redevelopment projects are 100% occupied.

Summary of the Housing Needs Identified in the City of Annapolis Consolidated Plan

Housing Market Conditions in the City of Annapolis

Annapolis has a stable population and a sound housing stock. Unfortunately, the City's size prevents it from having the economic influence of a central city. However, some consider Annapolis a microcosm of larger cities because it has:

- a clearly identified urban core;
- a large number of subsidized housing projects;
- an increasing Hispanic population;
- an increasing homeless population;
- a large number of very low and high income families;
- a day-time population that exceeds the night or permanent population; and
- an economy that is becoming more dependent on tourist dollars.

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The City of Annapolis is an older, well established City. The City of Annapolis, which served as the seat of the Continental Congress in 1783-84 and was the site of the 1786 Annapolis Convention, is also the home of the United States Naval Academy and the original campus of St. John's College. The City of Annapolis has been in a continual state of population increase, from a population of 10,047 in 1950 to a population of 38,394 in 2010. An increase in the number of total households and housing stock has accompanied this rise in population. In 2000, the City of Annapolis had 15,303 households and in 2010, the City had 16,136 households, which is an increase of 5.4%.

Deleted: Annapolis has an even mix of stable owner occupied neighborhoods and areas dominated by rental units. Because Annapolis did lose some of its employment base during the 1980's, the City felt the effect of the economic slowdown more than other parts of Anne Arundel County. Apartment complexes that had waiting lists in 1990 started offering incentives to potential renters in 1991 which continue today. Also, Annapolis has seasonal population influxes from the State Legislature, the Naval Academy, tourists, and seasonal property owners which add to a higher than average vacancy rate.¶

Part of the City's housing stock is considerably older. Approximately one-fifth of the housing stock (15.6%) was constructed prior to 1939 and another 16% was constructed between 1940 and 1959. Therefore, over one-third of the City's housing stock (31.6%) was built prior to 1960. However, the City has experienced

continual growth in the past few decades with new single-family homes being built on the outskirts of the City. Between 2000 and 2011, there were 2,265 (12.2%) units built.

According to the 2007-2011 American Community Survey Data, the City now has 8,727 owner-occupied housing units (53% of all occupied housing units) and 7,739 renter-occupied housing units (47% of all occupied housing units).

The condition of the housing stock is decent. Two-thirds of the housing stock was built prior to 1980, and lead-based paint concerns exist. Rehabilitation is needed before the older housing stock is unsalvageable. According to the ACS data for 2007-2011, there are 2,216 vacant housing units in the City, which is approximately 11.9% of all the housing units. This is higher than the housing vacancy rate of Anne Arundel County which is 6.6% and the statewide vacancy rate of 10.2%.

The median home value as of 2011 was \$408,000 and the median contract rent was \$1,132/month for the same time period.

The bulk of construction activity over the last twenty years was in attached housing; townhomes, condominiums and garden apartments. The layout of many of these units was designed for professional couples without children. Many of the existing single family units were expanded and a large number of starter homes were transformed into luxury units. These trends lead to a reduction in affordable units.

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Annapolis has taken steps to minimize the impacts of these development trends. In the area of new rental units, requests have been made to set aside below market rate units. Unfortunately, the reduction allowed still does not put these units in the affordable range for low income families.

Two programs designed to protect the City's heritage have also contributed to the high cost of housing in the area. First, the Historic District Commission has heightened the City's appreciation of the historic structures, but the restrictions placed on renovations have raised the cost of maintaining a home in the Historic District. Second, efforts to preserve vistas and the character of the shoreline resulted in restrictions on building heights. This limits the overall density of the City.

The bulk of the rental housing stock was constructed before 1970. But, because the City requires all rental units to be licensed and inspected on an annual basis, most of the 8,000 rental units are in relatively good repair. The cost of rent for apartments in the city has increased over the past ten years to the point that 50.6% of all renter households in Annapolis are paying more than 30% of their monthly incomes on the cost of their housing which means that these households are considered cost overburdened.

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Housing Needs of Low, Very Low and Extremely Low Income Families

In 2012, the Census Bureau, American Community Survey reported there were 30,862 people living in poverty within the county while in the city of Annapolis this number is approximately 4,351 people. For these households, rent takes up a large portion of their income. The chart below lists the Average Area Median Income for the low, very low and extremely low-income families for Anne Arundel County.

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County	Average Area Median Income	Income Limits					
		Person(s)					
		1	2	3	4	5	6
Anne Arundel	\$89,600						
30% AMI	\$26,880	\$18,550	\$21,200	\$23,850	\$26,500	\$28,650	\$32,570
50% AMI	\$44,800	\$30,950	\$35,400	\$39,800	\$44,200	\$47,750	\$51,300
80% AMI	\$71,680	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350

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High vacancy rates have reduced the sale price of many units and some rents. Low interest rates for mortgages have increased the supply of affordable housing for first-time homebuyers who have qualifying incomes, a saved down payment, and the initiative to become a homeowner. Given these changes, the City is moving more cautiously into the development of new units and is focusing its' energies on activities that rehabilitate the existing housing stock and revitalize its neighborhoods. Low attendance at housing affordability meetings for low-income households indicates that great community outreach is required. Little interest from qualified low-income households in available affordable units indicates that there is a fear of long-term commitment. In some neighborhoods, potential homebuyers site safety as their primary deterrent from purchasing an otherwise affordable unit. All of these factors must be taken into consideration when developing a plan to create affordable housing in the area

Based on a comparison between the 2000 and 2011 population, the City of Annapolis had a 6% increase in its population. The total population increase was 2,286 persons living in 1,235 new households. It should be noted that single person households are the fastest growing household type. Furthermore, the median income of the area increased by 44%. This increase in median income represents a change in nominal dollars and not a change in real dollars. To calculate the change in real dollars, the Consumer Price Index is used to calculate the inflation rate for a given period. Between 2000 and 2011, the cumulative inflation rate was 30.6%, meaning that the \$49,243.00 median income in 2000 would be \$64,311.36 if it were expressed in 2011 dollars. By taking into consideration the rate of inflation, the median income in Annapolis has increased at a rate greater than the rate of inflation.

Demographics	Base Year: 2000	Most Recent Year: 2011	%
Population	35,838	38,124	6%
Households	15,231	16,466	8%
Median Income	\$49,243.00	\$70,908.00	44%

Table 4 - Housing Needs Assessment Demographics

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Data 2000 Census (Base Year), 2007-2011

NUMBER OF HOUSEHOLDS TABLE

	0-30%	>30-50%	>50-80%	>80-100%	>100%
Total Households *	1,850	1,760	1,980	1,685	9,195
Small Family Households *	615	545	640	645	3,425
Large Family Households *	75	40	245	95	530

<u>Household contains at least one person 62-74 years of</u>	<u>520</u>	<u>415</u>	<u>155</u>	<u>195</u>	<u>2,050</u>
<u>Household contains at least one person age 75 or older</u>	<u>150</u>	<u>280</u>	<u>340</u>	<u>135</u>	<u>845</u>
<u>Households with one or more children 6 years old or</u>	<u>444</u>	<u>345</u>	<u>365</u>	<u>280</u>	<u>950</u>
<u>* the highest income category for these family types is >80% HAMFI</u>					

Table 5 - Total Households Table

Data Source: 2007-2011 CHAS

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Deleted: The City of Annapolis' homeless population is included in the Anne Arundel County's estimates. The homeless service program of the Maryland Department of Human Resources reported that there were 1,139 individuals seeking shelter through certified providers in Anne Arundel County in 1989. The demographic profile of these individuals seems to be shifting from older single males to younger women with children. Surveys taken also show the increase in younger individuals and healthier individuals with jobs. These facts show the need for smaller affordable units and single room occupancy dwellings which include studio and efficiency apartments as well as boarding houses or guest houses.¶

Needs of the Homeless in Anne Arundel County

Based on data from the County's Homeless Management Information System (HMIS) for the Fiscal Year 2014, 762 adults and children experienced homelessness and obtained either shelter or transitional housing. On a given night, approximately 159 homeless persons in families with children are provided with emergency or transitional housing. Based on data for the 2014 Annual Homeless Assessment Report (AHAR) report, a total of eight families identified as veterans during the year. Overall, the County has not seen a large number of families of veterans in the shelters.

Barriers to Affordable Housing and Fair Housing Choice

In recognition of the financial barriers that limit affordable housing opportunities among low-income households, the City of Annapolis has devised a strategy for expanding housing opportunities as follows:

Offer closing cost and mortgage write-down assistance through a First Time Homebuyer Program. All participants in the program are required to attend homeownership-counseling classes that educate first-time homebuyers on the mechanics of the home purchase process including budgeting, resolving credit issues, and negotiating the contract. The City has used CDBG funds to support the Housing Counseling Program at the Community Action Agency, which has HUD-certified instructors. ACDS, also, HUD certified, provides homeownership-counseling services to City residents.

Provide assistance with improvements through its Housing Rehabilitation Program. ACDS administers for Annapolis.

Continue to work with nonprofit housing providers providing assistance with acquisition and rehabilitation of units sold to low and moderate income first-time homebuyers.

Provide funds to the Community Action Agency to support the agency's Home Ownership Counseling Program that educates first-time homebuyers on the mechanics of the home purchase process including budgeting, resolving credit issues, and negotiating the contract. HUD certified instructors teach the program. Successful completion of the program is required from all households receiving assistance from the City through its homeownership programs. CAA's counselors are also available to assist renters.

Continue the Moderately Priced Dwelling Unit Program that is applicable to developments containing ten or more dwelling units. The MPDU requires that at least 12% of the units in for-sale residential developments, and at least six percent of the units in for-rent residential developments, be affordable to households at 80% of the median income for the MSA. To ensure the long-term affordability of the units, for-sale units require affordability controls for up to 10 years from initial occupancy and for-rent units require 20 years. In exchange for the set-aside, the City permits a density bonus beyond the minimum density in the zone. The density bonus is 15% in for-sale housing and 10% in for-rent housing. There is also an expedited review process. The City adopted the MPDU ordinance in 2004. The city currently has 18 rental MPDUs, four for sale MPDUs and development applications before the City have the potential to create 45 affordable for-sale units. MPDU represents a considerable effort by the City to expand affordable housing stock through the private market.

The City's Fair Housing Ordinance is equivalent to both the state and federal law. The City added the following protected classes to its Fair Housing Ordinance: disability, familial status, sexual orientation, marital status, sex, lawful income.

The City also participates as a member of the Anne Arundel Affordable Housing Coalition, and the Anne Arundel Continuum of Care Planning Group, which are responsible for funding decisions that affect

residents of Annapolis. The City of Annapolis has a Human Relations Commission, which enforces the fair housing law and handles formal complaints. The Human Relations Commission continues to provide information on fair housing in their public events. There are no court orders, consent decrees, or sanctions against the City of Annapolis from HUD or any other organization regarding housing and related services. The City of Annapolis will continue to promote, foster, and maintain affordable housing throughout the city.

Housing Authority of the City of Annapolis

Resident Demographics

Category	AMP 2 EP.HH	AMP 4 RW	AMP 5 NT	AMP 6 MHB	AMP 7 BS	TOTAL
Average						
Age (HH)	43	42	44	65	59	50.6
Family Size	2	3	3	1	2	2.2
Income	14,720	18,239	17,937	13,712	19,322	16,786
Rent	216	321	323	342	319	304
Income Source						
Employment	149	79	26	17	19	290
TANF	23	19	5	1	0	48
SSI	85	31	16	45	8	185
Pension	12	5	1	24	8	50
SS	85	28	15	115	29	272
General Assistance	233	110	38	73	16	470

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No. of HH by BR Size						
0				92		
1	89			57	16	162
2	218			8	20	246
3	28	122	60	0	19	229
4	9	21				30
5		6				6
TOTAL	344	149	60	157	55	

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- ¶ HOUSING NEEDS OF FAMILIES ON THE WAITING LIST

Housing Authority of the City of Annapolis Applicant Demographics

<u>HOUSING NEEDS OF FAMILIES ON THE WAITING LIST</u>			
Waiting List type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (Family)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting List total	1507		
Extremely low income <=30% AMI	846	56.1%	
Very low income (>30% but <=50% AMI)	119	7.9%	
Low income (>50% but <80% AMI)	34	2.3%	
Families with children	864*	57.3%	
Elderly Families	79	5.3%	
Families with Disabilities	106*	5.2%	
Black	794*	52.7%	
White	68*	4.5%	
Hispanic	16*	1.1%	
American Indian	7**	0.5%	
Asian	0**	0.0%	

<u>Characteristics by Bedroom Size (Public Housing Only)</u>			
<u>0 BR</u>	<u>50</u>	<u>3.3%</u>	
<u>1 BR</u>	<u>574</u>	<u>38.1%</u>	
<u>2 BR</u>	<u>511</u>	<u>33.9%</u>	
<u>3 BR</u>	<u>313</u>	<u>20.8%</u>	
<u>4 BR</u>	<u>54</u>	<u>3.6%</u>	
<u>5+ BR</u>	<u>5</u>	<u>0.3%</u>	
<u>Is the waiting list closed? No <input checked="" type="checkbox"/> Yes</u> <u>If yes:</u> <u>How long has it been closed (# of months)? <u>9</u></u> <u>Does the PHA expect to reopen the list in the PHA Plan year? No Yes</u> <u>Does the PHA permit specific categories of families onto the waiting list, even if</u> <u>generally closed? No <input checked="" type="checkbox"/> Yes</u>			

Annual Turnover represents the number of vacancies per year.

* Some families may be disabled families (e.g. disabled head of household) AND families with children

** Individuals may self-identify more than one race and/or ethnicity

<u>HOUSING NEEDS OF FAMILIES ON THE WAITING LIST</u>			
<u>Waiting List type: (select one)</u>			
<input checked="" type="checkbox"/> <u>Section 8 tenant-based assistance</u>			
<input type="checkbox"/> <u>Public Housing</u>			
<input type="checkbox"/> <u>Combined Section 8 and Public Housing</u>			
<input type="checkbox"/> <u>Public Housing Site-Based or sub-jurisdictional waiting list (optional)</u>			
<u>If used, identify which development/sub jurisdiction:</u>			
	<u># of families</u>	<u>% of total families</u>	<u>Annual Turnover</u>
<u>Waiting List total</u>	<u>643</u>		
<u>Extremely low income <=30% AMI</u>	<u>453</u>	<u>70.1%</u>	
<u>Very low income (>30% but <=50% AMI)</u>	<u>85</u>	<u>13.2%</u>	
<u>Low income (>50% but <80% AMI)</u>	<u>26</u>	<u>4.0%</u>	
<u>Families with children</u>	<u>471</u>	<u>73.3%</u>	
<u>Elderly Families</u>	<u>28</u>	<u>4.4%</u>	
<u>Families with Disabilities</u>	<u>59*</u>	<u>9.2%</u>	

<u>Black</u>	<u>470**</u>	<u>73.1%</u>	
<u>White</u>	<u>24</u>	<u>3.7%</u>	
<u>Hispanic</u>	<u>6**</u>	<u>1.2%</u>	
<u>American Indian</u>	<u>2**</u>	<u>0.3%</u>	
<u>Asian</u>	<u>0**</u>	<u>0.0%</u>	
<u>Characteristics by Bedroom Size (Public Housing Only)</u>			
<u>0 BR</u>	<u>0</u>	<u>0.0%</u>	
<u>1 BR</u>	<u>176</u>	<u>27.4%</u>	
<u>2 BR</u>	<u>252</u>	<u>39.2%</u>	
<u>3 BR</u>	<u>175</u>	<u>27.2%</u>	
<u>4 BR</u>	<u>35</u>	<u>5.4%</u>	
<u>5+ BR</u>	<u>5</u>	<u>.78%</u>	
<u>Is the waiting list closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</u>			
<u>If yes:</u>			
<u>How long has it been closed (# of months)? <u>60</u></u>			
<u>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</u>			
<u>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</u>			

* Some families may be disabled families (e.g. disabled head of household) AND families with children

** Individuals may self-identify more than one race and/or ethnicity

The table below represents housing needs of family types in the left-hand column. The impact factors across the top of the graph state how severe that factor is on the housing needs of the particular family type. For example, the affordability factor for a family with an income of 30% or lower of AMI would rate at “4” or “5” due to the family’s inability to pay for other housing in the area. The impact for a family with an income between 50%-80% of AMI will be “2” or “3” due to the flexibility the higher income family has in choosing other affordable housing in the area. The rating factors are described below the chart.

Family Type	Over All	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,361	5	5	2	2	3	2
Income >30% but <=50% of AMI	3,494	4	3	3	3	4	3
Income >50% but <80% of AMI	5,096	2	3	3	2	2	3
Elderly	2,329	3	3	3	4	3	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Black	NA	NA	NA	NA	NA	NA	NA
White	NA	NA	NA	NA	NA	NA	NA
Hispanic	NA	NA	NA	NA	NA	NA	NA

Family Type	Over All	Affordability	Supply	Quality	Accessibility	Size	Location
Other	NA	NA	NA	NA	NA	NA	NA

Impact factor: 1 (no impact) to 5 (severe impact)

N/A indicates information is unavailable

“Overall” Needs column provides the estimated number of renter families that have housing needs.

Simply form a statement with the corresponding choices:

The Housing Authority of the City of Annapolis came to this conclusion by the use of:

- Consolidated Plan of the Jurisdiction. Indicate year: Fiscal Years 2015-2019
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset & American Community Survey
- The Department of Housing and Urban Development Annual Homeless Assessment Report (AHAR)
- Bureau of Labor Statistics
- The National Center for Education Statistics
- Maryland Alliance for the Poor (MAP) Maryland Poverty Profile

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Assessment of Housing Needs Conclusions

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Assessment	High	Medium	Low
What level of need is there for Affordable Housing?		X	
How would you rate the quality of the available rental housing stock in the PHA jurisdiction?		X	
How great is the need for marketing efforts to remove impediments to fair housing?		X	
What is the need for Deconcentration of incomes in the PHA jurisdiction?	X		
How well is the PHA meeting the needs of the following income groups? 1 30%AMI; 2 50%AMI; 3 80%AMI		1	2, 3
What level of need is there for Elderly/Disabled housing?		X	
What level of the need is there for a Homeless Shelter?		X	
How great is the need for other Specialty Housing?			X
Is there a need for reconfiguration of bedroom sizes for affordable housing in PHA jurisdiction?		X	

Strategy for Addressing Needs

In order to maximize the number of affordable units available to the PHA within its current resources, the Housing Authority of the City of Annapolis will:

- Employ effective maintenance and management policies to minimize the number of Public Housing units off-line.

- Reduce turnover time for vacated Public Housing units.
- Reduce time to renovate Public Housing units.
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies, if requested.

In order to increase the number of affordable housing units the Housing Authority of the City of Annapolis will:

- Apply for additional Section 8 units should they become available.
- Pursue housing resources other than Public Housing or Section 8 tenant-based assistance.

So that the Housing Authority of the City of Annapolis will address the needs of family types at or below 30% of area median income, the Authority will:

- Strive to meet targeting goals established by HUD.

So that the Housing Authority of the City of Annapolis will address the needs of family types at or below 50% of area median income, the Authority will:

- Strive to meet targeting goals established by HUD.

The Housing Authority of the City of Annapolis will target the needs of the elderly through:

- Monitoring the demand for elderly housing (waiting list).
- The needs of families with disabilities will be addressed by:
- Monitoring the Waiting List of handicapped/disabled families.

The Housing Authority of the City of Annapolis will conduct activities to affirmatively further fair housing by:

- Counseling Section 8 participants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Marketing the Section 8 program to owners outside of areas of poverty /minority concentrations

The Authority selected these strategies due to:

- Funding constraints.
- Staffing constraints.
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA.
- Results of consultation with residents and the Resident Advisory Board.

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Housing Authority of the City of Annapolis Admission and Continued Occupancy Policy

1217 Madison Street
Annapolis Maryland 21403
410 -267-8000
TDD/TYY: Dial 711

Melvin Colbert,
Executive Director

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March 11, 2016



EQUAL HOUSING
OPPORTUNITY

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2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

10.2	Selection From the Waiting List.....	36
10.3	DE-CONCENTRATION POLICY	37
10.4	De-concentration Incentives	38
10.5	Offer of a Unit	38
10.6	CHANGES PRIOR TO UNIT OFFER.....	39
10.7	TIME LIMIT FOR ACCEPTANCE OF UNIT	39
10.8	Rejection of Unit.....	40
10.9	Acceptance of Unit	40
11.0	INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME.....	42
11.1	Income	42
11.2	Annual income.....	45
11.3	Deductions from annual income.....	50
12.0	VERIFICATION.....	51
12.1	Acceptable Methods of Verification.....	51
12.2	Types of verification.....	52
12.3	Verification of Citizenship or Eligible Noncitizen Status.....	55
12.4	Verification of Social Security Numbers	56
12.5	Timing of Verification.....	57
12.6	Frequency of Obtaining Verification	57
13.0	DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT.....	58
13.1	Family choice.....	58
13.2	The Formula Method	58
13.3	MINIMUM RENT.....	59
13.4	The Flat Rent	60
13.5	Rent for Families under the Noncitizen Rule.....	61
13.6	Utility allowance.....	62
13.7	EXCESSIVE UTILITY PAYMENTS.....	63
13.8	PAYING RENT and security deposit	64
14.0	CONTINUED OCCUPANCY AND COMMUNITY SERVICE	64
14.1	General.....	64
14.2	Exemptions	65
14.3	Notification of THE RequireMENT	65
14.4	Volunteer Opportunities	66
14.5	The Process.....	66
14.6	Notification of Non-compliance with Community Service Requirement.....	67
14.7	Opportunity for cure	68

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

14.8	REMAINING MEMBER OF TENANT FAMILY – RETENTION OF UNIT	68
15.0	RECERTIFICATIONS	69
15.1	General.....	69
15.2	MISSED APPOINTMENTS	69
15.3	Flat Rents.....	70
15.4	THE FORMULA METHOD	71
15.5	Effective Date of Rent Changes for Annual Reexaminations.....	72
15.6	Interim Reexaminations.....	72
15.7	Special Reexaminations	74
15.8	Effective Date of Rent Changes Due to Interim or Special Reexaminations.....	74
16.0	UNIT TRANSFERS	75
16.1	Objectives of the Transfer Policy	75
16.2	Transfer Priorities	75
16.3	Documentation.....	76
16.4	Processing Transfers.....	76
16.5	Cost of the family's move	77
16.6	Tenants in good standing	78
16.7	Transfer Requests	78
16.8	Right of The Housing Authority of the City of Annapolis in transfer policy	79
17.0	INSPECTIONS	79
17.1	Move-in Inspections	79
17.2	90-Day Inspections	80
17.3	Annual Inspections	80
17.4	PreventAtive maintenance inspections	80
17.5	Special Inspections	80
17.6	Housekeeping Inspections	80
17.7	Notice of inspection	81
17.8	Emergency Inspections	81
17.9	Move-out Inspections	81
17.10	EGRESS INSPECTION AND REQUIREMENTS	81
18.0	REPAYMENT AGREEMENTS	82
19.0	TERMINATION	82
19.1	Termination By Tenant	82
19.2	Termination By the Housing Authority	82
20.0	RETURN OF SECURITY DEPOSIT	84

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines The Housing Authority of the City of Annapolis's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of The Housing Authority of the City of Annapolis to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, sexual orientation, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under The Housing Authority of the City of Annapolis's programs.

To further its commitment to full compliance with applicable Civil Rights laws, The Housing Authority of the City of Annapolis will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at The Housing Authority of the City of Annapolis office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the City of Annapolis will assist any family that believes they have suffered illegal discrimination by providing those copies of the appropriate housing discrimination forms. The Housing Authority of the City of Annapolis will also assist

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of The Housing Authority of the City of Annapolis housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines The Housing Authority of the City of Annapolis will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, The Housing Authority of the City of Annapolis will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, The Housing Authority of the City of Annapolis will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, The Housing Authority of the City of Annapolis will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority of the City of Annapolis will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
1. Would the accommodation constitute a fundamental alteration? The Housing Authority of the City of Annapolis's business is housing. If the request would alter the fundamental business that The Housing Authority of the City of Annapolis conducts, that would not be reasonable. For instance, The Housing Authority of the City of Annapolis would deny a request to have The Housing Authority of the City of Annapolis do grocery shopping for a person with disabilities.
 2. Would the requested accommodation create an undue financial hardship or

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, The Housing Authority of the City of Annapolis may request a meeting with the individual to investigate and consider equally effective alternatives.

- D. Generally the individual knows best what it is they need; however, The Housing Authority of the City of Annapolis retains the right to be shown how the requested accommodation enables the individual to access or use The Housing Authority of the City of Annapolis's programs or services.

If more than one accommodation is equally effective in providing access to The Housing Authority of the City of Annapolis's programs and services, The Housing Authority of the City of Annapolis retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by The Housing Authority of the City of Annapolis if there is no one else willing to pay for the modifications. If another party pays for the modification, The Housing Authority of the City of Annapolis will seek to have the same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, The Housing Authority of the City of Annapolis will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
2011 REVISED ACOP – Board Resolution No. 031016-05

The Housing Authority of the City of Annapolis will endeavor to have access to people who speak languages other than English in order to assist non-English speaking families.

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the HCV program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Final Guidance to Federal Assistance Recipients Regarding Title VI Proficient Persons, published January 22, 2007, in the Federal Register.

HACA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this administrative plan, LEP persons are HCV applicants and participants, and parents and family members of applicants and participants.

In order to determine the level of access needed by LEP persons, the HACA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Housing Choice Voucher program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to HACA and costs. Balancing these four factors will ensure meaningful access by LEP person to critical services while not imposing undue burdens on the PHA.

Oral Interpretation

In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, the PHA will general offer, or ensure that the family is offered through other sources, competent services free of charge to the LEP person.

HACA's Policy

HACA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, HACA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, HACA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, and interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

Written Translation

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
2011 REVISED ACOP – Board Resolution No. 031016-05

Translation is the replacement of a written text from one language into an equivalent written text in another language.

HACA's Policy

In order to comply with written-translation obligations, HACA will take the following steps:

HACA will provide written-translation of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally;

or

If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, HACA does not translate vital written materials, but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Implementation Plan

After completing the four-factor analysis and deciding what language assistance services are appropriate, HACA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If HACA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to HACA's Housing Choice Voucher program and services.

HACA'S POLICY

If it is determined that HACA serves very few LEP persons, and that HACA has very limited resources, the HACA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP persons, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.

If HACA determine it is appropriate to develop a written LEP plan, the following five steps will be taken:

(1) Identifying LEP individuals who need language assistance; (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

4.0 FAMILY OUTREACH

The Housing Authority of the City of Annapolis will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

To reach people who cannot or do not read the newspapers, The Housing Authority of the City of Annapolis will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority of the City of Annapolis will also try to utilize public service announcements.

The Housing Authority of the City of Annapolis will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

5.0 RIGHT TO PRIVACY

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant. Electronic Income Verification (EIV) for anyone over the age of 18 can not be provided to anyone other than the person whose income was verified. For youth under the age of 18, only the Head of Household on the same HACA lease as the youth can have access to that youth's EIV information. All EIV information requests must be made in writing.

6.0 REQUIRED POSTINGS

The Housing Authority of the City of Annapolis will post, at its main office located at 1217 Madison Street, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster
- L. Resident Safety Policy
- M. Violence Against Women Act Policy
- N. Non Smoking Policy
- O. Non Car Washing Policy
- P. Banning Policy
- Q. Any current Housing Authority of the City of Annapolis Notices

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

7.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. An application may be mailed to a potential applicant; however, applications will only be accepted in person during the hours of 9 AM to 4 PM M- F at: 1217 Madison Street Annapolis Maryland.

Applications are taken to compile a waiting list. Due to the demand for housing in The Housing Authority of the City of Annapolis jurisdiction, The Housing Authority of the City of Annapolis may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and The Housing Authority of the City of Annapolis will verify the information.

The completed application will be dated and time stamped upon its return to The Housing Authority of the City of Annapolis.

Persons with disabilities who require a reasonable accommodation in completing an application may call The Housing Authority of the City of Annapolis to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD/TYY ACCESS NUMBER CAN BE REACHED BY DAILING: 711 ON ANY TELEPHONE.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information. This first phase results in the family's placement on the waiting list based on date and time of application, and preferences being assigned.

Upon receipt of the family's pre-application, The Housing Authority of the City of Annapolis will make a preliminary determination of eligibility. The Housing Authority of

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

the City of Annapolis will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If The Housing Authority of the City of Annapolis determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority of the City of Annapolis will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Housing Authority of the City of Annapolis will ensure that verification of all eligibility, suitability, preferences, and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet The Housing Authority of the City of Annapolis screening criteria in order to be admitted to public housing.

8.2 ELIGIBILITY CRITERIA

A. Family status.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship, regardless of actual or perceived sexual orientation, gender identity, or marital status.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An **elderly family**, which is:
 - a. A family whose head, **co-head**, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A **near-elderly family**, which is:
 - a. A family whose head, **co-head**, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

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2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

4. A **disabled family**, which is:
 - a. A family whose head, co-head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to disaster relief laws.
6. A **remaining member of a tenant family** - To be considered the remaining member of the tenant family, the person must have been previously approved by the HACA to be living in the unit for at least one year.
7. A **single person** who may be, an elderly or displaced person, a person with disabilities, near elderly person, the remaining member of a tenant family, or any other single person.

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B. **Income eligibility**

1. To be eligible for admission to development units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
2. To be eligible for admission to development units that became available

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.

3. Income limits apply only at admission and are not applicable for continued occupancy. (For the 1-28-04 income limits for Anne Arundel County, see Attachment “A”)
4. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of The Housing Authority of the City of Annapolis.
5. If the Housing Authority of the City of Annapolis acquires a property for public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
6. Income limit restrictions do not apply to families transferring within our Public Housing Program.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

status, with the exception noted below.

- b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members provide a Social Security Card.

E. Signing Consent Forms

- 1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
- 2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or The Housing Authority of the City of Annapolis to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
 - b. A provision authorizing HUD or The Housing Authority of the City of Annapolis to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

8.3 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority of the City of Annapolis will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, The Housing Authority of the City of Annapolis employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Housing Authority of the City of Annapolis will consider objective and reasonable aspects of the family's background, including the following:
 - 1. Incidences of not meeting financial obligations, especially rent;
 - 2. Lack of ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 - 3. Incidences of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property; as well as incidents of being on HACA's banning list.

4. Incidences of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
6. Incidences of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Housing Authority of the City of Annapolis will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority of the City of Annapolis will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;
2. A rental history check of all adult family members;
3. Work history to determine a pattern of stable employment.
4. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records. Where the individual has lived outside the local area, The Housing Authority of the City of Annapolis may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
5. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
6. A check of the State's lifetime sex offender registration program for each

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

8.4 GROUNDS FOR DENIAL

The Housing Authority of the City of Annapolis is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have incidences of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have incidences of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have incidences of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- I. Have committed fraud, bribery or any other corruption in connection with any housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority of the City of Annapolis may waive this requirement if:
 - 1. The person demonstrates to The Housing Authority of the City of Annapolis’s satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
- M. Have engaged in or threatened abusive or violent behavior towards any The Housing Authority of the City of Annapolis staff or residents;
- N. Have an applicant member who has ever been evicted from public housing;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. **Denied for Life:** ~~Any household that includes a person subject to~~ a lifetime registration under a State sex offender registration program.
- Q. **Denied for Life:** If any family member has been convicted of manufacturing producing methamphetamine in a public housing development or in a Housing Choice Voucher Program (HCVP) assisted property or in a federally assisted housing program,
- R. ~~Currently engaged in illegal drug use or threatening activity. A PHA must prohibit admission of household with a member who:~~
 - ~~a. The PHA determines is currently engaging in illegal use of a drug, or~~
 - ~~b. The PHA determines that it has reasonable cause to believe that a household member's illegal drug use, pattern of illegal drug use, abuse of alcohol, or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.~~

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8.5 INFORMAL REVIEW

- A. If the Housing Authority of the City of Annapolis determines that an applicant does not meet the criteria for receiving public housing assistance, The Housing Authority of the City of Annapolis will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Housing Authority of the City of Annapolis will describe how to obtain the informal review.

The informal review may be conducted by any person designated by The Housing Authority of the City of Annapolis, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to The Housing Authority of the City of Annapolis's decision. The Housing Authority of the City of Annapolis

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that The Housing Authority of the City of Annapolis provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

9.0 MANAGING THE WAITING LIST

9.1 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

9.2 ORGANIZATION OF THE WAITING LIST

HACA will maintain a Site Based Wait List system and will accept applications at its administrative office and at each development owned and/or managed under its jurisdiction. Each applicant will have an opportunity to select three developments that is most suitable to meet the housing needs of the applicant household..

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, and then in order of date and time of application; and preferences.
- C. Any contacts between The Housing Authority of the City of Annapolis and the applicant will be documented in the applicant file.

9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be within three (3) months of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority of the City of Annapolis will notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security Card information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

9.4 PURGING THE WAITING LIST

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The Housing Authority of the City of Annapolis will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom The Housing Authority of the City of Annapolis has current information, i.e. applicant's address, family composition, income category, and preferences.

9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Housing Authority of the City of Annapolis will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with The Housing Authority of the City of Annapolis will be sent a notice of termination of the process for eligibility.

The Housing Authority of the City of Annapolis will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, The Housing Authority of the City of Annapolis will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.7 NOTIFICATION OF NEGATIVE ACTIONS

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of the City of Annapolis, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of the City of Annapolis system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, The Housing Authority of the City of Annapolis will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application and preferences.

9.8 WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the HACA's Selection Criteria as defined in this policy.

The HACA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, in public housing. When such matching is required or permitted by current law, the HACA will give preference to qualified families. Each preference will be assigned points based on the weight of the preference for ranking

Families who reach the top of the waiting list will be contacted by the HACA to verify their preference and, if verified, the HACA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the HACA.

The HACA places applicants on the waiting lists based upon the date and time of application and eligibility for a weighted selection preference as set forth below:

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- 11 Points Local Resident-Displacement
- 10 Points Non Resident-Displacement
- 9 Points Local Resident-Working Preference
- 8 Points Non Resident-Working Preference
- 7 Points Local Resident-Veteran
- 6 Points Non Resident-Veteran
- 5 Points Local-Self Sufficiency
- 4 Points Non-Resident Self Sufficiency
- 3 Points Local Resident-Sub Standard Housing
- 2 Point No Resident-Sub Standard Housing
- 1 Point Local Resident, No Preference

This selection preference is available to:

11 Points – Displaced Local Resident:

(a) individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) 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.

(b) individuals who have been displaced by domestic violence and can document such:

- Domestic violence is when one person purposely causes physical or psychologically harm to another person they are dating, including sexual assault, physical abuse, and psychological/emotional abuse.
- Dating Violence and abuse, also called intimate partner violence, is when one person purposely causes either physical or mental harm to another, including:
 - ✓ Physical abuse
 - ✓ Psychological or emotional abuse
 - ✓ Sexual assault
 - ✓ Stalking
 - ✓ Isolation (controlling all of the victim’s money, shelter, time, food, etc.)

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- (c) individuals or families who have been subjected to documented reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or
- (d) individuals displaced due to the inaccessibility of a unit.

10 Points – Displaced Non-Local Resident:

(a) individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) 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.

(b) individuals who have been displaced by domestic violence and can document such:

- Domestic violence is when one person purposely causes physical or psychologically harm to another person they are dating, including sexual assault, physical abuse, and psychological/emotional abuse.
- Dating Violence and abuse, also called intimate partner violence, is when one person purposely causes either physical or mental harm to another, including:
 - ✓ Physical abuse
 - ✓ Psychological or emotional abuse
 - ✓ Sexual assault
 - ✓ Stalking
 - ✓ Isolation (controlling all of the victim's money, shelter, time, food, etc.)

(c) individuals or families who have been subjected to documented reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or

(d) individuals displaced due to the inaccessibility of a unit.

9 Points – Local Resident Working Preference:

This selection preference is available to individuals or families where

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

(a) the head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment (32 hours or more per week) for, at least, twelve (12) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of full-time self-employment (32 hours or more per week) immediately prior to the date of placement;

(b) the head of household is legally employed by an employer in a part-time capacity. The head of household must work for wages, commissions, or other consideration of value and can demonstrate part-time employment (20-31 hours per week) for, at least, twelve (12) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of part-time self-employment, of not fewer than twenty (20) hours per week, immediately prior to the date of placement.

(c) An applicant will be given the benefit of the working family preference if the head and spouse, or sole member is age 62 or older, or is a person with disabilities.

8 Points – Non Local Resident Working Preference:

This selection preference is available to individuals or families where

(a) the head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment (32 hours or more per week) for, at least, twelve (12) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of full-time self-employment (32 hours or more per week) immediately prior to the date of placement;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

(b) the head of household is legally employed by an employer in a part-time capacity. The head of household must work for wages, commissions, or other consideration of value and can demonstrate part-time employment (20-31 hours per week) for, at least, twelve (12) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of part-time self-employment, of not fewer than twenty (20) hours per week, immediately prior to the date of placement.

(c) An applicant will be given the benefit of the working family preference if the head and spouse, or sole member is age 62 or older, or is a person with disabilities.

7 Points – Local Resident Veteran preference: this preference is for families where the Head of Household has received an honorable discharge from the United States Armed Services.

6 Points – Non Local Resident Veteran preference: for families where the Head of Household has received an honorable discharge from the United States Armed Services.

5 Points –Local Resident: This preference is available to individuals or families who live or work in the City of Annapolis.

4 Points-Local Resident Self-Sufficiency: This preference is available to individuals or families who are willing to engage in self-sufficiency program to include; but, not limited to programs offered by HACA and its Partner, who participate in community programs, employment skills, homeownership and other programs that are available that are designed to improve the quality of life of residents that ultimately move the family from public program assistance to non public program assistance.

3 Points-Non Resident Self-Sufficiency: This preference is available to individuals or families who are willing to engage in self-sufficiency program to include; but, not limited to programs offered by HACA and its Partner, who participate in community programs, employment skills, homeownership and other programs that are available that are designed to improve the quality of

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

life of residents that ultimately move the family from public program assistance to non public program assistance.

2 Points –Local Resident: Living in Substandard Housing: This preference is available to applicants who live in substandard housing whose dwelling meets one or more of the following criteria:

- Is dilapidated and does not provide safe, adequate shelter and have one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety and well-being family.
- Does not have operable indoor plumbing.
- Does not have usable flush toilet in the unit for the exclusive use of the family.
- Does not have adequate, safe electrical service.
- Does not have an adequate, safe source of heat.
- Should, but does not, have a kitchen. Single Room Occupancy (SRO) Housing is not standard solely because, it does not contain sanitary and/or food preparation facilities in the unit.
- Has been declared unfit for habitation by a government agency.
- Is overcrowded according to Housing Quality Standards/Local/State Housing Code.
- Families who are residing with friends or relatives on a temporary basis will be included in the definition of “substandard.”
- Families living in overcrowded conditions will be included in the definition of “substandard.”

1 Point - Non Resident-Substandard Housing:

- Is dilapidated and does not provide safe, adequate shelter and have one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety and well-being family.
- Does not have operable indoor plumbing.
- Does not have usable flush toilet in the unit for the exclusive use of the family.
- Does not have adequate, safe electrical service.
- Does not have an adequate, safe source of heat.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- Should, but does not, have a kitchen. Single Room Occupancy (SRO) Housing is not standard solely because, it does not contain sanitary and/or food preparation facilities in the unit.
- Has been declared unfit for habitation by a government agency.
- Is overcrowded according to Housing Quality Standards/Local/State Housing Code.
- Families who are residing with friends or relatives on a temporary basis will be included in the definition of “substandard.”
- Families living in overcrowded conditions will be included in the definition of “substandard.”

9.9 VERIFICATION OF PREFERENCE QUALIFICATION

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

When the HACA anticipates that the family will be notified in the near future to complete a full application, the family will be sent a Preference Verification letter to the applicant's last known address, requesting verification of the family's preference. The HACA will verify the preference before the applicant's interview is conducted.

Change in Circumstances:

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HACA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

9.10. PREFERENCE DENIAL

If the HACA denies a preference, the applicant will be placed on the waiting list without benefit of the preference.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The HACA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. The applicant will have 10 working days to request the meeting in writing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

Any applicant who falsifies documents or makes false statements in order to qualify for any preference will be removed from the waiting list with notification to the family.

9.11 FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Before applying its preference system, the HACA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the preference system. If permitted by the court order, the HACA may offer the family a housing voucher.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 “NO MORE THAN TWO” ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family’s unit size without overcrowding or over-housing:

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

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

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families or legally married couples with no children.*

In determining bedroom size, The Housing Authority of the City of Annapolis will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex **may** share a bedroom.
- B. Children of the opposite sex, both under the age of five (**5**) may share a bedroom.
- C. Adults and children will not be required to share a bedroom.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- F. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Housing Authority of the City of Annapolis will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for three (3) years or until the family size changes, whichever may occur first.
- G. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Housing Authority of the City of Annapolis will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- H. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family’s own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- I. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

10.2 SELECTION FROM THE WAITING LIST

The Housing Authority of the City of Annapolis shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. (See attachment “A” for a listing of HUD area median incomes for 1-28-04). To insure this requirement is met HACA

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

shall perform quarterly quality assurance monitoring of incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

The Housing Authority of the City of Annapolis will offer Senior Housing and services for the Glenwood development. Senior Housing is defined as persons 62 years of age or older and Disabled persons 50 years of age or older. Current residents of Glenwood who are non-senior and/or non-senior disabled will have the opportunity to remain at Glenwood or they may request an administrative transfer to another development, owned and managed by HACA.

10.3 DE-CONCENTRATION POLICY

It is The Housing Authority of the City of Annapolis's policy to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of the City of Annapolis will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement.

10.4 DE-CONCENTRATION INCENTIVES

The Housing Authority of the City of Annapolis may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.5 OFFER OF A UNIT

The HACA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is called HUD Plan A.

Under this plan, the HACA will administer site-based waiting lists. Each applicant will have the opportunity to select three developments within its jurisdiction that have available units of suitable size and type in the appropriate type of project. Plan A is based on one unit offer. Applicants will have an incentive to accept the unit offer, based on their selection of a preferred development(s.) Unless the applicant has good cause for refusing the unit offered, the applicant will be removed from all waiting lists for that specific program type, once HACA has made an appropriate unit offer. If the applicant rejects a unit for good cause, the applicant will retain their place on the wait list based on selected location, preference, application date and time. The refusal of the unit and the information justifying the refusal of the unit will remain as part of the permanent resident file. Examples of good cause include (but are not limited to): changes in the applicant's physical needs, concerns for personal welfare, proximity to family members.

The HACA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

10.6 CHANGES PRIOR TO UNIT OFFER

Changes that occur during the period between of removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing, when applicable. (See The Grievance Procedure document.)

A. Applicants With a Change in Family Size or Status

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The HACA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit. (As defined in Section 10.1)

The family will take the appropriate place on the waiting list according to the date they first applied.

10.7 TIME LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within **7 business** days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the HACA will send a letter.

Applicants Unable to Take Occupancy

If an applicant is unable to take occupancy at the time of the offer for "good cause," the applicant will not be removed from the waiting list.

Examples of "good cause" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

- An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing [24 CFR 945.303(d)];

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- Inaccessibility to source of employment or children's day care such that an adult household member must quit a job or drop out of an educational institution or a job training program;
- For families who have a family member with a disability, inaccessibility to the medical provider or service provider;
- A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member; or
- The unit is inappropriate for the applicant's disabilities.

10.8 REJECTION OF UNIT

If in making the offer to the family The Housing Authority of the City of Annapolis skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If The Housing Authority of the City of Annapolis did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. (As defined in 10.7).

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

10.9 ACCEPTANCE OF UNIT

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation and a “Good Neighbor” Pre-Occupancy Housekeeping Training when they are initially approved for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine damage charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant’s file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and The Housing Authority of the City of Annapolis will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident’s copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to \$50.00 or one month’s Total Tenant Payment, whichever is greater, but not to exceed Two Hundred (\$200.00) Dollars.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

To determine annual income, The Housing Authority of the City of Annapolis counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, The Housing Authority of the City of Annapolis subtracts all mandatory deductions (allowances) to determine the Total Tenant Payment.

11.1 INCOME

Annual income means all amounts, monetary or not, that:

- Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

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 is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.

- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not 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 an investment is 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 includes 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.
- D. The full amount of periodic amounts 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 amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

1. 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 consists of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. 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 requirement is the amount resulting from one application of the percentage.
 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
 3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

11.2 ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. 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;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability 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);

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
4. Amounts received under 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 Housing Authority or 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;
5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) 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 the period during which the family member participates in the employment training program;
6. Temporary, nonrecurring or sporadic income (including gifts);
7. 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;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - c. Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
- b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
- c. Families who are or were, within 6 months, assisted under a State TANF program.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
13. 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;
14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
15. Amounts specifically excluded by any other statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
- c. Payments received under the Alaska Native Claims Settlement Act
- d. Income from sub marginal land of the U.S. that is held in trust for certain Indian tribes
- e. Payments made under HHS's Low-Income Energy Assistance Program
- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- p. Additional income exclusions provided by and funded by The Housing Authority of the City of Annapolis

The Housing Authority of the City of Annapolis will not provide exclusions from income in addition to those already provided for by HUD.

11.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. 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 person with disabilities.
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
 - 3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

medical expenses that are equal to the total of these expenses less 3% of annual income.

E. Child care expenses.

12.0 VERIFICATION

The Housing Authority of the City of Annapolis will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

12.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Income information for Public Housing residents will first be verified using HUD's Electronic Verification (EIV) system. If there is a discrepancy between the tenant's reported income and the EIV information then third party verification will be conducted to insure the accuracy of the EIV income data. If there is no discrepancy, then no further verification need be conducted. EIV cannot verify child support payments. Child support income will be verified via the third party process.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
 HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
 2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
 HUD Approval Date of 2012 Policy – May 15 2013
 HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from The Housing Authority of the City of Annapolis or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained, The Housing Authority of the City of Annapolis will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if The Housing Authority of the City of Annapolis has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, The Housing Authority of the City of Annapolis will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

12.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, The Housing Authority of the City of Annapolis will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
 HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
 2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
 HUD Approval Date of 2012 Policy – May 15 2013
 HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
 HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
 2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
 HUD Approval Date of 2012 Policy – May 15 2013
 HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs (i.e., 4 pay stubs when paid bi-weekly, 6 pay stubs when paid weekly)
Self-employed	N/A	Tax return (schedule C) from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program	N/A

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
 HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
 2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
 HUD Approval Date of 2012 Policy – May 15 2013
 HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
	<ul style="list-style-type: none"> - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion 	Evidence of job start

12.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizen who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizen must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of the City of Annapolis will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority of the City of Annapolis will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, The Housing Authority of the City of Annapolis will mail information to the INS in order that a manual check can be made of INS records.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Family members who do not claim to be citizens, nationals, or eligible noncitizen must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If The Housing Authority of the City of Annapolis determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizen listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six or earlier if a Social Security Number has been issued.

The best verification of the Social Security number is the original Social Security card. If the card is not available, HACA will accept letters from the Social Security Agency that

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. HACA will not require any individual who does not have a Social Security number to obtain a Social Security number, however HACA is required to apply for an alternate tenant identification number assigned by HUD.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

12.5 TIMING OF VERIFICATION

Third party verification information must be dated within ninety (90) days of certification or (60) days of reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance.

12.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. Prior to a new member joining the family, their citizenship/eligible non-citizen status will be verified.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

For each family member verification of Social Security number will be obtained only once, at the time of admission to the program.

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

13.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of”

- A. 10% of monthly income
- B. 30% of adjusted monthly income

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

C. The minimum rent as established by the HACA

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00.

The total tenant payment does not include charges for excess utility consumption or other charges.

In the case of a family who has qualified for the income exclusion at Section 11.2(H) (11), upon expiration of the 12 month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues then for the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase would have otherwise received.

13.3 MINIMUM RENT

The Housing Authority of the City of Annapolis has set a minimum rent in accordance with HUD regulations. The resident will be required to pay \$50.00 as the minimum rent, unless HACA grants an exception due to financial hardship.

MINIMUM RENT HARDSHIP EXEMPTION

HACA has adopted a minimum rent of \$50.00 per month, under the following criteria HACA may suspend the minimum rent:

When the family has lost eligibility for or is awaiting an eligibility determination for a government assistance program.

When the family would be evicted because it is unable to pay the minimum rent

When the income of the family has decreased because of changed circumstances including loss of employment

When a death has occurred in the family, and

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Other circumstances determined by HACA or HUD

HACA will advise any family who pays the minimum rent of the right to request the exemption. If a family paying minimum rent request a hardship exemption, HACA must suspend the minimum rent, effective the following month. HACA may not evict the family for non-payment of the minimum rent for 90 days following the request for the hardship exemption.

The suspension of minimum rent continues until HACA determines whether or not the hardship is temporary or long term.

If the hardship is verified to be temporary (less than 90 days) HACA will reinstate the minimum rent and offer the family a reasonable repayment agreement of the minimum rent that was suspended.

If the hardship is verified to be long-term (lasting more than 90 days) the minimum rent must be suspended until the hardship ceases. The family may not be evicted for failing to pay the minimum rent while the hardship is occurring.

If HACA denies a resident the minimum rent hardship exemption, the resident is entitled to file a grievance and the HACA may not require the resident to make an escrow deposit to obtain the grievance hearing.

13.4 THE FLAT RENT

The Housing Authority of the City of Annapolis has set a flat rent for each public housing unit. In doing so, the PHA considered the location, quality, size of unit and the age of the unit; and any amenities, housing services, maintenance and utilities. The flat rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which the PHA could promptly lease the public housing unit after preparation for occupancy. The PHA must use a reasonable method to determine the flat rent for a unit. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

are attempting to become economically self-sufficient. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Housing Authority of the City of Annapolis will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority of the City of Annapolis will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

housing, The Housing Authority of the City of Annapolis will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for The Housing Authority of the City of Annapolis. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

13.6 UTILITY ALLOWANCE

The Housing Authority of the City of Annapolis shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, The Housing Authority of the City of Annapolis will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to The Housing Authority of the City of Annapolis. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

For The Housing Authority of the City of Annapolis paid utilities, The Housing Authority of the City of Annapolis will monitor the utility consumption of each household. Any consumption in excess of the allowance established by The Housing Authority of the City of Annapolis will be billed to the tenant monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Requests for relief from surcharges for excess consumption of The Housing Authority of the City of Annapolis purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by The Housing Authority of the City of Annapolis on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

13.7 EXCESSIVE UTILITY PAYMENTS

Residents in units where the HACA pays the utilities will be charged for excess utilities if additional appliances or equipment are used in the unit. The charge shall be applied as specified in the lease.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Prior to any utility baseline imposed by the Housing Authority of the City of Annapolis, it will specifically take into account the overall condition of the dwelling unit and the ability of the resident to regulate the utility being consumed, in addition to being individually metered.

Consumption in excess of the established surcharges will be billed monthly to the tenant and is payable upon receipt of each billing cycle.

13.8 PAYING RENT AND SECURITY DEPOSIT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at Housing Authority Administrative Building located at 1217 Madison Street and Glenwood Apartments located at 701 Glenwood Street, Annapolis, MD. Reasonable accommodations for this requirement will be made for persons with disabilities. Partial payments are not accepted. As a safety measure, no cash shall be accepted as a rent payment

All rent not paid by the sixth (6th) day of each month will be assigned a late charge equal to five per cent of the current monthly rent as part of the rent for that month, not to exceed Ten (\$10.00) Dollars. Notwithstanding the foregoing, a late charge is not due and collectable until two weeks after the Authority gives written notice to the Tenant of such charges.

The security deposit is an amount equal to fifty (50.00) dollars or one month's Total Resident payment, whichever is greater, but not to exceed two hundred (\$200.00) dollars.

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or in the

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

larger metropolitan area (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

14.3 NOTIFICATION OF THE REQUIREMENT

The Housing Authority of the City of Annapolis shall identify all adult family members who are apparently not exempt from the community service requirement.

The Housing Authority of the City of Annapolis shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority of the City of Annapolis shall verify such claims.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of the City of Annapolis will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, The Housing Authority of the City of Annapolis may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, The Housing Authority of the City of Annapolis will do the following:

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise The Housing Authority of the City of Annapolis whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Housing Authority of the City of Annapolis will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

14.7 OPPORTUNITY FOR CURE

The Housing Authority of the City of Annapolis will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, The Housing Authority of the City of Annapolis shall take action to not renew the Lease at the expiration of the lease period.

14.8 REMAINING MEMBER OF TENANT FAMILY – RETENTION OF UNIT

To be considered the remaining member of the tenant family, the person must have been previously approved by the HACA to be living in the unit for at least one year and have been of legal age for the same period or at the discretion of HACA, a lesser period of time. In addition the household member will have to meet current HACA application standards for occupancy to include but not limited to credit check, and criminal background check. A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the Family. A reduction in family size may require a transfer to an appropriate unit size per the Occupancy Standards.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

15.0 RECERTIFICATIONS

At least annually, The Housing Authority of the City of Annapolis will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

15.1 GENERAL

The Housing Authority of the City of Annapolis will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the appointment, The Housing Authority of the City of Annapolis will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

15.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in The Housing Authority of the City of Annapolis taking eviction actions against the family.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

15.3 FLAT RENTS

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which The Housing Authority of the City of Annapolis expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, The Housing Authority of the City of Annapolis will send a reexamination letter to the family offering the choice between a flat and a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, The Housing Authority of the City of Annapolis may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with The Housing Authority of the City of Annapolis representative, they may make the selection on the form and return the form to The Housing Authority of the City of Annapolis. In such case, The Housing Authority of the City of Annapolis will cancel the appointment.

15.4 THE FORMULA METHOD

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, The Housing Authority of the City of Annapolis will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of'

- D. 10% of monthly income
- E. 30% of adjusted monthly income
- F. The minimum rent as established by the HACA

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00.

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

15.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Program participants must report the following changes to The Housing Authority of the City of Annapolis between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within thirty (30) days of their occurrence.

Change in Family Composition

A member has been added to the family through birth, adoption, or court-awarded custody.

A household member is leaving or has left the family unit.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority of the City of Annapolis will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.

Increase in Income

Families must report all increases in income/assets of all household members to the HACA in writing within 30 calendar days of the occurrence.

The HACA will conduct interim reexaminations when families report an increase in income of more than \$1000.00 during the **annual** lease term.

Decrease In Income

Residents may report a decrease in income and other changes, such as an increase in allowances or deductions that would reduce the amount of the total tenant payment. The HACA must calculate the change if a decrease in income is reported.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

circumstances. Upon such request, The Housing Authority of the City of Annapolis will take timely action to process the interim reexamination and recalculate the tenant's rent.

The HACA will process rent adjustments whenever there is a decrease or increase in income.

Flat Rent Participants

Families paying flat rent are not required to report any increases in income or assets annually. However, the family electing flat rent is required to report increase in income and assets during the scheduled reexamination every three years.

15.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income or have a temporary decrease in income, The Housing Authority of the City of Annapolis may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

15.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increases will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

amount is determined.

16.0 UNIT TRANSFERS

16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting The Housing Authority of the City of Annapolis's de-concentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.

16.2 TRANSFER PRIORITIES

- A. **Priority 01 – Emergency / Congregate Services:** to address an emergency situation that poses an immediate threat to the life, health, or safety of a Family or one of its members, such as fire in or defects in an occupied unit and to address hate crimes, domestic violence, the safety of witnesses to a crime, a law enforcement matter, or severely under-housed. Emergency / Congregate Transfers will take precedence over new admissions;
- B. **Priority 02 – Redevelopment/Modernization:** to facilitate relocation when required by redevelopment, modernization, or other management efforts.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Redevelopment and Modernization Transfers will take precedence over new admissions;

- C. **Priority 03 – Medical Transfer:** to address a verifiable health condition of a Family member;
- D. **Priority 04 – Under-housed Transfer:** when the Property Manager with the concurrence of the Director of Affordable Housing determines that there is extreme overcrowding. Extreme overcrowding exists when the Family size exceeds the maximum number of persons and composition for the number of bedrooms in the unit;
- E. **Priority 05 – Over-housed Transfer:** when the Property Manager with the concurrence of the Director of Affordable Housing determines that the tenant is “over-housed” An Over-housed condition exists when the family/resident is in a unit that is too large based on the Family size.

16.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

16.4 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above priorities and within each priority by date and time.

Upon offer and acceptance of a unit, the family will execute all lease-up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed three (3) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (e.g., key deposit and any additional security deposit owing) must be paid at the time of lease execution.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of The Housing Authority of the City of Annapolis and the family rejects two offers without good cause, The Housing Authority of the City of Annapolis will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet The Housing Authority of the City of Annapolis's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per bedroom.
- C. If the transfer is being made at the family's request and the rejected offer provides de-concentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include de-concentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

16.5 COST OF THE FAMILY'S MOVE

The cost of the transfer will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (e.g., by the police);
- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

accessible unit into which the transferring family moved. The family without disabilities signed a statement to this effect prior to accepting the accessible unit.;
or

- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by The Housing Authority of the City of Annapolis in the following circumstances:

- When the transfer is needed in order to carry out rehabilitation activities; or
- When action or inaction by The Housing Authority of the City of Annapolis has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

16.6 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with The Housing Authority of the City of Annapolis. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, must pass a housekeeping inspection, and must pass a bed bug and pest inspection.

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16.7 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, The Housing Authority of the City of Annapolis may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Housing Authority of the City of Annapolis will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10)

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

business days of receipt of the request to schedule a meeting.

The Housing Authority of the City of Annapolis will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

16.8 RIGHT OF THE HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS IN TRANSFER POLICY

The provisions listed above are to be used as a guide to ensure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

17.0 INSPECTIONS

An authorized representative of The Housing Authority of the City of Annapolis and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises and appliances will be made and the statement will be signed by both parties with a copy retained in The Housing Authority of the City of Annapolis file and a copy given to the family member. An authorized Housing Authority of the City of Annapolis representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any Housing Authority of the City of Annapolis damages to the unit.

17.1 MOVE-IN INSPECTIONS

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The Housing Authority of the City of Annapolis and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

17.2 90-DAY INSPECTIONS

Ninety days after move-in, a housekeeping inspection will be performed.

17.3 ANNUAL INSPECTIONS

The Housing Authority of the City of Annapolis will inspect each public housing unit annually to ensure that each unit meets The Housing Authority of the City of Annapolis's housing standards. Work orders will be submitted and completed to correct any deficiencies.

17.4 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

17.5 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by The Housing Authority of the City of Annapolis.

17.6 HOUSEKEEPING INSPECTIONS

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Generally, at the time of annual reexamination, or at other times as necessary, The Housing Authority of the City of Annapolis will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

17.7 NOTICE OF INSPECTION

For inspections defined as 90-day housekeeping inspections, annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections The Housing Authority of the City of Annapolis will give the tenant at least forty-eight (48) hour written notice.

17.8 EMERGENCY INSPECTIONS

If any employee and/or agent of The Housing Authority of the City of Annapolis has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

17.9 MOVE-OUT INSPECTIONS

The Housing Authority of the City of Annapolis conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

17.10 EGRESS INSPECTION AND REQUIREMENTS

The Housing Authority of the City of Annapolis conducts an annual Egress inspection to ensure that any item(s) that blocks the only entrance or exit to a room or to the unit is removed. Air Conditioner unit must be portable. Window air conditioner units are prohibited. If an Egress violation is noted, the resident will have forty-eight (48) hours to

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

cure the violation. Failure to cure the violation will result in a lease violation subject to lease termination.

18.0 REPAYMENT AGREEMENTS

When a resident owes The Housing Authority of the City of Annapolis back charges and is unable to pay the balance by the due date, the resident may request that The Housing Authority of the City of Annapolis allow them to enter into a Repayment Agreement. The Housing Authority of the City of Annapolis has the sole discretion of whether to accept such an agreement. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

19.0 TERMINATION

19.1 TERMINATION BY TENANT

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

19.2 TERMINATION BY THE HOUSING AUTHORITY

The Housing Authority of the City of Annapolis will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Housing Authority of the City of Annapolis will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

- B. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the sixth (6th) of the month. Four such late payments within a 12 month period shall constitute a repeated late payment;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, to include but not limited to defacement, tenant or guest caused fires, removal of any part of the premises, and failure to cause guests to refrain from such acts;
- J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of The Housing Authority of the City of Annapolis;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days in any 12 month period without the prior written approval of the Housing Authority;
- M. Residents are prohibited from permitting the use of their respective addresses by

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

anyone other than approved household members;

- N. Residents are prohibited from having persons on the Banned HACA list within Respective units;
- O. Failure to comply with Egress safety and inspection requirements; and
- P. Other good cause.

The Housing Authority of the City of Annapolis will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

20.0 RETURN OF SECURITY DEPOSIT

After a family moves out, The Housing Authority of the City of Annapolis will return the security deposit within forty-five (45) days after Tenant moves out. The authority agrees to return the Security Deposit plus accrued interest (subject to applicable laws), if any, to Tenant when he/she vacates, less any deductions for any costs of repairing any intentional or negligent damages to the dwelling unit caused by Tenant, household members or guests or to pay the cost of any rent or any other charges owed by Tenant, so long as the Tenant furnishes the Authority with a forwarding address. If any deductions are made, the authority will furnish Tenant with a written statement of any such costs for damages and or other charges deduction from the security deposit. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child 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,

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to disaster relief laws. [1937 Act]

Drug-Related Criminal Activity: The illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug. (24 CFR 5.100) Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members is listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well- being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, and transportation for medical purposes.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust,

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes his or her ability to live independently; and

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

3. Is of such a nature that such ability could be improved by more suitable housing conditions, or
- C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR 5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. To be considered the remaining member of the tenant family, the person must have been previously approved by the HACA to be living in the unit for at least one year.

Self-Declaration: A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
1. Total tenant payment is the amount calculated under Section 3(a) (1) of the 1937 Act which is the higher of:
 - a. 30% of the family's monthly adjusted income;
 - b. 10% of the family's monthly income; or
 - c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

such agency to meet the family's housing costs, the 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 section 3(a) (1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost 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. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total, tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Violence Against Woman Act:

- **Domestic Violence**

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Dating Violence**

Violence committed by a persons (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

- **Stalking**

Means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass or intimidate another person; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as result of; such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

- **Immediate Family**

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

Immediate family member is defined to mean, with respect to a person (A) a spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the care of a child or any other person living in the household of that person and is related to that person by blood or marriage.

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

**CERTIFICATION OF DOMESTIC VIOLENCE,
DATING VIOLENCE OR STALKING**

U. S. Department of Housing and
Urban Development
Office of Housing
OMB Approval No. 2502-0204

Public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. Information provided is to be used by owners and management agents administering Section 8 project-based assistance under the United States Housing Act of 1937 (42 U.S.C. 1437) to request a tenant to certify that the individual is a victim of domestic violence, dating violence, or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Purpose of Form: The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking (collectively “domestic violence”) from being evicted or terminated from housing assistance based on acts of such violence against them.

Use of Form: If you have been a victim of domestic violence, you or a family member on your behalf must complete and submit this certification form, or submit the information described below under “Alternate Documentation,” which may be provided in lieu of the certification form, within 14 business days of receiving the written request for this certification form by the owner or management agent. The certification form or alternate documentation must be returned to the person and the address specified in the written request for the certification form. If the requested certification form or the information that may be provided in lieu of the certification form is not received by the 14th business day or any extension of the date provided by the owner or management agent, none of the protections afforded to victims of domestic violence under the Section 8 project-based assistance program will apply. Distribution or issuance of this form does not serve as a written request for certification.

Alternate Documentation: In lieu of this certification form (or in addition to it), the following documentation may be provided:

(1) A federal, state, tribal, territorial, or local police or court record; or

(2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional’s belief that the incident(s) in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation.

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE:

1. Date written request is received from owner or management agent: _____

2. Name of victim:

3. Your name (if different):

4. Name(s) of other family members listed on the lease:

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

5. Name of the abuser:

6. Relationship of the abuser to the victim:

7. Date of incident:

8. Time of incident:

9. Location of incident:

{Page two must be completed and attached to this form.}

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011
2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11
HUD Approval Date of 2012 Policy – May 15 2013
HUD Approval Date of 2013 Policy – July 24 2013
[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

This is to certify that the information provided is true and correct, and that the individual named above in Item 2 is a victim of domestic violence, dating violence, or stalking. The incident(s) in question is a bona fide incident(s) of such actual or threatened abuse. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for termination of Section 8 project-based assistance or eviction from assisted property.

Signature _____ Executed on (Date) _____

Pursuant to 42 U.S.C. 1437f(ee)(2)(A), all information provided to an owner or management agent related to the incident(s) of domestic violence, dating violence or stalking, including the fact that an individual is a victim of domestic violence, dating violence or stalking shall be retained in confidence by the owner or management agent and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is:

- (1) Requested or consented to by the victim in writing;
- (2) Required for use in an eviction proceeding or termination of assistance; or
- (3) Otherwise required by applicable law

2010 REVISED ACOP – BOARD RESOLUTION NO. 072710-26- AUGUST 24, 2010
HUD APPROVAL DATE 1.14.11

Legal Aid Comments on behalf of Resident Advisory Board April 7 and 11 2011

2011 REVISED ACOP – Board Resolution No. 0411114-Approval Date April 11 2011 HUD APPROVAL 6.30.11

HUD Approval Date of 2012 Policy – May 15 2013

HUD Approval Date of 2013 Policy – July 24 2013

[2011 REVISED ACOP – Board Resolution No. 031016-05](#)

The U.S. Department of Housing and Urban Development (HUD) under the Public Housing Assessment System (PHAS) measures the performance of public housing agencies on an annual basis. One component of the PHAS is the Management Assessment Sub-System (MASS) which measures the public housing agency's performance in the areas of vacant unit turnaround, Capital Fund, work orders, annual inspection of units and systems, security and economic self sufficiency. Sub-Indicator 5: Security requires a Board adopted policy governing:

The Housing Authority will engage and perform the following:

- Tracking and reporting monthly crime statistics
- Tracking and reporting crime-related issues and problems
- Engage a cooperative partnership for tracking and reporting crime information and data to and receiving statistical information from the Local Police Authorities
- Screening and denying of admission to applicants with a history of crime-related activities, including drug-related activity, crimes of violence, disruptive alcohol abuse behavior, persons listed on the state sex offender's registration list and persons listed on HACA's Banned List.
- Tracking the number of resident evictions for drugs, criminal-related activity to include crimes of violence and disruptive alcohol abuse, which are determined to be on the state sex offender's registration list.



Housing Authority of the City of Annapolis Housing Choice Voucher Program Administrative Plan

1217 Madison Street
Annapolis Maryland 21403
410 -267-8000
TDD/TYY: Dial 711

Melvin Colbert,
Executive Director

Deleted: Vincent O. Leggett

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March 11, 2016



EQUAL HOUSING
OPPORTUNITY

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HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

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NOTE:

Any proposed changes herein are highlighted in red text for easy identification purposes.

TABLE OF CONTENTS

1.0	EQUAL OPPORTUNITY	5
1.1	FAIR HOUSING.....	5
1.2	REASONABLE ACCOMMODATION	5
1.3	COMMUNICATION.....	6
1.4	QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION	6
1.5	SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS	7
1.6	FAMILY/OWNER OUTREACH	<u>9</u>
1.7	RIGHT TO PRIVACY	<u>10</u>
1.8	REQUIRED POSTINGS.....	<u>11</u>
2.0	HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY	<u>11</u>
2.1	HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS RESPONSIBILITIES	<u>11</u>
2.2	OWNER RESPONSIBILITY	<u>13</u>
2.3	OBLIGATIONS OF THE PARTICIPANT	<u>14</u>
3.0	ELIGIBILITY FOR ADMISSION	<u>17</u>
3.1	INTRODUCTION.....	<u>17</u>
3.2	ELIGIBILITY CRITERIA.....	<u>18</u>
4.0	MANAGING THE WAITING LIST.....	<u>22</u>
4.1	OPENING AND CLOSING THE WAITING LIST	<u>22</u>
4.2	TAKING APPLICATIONS	<u>23</u>
4.3	ORGANIZATION OF THE WAITING LIST AND PREFERENCES	<u>24</u>
4.4	WAITING LIST PREFERENCES.....	<u>24</u>
4.5	VERIFICATION OF PREFERENCE QUALIFICATION.....	<u>27</u>
4.6	FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS	<u>28</u>
4.7	FAMILIES NEARING THE TOP OF THE WAITING LIST	<u>29</u>
4.8	MISSED APPOINTMENTS.....	<u>29</u>
4.9	PURGING THE WAITING LIST	<u>29</u>
4.10	REMOVAL OF APPLICANTS FROM THE WAITING LIST.....	<u>29</u>
4.11	GROUND FOR DENIAL	<u>30</u>
4.12	4.13 INFORMAL REVIEW.....	<u>32</u>
5.0	SELECTING FAMILIES FROM THE WAITING.....	<u>32</u>
5.1	WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS	<u>32</u>
5.2	PREFERENCES	<u>32</u>

Deleted: 8

Deleted: 8

Deleted: 9

Deleted: 9

Deleted: 10

Deleted: 11

Deleted: 12

Deleted: 16

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HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

5.3 SELECTION FROM THE WAITING LIST 33

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS) 33

6.1 BRIEFING 34

6.2 PACKET 35

6.3 ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY 36

6.4 TERM OF THE VOUCHER 37

6.5 APPROVAL TO LEASE A UNIT 38

6.6 ANNAPOLIS HOUSING AUTHORITY DISAPPROVAL OF OWNER 39

6.7 INELIGIBLE/ELIGIBLE HOUSING 40

6.8 SECURITY DEPOSIT 41

7.0 MOVES WITH CONTINUED ASSISTANCE 42

7.1 WHEN A FAMILY MAY MOVE 42

7.2 PROCEDURES REGARDING FAMILY MOVES 42

8.0 PORTABILITY 44

8.1 GENERAL POLICIES OF THE HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
44

8.2 INCOME ELIGIBILITY 45

8.3 PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY 45

8.4 PORTABILITY PROCEDURES 45

9.0 DETERMINATION OF FAMILY INCOME 48

9.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME 48

9.2 INCOME 48

9.3 EXCLUSIONS FROM INCOME 50

9.4 DEDUCTIONS FROM ANNUAL INCOME 53

10.0 VERIFICATION 54

10.1 ACCEPTABLE METHODS OF VERIFICATION 54

10.2 TYPES OF VERIFICATION 55

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS 59

10.4 VERIFICATION OF SOCIAL SECURITY NUMBERS 60

10.5 TIMING OF VERIFICATION 60

10.6 FREQUENCY OF OBTAINING VERIFICATION 60

11.0 RENT AND HOUSING ASSISTANCE PAYMENT 61

11.1 GENERAL 61

11.2 RENT REASONABLENESS 61

11.3 11.3 COMPARABILITY 61

11.4 MAXIMUM SUBSIDY 62

11.5 ASSISTANCE AND RENT FORMULAS 64

11.6 UTILITY ALLOWANCE 68

11.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT 69

11.8 CHANGE OF OWNERSHIP 69

Deleted: 4...Revisions, Submitted to HUD with...

Deleted: 031814-03

Deleted: 30

Deleted: 31

Deleted: 32

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HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4
Deleted: 4
Deleted: 031814-03

12.0 HOUSING INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE

CLAIMS 69

12.1 TYPES OF INSPECTIONS 70

12.2 OWNER AND FAMILY RESPONSIBILITY 70

12.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401 72

12.4 TIME FRAMES AND CORRECTIONS OF HQS FAIR ITEMS 83

12.5 EMERGENCY FAIL ITEMS 84

12.6 ABATEMENT 85

Deleted: 67
Deleted: 68
Deleted: 68
Deleted: 70
Deleted: 81
Deleted: 82
Deleted: 83

13.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND

PARTICIPANT'S ENSUING RESPONSIBILITIES 85

13.1 OWNER CLAIMS FOR PRE-OCTOBER 2, 1995, UNITS 86

13.2 PARTICIPANT RESPONSIBILITIES 87

Deleted: 83
Deleted: 84
Deleted: 85

14.0 RECERTIFICATION

14.1 ANNUAL REEXAMINATION 87

14.2 INTERIM REEXAMINATIONS 88

Deleted: 85
Deleted: 85
Deleted: 86

15.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS 91

Deleted: 89

16.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS 92

16.1 COMPLAINTS 93

16.2 INFORMAL REVIEW FOR APPLICANTS (24 CFR 982.554) 93

16.3 INFORMAL HEARINGS FOR PARTICIPANTS (24 CFR 982.555) 95

Deleted: 90
Deleted: 91
Deleted: 91
Deleted: 93

17.0 TERMINATION OF THE LEASE AND CONTRACT 100

Deleted: 98

18.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE 104

Deleted: 102

19.0 INTELLECTUAL PROPERTY RIGHTS 104

Deleted: 102

20.0 QUALITY CONTROL OF SECTION 8 PROGRAM 104

Deleted: 102

21.0 PARTICIPANT OBLIGATION TO REPAY 104

Deleted: 102

22.0 TRANSITION TO THE NEW HOUSING CHOICE VOUCHER PROGRAM 105

Deleted: 102

23.0 TRANSITION TO CONVERSION VOUCHERS 106

Deleted: 103

24.0 VOLUNTARY CONVERSION OF PUBLIC HOUSING UNITS TO TENANT-BASED OR PROJECT-BASED ASSISTANCE 106

Deleted: 104

Addendum to the Section 8 Admin Plan 107

Deleted: 104

Addendum to the Section 8 Admin Plan 107

Deleted: 105

Glossary 114

Deleted: 105

Deleted: 112

GLOSSARY

SECTION 8 ADMINISTRATIVE PLAN

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the Housing Authority of the City of Annapolis to comply fully with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, sexual orientation, religion, national or ethnic origin, familial status, or disability be subjected to discrimination under the Housing Authority of the City of Annapolis Housing programs.

To further its commitment to full compliance with applicable Civil Rights Law, the Housing Authority of the City of Annapolis will provide Federal/State/local information to applicants for and participants in the section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination complaint Forms will be made available at the Housing Authority of the City of Annapolis office. In addition all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the City of Annapolis will assist any family that believes they have suffered illegal discrimination by providing copies of the housing discrimination form. The Housing Authority of the City of Annapolis will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

1.2 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority of the City of Annapolis housing programs and related service. When such accommodation are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how a **participant** can request accommodations and the guidelines the Housing Authority of the City of Annapolis will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority of the City

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

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Deleted: 031814-03

of Annapolis will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

1.3 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation Form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the participant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests will be in writing.

1.4 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor a person with disabilities? For this purpose the definition of disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. (The disability may not be apparent to others, i.e. a heart condition.)

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Housing Authority of the City of Annapolis will obtain verification that person is a person with disability.

B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Housing Authority of the City of Annapolis will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority of the City of Annapolis will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

D.

Would the accommodation constitute a fundamental alteration? The Housing Authority of the City of Annapolis' business is housing. If the request would alter the Fundamental business that the Housing Authority of the City of Annapolis conducts, that would not be reasonable. For instance, the Housing Authority of the City of Annapolis would deny a request to have the Housing Authority of the City of Annapolis does grocery shopping for the person with disabilities.

Would the requested accommodation create an undue financial hardship or administrative burden? If the cost would be an undue burden, the Housing Authority of the City of Annapolis may request a meeting with the individual to investigate and consider equally effective alternatives.

Generally the individual knows best what they need; however, the Housing Authority of the City of Annapolis retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority of the City of Annapolis' program services.

If more than one accommodation is equally effective in providing access to the Housing Authority of the City of Annapolis' programs and services, the Housing Authority of the City of Annapolis retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests will be borne by the Housing Authority of the City of Annapolis if there is no one else willing to pay for modifications. If another party pays for the modification, the Housing Authority of the City of Annapolis will seek to have the same entity pay for any restoration cost.

If the participant requests, as a reasonable accommodation, that he or she be permitted to make physical modification to their dwelling unit, at their own expense, the request should be made to the property owner/manager. The Housing Authority does not have responsibility for the owner's unit and does not have responsibility to make the unit accessible.

Any request for an accommodation that would enable a participant to materially violate family obligation will not be approved.

1.5 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

The Housing Authority of the City of Annapolis will endeavor to have access to people who speak languages other than English to assist non-English speaking families. Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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responsibilities, or understanding other information provided by the HCV program. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. This part incorporates the Final Guidance to Federal Assistance Recipients Regarding Title VI Proficient Persons, published January 22, 2007, in the Federal Register.

HACA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP is defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. For the purposes of this administrative plan, LEP persons are HCV applicants and participants, and parents and family members of applicants and participants.

In order to determine the level of access needed by LEP persons, the HACA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Housing Choice Voucher program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to HACA and costs. Balancing these four factors will ensure meaningful access by LEP person to critical services while not imposing undue burdens on the PHA.

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Oral Interpretation

In a courtroom, a hearing, or situations in which health, safety, or access to important benefits and services are at stake, the PHA will general offer, or ensure that the family is offered through other sources, competent services free of charge to the LEP person.

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HACA's Policy

HACA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. "Reasonable steps" may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible, HACA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, HACA will encourage the use of qualified community volunteers.

Where LEP persons desire, they will be permitted to use, at their own expense, and interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.

Written Translation

Translation is the replacement of a written text from one language into an equivalent written text in another language.

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HACA's Policy

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

In order to comply with written-translation obligations, HACA will take the following steps: HACA will provide written-translation of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

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If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, HACA does not translate vital written materials, but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Implementation Plan

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After completing the four-factor analysis and deciding what language assistance services are appropriate, HACA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

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If HACA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to HACA's Housing Choice Voucher program and services.

HACA'S POLICY

If it is determined that HACA serves very few LEP persons, and that HACA has very limited resources, the HACA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP persons, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.

If HACA determine it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance: (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

1.6 FAMILY/OWNER OUTREACH

The Housing Authority of the City of Annapolis will publicize the availability and nature of the Section 8 Program for extremely low-income, very low and low income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach persons, who cannot or do not read newspapers, the Housing Authority of the City of Annapolis will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority of the City of Annapolis will also try to utilize public service announcements.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

The Housing Authority of the City of Annapolis will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

The Housing Authority of the City of Annapolis will hold briefings for owners who participate in or who are seeking information about the Section 8 Program. Owners and managers participating in the Section 8 Program will participate in making this presentation. The briefing is intended to:

- A. Explain how the program works
- B. Explain how the program benefits owners;
- C. Explain owner's responsibilities under the program. Emphasis is placed on quality screening and ways the Housing Authority of the City of Annapolis helps owners do better screening; and
- D. Provide an opportunity for owners to ask questions, obtain written materials and meet Housing Authority of the City of Annapolis staff.

The Housing Authority of the City of Annapolis will particularly encourage owners of suitable units located outside of low-income or minority concentration to attend. Targeted mailing lists will be developed and announcements mailed.

1.7 RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, *Authorization for Release of Information and Privacy Act Notice*. The *Authorization for Release of Information and Privacy Act Notice* states how family information will be released and includes the *Federal Privacy Act Statement*.

Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

Compliance with the Privacy Act. The collection, maintenance, use and dissemination of SSNs, EINs, any information derived from SSNs and Employer Identification Numbers (EINs), and income information under this subpart shall be conducted, to the extent applicable, in compliance with the Privacy Act (5 U.S.C. 552a) and all other provisions of Federal, State, and local law.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Privacy Act Notice. All assistance applicants shall be provided with a Privacy Act notice at the time of application. All participants shall be provided with a Privacy Act notice at each annual income recertification.

1.8 REQUIRED POSTINGS

The Housing Authority of the City of Annapolis will post at its main office located at 1217 Madison Street, Annapolis, Maryland, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. The Section 8 Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address of all Housing Authority of the City of Annapolis offices, office hours, telephone numbers, TDD numbers, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- G. Equal Opportunity in Employment Poster

2.0 HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the Housing Authority of the City of Annapolis, the Section 8 Owners/Landlords, and the participating families.

2.1 HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS RESPONSIBILITIES

- A. The Housing Authority of the City of Annapolis will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the Housing Authority of the City of Annapolis Section 8 Administrative Plan.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- B. In administering the program, the Housing Authority of the City of Annapolis must:
1. Publish and disseminate information about the availability and nature of housing assistance under the program;
 2. Explain the program to owners and families;
 3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;
 4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration;
 5. Affirmatively further fair housing goals and comply with equal opportunity requirements;
 6. Make efforts to help disabled persons find satisfactory housing;
 7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;
 8. Determine who can live in the assisted unit at admission and during the family's participation in the program;
 9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5;
 10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum;
 11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy;
 12. Determine the amount of the housing assistance payment for a family;
 13. Determine the maximum rent to the owner and whether the rent is reasonable;
 14. Make timely housing assistance payments to an owner in accordance with the HAP contract;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

15. Examine family income, size and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information;
16. Establish and adjust Housing Authority of the City of Annapolis utility allowance;
17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the Housing Authority of the City of Annapolis, if the owner defaults (e.g., HQS violation);
18. Determine whether to terminate assistance to a participant family for violation of family obligations;
19. Conduct informal reviews of certain Housing Authority of the City of Annapolis decisions concerning applicants for participation in the program;
20. Conduct informal hearings on certain Housing Authority of the City of Annapolis decisions concerning participant families;
21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and

2.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.
- B. The owner is responsible for:
 1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
 2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
 3. Complying with equal opportunity requirements.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

4. Preparing and furnishing to the Housing Authority of the City of Annapolis information required under the HAP contract.
5. Collecting from the family:
 - a. Any security deposit required under the lease.
 - b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment.
 - c. Any charges for unit damage by the family.
6. Enforcing tenant obligations under the lease.
7. Paying for utilities and services (unless paid by the family under the lease.)

C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

D.

2.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

A. Supplying required information.

1. The family must supply any information that the Housing Authority of the City of Annapolis or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
2. The family must supply any information requested by the Housing Authority of the City of Annapolis or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

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

B. HQS breach caused by the family

The family is responsible for any HQS breach caused by the family or its guests.

C. Allowing Housing Authority of the City of Annapolis to perform Housing
Quality Standards Inspections.

The family must allow the Housing Authority of the City of Annapolis to inspect the unit at reasonable times and after receiving written notice at least 48-hours prior to inspection. All emergency inspections will be performed and corrected by landlord within 24 hours of inspection.

Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. E. Family Notice of Move or Lease Termination.

The family must notify the Housing Authority of the City of Annapolis and the owner before the family moves out of the unit or terminates the lease by a notice to the owner.

F. Owner Eviction Notice

The family must promptly give the Housing Authority of the City of Annapolis a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit:

1. The family must use the assisted unit for a residence by the family.
The unit must be the family's only residence.

2. The Housing Authority of the City of Annapolis must approve the composition of the assisted family residing in the unit. The family must promptly inform the Housing Authority of the City of Annapolis of the birth, adoption or court-awarded custody of a child. The family must request approval from the Housing Authority of the City of Annapolis to add any other family member as an

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).

3. The family must promptly notify the Housing Authority of the City of Annapolis if any family member no longer resides in the unit.
4. If the Housing Authority of the City of Annapolis has given approval, a foster child/foster adult or a live-in aide may reside in the unit. The Housing Authority of the City of Annapolis has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the Housing Authority of the City of Annapolis consent may be given or denied.
5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit or residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
6. The family must not sublease the unit.
7. The family must not assign the lease or transfer the unit.

H. Absence from the Unit:

The family must supply any information or certification requested by the Housing Authority of the City of Annapolis to verify that the family is living in the unit, or relating to family absence from the unit, including any Housing Authority of the City of Annapolis requested information or certification on the purposes of family absences. The family must cooperate with the Housing Authority of the City of Annapolis for this purpose. The family must promptly notify the Housing Authority of the City of Annapolis of its absence from the unit.

Absence means no member of the family is residing in the unit. The family may be absent from the unit up to 30 days. The family must request permission from the Housing Authority of the City of Annapolis for absences exceeding 30 days. The Housing Authority of the City of Annapolis will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization
2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
3. Other absences that are deemed necessary by the Housing Authority of the City of Annapolis

I. Interest in the Unit

The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space).

J. Fraud and Other Program Violations

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the programs.

K. Crime by Family Members

The members of the family may not engage in drug-related criminal activity or other violent criminal activity.

Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

There are five eligibility requirements for admission to Section 8 – qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security Numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Housing Authority of the City of Annapolis screening criteria in order to be admitted to the Section 8 Program.

3.2 ELIGIBILITY CRITERIA

A. Family status:

1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that lives together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit.
2. An **elderly family**, which is:
 - a. A family whose head, co-head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A **near-elderly family**, which is:
 - a. A family whose head, co-head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62.
 - b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or

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HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

4. A **disabled family**, which is:

a. A family whose head, co-head, spouse, or sole member is a person with disabilities;

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b. Two or more persons with disabilities living together; or

c. One or more persons with disabilities living with one or more live-in aides.

4. 5. A **displaced family** is a family in which each member, or whose sole member, has been displaced by governmental 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 and/or a person affected by Domestic Violence; stalking, date violence, and/or who is a person under and can document such to include individuals or families who have been subjected to documented reprisals and/or hate crimes.

1. A **remaining member of a tenant family**.

2. A **single person** who may be an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

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B. Income Eligibility

1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program shall be a low-income family that is:

a. A very low-income family;

b. A low-income family continuously assisted under the 1937 Housing Act;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;
 - d. A low-income family that is a non-purchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;
 - e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing.
 - f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing ownership) or HOPE 2 (HOPE for homeownership of multi-family units) project.
2. Income limits apply only at admission and are not applicable for Continued occupancy; however, as income rises the assistance will decrease.
 3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
 4. Families, who are moving into the Housing Authority of the City of Annapolis' jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority, must meet the income limit for the area where they are initially assisted under the program.
 5. Families who are moving into the Housing Authority of the City of Annapolis' jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for the Housing Authority of the City of Annapolis program.
 6. Income limit restrictions do not apply to families transferring units within the Housing Authority of the City of Annapolis Section 8 Program.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

C. Citizenship/Eligible Immigrant status

To be eligible at lease-up, one member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 143a(a)).

Family eligibility for assistance.

1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 11.5(K) for calculating rents under the non-citizen rule).
 3. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members must provide a Social Security Number for each household member or provide certification that a number has been requested.

E. Signing Consent Forms

1. In order to be eligible each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD and the Housing Authority of the City of Annapolis to obtain from State Wage Information Collection Agencies (SWICAs) and HUD Earned Income Verification (EIV) System any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

- b. A provision authorizing HUD or the Housing Authority of the City of Annapolis to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

F. Suitability for tenancy. The Housing Authority of the City of Annapolis determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The Housing Authority of the City of Annapolis will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual have lived outside the local area. The Housing Authority of the City of Annapolis may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The Housing Authority of the City of Annapolis will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the Housing Authority of the City of Annapolis will provide any factual information.

4.0 MANAGING THE WAITING LIST

4.1 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced via public notice that applications for Section 8 will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation, and also by any available minority media. The public notice will state any limitations to who may apply.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for Section 8. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

Closing of the waiting list will be announced via public notice. The public notice will state the date the waiting list will be closed. The public notice will be published in a local newspaper of general circulation, and also by any available minority media.

4.2 TAKING APPLICATIONS

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at: 1217 Madison Street, Annapolis, MD 21403.

Applications are taken to compile a waiting list. Due to the demand for Section 8 assistance in the Housing Authority of the City of Annapolis jurisdiction, the Housing Authority of the City of Annapolis may take applications on an open enrollment basis, depending on the length of the waiting list.

When the waiting list is open, completed applications will be accepted from all applicants. The Housing Authority of the City of Annapolis will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

Applications may be made in person at The Housing Authority of the City of Annapolis Administrative Office Building at 1217 Madison Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Applications will be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Housing Authority of the City of Annapolis.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority of the City of Annapolis to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf through the Maryland Relay Service by dialing 711.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information including name, address, phone number, family composition and family unit size, racial or ethnic designation of the head of household, income category, and

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the families pre-application, the Housing Authority of the City of Annapolis will make a preliminary determination of eligibility. The Housing Authority of the City of Annapolis will notify the family in writing of the date and time of placement on the waiting list and the approximate amount of time before housing assistance may be offered. If the Housing Authority of the City of Annapolis determines the family to be ineligible, the notice will state the reasons therefore and offer the family the opportunity of an informal review of this determination.

An applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority of the City of Annapolis will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Housing Authority of the City of Annapolis will ensure that verification of all preferences, eligibility, suitability selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

4.3 ORGANIZATION OF THE WAITING LIST AND PREFERENCES

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained first in order by preferences and then by application date and time, and
- C. Any contact between the Housing Authority of the City of Annapolis and the applicant will be documented in the applicant file.

Note: The waiting list cannot be maintained by bedroom size under current HUD regulations.

4.4 WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the HACA's Selection Criteria as defined in this policy.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Families who reach the top of the waiting list will be contacted by the HACA to verify their preference and, if verified, the HACA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the HACA.

The HACA places applicants on the waiting list based upon preferences and then the date and time of application of eligibility for a weighted selection preference as set forth below:

1. Displaced Preference-Local Resident

This selection preference is available to individuals or families who have lived or worked in the City of Annapolis for at least twelve (12) months prior to placement who are:

- (a) individuals or families who are residents of Annapolis displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling have been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.
- (b) individuals who have been displaced by domestic violence, stalking and/or date violence and can document such;
- (c) individuals or families who have been subjected to documented reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or(d) individuals displaced due to the inaccessibility of a unit.

2. Displaced Preference-Non Resident

This selection preference is available:

- (a) individuals or families who are residents of Annapolis displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling have been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.
- (b) individuals who have been displaced by domestic violence, stalking and/or date violence and can document such;
- (c) individuals or families who have been subjected to documented reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

origin, handicap/disability or familial status; and/or (d) individuals displaced due to the inaccessibility of a unit.

3. Working Family Preference – Local Resident:

This selection preference is available to individuals or families where individuals or families who have lived or worked in the City of Annapolis for at least twelve (12) months prior to placement who are:

(a) the head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment (32 hours or more per week) for, at least, twelve (12) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of full-time self-employment (32 hours or more per week) immediately prior to the date of placement;

(b) the head of household is legally employed by an employer in a part-time capacity. The head of household must work for wages, commissions, or other consideration of value and can demonstrate part-time employment (20-31 hours per week) for, at least, twelve (12) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of part-time self-employment, of not fewer than twenty (20) hours per week, immediately prior to the date of placement.

(c) An applicant will be given the benefit of the working family preference if the head of household or spouse, or sole member is 62 years of age or older, or is a person with disabilities.

4. Working Family Preference-Non Resident:

This selection preference is available to individuals or families where:

(a) the head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment (32 hours or more per week) for, at least, twelve (12) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary nature, and the head of household

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of full-time self-employment (32 hours or more per week) immediately prior to the date of placement;

(b) the head of household is legally employed by an employer in a part-time capacity. The head of household must work for wages, commissions, or other consideration of value and can demonstrate part-time employment (20-31 hours per week) for, at least, twelve (12) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate twelve (12) months of part-time self-employment, of not fewer than twenty (20) hours per week, immediately prior to the date of placement.

(c) An applicant will be given the benefit of the working family preference if the head of household or spouse, or sole member is 62 years of age or older, or is a person with disabilities.

5. Veteran's preference Local Resident is This selection preference is available to individuals or families where individuals or families who have lived or worked in the City of Annapolis for at least twelve (12) months prior to placement is for: families where the Head of Household has received an honorable discharge from the United States Armed Services.

6. Veteran's preference Non Resident - for families where the Head of Household has received an honorable discharge from the United States Armed Services.

7. Residency preference - this preference is available to individuals or families who have lived or worked in the City of Annapolis for at least twelve (12) months prior to placement.

4.5 VERIFICATION OF PREFERENCE QUALIFICATION

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

When the HACA anticipates that the family will be notified in the near future to complete a full application, the family will be sent a Preference Verification letter to the applicant's last known

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

address, requesting verification of the family's preference. The HACA will verify the preference before the applicant's interview and briefing is conducted.

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HACA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

If the HACA denies a preference, the applicant will be placed on the waiting list without benefit of the preference. The HACA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. The applicant will have 10 working days to request the meeting in writing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

Any applicant who falsifies documents or makes false statements in order to qualify for any preference will be removed from the waiting list with notification to the family.

4.6 FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the preference system. If permitted by the court order, the HACA may offer.

When a family appears to be within 2 months of being offered assistance, the family will be invited to an interview and the verification process will begin. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority of the City of Annapolis must notify the family in writing of this determination, and give the family the opportunity for an informal review.

The family will complete a full application, present Social Security Number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

All applicants who fail to keep a scheduled appointment in accordance with the paragraph below will be sent a notice of denial.

The Housing Authority of the City of Annapolis will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity will be given to

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, the Housing Authority of the City of Annapolis will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

The Housing Authority of the City of Annapolis will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

4.7 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be within 2 months of being offered assistance, the family will be invited to an interview and the verification process will begin. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority of the City of Annapolis must notify the family in writing of this determination and give the family the opportunity for an informal review.

4.8 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment in accordance with the paragraph below will be sent a notice of denial.

The Housing Authority of the City of Annapolis will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, the Housing Authority of the City of Annapolis will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from waiting list.

4.9 PURGING THE WAITING LIST

The Housing Authority of the City of Annapolis will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

4.10 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Housing Authority of the City of Annapolis will not remove an applicant's name from the waiting list unless:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- A. The applicant requests that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments; or
- C. The applicant does not meet either the eligibility or screening criteria for the program.

4.11 GROUNDINGS FOR DENIAL

The Housing Authority of the City of Annapolis will deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property.
- F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.
- G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- H. Have a family member who was evicted from public housing within the last three years;
- I. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21, U.S.C. 802;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- J. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority of the City of Annapolis may waive this requirement if:
1. The person demonstrates to the Housing Authority of the City of Annapolis' satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;
 3. The person has otherwise been rehabilitated successfully; or
 4. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any Housing Authority staff or residents;
- L. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;
- M. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).
- N. **Methamphetamine Production in federally assisted housing. A PHA must prohibit admission if 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.**
- O. **Currently engaged in illegal drug use or threatening activity. A PHA must prohibit admission of household with a member who:**
- a. **The PHA determines is currently engaging in illegal use of a drug, or**
 - b. **The PHA determines that it has reasonable cause to believe that a household member's illegal drug use, pattern of illegal drug use, abuse of alcohol, or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.**

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4.12 NOTIFICATION OF NEGATIVE ACTIONS

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of the City of Annapolis, in writing, that they have ten (10) business days, from the date of the written correspondence, to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of the City of Annapolis' system of removing applicant's names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the Housing Authority of the City of Annapolis will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the Housing Authority of the City of Annapolis will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

4.12 4.13 INFORMAL REVIEW

If the Housing Authority of the City of Annapolis determines that an applicant does not meet the criteria for receiving Section 8 assistance, the Housing Authority of the City of Annapolis will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Housing Authority of the City of Annapolis will describe how to obtain the informal review. The informal review process is described in Section 16.2 of this Plan.

5.0 SELECTING FAMILIES FROM THE WAITING

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If a HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the Housing Authority of the City of Annapolis will use the assistance for those families.

5.2 PREFERENCES

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

The Housing Authority of the City of Annapolis will select families based preferences and on date and time of application.

5.3 SELECTION FROM THE WAITING LIST

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year are families who are extremely low-income, the Housing Authority of the City of Annapolis retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement. (See attachment "A" for a listing of HUD median incomes.

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Housing Authority of the City of Annapolis will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family's level of assistance. The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10
6	7	11

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons.

In determining bedroom size, the Housing Authority of the City of Annapolis will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school or temporarily in foster-care.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex **will** share a bedroom.
- B. Children of the opposite sex, both under the age of five (5) will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster-adults and children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

The Housing Authority of the City of Annapolis will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by the Housing Authority of the City of Annapolis in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

6.1 BRIEFING

When the Housing Authority of the City of Annapolis selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to receive a voucher the family is required to attend the briefing. If they cannot attend the originally scheduled briefing, they may attend a later session. If the family fails to attend two briefings without good cause, they will be denied admission.

If an applicant with a disability requires auxiliary aids to gain full benefit from the briefing, the Housing Authority will furnish such aids where doing so would not result in a fundamental alteration of the nature of the program and in an undue financial or administrative burden. In determining the most suitable auxiliary aid, the Housing Authority will give primary consideration to the requests of the applicant. Families unable to attend a briefing due to a disability may request a reasonable accommodation such as having the briefing presented at an alternate location.

The briefing will cover at least the following subjects:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- A. A description of how the program works;
- B. Family and owner responsibilities;
- C. Where the family may rent a unit, including inside and outside the Housing Authority's jurisdiction;
- D. Types of eligible housing;
- E. For families qualified to lease a unit outside the Housing Authority's jurisdiction under portability, an explanation of how portability works;
- F. An explanation of the advantages of living in an area that does not have a high concentration of poor families; and
- G. An explanation that the family's share of rent may not exceed 40% of the family's monthly adjusted income.

6.2 PACKET

During the briefing, the Housing Authority will give the family a packet covering at least the following subjects:

- A. The term of the voucher and the Housing Authority's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;
- B. How the Housing Authority determines the housing assistance payment and total tenant payment for the family;
- C. Information on the payment standard, exception payment standard rent areas, and the utility allowance schedule;
- D. How the Housing Authority determines the maximum rent for an assisted unit;
- E. Where the family may lease a unit. For families qualified to lease outside the Housing Authority's jurisdiction, the packet includes an explanation of how portability works;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- F. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease, and a sample contract;
- G. The request for approval of the tenancy form and an explanation of how to request Housing Authority approval of a unit;
- H. A statement of the Housing Authority's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the Housing Authority to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon written request, the Housing Authority will also supply any factual information.
- I. The Housing Authority's subsidy standards;
- J. The HUD brochure on how to select a unit ("A Good Place to Live");
- K. The HUD-required lead-based paint brochure;
- L. Information on Federal, State, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;
- M. A list of landlords or other parties known to the Housing Authority of the City of Annapolis may be willing to lease a unit to the family or help the family find a unit;
- N. Notice that if the family includes a person with disabilities, the family may request a current list of accessible units known to the Housing Authority of the City of Annapolis that may be available;
- O. The family's obligations under the program;
- P. The grounds upon which the Housing Authority may terminate assistance because of the family's action or inaction;
- Q. Housing Authority of the City of Annapolis informal hearing procedures, including when the Housing Authority is required to provide the opportunity for an informal hearing, and information on how to request a hearing.

6.3 ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Beginning August 12, 1999, the Housing Authority of the City of Annapolis will issue only vouchers. Treatment of previously issued certificates and vouchers will be dealt with as outlined in Section 21.0 Transition to the New Housing Choice Voucher Program.

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the Housing Authority of the City of Annapolis will issue the voucher. At this point the family begins to search for a unit.

When the family finds a unit that the owner is willing to lease under the program, the family and the owner will complete and sign a proposed lease, the HUD required tenancy addendum and the request for approval of the tenancy form. The family will submit the proposed lease and the request form to the Housing Authority during the term of the voucher. The Housing Authority will review the request, the lease, and the HUD required tenancy addendum and make an initial determination of approval of tenancy. The Housing Authority may assist the family in negotiating changes that may be required for the tenancy to be approvable. Once it appears the tenancy may be approvable, the Housing Authority will schedule an appointment to inspect the unit within 15 days after the receipt of inspection request from the family and owner. The 15 day period is suspended during any period the unit is unavailable for inspection. The Housing Authority will promptly notify the owner and the family whether the unit and tenancy are approvable.

During the initial stage of qualifying the unit, the Housing Authority will provide the prospective owner with information regarding the program. Information will include Housing Authority and owner responsibilities for screening and other essential program elements. The Housing Authority will provide the owner with the family's current and prior address as shown in the Housing Authority records along with the name and address (if known) of the landlords for those addresses.

Additional screening is the responsibility of the owner. Upon request by the prospective owner, the Housing Authority will provide any factual information or third party written information they have to a voucher holder's history of, or ability to, comply with standard material lease terms.

6.4 TERM OF THE VOUCHER

The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher.

The Housing Authority may grant an extension, but the initial term plus any extensions will never exceed 180 calendar days from the initial date of issuance.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension allowing the family the full 180 days search time.

Upon submittal of a completed request for approval of tenancy form, the Housing Authority of the City of Annapolis will suspend the term of the voucher. The term will be in suspension until the date the Housing Authority provides notice that the request has been approved or denied. This policy allows families the full term to find a unit, not penalizing them for the period during which the Housing Authority is taking action on their request. A family may submit a second request for approval of tenancy before the Housing Authority finalizes action on the first request. In this case the suspension will last from the date of the first submittal through the Housing Authority's action on the second submittal. No more than two requests will be concurrently considered.

6.5 APPROVAL TO LEASE A UNIT

The Housing Authority of the City of Annapolis will approve a lease if all of the following conditions are met:

- A. The unit is eligible;
- B. The unit is inspected by the Housing Authority and passes HQS;
- C. The lease is approvable and includes the language of the tenancy addendum;
- D. The rent to owner is reasonable;
- E. The family's share of rent does not exceed 40% of their monthly adjusted income;
- F. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or the Housing Authority; and
- G. The family continues to meet all eligibility and screening criteria.

If tenancy approval is denied, the Housing Authority will advise the owner and the family in writing and to advise of any actions they could take that would enable the Housing Authority to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- A. The unit passes the Housing Authority HQS inspection;
- B. The family's share of rent does not exceed 40% of their monthly adjusted income;
- C. The landlord and tenant sign the lease to include the HUD required addendum; and
- D. The Housing Authority approves the leasing of the unit.

The Housing Authority will prepare the contract when the unit is approved for tenancy. Generally, the landlord, simultaneously with the signing of the lease and the HUD required tenancy addendum, will execute a contract. Upon receipt of the executed lease and the signed contract by the landlord, the Housing Authority will execute the contract. The Housing Authority will not pay any housing assistance to the owner until the contract is executed.

In no case will the contract be executed later than 60 days after the beginning of the lease term.

Any contract executed after the 60-day period will be void and the Housing Authority will not pay housing assistance to the owner.

6.6 ANNAPOLIS HOUSING AUTHORITY DISAPPROVAL OF OWNER

The Housing Authority will deny participation by the owner at the direction of HUD. The Housing Authority will also deny the owner's participation for any of the following reasons:

- A. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract;
- B. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- C. The owner has engaged in drug-related criminal activity or any violent criminal activity;
- D. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other Federal housing program;
- E. The owner has a history or practice of renting units that fail to meet State or local codes;
or

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- F. The owner has not paid State or local real estate taxes, fines, or assessments.
- G. The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 1. premises by tenants, Housing Authority of the City of Annapolis employees or owner employees; or
 - 2. residences by neighbors.
- H. If the owner is the parent, child, grandparent, grandchild, sister, brother or any member of the family unless the Housing Authority of the City of Annapolis determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.
- I. Other conflicts of interest under Federal, State, or local law.

6.7 INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the Section 8 Tenant-Based Program:

- A. A public housing or Indian housing unit;
- B. A unit receiving project-based assistance under a Section 8 Program;
- C. Nursing homes, board and care homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services.
- D. College or other school dormitories;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- F. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- G. A unit receiving any duplicative Federal, State, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The Housing Authority of the City of Annapolis will not approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities:

- A. Congregate Housing
- B. Group Homes
- C. Shared housing
- D. Cooperative housing
- E. Single room occupancy housing

The Housing Authority of the City of Annapolis will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Manufactured housing
- D. Manufactured home space rentals
- E. House boats

6.8 SECURITY DEPOSIT

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes under the lease.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant within 30-days of move-out

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

7.0 MOVES WITH CONTINUED ASSISTANCE

Participating families are allowed to move to another unit after the initial 12 months has expired, if the landlord and the participant have mutually agreed to terminate the lease, or if the Housing Authority has terminated the HAP contract. The Housing Authority of the City of Annapolis will issue the family a new voucher if the family does not owe the previous landlord, Housing Authority of the City of Annapolis or any other Housing Authority money, has not violated the Family Obligation, has not moved or been issued a certificate or voucher within the last 12 months, and if the Housing Authority of the City of Annapolis has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, the 12-month requirement will be waived.

7.1 WHEN A FAMILY MAY MOVE

For families already participating in the Certificate and Voucher Program, the Housing Authority of the City of Annapolis will allow the family to move to a new unit if:

- A. The assisted lease for the old unit has terminated;
- B. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or
- C. The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner).

7.2 PROCEDURES REGARDING FAMILY MOVES

Families considering transferring to a new unit will be scheduled to attend a mover's briefing. All families who are moving, including any families moving into or out of the Housing Authority

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

of the City of Annapolis's jurisdiction, will be required to attend a mover's briefing prior to the Housing Authority of the City of Annapolis entering a new HAP contract on their behalf.

This briefing is intended to provide the following:

- A. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition.
- B. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;
- C. Payment standards, exception payment standard rent areas, and the utility allowance schedule;
- D. An explanation that the family shares of rent may not exceed 40% of the family's monthly adjusted income;
- E. Portability requirements and opportunities;
- F. The need to have a reexamination conducted within 120 days prior to the move;
- G. An explanation and copies of the forms required to initiate and complete the move; and
- H. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the Housing Authority of the City of Annapolis's approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the Housing Authority of the City of Annapolis a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the Housing Authority of the City of Annapolis will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

The family who gives notice to terminate the lease must mail the notice certified mail or have the landlord or his agent sign a statement stating the date and time received. The family will be required to provide the certified mail receipt and a copy of the lease termination notice to the Housing Authority of the City of Annapolis, or a copy of the lease termination and the signed statement stating the date and time the notice was received. If the landlord or his/her agent does not accept the certified mail receipt, the family will be required to provide the receipt and envelope showing that the attempt was made.

Failure to follow the above procedures may subject the family to termination from the program.

8.0 PORTABILITY

8.1 GENERAL POLICIES OF THE HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

A family whose head or spouse has a domicile (legal residence) or works in the jurisdiction of the Housing Authority of the City of Annapolis at the time the family first submits its application for participation in the program to the Housing Authority of the City of Annapolis may lease a unit anywhere in the jurisdiction of the Housing Authority of the City of Annapolis or outside the Housing Authority of the City of Annapolis jurisdiction as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of the Housing Authority of the City of Annapolis at the time of its application, the family will not have any right to lease a unit outside of the Housing Authority of the City of Annapolis jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may also lease a unit located in the jurisdiction of the Housing Authority of the City of Annapolis.

Families participating in the Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will the Housing Authority of the City of Annapolis allow a participant to improperly break a lease. Under extraordinary circumstances the Housing Authority of the City of Annapolis may consider allowing more than one move in a 12-month period.

Families may only move to a jurisdiction where a **Housing Choice Voucher** (Section 8) Program is being administered.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

If a family has moved out of their assisted unit in violation of the lease, the Housing Authority of the City of Annapolis will not issue a voucher, and will terminate assistance in compliance with Section 17.0, Grounds for Termination of the Lease and Contract.

8.2 INCOME ELIGIBILITY

A. Admission

A family must be income-eligible in the area where the family first leases a unit with assistance in the Voucher Program.

B. If a portable family is already a participant in the Initial Housing Authority's Voucher Program, income eligibility is not re-determined.

8.3 PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY

A. When a family utilizes portability to move to an area outside the Initial Housing Authority jurisdiction, another Housing Authority (the Receiving Housing Authority) must administer assistance for the family if that Housing Authority has a tenant-based program covering the area where the unit is located.

B. A Housing Authority with jurisdiction in the area where the family wants to lease a unit must issue the family a voucher. If there is more than one such housing authority, the Initial Housing Authority may choose which housing authority shall become the Receiving Housing Authority.

8.4 PORTABILITY PROCEDURES

A. When the Housing Authority of the City of Annapolis is the Initial Housing Authority:

1. The Housing Authority of the City of Annapolis will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.
2. The Housing Authority of the City of Annapolis will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
3. The Housing Authority of the City of Annapolis will advise the family how to contact and request assistance from the Receiving Housing Authority.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

4. The Housing Authority of the City of Annapolis will, within ten (10) calendar days, notify the Receiving Housing Authority to expect the family.
 5. The Housing Authority of the City of Annapolis will immediately mail to the Receiving Housing Authority the most recent HUD Form 50058 (Family Report) for the family, and related verification information.
 6. A participant must lease-up and reside within the Initial Housing Authority jurisdictional area one-year, prior to requesting approval to port-out to another area outside of the Initial Housing Authority jurisdictional area.
- B. When the Housing Authority of the City of Annapolis is the Receiving Authority:
1. When the portable family requests assistance from the Housing Authority of the City of Annapolis, the Housing Authority of the City of Annapolis will within ten (10) calendar days inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable family, or absorb the family into its own program. When the Housing Authority of the City of Annapolis receives a portable family, the family will be absorbed if funds are available and the voucher will be issued.
 2. The Housing Authority of the City of Annapolis will issue a voucher to the family. The term of the Housing Authority of the City of Annapolis's voucher will not expire before the expiration date of any Initial Housing Authority's voucher. The Housing Authority of the City of Annapolis will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the Housing Authority of the City of Annapolis during the term of the Housing Authority of the City of Annapolis's voucher.
 3. The Housing Authority of the City of Annapolis will determine the family unit size for the portable family. The family unit size is determined in accordance with the Housing Authority of the City of Annapolis's subsidy standards.
 4. The Housing Authority of the City of Annapolis will within ten (10) calendar days notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

5. If the Housing Authority of the City of Annapolis opts to conduct a new reexamination, the Housing Authority of the City of Annapolis will not delay issuing the family a voucher or otherwise delay approval of a unit unless the re-certification is necessary to determine income eligibility.
6. In order to provide tenant-based assistance for portable families, the Housing Authority of the City of Annapolis will perform all Housing Authority program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Authority or the Housing Authority of the City of Annapolis may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

C. Absorption by the Housing Authority of the City of Annapolis

1. To cover assistance for a portable family, the Receiving Housing Authority may bill the Initial Housing Authority for housing assistance payments and administrative fees. The billing procedure will be as follows:
 - a. As the Initial Housing Authority, the Housing Authority of the City of Annapolis will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for the other families in the Receiving Housing Authority's program.
 - b. The Initial Housing Authority will promptly reimburse the Receiving Housing Authority for 80% of the Initial Housing Authority's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Authority. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.

E. When A Portable Family Moves

When a portable family moves out of the tenant-based program of a Receiving Housing Authority that has not absorbed the family, the Housing Authority in the new jurisdiction to which the family moves becomes the Receiving Housing Authority, and the first Receiving Housing Authority is no longer required to provide assistance for the family.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

9.0 DETERMINATION OF FAMILY INCOME

9.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

To determine annual income, the Housing Authority of the City of Annapolis counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority of the City of Annapolis subtracts out all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

9.2 INCOME

A. Annual income means all amounts, monetary or not, that:

1. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member, or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Are not specifically excluded from annual income.

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 the legal operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not 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 is 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 are not used as deductions in determining net income. An allowance for depreciation of assets

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

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 an investment is 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 includes the greater of the actual income derived from all net family assets or a percentage of the value such assets based on the current passbook savings rate, as determined by HUD.

4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including lump-sum amount of prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that the received in a lump sum amount or in prospective monthly amounts are excluded.)
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
6. Welfare assistance.
 - a. 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 consists 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's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - b. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

- c. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted. Food stamps will be treated as income and removed in final rent determination.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

9.3 EXCLUSIONS FROM INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 81 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. 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;
- D. Amounts received by the family that is specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
 2. Amounts received by a person with a disability 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);
 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 4. Amounts received under 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 Housing Authority or 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.
 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) 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 period during which the family member participates in the employment training program;
 6. Temporary, nonrecurring, or sporadic income (including gifts);
 7. 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;
 8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

9. Adoption assistance payments in excess of \$480 per adopted child;
10. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
11. 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;
12. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
13. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits.

These exclusions include:

- a. The value of the allotment of food stamps
- b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
- c. Payments received under the Alaska Native Claims Settlement Act
- d. Income from sub-marginal land of the U.S. that is held in trust for certain Indian tribes
- e. Payments made under HHS's Low-Income Energy Assistance Program
- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work-Study

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Temporary employment payments by the U.S. Census Bureau.
- p. Payments for living expenses under the AmeriCorps Program
- q. **Payments received to a Family as Kinship payments for foster care of children living with a related legal guardian.**

9.4 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent
- B. \$400 for any elderly family or disabled family
- C. For any family that is not elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. 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 person with disabilities.
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;

3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less than 3% of annual income.

E. Child care expenses.

10.0 VERIFICATION

The Housing Authority of the City of Annapolis will verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations, full time student status of family members 18 years of age and older, Social Security Numbers, citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

10.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security Numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Income information for applicants and participants under the HCV program will first be verified using the HUD Electronic Verification (EIV) system. If there is a discrepancy between the applicant/participant reported income and the EIV information, then third party verification will be conducted to insure the accuracy of the EIV income data. If there is no discrepancy, then no further verification needs to be conducted. EIV cannot verify child support payments.

Other information will be verified by third party verification. This type of verification includes written documentation (with forms sent directly to and received directly from a source, not passed through the hands of the family.) This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Housing Authority of the City of Annapolis or automatically by another government agency, i.e.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contract, amount received, etc.

When third party verification cannot be obtained, the Housing Authority of the City of Annapolis will accept documentation received from the applicant/ participant. Hand-carried documentation will be accepted if the Housing Authority of the City of Annapolis has been unable to obtain third party verification in a four week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Housing Authority of the City of Annapolis will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the field.

10.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority of the City of Annapolis will send a request form to the source along with a release form signed by the applicant/participant via first class mail.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Verification Requirements for Individual Items		
Item to Be Verified	3 rd Party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if > 18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc.	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Verification Requirements for Individual Items		
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, divorce decree
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments, (i.e., social security, welfare, pensions, worker's comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating: - whether enrolled - whether training is HUD-funded - whether State or local program - whether it is employment training - whether payments are for out-of-pocket expenses incurred in order to	N/A

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

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HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted or at the first reexamination, all eligible non-citizens and nationals will be required to sign a declaration under penalty of perjury. (They will be required to show proof of their status by such means as, birth certificate, military ID or military DD 214 Form.)

Prior to being admitted or at the first reexamination, all eligible non citizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted, each eligible noncitizen must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of the City of Annapolis will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority of the City of Annapolis also will verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Housing Authority of the City of Annapolis will mail information to the INS so a manual check can be made of INS so a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals or eligible noncitizens, or whose status cannot be confirmed, must be listed on a statement of non-eligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted on the section 8 program.

Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.

If no family member is determined to be eligible under this Section, the family's admission will be denied.

The family's assistance will not be denied, delayed, reduced or terminated because of a delay process of determining eligible status under this Section, except to the extent that the delay is caused by the family.

If the Housing Authority of the City of Annapolis determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to the Section 8 program for a period of 24 months from the date of termination.

10.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member must have a Social Security Number and provide verification of his or her Social Security Number. New family members must provide this verification prior to being added to the lease. Children in assisted households must provide this verification within 30-days of new born birth or any other household addition. All children added to the household must have a social security number and the head of household must have legal custody documentation for any child added to the lease.

The best verification of Social Security Number is the original Social Security card. If the card is not available, the Housing Authority of the City of Annapolis will accept letters from Social Security that establish and state the number. Documentation from other governmental agencies will also be accepted that establish and state the number. Driver's license, military ID, passports, or other official documents that establish and state the number are also acceptable.

If a member of an applicant family indicates they have a Social Security Number, but cannot readily verify it, the family cannot be assisted until verification is provided.

If a member of a tenant family indicates they have a Social Security Number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to 60 days to provide the verification. If the individual is at least 62 years of age, they will be given 120 days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated.

10.5 TIMING OF VERIFICATION

Verification must be dated within 90 days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update only those elements reported to have changed.

10.6 FREQUENCY OF OBTAINING VERIFICATION

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their status will be verified.

For each family member, verification of Social Security Number will be obtained only once. This verification will be accomplished prior to admission.

11.0 RENT AND HOUSING ASSISTANCE PAYMENT

11.1 GENERAL

After August 12, 1999, the Housing Authority of the City of Annapolis will issue only vouchers to applicants, movers, and families entering the jurisdiction through portability. Certificates currently held will continue to be honored until the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete (see Section 21.0 for additional guidance).

11.2 RENT REASONABLENESS

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. Before any increase in rent to the owner is approved.
- B. If 60 days before the contract anniversary date there is a 5% decrease in the published FMR as compared to the previous FMR; and
- C. If the Housing Authority of HUD directs that reasonableness be re-determined.

11.3 11.3 COMPARABILITY

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Housing Authority will consider the location, quality, size, number of bedrooms, age, amenities, housing service, maintenance and utilities of the unit and the comparable units.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

The Housing Authority will maintain current survey information on rental units in the jurisdiction. The Housing Authority will also obtain from landlord associations and management firms the value of the array of amenities.

The Housing Authority will establish minimum base rent amounts for each unit type and bedroom size. To the base the Housing Authority will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

11.4 MAXIMUM SUBSIDY

The Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by The Housing Authority of the City of Annapolis and approved by HUD) determines the maximum subsidy for a family.

For a regular tenancy under the Certificate Program, the FMR/exception rent limit is the maximum initial gross rent under the assisted lease. This only applies until the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete.

For the Voucher Program, the maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

For a voucher tenancy in an insured or non insured 236 project, a 515 project of the Rural Development Administration, or a Section 221 (d)(3) below market interest rate project the payment standard may not exceed the basic rent charged including the cost of tenant-paid utilities.

For manufactured home space rental, the maximum subsidy under any form of assistance is the Fair Market Rent for the space as outlined in 24 CFR 982.88

11.4.1 Setting the Payment Standard

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

HUD requires that the payment standard be set by the Housing Authority at between 90 and 110% of the FMR. The Housing Authority of the City of Annapolis will review its determination of the payment standard annually after publication of the FMRs. The Housing Authority of the City of Annapolis will consider vacancy rates and rents in the market area, size and quality of the units leased under the program, rent and units leased under the program, success rates of voucher holders in finding the units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families are having to rent low quality units or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

The Housing Authority of the City of Annapolis may establish a higher payment standard (although still within 110% of the published fair market rent) as a reasonable accommodation for a family that includes people with disabilities.

Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30% of income, the Housing Authority will reduce the payment standard. Payment standards for each bedroom size may increase or decrease while other remains unchanged. The Housing Authority of the City of Annapolis may consider adjusting payment standards at the times other than the annual review when circumstances warrant.

Before increasing any payment standard, the Housing Authority will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

11.4.2 Selecting the Correct Payment Standard for a Family

- A. For the voucher tenancy, the payment standard for a family is the low of:
 - 1. The payment standard for the family unit size; or
 - 2. The payment standard for the unit size rented by the family.

- B. If the unit rented by a family is located in an exception rent area, The Housing Authority will use the appropriate payment standard for the Rent area.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- C. During the HAP contract term for a unit, the amount of the payment Standard for a family is the higher of:
1. The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or
 2. The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
- D. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph C above does not apply.
- E. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

11.4.3 Area Exception Rents

In order to help families find housing outside areas of high poverty or when voucher holders are having trouble finding housing for lease under the program, Housing Authority may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. The Housing Authority may request one such exception payment standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes, or for all or some unit types.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time the Housing Authority requests and HUD approves a higher exception payment standard rent.
If the FMR decreases, the exception payment standard rent authority automatically expires.

11.5 ASSISTANCE AND RENT FORMULAS

The total tenant payment is equal to the highest of:

1. 10% of the monthly income
2. 30% of adjusted monthly income

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

3. Minimum rent

4. The welfare rent

Plus any rent above the payment standard.

B. Minimum Rent.

The Housing Authority of the City of Annapolis has set the minimum rent as \$50.00.

C. Section 8 Merged Vouchers

1. The payment standard is set by the Housing Authority between 90% and 110% of the FMR or higher or lower with HUD approval.

2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.

3. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly adjusted income.

D. Section 8 Preservation Vouchers

1. Payment Standard

2. The payment standard is the lower of:

- a. The payment standard amount for the appropriate family unit size; or
- b. The payment standard amount for the size of the dwelling unit actually rented by the family.

a. If the dwelling unit is located in an exception area, The Housing Authority of the City of Annapolis will use the appropriate payment standard for the exception area.

c. During the HAP contract term, the payment standard for the family is the higher of:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

4. HAP equals lesser of:
 - a. The payment standard minus the total tenant payment; or
 - b. The rent paid for total of the real property on which the manufactured home owned by the family is located.

F. Rent for families under the Noncitizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

1. The family was receiving assistance on June 19, 1995;
2. The family was granted continuation of assistance before November 29, 1996;
3. The family's head or spouse has eligible immigration status; and
4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may not be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three years. If granted after that date, the maximum period of time for assistance is under the provision is 18 months. The Housing Authority of the City of Annapolis will grant each family a period of 6 months to find suitable housing. The Housing Authority of the City of Annapolis will provide additional search periods up to the maximum time allowable.

Suitable housing means that housing is not substandard and it is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

1. Find the prorated housing assistant payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.
2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

11.6 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule.

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards).

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

The utility allowance will be subtracted from the family's share to determine the amount of the Total Tenant Payment. The Total Tenant Payment is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

11.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

The Housing Authority pays the owner the lesser of the housing assistance payment of the rent to owner. If payments are not made when due, the owner may charge the Housing Authority of the City of Annapolis a late payment, agreed to in the Contract and in accordance with generally accepted practices in the Annapolis jurisdiction.

11.8 CHANGE OF OWNERSHIP

The Housing Authority of the City of Annapolis requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the Housing Authority of the City of Annapolis' rent payment or the address as to where the rent payment should be sent.

In addition, the Housing Authority of the City of Annapolis requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Deed of Trust showing the transfer of title; and
- B. Tax Identification Number or Social Security Number

New owners will be required to execute IRS Form W-9. The Housing Authority of the City of Annapolis may withhold the rent payment until the taxpayer identification number is received.

12.0 HOUSING INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

The Housing Authority of the City of Annapolis will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS is met. Units will be inspected at least annually, and at other times as added, to determine if the units meet HQS.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

The Housing Authority of the City of Annapolis must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family cannot be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the Housing Authority to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the Housing Authority of the City of Annapolis will only schedule one more inspection. If the family misses two inspections, the Housing Authority of the City of Annapolis will consider the family to have violated a Family Obligation and their assistance will be terminated.

12.1 TYPES OF INSPECTIONS

There are seven types of inspections the Housing Authority of the City of Annapolis will perform:

- A. Initial Inspection – An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- B. Annual Inspection – An inspection to determine that the unit continues to meet HQS
- C. Complaint Inspection – An inspection caused by the Authority receiving a complaint on the unit by anyone.
- D. Special Inspection – An inspection caused by a third party, i.e. HUD, needing to view the unit.
- E. Emergency – An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. Move Out Inspection (if applicable) – An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.
- G. Quality Control Inspection – Supervisory inspections on at least 5% of the total number of units that were under lease during the Housing Authority's previous fiscal year.

12.2 OWNER AND FAMILY RESPONSIBILITY

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

A. Owner Responsibility for HQS

1. The owner must maintain the unit in accordance with HQS.
2. If the owner fails to maintain the dwelling unit in accordance with HQS, the Housing Authority of the City of Annapolis will take prompt and vigorous action to enforce the owner's obligations. The Housing Authority of the City of Annapolis; remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.
3. The Housing Authority of the City of Annapolis will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the Housing Authority of the City of Annapolis and the Housing Authority of the City of Annapolis verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any Housing Authority of the City of Annapolis approved extension).
4. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, the Housing Authority of the City of Annapolis may terminate assistance to a family because of the HQS breached caused by the family.

B. Family Responsibility for HQS

1. The family is responsible for a breach of the HQS that is caused by any of the following:
 - a. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
 - b. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
 - c. Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).
2. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

family must correct the defect within no more than 30 calendar days (or any Housing Authority of the City of Annapolis approved extension).

3. If the family has caused a breach of the HQS, the Housing Authority of the City of Annapolis will take prompt and vigorous action to enforce the family obligations. The Housing Authority of the City of Annapolis may terminate assistance for the family in accordance with 24 CFR 982.552.

12.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401

This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:

A. Sanitary Facilities

1. Performance Requirements

The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

2. Acceptability Criteria

- a. The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.
- b. The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.
- c. The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.
- d. The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

B. Food Preparation and Refuse Disposal

1. Performance Requirements

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- a. The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.
 - b. There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).
2. Acceptability Criteria
- a. The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven or stove or range to both subsidized and unsubsidized tenants in the building or premises.
 - b. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.
 - c. The dwelling unit must have space for the storage, preparation, and serving of food.
 - d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).
- B. Space and Security
- 1. Performance Requirement
 - a. At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.
 - b. The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of opposite sex, other than very young

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

children, may not be required to occupy the same bedroom or living/sleeping room.

- c. Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.
- d. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

D. Thermal Environment

1. Performance Requirement

The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

2. Acceptability Criteria

- a. There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- b. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

E. Illumination and Electricity

1. Performance Requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

2. Acceptability Criteria

- a. There must be at least one window in the living room and in each sleeping room.
- b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.
- c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

- a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, and loose surface materials, severe buckling, missing parts, or other serious damage.
- b. The roof must be structurally sound and weather tight.
- c. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- d. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- e. Elevators must be working and safe.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

G. Interior Air Quality

1. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

2. Acceptability Criteria

- a. The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- b. There must be adequate air circulation in the dwelling unit.
- c. Bathroom areas must have one window that can be opened other than adequate exhaust ventilation.
- d. Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.

H. Water Supply

1. Performance Requirement

The water supply must be free from contamination

2. Acceptability Criteria

The dwelling must be served by an approvable public or private water supply that is sanitary and free from contamination.

I. Lead-Based Paint

1. Definitions

- a. Chewable surface: Protruding paint surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- b. Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, and stair treads in a common stairwell, or an exterior wall.
 - c. Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.
 - d. Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.
 - e. HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.
 - f. Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm^2), or 0.5% by weight or 5000 parts per million (PPM).
2. Performance Requirements
- a. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b) (4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.
 - b. The requirements of this paragraph of this section do not apply to 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under 24 CFR Part 982.
 - c. If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part), must include a visual inspection

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.

- d. The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a State or local health or housing agency, a lead-based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.
- e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of Housing Authority notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces within the 30-day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.
- f. The requirements in this paragraph apply to:
 - i. All painted interior surfaces within the unit (including ceilings but excluding furniture);
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- g. In addition to the requirements of paragraph c of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.
- h. Testing must be conducted by a State or local health or housing agency, an inspector certified or regulated by a State or local health or housing

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph c of this Section.

- i. The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:
 - i. Within the unit;
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- j. In lieu of the procedures set forth in paragraph g of this Section, the housing authority may, at this discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph k of this Section.
- k. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:
 - i. A defective paint surface shall be treated if the total area of defective paint on a component is:
 - (1) More than 10 square feet on an exterior wall;
 - (2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- (3) More than 10% of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.
 - ii. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydro-blasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead contaminated dust.
 - iii. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydro-blasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots on more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.
 - iv. During exterior treatment soil and playground equipment must be protected from contamination.
 - v. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.
 - vi. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.
 1. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- m. Prior to execution of the HAP contract, the owner must inform the Housing Authority and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.
- n. The Housing Authority must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the Housing Authority must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the Housing Authority must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a certificate or voucher to move.
- o. The Housing Authority must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the Housing Authority must keep the test results indefinitely, and if applicable, the owner certification and treatment. The records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.
- p. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

J. Access

1. Performance Requirements

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

K. Site and Neighborhood

1. Performance Requirements

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

2. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

L. Sanitary Condition

1. Performance Requirements

The dwelling unit and its equipment must be in sanitary condition.

2. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.

M. Smoke Detectors

1. Performance Requirements

a. Except as provided in paragraph "b" below of this Section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- b. For units assisted prior to April 24, 1993, owners who installed battery-operated or hand-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

12.4 TIME FRAMES AND CORRECTIONS OF HQS FAIR ITEMS

A. Correcting Initial HQS Fail Items

The Housing Authority of the City of Annapolis will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within 5 working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the Housing Authority of the City of Annapolis to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units Under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endangered the family's health or safety (using the emergency item list below), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the Housing Authority of the City of Annapolis will abate payment and terminate the contract in accordance with Sections 12.7 and 17.0(B)(3).

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

If the participant fails to correct HQS failed items that are family-caused after proper notification has been given, the Housing Authority of the City of Annapolis will terminate assistance for the family in accordance with Sections 12.2(B) and 17.0(B)(3).

C. Time Frames for Corrections

1. Emergency repair items must be abated within 24 hours.
2. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
3. Non-emergency items must be completed within 10 days of the initial inspection.
4. For major repairs, the owner will have up to 30 days to complete.

D. Extensions

At the sole discretion of the Housing Authority of the City of Annapolis, extensions of up to 30 days may be granted to permit an owner to complete repairs of the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, the Housing Authority of the City of Annapolis will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

12.5 EMERGENCY FAIL ITEMS

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

- A. No hot or cold water
- B. No electricity
- C. Inability to maintain adequate heat
- D. Major plumbing leak
- E. Natural gas leak
- F. Broken lock(s) on first floor doors or windows

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- G. Broken windows that unduly allow weather elements into the unit
- H. Electrical outlet smoking or sparking
- I. Exposed electrical wires which could result in shock or fire
- J. Unusable toilet when only one toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion
- L. Other conditions which pose an immediate threat to health or safety

12.6 ABATEMENT

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within the required timeframe, the rent for the dwelling unit will be abated.

The initial abatement period will not exceed 7 days. If the corrections of deficiencies are not made within the 7-day timeframe, the abatement will continue until the HAP contract is terminated. When the deficiencies are corrected, the Housing Authority of the City of Annapolis will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, the Housing Authority of the City of Annapolis will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

13.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S ENSUING RESPONSIBILITIES

This Section only applies to HAP contracts in effect before October 2, 1995. Certificates have a provision for damages, unpaid rent, and vacancy loss. Vouchers have a provision for damages and unpaid rent. No vacancy loss is paid on vouchers. No Damage Claims will be processed unless the Housing Authority of the City of Annapolis has performed a move-out inspection.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes there may be a claim.

Damage claims are limited in the following manner:

- A. In the Certificate Program, owners are allowed to claim up to two (2) months contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease.
- B. In the Voucher Program, owners are allowed to claim up to one (1) month contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease.
- C. No damage claims will be paid under either program effective on or after October 2, 1995.

13.1 OWNER CLAIMS FOR PRE-OCTOBER 2, 1995, UNITS

In accordance with the HAP contract, owners can make special claims for damages, unpaid rent, and vacancy loss (vacancy loss cannot be claimed for vouchers) after the tenant has vacated or a proper eviction proceeding has been conducted.

Owner claims for damages, unpaid rent, and vacancy loss are reviewed for accuracy and completeness. Claims are then compared to the move-in and move-out inspections to determine if an actual claim is warranted. No claim will be paid for normal wear and tear. Unpaid utility bills are not an eligible claim item.

The Housing Authority of the City of Annapolis will make payments to owners for approved claims. It should be noted that the tenant is ultimately responsible for any damages, unpaid rent, and vacancy loss paid to the owner and will be held responsible to repay the Housing Authority of the City of Annapolis to remain eligible for the Section 8 Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages. The Housing Authority of the City of Annapolis will develop a list of reasonable costs and charges for items routinely included on damage claims. This list will be used as a guide.

Owners can claim unpaid rent owned by the tenant up to the date of HAP termination.

In the Certificate Program, owners can claim for a vacancy loss out as outlined in the HAP contract. In order to claim a vacancy loss, the owner must notify the Housing Authority of the

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

City of Annapolis immediately upon learning of the vacancy or suspected vacancy. The owner must make a good faith effort to rent the unit as quickly as possible to another renter.

All claims and supporting documentation under this Section must be submitted to the Housing Authority of the City of Annapolis within thirty (30) days of the move-out inspection. Any reimbursement shall be applied first towards any unpaid rent for the period after the family vacates.

13.2 PARTICIPANT RESPONSIBILITIES

If a damage claim or unpaid rent claim has been paid to an owner, the participant is responsible for repaying the amount to the Housing Authority of the City of Annapolis. This shall be done by either paying the full amount due immediately upon the Housing Authority of the City of Annapolis requesting it or through a Repayment Agreement that is approved by the Housing Authority of the City of Annapolis.

If the participant is not current on any Repayment Agreements or has unpaid claims on more than one unit, the participant shall be terminated from the program. The participant retains the right to request an informal hearing. Under the Housing Choice Voucher program no vacancy loss will be considered.

14.0 RECERTIFICATION

14.1 ANNUAL REEXAMINATION

At least annually the Housing Authority of the City of Annapolis will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The Housing Authority of the City of Annapolis will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

the HUD consent form and other consent forms that later will be mailed to the sources that verify the family circumstances.

Upon receipt of verification, the Housing Authority of the City of Annapolis will determine the family's annual income and will calculate their family share.

14.1.1 Effective Date of Rent Changes for Annual Reexaminations

The new family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30 day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.1.2 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the Housing Authority of the City of Annapolis taking action to terminate the family's assistance.

14.2 INTERIM REEXAMINATIONS

During an interim reexamination only the information affected by the changes being reported will be reviewed and verified.

Families are required to report all increases in earned income, including new employment within 10-Business Days in which the change takes effect.

Families will report all decreases in earned income and are required to provide third-party written verification in order to receive an adjustment to rent. Rent reduction will take place the first day of the month from the date of that the written verification of income reduction is received by HACA. All verifications must be submitted within 10-Business Days after the reported decrease in income.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Families are required to report the following changes to the Housing Authority of the City of Annapolis between regular reexaminations. These changes will trigger an interim reexamination.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Family break-up

In circumstances of a family break-up, the Housing Authority of the City of Annapolis will make a determination of which family member will retain the certificate or voucher, taking into consideration the following factors:

- 1. To whom the certificate or voucher was issued.
- 2. The interest of minor children or of ill, elderly, or disabled family members.
- 3. Whether the assistance should remain with the family members remaining in the unit.
- 4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the Housing Authority of the City of Annapolis will be bound by the courts determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the Housing Authority of the City of Annapolis will make determinations on a case by case basis.

The Housing Authority of the City of Annapolis will issue a determination within 10- business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.3.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security Number if they have one, and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other delays caused by the family). The new family member will go through the screening process similar to the process for applicants. The Housing Authority of the City of Annapolis will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, the Housing Authority of the City of Annapolis will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 14.2.2.

14.2.1 Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the Housing Authority of the City of Annapolis may schedule special reexaminations every 90 days until the income stabilizes and an annual income can be determined.

14.2.2 Effective Date of Rent Changes Due to Interim or Special Reexaminations

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family cause's delays, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

15.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

The Housing Authority may at any time terminate program assistance for the participant, because of any of the actions or inaction by the household:

- A. If the family violates any family obligation under the program.
- B. If a family member fails to sign and submit consent forms.
- C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-ration of assistance, or temporary deferral of assistance. If the Housing Authority of the City of Annapolis determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.
- D. If any member of the family has ever been evicted from public housing.
- E. If the Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
- F. If any member of the family commits drug-related criminal activity, or violent criminal activity.

G. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.

If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to an owner by a Housing Authority. (The Housing Authority, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The Housing Authority may prescribe the terms of the agreement.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.

If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.

If any household member is subject to a lifetime registration requirement under a State sex offender registration program.

If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the Housing Authority of the City of Annapolis to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

O. REMOVAL OF RENTAL ASSISTANCE BY HUD

Participant understands that the Voucher is available to families only because of the program subsidy payments made to HACA (rental assistance payments), which allows HACA to offer the rental assistance at a rent level that is less than the market (unsubsidized) rent which would otherwise be due on the Unit. If the amount of the Rental Assistance Payments is reduced or eliminated, HACA may be permitted by Section 35 of the United States Housing Act of 1937 (the "Act") to deviate from the Act's general restrictions regarding assistance, income eligibility, and other areas of public housing management. Under such circumstances, subject to the limitations described in Section 35 of the Act or any successor provision and in accordance with any implementing HUD regulation, HACA may take reasonable steps to put HACA's on a sound financial footing, including increasing the rent up to market levels, upon such notice to the Participant as required under state law.

16.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS

The Housing Authority of the City of Annapolis hereby sets forth its policies and procedures respecting its Housing Choice Voucher program participants' and applicants' grievance rights in accordance with the U.S. Department of Housing and Urban Development's Section 8 Tenant Based Assistance Housing Choice Voucher ("HCV") Program, 24 Code of Federal Regulations ("CFR") Part 982.

Families seeking admission to or already participating in the HCV have the right to receive an informal review or hearing in most circumstances in which the Housing Authority makes a decision affecting

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

their eligibility or amount of assistance. The purpose of an informal review or hearing is to resolve applicant or participant disputes with the Housing Authority without legal action. Under HUD regulations, an informal review is for program applicants and an informal hearing is for program participants. In the case of non-citizen assistance an informal hearing is required regardless of whether the family is an applicant or participant.

16.1 COMPLAINTS

The Housing Authority of the City of Annapolis will investigate and respond to complaints by participant families, owners, and the general public. The Housing Authority of the City of Annapolis may require that complaints other than Housing Quality Standards (HQS) violations be put in writing. Anonymous complaints are investigated whenever possible.

16.2 INFORMAL REVIEW FOR APPLICANTS (24 CFR 982.554)

A. Notice of Denial of Assistance (24 CFR 982.554(a))

The Housing Authority of the City of Annapolis will give an applicant for participation in the HCV Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the Housing Authority of the City of Annapolis' decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. Informal Review Process (24 CFR 982.554(b))

The Housing Authority of the City of Annapolis will give an applicant an opportunity for an informal review of the Housing Authority of the City of Annapolis decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the Housing Authority of the City of Annapolis other than the person who made or approved the decision under review or a subordinate of this person.
2. The applicant will be given an opportunity to present written or oral objections to the Housing Authority of the City of Annapolis decision.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

3. The Housing Authority of the City of Annapolis will notify the applicant of the Housing Authority of the City of Annapolis decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

C. When an Informal Review is not required. (24 CFR 982.554(c))

The Housing Authority of the City of Annapolis will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. Discretionary administrative determinations by the Housing Authority of the City of Annapolis.
2. General policy issues.
3. A determination of the family unit size under the Housing Authority of the City of Annapolis subsidy standards.
4. A determination not to approve an extension or suspension of a certificate or voucher term..
5. A determination not to grant approval to lease a unit under the program or to approve a proposed lease.
6. A determination that a unit selected by the applicant is not in compliance with HQS
7. A determination that the unit is not in accordance with HQS because of family size or composition.

D. Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status. (24 CFR 982.554(d))

The applicant family may request that the Housing Authority of the City of Annapolis provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, of the INS appeal decision to request the review.

16.3 INFORMAL HEARINGS FOR PARTICIPANTS (24 CFR 982.555)

A. When a Hearing is Required (24 CFR 982.555(a))

1. The Housing Authority of the City of Annapolis will give a participant family an opportunity for an informal hearing to consider whether the following Housing Authority of the City of Annapolis decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Housing Authority of the City of Annapolis policies:
 - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Housing Authority of the City of Annapolis utility allowance schedule.
 - c. A determination of the family unit size under the Housing Authority of the City of Annapolis subsidy standards.
 - d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Housing Authority of the City of Annapolis subsidy standards, or the Housing Authority of the city of Annapolis determination to deny the family's request for an exception from the standards.
 - e. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Housing Authority's policy and HUD rules.
 - f. A determination to terminate assistance for a participant family because of the family's action or failure to act. (See 24 CFR.982.552

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the Housing Authority of the City of Annapolis will give the opportunity for an informal hearing before the Housing Authority of the City of Annapolis terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is Not Required or Granted (24 CFR 982.555(b))

The Housing Authority of the City of Annapolis will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the Housing Authority of the City of Annapolis.
2. General policy issues or class grievances.
3. Establishment of the Housing Authority of the City of Annapolis schedule of utility allowances for families in the program.
4. A Housing Authority of the City of Annapolis determination not to approve an extension or suspension of a certificate or voucher term.
5. The Housing Authority of the City of Annapolis determination not to approve a unit or lease.
6. A Housing Authority of the City of Annapolis determination that an assisted unit is not in compliance with HQS. (However, the Housing Authority of the City of Annapolis will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family as described in 24 CFR 982.551(c)).
7. A Housing Authority of the City of Annapolis determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the Housing Authority of the City of Annapolis to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family (24 CFR 982.555(c))

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

1. In cases described in paragraphs 16.3(A) (1) (a), (b), and (c), of this Section, the Housing Authority of the City of Annapolis will notify the family that the family may ask for an explanation of the basis of the Housing Authority of the City of Annapolis; determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. In the cases described in paragraphs 16.3(A) (1)(d), (e), and (f), of this Section, the Housing Authority of the City of Annapolis will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice shall:
 - a. Contain a brief statement of the reasons for the decision;
 - b. State that if the family does not agree with the decision, the family may request an informal hearing on the decision within ten (10) business days of the notification; and
 - c. State the deadline for the family to request an informal hearing.

- D. **Expeditious Hearing Process.** (24 CFR 982.555(d))
Where a hearing for a participant family is required under this section, the Housing Authority of the City of Annapolis will proceed with the hearing in a reasonably expeditious manner upon the request of the family.
- E. **Hearing Procedures** (24 CFR 982.555(e))

The Housing Authority of the City of Annapolis and participants will adhere to the following procedures:

1. **Administrative Plan.** The Administrative Plan must state HACA procedures for conducting informal hearings for participants.
2. **Discovery**
 - a. The family will be given the opportunity to examine before the hearing any Housing Authority of the City of Annapolis documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the Housing Authority of the City of Annapolis does not make the documents(s) available for

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

examination on request of the family, the Housing Authority of the City of Annapolis may not rely on the document at the hearing.

b. The Housing Authority of the City of Annapolis will be given the opportunity to examine, at the Housing Authority of the City of Annapolis' offices before the hearing, any family documents that are directly relevant to the hearing. The Housing Authority of the City of Annapolis will be allowed to copy any such document at the Housing Authority of the City of Annapolis' expense. If the family does not make the document(s) available for examination on request of the Housing Authority of the City of Annapolis, the family may not rely on the document at the hearing.

c. The term document includes records and regulations.

3. Representation of the Family

A lawyer or other representative may represent the family at the family's expense.

4. Hearing Panel

a. The hearing will be conducted a panel of five impartial individuals appointed by the Board of Commissioners to hear grievances and render opinions with respect thereto. At least one panel member shall be a recommendation of the Resident Advisory Board and at least one panel member shall be a representative of the Anne Arundel Conflict Resolution Center.

b. The Hearing Panel will conduct the hearing in accordance with the hearing procedure described in 24 CFR 982.555.

5. Evidence

The Housing Authority of the City of Annapolis and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

6. Issuance of Decision

The Hearing panel must issue a written decision within fourteen (14) calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing, evidence which is of greater weight or more convincing than the evidence which is offered in opposition.

F. Effect of the Decision (24 CFR 982.555(f))

The Housing Authority of the City of Annapolis is not bound by a hearing decision:

- a. Concerning a matter for which the Housing Authority of the City of Annapolis is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the Housing Authority of the City of Annapolis hearing procedures.
- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the Housing Authority of the City of Annapolis determines that it is not bound by a hearing decision, the Housing Authority of the City of Annapolis will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

G. Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status (24 CFR 982.555(g))

The participant family may request that the Housing Authority of the City of Annapolis provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of the receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

With good cause, the Housing Authority may extend the period to request an informal hearing related to immigration status.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

H. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of the participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Housing Authority of the City of Annapolis will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

F.

17.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease and the term of the HAP contract are the same. They begin on the same date and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract by terminating the

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

lease. The HAP contract may be terminated by the Housing Authority of the City of Annapolis. Under some circumstances the contract automatically terminates.

A. Termination of the lease

1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the Housing Authority of the City of Annapolis after the first year of the lease. The length of the notice that is required is stated in the lease (generally 30 days).

2. By the owner

a. The owner may terminate the lease during its term on the following grounds:

- i. Serious or repeated violations of the terms or conditions of the lease;
- ii. Violation of Federal, State, or local law that impose obligations on the tenant in connection with the occupancy or use of the unit and its premises;
- iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;
- iv. Any drug-related criminal activity on or near the premises;
- v. Other good cause. Other good cause may include, but is not limited to:
 - (1) Failure by the family to accept the offer of a new lease;
 - (2) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- (3) The owner's desire to utilize the unit for personal or family use for a purpose other than use as a residential rental unit;
 - (4) A business or economic reason such as sale of the property, renovation of the unit, desire to rent at a higher rental amount.
 - b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
 - c. The owner may only evict the tenant by instituting court action. The owner must give the Housing Authority of the City of Annapolis a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.
 - d. The owner may terminate the contract at the end of the initial lease term or any extension of the lease term without cause by providing notice to the family that the lease term will not be renewed.
 - 3. Termination of the Lease by mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.
- B. Termination of the Contract
 - 1. Automatic Termination of the Contract
 - a. If the Housing Authority of the City of Annapolis terminates assistance to the family, the contract terminates automatically.
 - b. If the family moves out of the unit, the contract terminates automatically.
 - c. The contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.
 - 2. Termination of contract by owner

The owner may only terminate tenancy in accordance with lease and State and local law.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

3. Termination of the HAP contract by the Housing Authority of the City of Annapolis

The Housing Authority may terminate the HAP contract because:

- a. The Housing Authority has terminated assistance to the family.
- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.
- c. The unit is larger than appropriate for the family size or composition under the regular Certificate Program.
- d. When the family breaks up and the Housing Authority of the City of Annapolis determines that the family members who move from the unit will continue to receive the assistance.
- e. The Housing Authority of the City of Annapolis determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.
- f. The owner has breached the contract in any of the following ways:
 - i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
 - ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of 1937.
 - iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
 - iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement;
 - v. If the owner has engaged in drug trafficking.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, the Housing Authority will continue to make payments until the owner obtains a judgment or the family moves out.

18.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE

Occasionally, it is necessary for the Housing Authority of the City of Annapolis to spend money of its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

19.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the Housing Authority of the City of Annapolis against costs associated with any judgment of infringement of intellectual property rights.

20.0 QUALITY CONTROL OF SECTION 8 PROGRAM

In order to maintain the appropriate quality standards for the Section 8 program, the Housing Authority of the City of Annapolis will annually review files and records to determine if the work documented in the files or records conforms to program requirements. This shall be accomplished by the supervisor or another qualified person other than the one originally responsible for the work or someone subordinate to that person. The number of files and/or records checked shall be at least equal to the number specified in the Section 8 Management Assessment program for our size housing authority.

21.0 PARTICIPANT OBLIGATION TO REPAY

If A Participant and a member of a participant's household submits false information on any application, certification or request for interim adjustment or does not report interim changes in family income and as a result, is charged a rent less than the amount required by HUD's rent formulas,

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Participant agrees to reimburse HACA for the difference between the rent that should have been paid and the rent that was charged. Knowingly giving HACA false information regarding income or other factors considered in determining program eligibility and rent is a violation and is grounds for program termination. Participant will be subject to penalties available under Federal law. Those penalties include fines up to \$10,000.00 and/or imprisonment for up to five (5) years.

22.0 TRANSITION TO THE NEW HOUSING CHOICE VOUCHER PROGRAM

A. New HAP Contracts

On and after August 12, 1999, the Housing Authority of the City of Annapolis will only enter into a HAP contract for the tenancy under the voucher program, and will not enter into a new HAP contract for a tenancy under the certificate program.

B. Over-FMR Tenancy

If the Housing Authority of the City of Annapolis had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date of August 12, 1999, on and after August 12, 1999 such tenancy shall be considered and treated as a tenancy under the voucher program, and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b)(2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of August 12, 1999.

C. Voucher Tenancy

If the Housing Authority of the City of Annapolis had entered into any HAP contract for a voucher tenancy prior to the merger date of August 12, 1999, on and after August 12, 1999 such tenancy will continue to be considered and treated as a tenancy under the voucher program, and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b)(2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of August 12, 1999.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

D. Regular Certificate Tenancy

The Housing Authority of the City of Annapolis will terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program entered into prior to the merger date of August 12, 1999 at the effective date of the second regular reexamination of family income and composition on or after the merger date of August 12, 1999. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The Housing Authority of the City of Annapolis will give at least 120 days written notice of such termination to the family and the owner, and the Housing Authority of the City of Annapolis will offer the family the opportunity for continued tenant-based assistance under the voucher program. The Housing Authority of the City of Annapolis may deny the family the opportunity for continued assistance in accordance with 24 CFR 982.552 and 24 CFR 982.553.

23.0 TRANSITION TO CONVERSION VOUCHERS

The Housing Authority of the City of Annapolis upon submission of a Conversion Voucher application to HUD and approval by HUD may administer Conversion Vouchers. Conversion vouchers assist PHAS with relocation or replacement housing needs that result from the demolition, disposition, or mandatory conversion of public housing units. Also conversion vouchers include providing assistance to families living in section 8 projects for which the owner is opting out of the HAP contract, HUD is taking enforcement action against owners with project-based assistance, and project for which the owner is prepaying the mortgage.

24.0 VOLUNTARY CONVERSION OF PUBLIC HOUSING UNITS TO TENANT-BASED OR PROJECT-BASED ASSISTANCE

The Housing Authority of the City of Annapolis upon conducting required assessment of viability of public housing and performing Cost-Test and Market Analyses for Voluntary Conversion of Public Housing Units Pursuant to 24 Code of Federal Regulations Part 972, Section 22 of the U.S. Housing Act of 1937 by Section 533 of the Quality Housing and Work Responsibility Act of 1998 may seek the approval of HUD to convert identified development(s) and/or units to Tenant Based and/or Project Based Voucher program.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Addendum to the Section 8 Admin Plan

PROJECT-BASED VOUCHER (PBV) PROGRAM

Addendum to the Section 8 Admin Plan

PROJECT-BASED VOUCHER (PBV) PROGRAM

On October 13, 2005, HUD published final regulations for the Project-Based Voucher (PBV) program, superseding regulations at 24 CFR part 983 (see 70 FR 59892). This Addendum provides the Housing Authority of the City of Annapolis' (HACA) policies and procedures for its PBV program in accord with the new regulations.

HACA's PBV program is subject to the regulations at 24 CFR part 983, which includes regulations governing policies and procedures that are not specified in this Administrative Plan.

In addition to the policies and procedures stated below, and other PBV regulations stated at 24 CFR part 983, HACA's PBV program is subject to most of the requirements of the Housing Choice Voucher Program, as specified in this Administrative Plan and in other HUD regulations.

A. HACA's PBV COMMITMENTS AND PRIORITIES

HACA's PBV program is designed to ensure that PBV assistance is used to support goals that could not be equally achieved through the use of tenant-based voucher assistance. HACA's PBV program has is committed to the following priorities:

1. Expand the supply of affordable housing and increase the affordable housing choices of residents within the jurisdiction

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

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2. Support projects which further revitalize neighborhoods, promote the deconcentration of poverty and generally provide increased housing and economic opportunities.
3. Work with the community to identify and serve populations with particular housing needs, including but not limited to the provision of supportive services to promote self-sufficiency and supportive housing for families with disabilities.

B. PROPOSAL SUBMISSION AND SELECTION

Request for Proposals Process

HACA will select PBV proposals through a public Request for Proposals (RFP) process.

HACA's PBV RFP will be advertised in a manner to provide broad public notice of the opportunity to offer PBV proposals for consideration by HACA. The public notice procedures will include publication of the general notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice.

The public notice of the PBV RFP will specify the submission deadline. The public notice will inform owners or developers seeking project-based assistance of the availability of the full RFP document at HACA's main offices at 1217 Madison Street, Annapolis, MD.

The full RFP document will provide detailed information about proposal submission and selection procedures and will be available upon request of interested parties at HACA's main offices.

Property owners may submit PBV proposals in accord with the proposal submission guidelines stated in the full RFP document. Proposals will be selected according to explicit criteria specified in the full RFP document, following the selection criteria stated below. Under no circumstances will HACA's RFP selection criteria limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.

Alternative Competitive Processes

In lieu of the above RFP process, HUD regulations permit HACA to select a PBV proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals, where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance, or in other circumstances as allowed by the regulations or other PBV requirements.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Proposals for PBV assistance which have been independently selected for housing assistance as described above may be submitted to HACA on a rolling basis. HACA's selection of proposals under the alternative competitive processes may be contingent upon the owner providing additional information required according to HACA's selection requirements and HUD and HACA requirements for PBV assistance. HACA will inform owners of any additional requirements at the time their proposals are submitted.

Selection Criteria

Proposals will be selected according to the following selection criteria:

- The housing must promote one of HACA's priorities for its PBV program;
- The proposal must comply with all HUD program regulations and requirements;
- The property must be eligible housing;
- The proposal must comply with the HUD cap on PBV units per building;
- The housing site must meet the site selection standards detailed at 24 CFR 983.57;
- Proposals for new construction or rehabilitation projects must demonstrate capacity, experience, and successful outcomes in prior projects that indicate their ability to complete the construction work effectively and within the proposed schedule;
- Proposals for all housing must demonstrate capacity, experience, and successful outcomes in property management, particularly management of housing targeted to low income persons and families;
- Proposals for supportive housing must demonstrate the capacity, experience, and successful outcomes of the supportive services provider that indicate its ability to effectively provide sufficient supportive services. More detailed information about minimum supportive services guidelines is provided later in this addendum.
- Proposals must provide evidence of sufficient financing commitments (for construction, operations, and supportive services if applicable) to demonstrate the project's long-term viability.

Public Notice and Review of HACA Proposal Selection

HACA will provide public notice of PBV proposal selections, including publication of public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice.

HACA will make documentation available for public inspection regarding the basis for HACA's selection of a PBV proposal.

C. SITE SELECTION STANDARDS

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

HACA will only select proposals which demonstrate consideration of and compliance with the site selection standards at 24 CFR 983.57, as such may be amended or revised, which shall ensure that selected proposals will meet the above program goals of deconcentrating poverty, expanding housing and economic opportunities, and otherwise providing needed housing support.

D. SUPPORTIVE SERVICES GUIDELINES AND REQUIREMENTS

Pursuant to HUD regulations, project-based assistance will ordinarily be limited to 25% of the units contained within the proposed project. However, for projects providing supportive services, each unit that is occupied by families receiving qualified supportive services shall be an "excepted unit" and shall not apply towards the 25% cap.

Qualifying Supportive Services

- Participation in HACA's FSS program
- Educational Services or Counseling
- Employment or vocational training, counseling or referrals
- Life skills training or counseling
- Credit counseling
- Personal finance training and counseling
- Healthcare prevention and/or Community Outreach
- Supportive housing for persons with developmental disabilities or mental illness
- Supportive housing for persons with legal custody of grandchildren
- Referrals to or provision of day care, after school programs or other youth services.

It is not necessary that the above services be provided by or at the project. However, to qualify for as an "excepted unit" a family must have at least one member receiving at least one qualifying supportive service. Proposals that include supportive services should identify the particular services that will be provided and the service provider(s). HACA will evaluate proposals including supportive housing units on the basis of the specific services provided, the intensity of the services and the target population to be served. HACA will also evaluate supportive housing proposals based on the history and track record of the proposed service providers and the need for the supportive housing at the proposed site.

Family Responsibility

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

At the time of the initial lease execution between the family and the owner, the family and HACA must sign a Statement of Family Responsibility. The Statement of Family Responsibility must contain all family obligations including the family's participation in a service program as contemplated within this Administrative Plan.

At the family's annual income recertification, HACA will require written documentation from the service provider indicating the family's continued compliance with the terms of the supportive services plans. Project owners will also be expected to provide some level of monitoring of the services provided. This monitoring should be detailed in the proposal, and will be evaluated as part of the selection process. At HACA's discretion, HACA may request additional documentation of compliance with supportive service obligations.

The unit eligible for status as an "excepted unit" so long as at the time of the occupying family's initial tenancy at least one member of the family is receiving a qualifying supportive service. If the family completes an FSS contract of participation or the supportive services requirement, the unit will continue to count as an "excepted unit" for as long as the family resides in that unit.

Family Failure to Comply with Supportive Service Requirements

Failure without good cause by a family to complete or comply with its supportive service participation requirements will result in termination of the project based assistance for that unit and may result in the termination of the lease by the project owner.

E. WAITING LISTS

HACA will establish individual site-based waiting lists for each PBV project selected.

HACA will offer to place applicants who are listed on the waiting list for tenant-based assistance on the waiting list(s) for PBV assistance.

HACA will open and close the site-based waiting lists pursuant to the procedures outlined in Administrative Plan.

F. PREFERENCES

HACA may establish separate preferences for each PBV project. These preferences may include those for elderly or disabled families, or preferences related to supportive housing programs. Preferences may include those outlined in the Administrative Plan.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Any preferences that would be necessary to the operation of the project, or required by a funding source must be disclosed in the proposal.

Supportive Housing Related Preferences

If PBV units include special accessibility features for persons with disabilities, HACA will first refer families who require such accessibility features to the owner. For other units that are designated to receive supportive services, HACA may give preference to disabled families who need services offered at a particular project. Project owners may advertise the project as offering services for a particular type of disability, however, the project must be open to all otherwise eligible persons with disabilities who may benefit from services provided in the project.

Only families that meet the following limits will be eligible for any supportive housing preference:

- Families (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing
- Families that without appropriate supportive services will not be able to obtain or maintain themselves in housing
- Families for whom such services cannot be provided in a non-segregated setting.

Disabled residents shall not be required to accept the particular services offered at the project.

HACA is prohibited from granting preferences to persons with specific disabilities (see 24 CFR 982.207(b)(3)).

G. APPLYING FOR ADMISSION

The process for applying for admission to the PBV program is not different than the process for applying for admission to the tenant-based program, which are provided in HACA's Administrative Plan.

At the time of the application, HACA will provide applicants with the opportunity to be placed on the tenant-based waiting list if open, or any open site-based waiting lists.

H. TENANT SELECTION

When notified of a vacancy in a PBV unit, HACA will refer tenants according to the following procedures:

First-come, first-served among applicants on the specific PBV waiting list.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

For PBV waiting lists that include preferences, HACA will select applicants from the waiting list on a first-come, first-based basis who:

- Qualified for preference at the time of application; and
- Continue to qualify for preference at the time of admission.

I. TENANT SCREENING

HACA's procedures for tenant screening for the PBV program are not different than procedures for screening tenant-based applicants, which are provided in HACA's Administrative Plan.

HACA's policy for providing information to owners about families referred to PBV units is not different than HACA's policies for tenant-based applicants, which are provided in HACA's Administrative Plan.

J. PROCEDURES FOR FAMILIES OCCUPYING A UNIT OF THE WRONG SIZE OR AN ACCESSIBLE UNIT WHOSE ACCESSIBILITY FEATURES ARE NOT REQUIRED BY THE FAMILY

If a family is determined by HACA to occupy a wrong-sized unit, or a unit with accessibility features that the family does not require (and such unit is needed by a family that requires the accessibility features) then HACA must promptly notify the family and the project owner of this determination and must offer continued assistance in another appropriately sized or accessible unit.

Continued assistance after unit, which may include, but is not limited to the following options:

- PBV assistance in an appropriate-sized unit (in the same building or in another building);
- Other project-based housing assistance (including occupancy of a public housing unit)
- Tenant-based rental assistance under the voucher program; or
- Other comparable public or private tenant-based assistance (e.g., under the HOME program).

For families who have been notified that they occupy a wrong-size unit, and offered continued assistance:

- If the PHA offers the family the opportunity receive tenant-based rental assistance under the voucher program, the PHA must terminate the HAP payments for a wrong-sized unit at expiration of the term of the family's voucher (including any extensions granted by the PHA).
- If the PHA offers the family the opportunity for another form of continued housing assistance (as provided above), and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by the PHA, or both, the PHA must terminate the HAP payments for the wrong-sized unit, at the expiration of a reasonable period as determined by the PHA.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

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Deleted: 4

Deleted: 031814-03

K. RIGHT TO MOVE

A family residing in a PBV unit may terminate the assisted lease any time after the first year of occupancy and request comparable tenant-based assistance from the HACA.

Should a family terminate its PBV lease and request alternate assistance, the HACA shall offer the family the opportunity for continued tenant-based rental assistance, or if such assistance is not immediately available upon termination of the lease, the HACA will give the family priority to receive tenant-based rental assistance at the next available opportunity for such tenant-based rental assistance.

If the family terminates the assisted lease before the end of the first year of occupancy, the family will not be entitled to tenant-based assistance or priority for such assistance under this section. However, the family may reapply for tenant-based assistance or other project based assistance as otherwise provided in this Administrative Plan.

Glossary

1937 Housing Act: The United States Housing Act of 1937 [42 U.S.C. 1437 et seq.)

Absorption: In portability, the point at which a receiving housing authority stops billing the initial housing authority for assistance on behalf of a portable family. [24 CFR 982.4]

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Administrative fee: Fee paid by HUD to the housing authority for the administration of the program.

Administrative Plan: The plan that describes housing authority policies for the administration of the tenant-based programs.

Admission: The point when the family becomes a participant in the program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP Contract for a family (first day of initial lease term).

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Amortization Payment: In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home. If furniture was included in the purchase price, the debt service must be reduced by 15% to exclude the cost of the furniture. The amortizations cost is the initial financing, not refinancing. Set-up charges may be included in the monthly amortization payment.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program.

Annual Income: All amounts, monetary or not, that:

- a. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member, or
- b. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- c. Are not specifically excluded from Annual Income.
- d. Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Applicant (applicant family): A family that has applied for admission to a program but is not yet a participant in the program.

Assets: see net family assets.

Asset Income: Income received from assets held by household members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income.

Assisted lease (lease): A written agreement between an owner and a family for the leasing of a dwelling unit to the family. 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 housing authority.

Certificate: A document issued by a housing authority to a family selected for admission to the Certificate Program. The certificate describes the program and the procedures for housing authority approval of a unit selected by the family. The certificate also states the obligations of the family under the program.

Certification: The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following 12 months.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age.

Child 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 actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Citizen: A citizen or national of the United States.

Common space: In shared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Consent form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits.

Contiguous MSA: In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial housing authority 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 Voucher Program.

Cooperative: Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

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

Decent, safe, and sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development.

Dependent: A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disability assistance expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Disabled family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Disabled person: See "person with disabilities."

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Displaced family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person 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.

Displaced person: A person displaced by governmental action (such as urban renewal), or a person 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.

Drug related criminal activity: Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Drug trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance.

Elderly family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Elderly person: A person who is at least 62 years of age.

Evidence of citizenship or eligible status: The documents that must be submitted to evidence citizenship or eligible immigration status.

Exception rent: An amount that exceeds the published fair market rent.

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

Fair market rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person; or
- (2) A group of persons residing together and such group includes, but is not limited to:
- (i) A family with or with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
 - (ii) An elderly family;
 - (iii) A near-elderly family;
 - (iv) A disabled family;
 - (v) A displaced family; and
 - (vi) The remaining member of a tenant family.

In addition, for categorizing family as defined above, the terms disabled family, elderly family and near-elderly family (per 24 CFR 5.403) are:

Disabled family means a family whose head (including co-head), spouse or sole member is a person with a disability.

Elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 62 years of age.

Near elderly family means a family whose head (including co-head), spouse or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62.

Family members: include all household members except live-in aides, foster children and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the HUD-50058.

Family self-sufficiency program (FSS program): The program established by a housing authority to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family share: The portion of rent and utilities paid by the family or the gross rent minus the amount of the housing assistance payment.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Family unit size: The appropriate number of bedrooms for a family as determined by the housing authority under the housing authority's subsidy standards.

50058 Form: The HUD form that Housing Authority's are required to complete for each assisted household in public housing to record information used in the certification and re-certification process, and, at the option of the housing authority, for interim reexaminations.

FMR/exception rent limit: The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, the housing authority may adopt a payment standard up to the FMR/exception rent limit.

Full-time student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or Certificate Program, as well as an institution offering a college degree.

Gross rent: The sum of the rent to the owner plus any utilities.

Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

Head of household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Household members: include all individuals who reside or will reside in the unit and who are listed on the lease, including live-in aides, foster children and foster adults.

Housing Assistance Payment (HAP): The monthly assistance by a housing authority, which includes (1) a payment to the owner for rent to the owner under the family's lease, and (2) an additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing quality standards (HQS): The HUD minimum quality standards for housing assisted under the Section 8 program.

Housing voucher: A document issued by a housing authority to a family selected for admission to the Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Housing voucher holder: A family that has an unexpired housing voucher.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Imputed income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used in determining annual income.

Income category: Designates a family's income range. There are three categories: low income, very low income and extremely low-income.

Incremental income: The increased portion of income between the total amount of welfare and earnings of a family member prior to enrollment in a training program and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases and decreases, are treated in the usual manner in determining annual income.

Initial Housing Authority: In portability, both: (1) a housing authority that originally selected a family that later decides to move out of the jurisdiction of the selecting housing authority; and (2) a housing authority that absorbed a family that later decides to move out of the jurisdiction of the absorbing housing authority.

Initial payment standard: The payment standard at the beginning of the HAP contract term.

Initial rent to owner: The rent to owner at the beginning of the initial lease term.

Interim (examination): A reexamination of a household's income, expenses, and household status conducted between the annual recertifications when a change in a household's circumstances warrant such a reexamination.

Jurisdiction: The area in which the housing authority has authority under State and local law to administer the program.

Lease: A written agreement between an owner and 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 housing authority.

Live-in aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

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

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Low-income families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families. *[1937Act]*

Manufactured home: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

Manufacture home space: In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space.

Medical expenses: Medical expenses, including medical insurance premiums that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Mixed family: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Moderate rehabilitation: Rehabilitation involving a minimum expenditure of \$1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

- a. upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance; or
- b. repair or replace major building systems or components in danger of failure.

Monthly adjusted income: One twelfth of adjusted income.

Monthly income: One twelfth of annual income.

Mutual housing is included in the definition of "cooperative".

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

Near-elderly family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Net family assets:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

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- a. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- b. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- c. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Noncitizen: A person who is neither a citizen nor national of the United States.

Notice Of Funding Availability (NOFA): For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance, and the criteria for awarding the funding.

Occupancy standards: The standards that the housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Owner: Any person or entity, including a cooperative, having the legal right to lease or sublease existing housing.

Participant (participant family): A family that has been admitted to the housing authority's 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 housing authority for the family (first day of initial lease).

Payment standard: In a voucher tenancy, the maximum monthly assistance payment for a family (before deducting the total tenant payment by family contribution). For a voucher tenancy, the housing authority sets a payment standard in the range from 90% to 110% of the current FMR.

Person with disabilities: A person who:

- a. Has a disability as defined in Section 223 of the Social Security Act,

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

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Deleted: 031814-03

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

- b. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:
- (1) is expected to be of long-continued and indefinite duration,
 - (2) substantially impedes his or her ability to live independently, and
 - (3) is of such a nature that such ability could be improved by more suitable housing conditions,
or
- c. Has a developmental disability as defined in Section 102(7) of the of the Developmental Disabilities Assistance and Bill of Rights Act.

"Severe chronic disability that:

- (1) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (2) is manifested before the person attains age 22;
- (3) is likely to continue indefinitely;
- (4) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
- (5) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Portability: Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial housing authority.

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

Private space: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

Preservation: This program encourages owners of eligible multifamily housing projects to preserve low-income housing affordability and availability while reducing the long-term cost of providing rental assistance. The program offers several approaches to restructuring the debt of properties developed with project-based Section 8 assistance whose HAP contracts are about to expire.

Proration of assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance.

Public Housing Agency: 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.

Reasonable rent: A rent to owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted unit in the premises.

Receiving Housing Authority: In portability, a housing authority that receives a family selected for participation in the tenant-based program of another housing authority. The receiving housing authority issues a certificate or voucher, and provides program assistance to the family.

Re-certification: A reexamination of a household's income, expenses, and family composition to determine the household's rent for the following 12 months.

Remaining member of a tenant family: A member of the family listed on the lease who continues to live in an assisted household after all other family members have left.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

Rent to owner: The monthly rent payable to the owner under the lease. Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

Set-up charges: In a manufactured home space rental, charges payable by the family for assembly, skirting and anchoring the manufactured home.

Shared housing: A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single person: Someone living alone or intending to live alone who does not qualify as an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family.

Single room occupancy housing (SRO): A unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

Special admission: Admission of an applicant that is not on the housing authority waiting list or without considering the applicant's waiting list position.

Special housing types: Special housing types include: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

Statement of family responsibility: An agreement in the form prescribed by HUD, between the housing authority and a Family to be assisted under the Moderate Rehabilitation Program, stating the obligations and responsibilities of the family.

Subsidy standards: Standards established by a housing authority to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

Suspension: Stopping the clock on the term of a family's certificate or voucher, for such period as determined by the housing authority, from the time when the family submits a request for housing authority approval to lease a unit, until the time when the housing authority approves or denies the request. Also referred to as tolling.

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

Tenant rent: The amount payable monthly by the family as rent to the owner minus any utility allowance.

Third-party (verification): Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling: see suspension.

Total tenant payment (TTP):

(1) Total tenant payment is the amount calculated under Section 3(a) (1) of the 1937 Act. which is the higher of:

30% of the family's monthly adjusted income;

10% of the family's monthly income;

Minimum rent; or

if the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the 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 Section 3(a)(1) shall be the amount resulting from one application of the percentage.

Utility allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a housing authority or HUD of the monthly cost of a

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

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.

Utility hook-up charge: In a manufactured home space rental, costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

Utility reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit.

Verification:

- a. The process of obtaining statements from individuals who can attest to the accuracy of the amounts of income, expenses, or household member status (e.g., employers, public assistance agency staff, doctors).
- b. The three types of verification are:
 - (1) Third-party verification, either written or oral, obtained from employers, public assistance agencies, schools, etc.)
 - (2) Documentation, such as a copy of a birth certificate or bank statement
 - (3) Family certification or declaration (only used when third-party or documentation verification is not available)

Very low-income families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937 Act]

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 a housing authority to a family selected for admission to the Housing Choice Voucher Program. This document describes the program and the procedure for housing authority approval of a unit selected by the family and states the obligations of the family under the program.

Voucher holder: A family holding a voucher with unexpired search time.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

Deleted: 4

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Deleted: 031814-03

Waiting list admission: An admission from the housing authority waiting list. *[24 CFR 982.4]*

Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. *[24 CFR 5.603(d)]*

Welfare rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Housing Choice Voucher Program
HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan
Board Resolution # Admin. 031016-06

Deleted: 4

Deleted: 4

Deleted: 031814-03

ACRONYMS

ACC	Annual Contributions Contract
CACC	Consolidated Annual Contributions Contract
CFR	Code of Federal Regulations
FMR	Fair Market Rent
FSS	Family Self Sufficiency (program)
HA	Housing Authority
HAP	Housing Assistance Payment
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PBC	Project-Based Certificate (program)
QHWRA	Quality Housing and Work Responsibility Act of 1998
PHA	Public Housing Agency
TTP	Total Tenant Payment

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

HACA's Administrative Plan, 2016 Revisions, Submitted to HUD with HACA's 2016 PHA Plan

Board Resolution # Admin. 031016-06

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Part I: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150116 Date of CFFP: _____			FFY of Grant: 2016
					FFY of Grant Approval:
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision no: ____) <input type="checkbox"/> Performance and Evaluation Report for the Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 20% of line 20) ³	200,000.00	0.00	0.00	0.00
3	1408 Management Improvements	75,000.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	40,000.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	160,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	264,095.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Non-expendable	50,000.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	15,000.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service Paid by the PHA	403,945.00	0.00	0.00	0.00
18b	9000 Collateralization of Debt Service Paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of Line 20)				
20	Amount of Annual Grant (Sum of lines 2 - 19)	1,243,040.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security - Soft Costs	0.00	0.00		
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	

¹ to be completed for the Performance and Evaluation Report

² To be completed for the performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in Management may use 100% of CFP Grants for Operations

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: _____ CFFP (Yes/No): _____ Replacement Housing Factor Grant No: _____				Federal FFY of Grant: 2016		
Development Number/Name PHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide Mgmt. Improv.	Operations	1406		200,000.00				
	Neighborhood Security	1408						
	Security Coordinator	1408		0.00				
	Staff Training	1408		25,000.00				
	Program Administrator	1408		40,000.00				
	Grant Writer	1408		10,000.00				
Salaries	Administration	1410		40,000.00				
A & E Fees	Fees and Costs	1430		35,000.00				

¹ To be completed for the performance and Evaluation Report or a Revised Annual Statement

² to be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			CFFP (Yes/No):		Federal FFY of Grant: 2016	
Development Number/Name PHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	<u>Site Improvement</u> - Sidewalks, railings, hallways, trees & shrubs	1450		160,000.00				
Morris H. Blum	<u>Dwelling Structures</u> Replacement of Elevators	1460		100,000.00				
PHA Wide	<u>Dwelling Structures</u> - Vacancy Reduction	1460		124,095.00				
PHA Wide	- Interior Painting	1460		40,000.00				
PHA Wide	<u>Dwelling Equipment</u> - Refrig / Ranges / Hot Water Heaters	1465		50,000.00				
PHA Wide	<u>Non-Dwelling Equipment</u> - Vehicle, IT Hardware	1475		15,000.00				
PHA Wide	Debt Service	1501		403,948.00				

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² to be completed for the Performance and Evaluation Report