



Public Housing Program

Information Guide

BALTIMORE HOUSING

Public Housing Admissions Office
and Leasing Center

1225 west pratt street
Baltimore, MD 21223

410-396-3225

www.baltimorehousing.org



Stephanie
Rawlings-Blake
Mayor



Paul Graziano
Commissioner

HOUSING DISCRIMINATION IS AGAINST THE LAW

The Housing Authority of Baltimore City is pledged to the letter and spirit of the law for the achievement of equal housing opportunity throughout the city, state and nation. In the selection of families and in the provision of services, there shall be no discrimination against any person on the grounds of race, color, religion, national origin, sex, sexual orientation, age, marital status, disability, lawful occupation, citizenship or because children may be or will be residing with the individual.

In Baltimore City it is against the law to discriminate against people with disabilities. The law treats AIDS as it does any other disability. That means the law protects you:

- If you have AIDS
- If you are HIV positive or have a related disease
- If other people think any of the above is true about you

IMPORTANT NOTICE

No payment or fee should be given to anyone in connection with the preparation, filing or processing of an application for the public housing program.



Public Housing Program General Information Guide

Thank you for your interest in the Housing Authority of Baltimore City (HABC) Public Housing Program. The Public Housing Program was created to assist lower income families in obtaining a decent and safe place to live at a rent that they can afford. Under this program, in accordance with the rules and regulations of the United States Department of Housing and Urban Development (HUD), eligible applicants are leased within various public housing developments and may remain in tenancy as long as they are in compliance with their lease.

If you are a person with a disability and do not understand this document, you have the right to ask HABC to make a reasonable accommodation for you. To make such a request, please contact the Admissions and Leasing Center at 410-396-3225. If you are hearing impaired, you may call TTY 410-342-0294 or the Maryland Relay System at 711 or 1-800-201-7165.

Table of Contents

APPLICATION	4
WAITING LIST	7
ELIGIBILITY	8
DETERMINATION	9
ACCEPTING A UNIT / LEASING	10
OCCUPANCY	10
PUBLIC HOUSING BUILDING OPTIONS	12
CONTACT US	14
NOTES	15

APPLICATION

Who can apply for the Public Housing Program?

You may apply to the Public Housing Program if you meet any of the following qualifications for a “family”. The term "family" as used by the HABC means:

- Single persons 18 and older or those who are “emancipated minors.”
- A couple with or without children (example: a husband and wife).
- Two or more persons who intend to share residency whose income and resources are available to meet the family’s needs and who have a history as a family unit or show evidence of a stable family relationship (example: a mother or father and an adult child).
- A group of persons consisting of two or more elderly persons or disabled persons living together (example: two sisters).
- An elderly, near elderly, or disabled person assisted by a live-in aide. Live-in aides are not considered family members, but are required to provide the same information as adult family members (example: signatures on federal forms, declaration of citizenship and criminal background checks). The live-in aide’s income will not be used in determining the family’s income or the amount of the rent to be paid by the family. In addition, if the public housing head of household dies or is institutionalized, the live-in aide will have to move out of the unit.

NOTE: Other groups may qualify as a “family” as determined by the HABC.

What are the income standards for the Public Housing Program?

You must meet the income standards for the Public Housing Program. The income limits are:

Persons in Family	Income Limits (\$)	Persons in Family	Income Limits (\$)
1 person	23,250	5 persons	35,850
2 persons	26,550	6 persons	38,500
3 persons	29,900	7 persons	41,150
4 persons	33,200	8 persons	43,800

What is the process when applying for the Public Housing Program?

The application process involves two phases:

First is the preliminary application for assistance. The purpose of the application process is to permit the HABC to gather information it needs about your household so that it may determine whether you are eligible for public housing and to place you on the waiting list. For these reasons, the application contains questions about your household composition, income, current living situation, former tenant history and housing needs. Your completed application will be

date and time stamped when you return it so that you may be placed on the waiting list in the order in which you have applied.

Any family who wants to be placed on the waiting list may:

Pick up an application from:

- The Admissions and Leasing Center 1225 West Pratt Street, Baltimore, Maryland 21223
- Central Office of Housing Operations, 417 E. Fayette St., Rm. 266
- Any public housing development.

Download an application from Baltimore Housing's web site at www.baltimorehousing.org.

Request an application by mail by calling:

- The Admissions and Leasing Center at 410-396-3225; TTY 410-342-0294 or the Maryland Relay System 711 or 1-800-201-7165.
- The Customer Relations Center at 443-984-2222; TTY 410-625-4908 or the Maryland Relay System 711 or 1-800-201-7165.

Applications will be available in an accessible format upon request from a person with a disability.

Second is the eligibility interview. The eligibility interview is scheduled when the family reaches the top of the waiting list.

Families reach the top of the waiting list based on the following:

- The date and time that the completed application is submitted and local preferences.
- The availability of the appropriate-sized unit.

During the eligibility interview, HABC collects all information required to determine if a family qualifies for public housing. If all information cannot be collected at the time of the interview, the HABC will give the family 14 days from the date of the eligibility interview to supply all required information. Once all information is received, the application is processed.

What are the public housing development opportunities?

The public housing program has several types of developments or units available for leasing:

Family Developments: Units ranging from one bedroom to five bedrooms are located in the family developments. Many families with children live in these developments. However, single people, including single people with disabilities, may also live in these developments.

Mixed Population Developments: Efficiencies and one-bedroom units are located in the mixed population developments. Near elderly (50 and older), elderly (62 and older) and non-elderly persons with disabilities live in these developments.

HOPE VI Developments: These are mixed income developments. Applicants for HOPE VI developments are taken from relocation waiting lists established for each development. These waiting lists consist of families who were relocated from the former developments that the HOPE VI developments replaced. After the relocation waiting list for a particular development is exhausted, applicants are taken from the general public housing waiting list. The companies that manage the HOPE VI sites may also perform a credit check and a landlord reference check on applicants.

The Broadway Overlook maintains a site-based waiting list. Therefore, applications for the Broadway Overlook must be obtained from and submitted to the Broadway Overlook rental office located at:

1501 E. Fayette Street
Baltimore, MD
410-675-3900

Public housing residents living in these developments must comply with certain requirements by participating in community service activities and/or participating in job training programs, depending on eligibility.

Senior Only Buildings: To be eligible to live in a senior building, the head of household must be 62 years old or older. Currently there are only two designated senior buildings. Both are part of HOPE VI developments. Initial lease-up was offered to eligible applicants from the relocation listing for each HOPE VI development. These original lists have been exhausted. However, when a unit in a senior building becomes available, staff reviews the eligible applicant pool on the relocation waiting lists to determine if any of these heads of household have reached age 62 and, if they have, they are offered a unit. If no one on the relocation waiting lists is eligible for the senior building unit, applicants are drawn from the public housing waiting list.

Other Housing Opportunities: The HABC also has a number of housing units located within privately managed developments. [See PUBLIC HOUSING BUILDING OPTIONS starting on page 12 of this guide.]

Who can I contact if I need assistance while filling out my application due to a disability or mobility impairment?

If you are a person with a disability who needs assistance in completing and/or filing this application, please advise someone in the Customer Relations Center or the Admissions and Leasing Center. You may also contact one of the following organizations for assistance in completing and/or filing this application:

Making Choices for Independent Living 5807 Harford Road Baltimore, MD 21214 410-444-1400	Community Housing Associates (Only by Appointment on Fridays) 201 E Baltimore Street, 9th Floor Baltimore, MD 21202 (410) 545-4429
Baltimore Mental Health System	Brown's Community Outreach

(Only by Appointment on Fridays) 201 E. Baltimore Street, Suite 1340 Baltimore, MD 21202 (410) 837-2647	3215 Belvedere Avenue Baltimore, MD 21215 (410) 542-5700
Maryland Public Mental Health System 1(800) 888-1965	

If I need an accessible unit or a unit with accessible features because I, or a member of my family, has a disability, how do I obtain such a unit?

The application allows you to inform HABC of your need for an accessible unit or unit with accessible features. If you become disabled while you are on the waiting list, please call the Customer Relations Center or the Admissions and Leasing Center to request a Reasonable Accommodations form, complete the form and return it to either office so that your file may be updated to include your reasonable accommodation request.

WAITING LIST

How do I update or report changes to my application?

You should contact the Admissions and Leasing Center for any information regarding your application. Please give the Admissions and Leasing Center your application number when you call for information about your application.

NOTE: Any change to your address, contact information, income, housing needs, or family composition [for example, the addition of household members] should be reported to the Customer Relations Center or Admissions and Leasing Center immediately to avoid delays in processing your application and so that you may receive the appropriate assistance for your family.

How does my application move through the waiting list?

The Housing Authority of Baltimore City is permitted to use local preferences in the organization of the public housing waiting list.

A separate waiting list is maintained for each of the public housing programs. Each waiting list is organized by unit size. A local preference is assigned to the application of those applicants claiming a preference. Regardless of the number of preferences claimed, applications will be ranked according to the highest preference priority claimed. Within each preference category applications will be ranked according to date and time of application. Applicants who do not claim a preference will be ranked in order by date and time of application alone. This process results in a waiting list organized by unit size, local preference and date and time of application. Applicants are required to verify the preference claimed at their eligibility interview. Additional

information or clarification regarding preferences may be obtained by calling the Admissions and Leasing Center at 410-396-3225; TTY 410-342-0294; Maryland Relay System 711 or 1-800-201-7165. The preference categories are listed below:

1. Emergency
 - Involuntary Displacement (due to natural disaster or public action)
 - Substandard Housing (housing that is dilapidated, over crowded, has critical defects and/or endangers the health, safety and well being of the family)
 - Homelessness
 - Intimidated crime victim or intimidated witness, victims of domestic violence, victims of reprisals or hate crimes
2. Upward Mobility
 - Currently enrolled in educational, training, or upward mobility programs
 - Previously enrolled in educational, training, or upward mobility programs
3. Rent Burden/Contributing Income
 - High rent burden (rent and utilities exceed 50% of gross monthly income)
 - Household contributes to meeting income goals (broad range of incomes) as defined by HABC
 - Household contributes to meeting income requirements (targeting) as defined by HABC
4. Working/Residency
 - Working families and those unable to work because of age (62 and older) or disability
 - Residents who live or work in the jurisdiction (Baltimore City)
5. Veterans
 - Veterans and veterans' families

ELIGIBILITY

What happens when my application reaches the top of the waiting list?

When your application reaches the top of the waiting list the following occurs:

HABC will conduct a criminal backgrounds check of all household members 14 years of age or older. If you pass the criminal background check, an eligibility interview will be scheduled.

During the eligibility interview the HABC will determine your family size and composition, total family income, citizenship and immigration status. HABC may conduct a landlord reference check and/or home visit as part of the eligibility process.

NOTE: It is important that you have all verification papers such as birth certificates and social security numbers ready prior to your interview and that you bring them with you to the interview.

What happens if I do not pass the criminal background check or my application is denied for other reasons?

You will be notified, in writing, of the reason for the denial and you will be offered an opportunity to request an informal review. Requests for an informal review must be received in writing no later than 14 days from the date of the HABC's notification of denial for assistance. An informal review request must be sent to the Admissions and Leasing Center.

The HABC will schedule the informal review and notify you in writing of the date and time of the appointment. An informal review may be conducted over the telephone or by mail if both the HABC and the applicant agree.

During the informal review the applicant has the opportunity to present oral or written objections to the eligibility decision. Applicants may use an attorney or other representative, at the applicant's own expense, to assist in presenting their objections.

The results of the informal review will be provided, in writing, to the applicant. This notice will include the decision of the Review Officer and an explanation for the decision.

DETERMINATION

Who do I contact if I believe I have been discriminated against?

Discrimination on the basis of your race, color, sex, religion, national origin, ancestry, age, familial status, marital status, handicap, disability or sexual orientation is prohibited by law. If you believe that you have been discriminated against, based on any of these reasons, you may contact the HABC Fair Housing & Equal Opportunity Office located at:

417 E. Fayette Street
Suite 922
Baltimore, MD 21202
(410) 396-3246
Maryland Relay System 711 or 1-800-201-7165

You may also contact one of the following agencies:

Baltimore Neighborhoods, Inc. 2217 St. Paul Street 6 St. Paul Street, 9th Floor Baltimore, MD 21218 (410) 243-4400	Maryland Commission on Human Rights Baltimore, MD 21202 (410) 767-8600 TTY (410) 333-1737
US Dept. of Housing and Urban Development 10 South Howard Street	Baltimore Community Relations Commission 10 N. Calvert Street , Suite 915

Baltimore, MD 21201 (410) 962-2520, ext. 3056 TTY (410) 962-0106	Baltimore, MD 21202 (410) 396-3141
--	---------------------------------------

ACCEPTING A UNIT / LEASING

What happens after I am determined eligible?

HABC follows HUD "Plan B". Under this plan, you may receive up to three (3) offers of suitable housing. The first offer will be for a unit in the development with the largest number of vacancies. If you reject all three (3) offers, you may be removed from the waiting list or dropped to the bottom of the waiting list.

If you accept the unit, the Leasing Unit will coordinate the leasing of the unit with the housing manager. You must sign the lease and the unit must be inspected by HABC before you will be allowed to move in. In addition to the lease, you will receive attachments, which include the HABC grievance procedure, the pet policy and other important documents relating to your occupancy. It is very important that you read and understand all of the documents, including the lease (which is a contract), before signing them. Should you need help in understanding the documents, tell the Admissions and Leasing Office.

In addition, HUD and HABC staff may conduct inspections at other times during the year. You will be notified before the inspections are conducted.

OCCUPANCY

Will I be an HABC tenant if I live in public housing?

Once you sign a lease with HABC or its managing agents, you are considered a public housing resident and therefore an HABC tenant.

How much rent does the HABC charge?

The rent you will pay is based on HUD standards. Your income will be adjusted based on allowable deductions (see below). When your application for housing is ready for referral, HABC staff will complete a form calculating your rent based on the documentation you have provided. There are different options available in determining how much you will be required to pay. For example, you may select to pay an income-based rent, which is calculated as 30% of adjusted household income or 10% of non-adjusted household income.

You will also have the option to pay a "flat rent," which will be based on the market rate obtained for a comparable unit in the area where you choose to live.

The allowable deductions are:

Dependent: \$480 is deducted for each family member (excluding the head of household and spouse) who is under the age of 18, a full-time student or a person with a disability.

Elderly/Disabled: \$400 is allowed for a family whose head of household or spouse/co-applicant is 62 years of age or older, or a person with a disability.

Medical Deductions: Amounts paid for medical expenses in excess of 3% of the family's gross annual income.

Child Care Expenses: The sum of paid expenses are deducted for the care of children under the age of 13 when this care is required to allow the parent or guardian to attend school, work or seek employment.

Will my rent increase?

All families' situations are reviewed once a year during the annual recertification process. At this time, families must report all changes in the income and family size. The rent calculations will be discussed with you so that, if your rent is increasing, you may decide whether you should pay income-based or flat rent. If you participate in an HABC self-sufficiency program, you may be able to place part of any increased rent amount into an escrow account. This program enables you to "bank" the money and upon successful completion of the program, withdraw the funds for specific uses such as college tuition or to purchase a car or home.

It is important to follow the terms of your lease. For example, should you notify management of a reduction of your income, and provide verifiable documentation, you may be eligible for a reduction in your rent. However, should your income increase and you report it in accordance with your lease, your rent will not increase until your next recertification.

PUBLIC HOUSING BUILDING OPTIONS

Family Developments

The following is a list of the family developments and where the management offices are located:

Brooklyn Homes	4140 Tenth Street 21225
Cherry Hill Homes	2700 Spelman Road 21225
Douglass Homes	1500 Lexington Street 21231
Gilmor / Rosemont / Dukeland	1640 Balmor Court 21217
O'Donnell Heights	1200 Gusryan Street 21224
Oswego Mall	717 Druid Park Lake Drive 21217
Latrobe Homes	900 E. Madison Street 21202
McCulloh Homes/Spencer Gardens	501 Dolphin Street 21217
Perkins Homes	1411 Gough Street 21231
Somerset Homes / Somerset Extension	633 Aisquith Street 21202
Westport Homes	2343 Norfolk Street 21230
Rehabilitated Housing	312 North Martin Luther King Blvd Suite 120, 21201 (various scattered properties located throughout the City).

Mixed Population Developments

The following is a list of the mixed population developments and where they are located:

The Allendale	3600 W. Franklin St. 21229
Bel Park Tower	3800 W. Belvedere Avenue 21215
B.E. Mason Apartments	2121 Windsor Gardens Lane 21207
The Brentwood	401 E. 25 th Street 21218
Chase House	1027 Cathedral Street 21201
Claremont (highrise)	4312 Clareway 21213
Ellerslie Apartments	601 Wyanoke Avenue 21218
Govans Manor	5220 York Road 21212
Hollins House	1010 W. Baltimore Street 21223
Lakeview Towers Apts.	717 Druid Park Lake Drive 21217
McCulloh Homes	501 Dolphin Street 21217
Monument East Apts.	633 Aisquith Street 21202
Rosemont Tower	740 Popular Grove St. 21216
West 20	11 W. 20 th Street 21218
Primrose Place	820 S. Caton Avenue 21229
Wyman House	123 W. 29th Street 21218
Rehabilitated Housing	312 North Martin Luther King Blvd, Suite 120 21201

HOPE VI Developments

The following is a list of the HOPE VI developments and where their management offices are located:

Pleasant View Gardens	201 N. Aisquith Street 21202
The Terraces	207 N. Fremont Avenue 21201
Heritage Crossing	600 Brune Street 21201 (temporary office)
Broadway Overlook	102 N. Broadway, Suite 200 21231
Albermarle Square	1149 Grandby Street, 21202

Senior Only Buildings

The following is a list of the senior only buildings and where they are located:

Pleasant View Gardens	201 N. Aisquith Street 21202
The Terraces Cooperative	751 W. Lexington Street 21201

Other Housing Opportunities

These developments and their respective management office addresses are listed below:

Arbor Oaks	811 Dartmouth Road Apt. A 21212
Hillside Park	4902 Parkton Court (rear) 21229
Midtown Apts.; Sandtown-Winchester; Stricker St.; Upton (throughout Baltimore City)	4908 Liberty Heights Ave. 21217
Monastery Garden (Cooperative)	1012 Richwood Avenue 21212
Montpelier Apts.	1527 Gorsuch Avenue 21218
Poe Homes	800 W. Lexington St Suite 6 21201
West Lexington St. Apts	831 N. Calvert St. 21202

Who can I contact for other assistance or transportation?

MTA Bus / Metro / Call-a-lift	410-682-5438
MTA Mobility	410-539-5000
Maryland Relay Center	1-800-201-7165 or 711 in Maryland
Maryland Disability Law Center	410-727-6352 or 800-233-7201

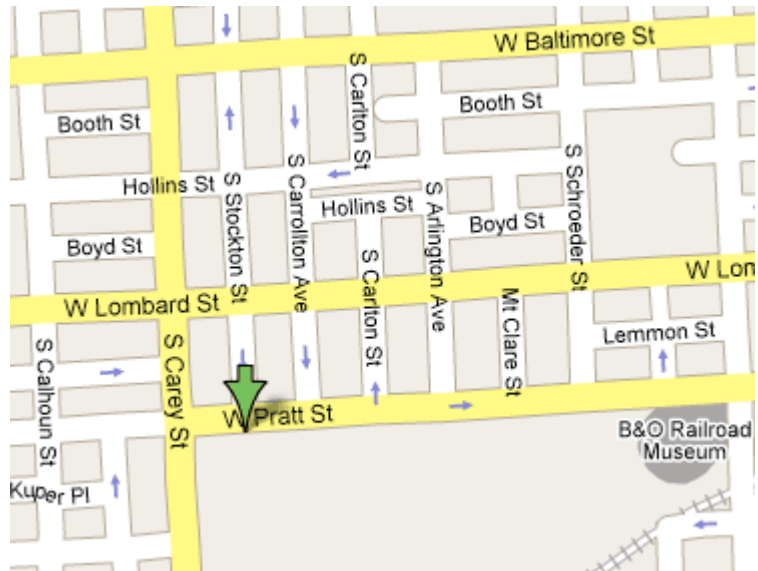
CONTACT US

**Public Housing
Admissions and Leasing Center**
1225 West Pratt Street
Baltimore, Maryland 21223

410-396-3225

TTY 410-342-0294

Maryland Relay System
711 or 1-800-201-7165



NOTES



BALTIMORE
HOUSING

Visit Us Online!

<http://www.baltimorehousing.org>