Resolution 2026-10

HAVRE DE GRACE HOUSING AUTHORITY

A Resolution of the Board of Commissioners Approving and Adopting the Admissions and Continued Occupancy Policy, Grievance Policy and Procedure, and Dwelling Lease

WHEREAS the U.S. Department of Housing and Urban Development ("**HUD**") performed a comprehensive compliance review of the Havre De Grace Housing Authority ("**HDGHA**") and set forth the findings in the report dated June 13, 2025 (the "**Report**"); and

WHEREAS the Report included several findings pertaining to the Admissions and Continue Occupancy Policy ("**ACOP**"), Grievance Policy and Procedure ("**Grievance Procedure**"); and Dwelling Lease ("**Lease**") which are essential documents required for the operation and management of HDGHA; and

WHEREAS the ACOP, Grievance Procedure and Lease have been drafted and revised as required to comply with HUD requirements and to complete the requirements set forth in the Report, as shown on the chart attached hereto as **Exhibit A**; and

WHEREAS in accordance with 24 CFR §960.202(d), 24 CFR §966.52 (c); and 24 CFR § 966.3, the draft ACOP, Grievance Procedure and Lease were posted on the HDGHA website and made available to the HDGHA tenants on June 11, 2026 for thirty (30) days for the tenants' review and comment and no comments have been submitted.

NOW THEREFORE, BE IT RESOLVED by the Board that:

1. The ACOP, Grievance Procedure and Lease, which have been drafted and/or revised in accordance with HUD requirements as summarized on **Exhibit A** are hereby approved and adopted.

2. The Executive Director, or designee, is authorized to perform all appropriate acts, including making formatting changes, correcting scrivener's errors, or making any revisions required by federal, state or local law and HUD requirements, and to execute all appropriate documents to carry out this resolution consistent with its terms for implementation.

Passed, adopted and approved by the Board on July 13, 2026.

Michele Ball, Chair

George N. Kasnic

George Kasnic, Vice Chair

Sharon Jacobs, Commissioner

Carrie Parsons, Commissioner

Dawn Nowak, Commissioner

EXHIBIT A

FINDING	ACOP	LEASE	GRIEVANCE POLICY
GOV 10	ACOP updated to comply with HUD requirements		
GOV 11			Grievance Policy and Procedure updated to comply with HUD requirements
GOV 12	Requires process for conducting and proper documentation of background checks for applicants		
GOV 14	Requirement includes to permanently deny applicants previously convicted of the manufacture and/or production of methamphetamine on the premises of federally assisted housing or applicants subject to a lifetime sex offender registration requirement.		
GOV 15	Prohibits denials of housing assistance, or terminations of assistance solely based on arrest records.		
GOV 16	Sets forth HUD requirements for hearing officers for the review of applicant denials		
PH 1	Requires compliance with HUD's process for verifying income, assets, deductions, citizenship, and Social Security information, and organizing tenant files.		
PH 2	Requires verification of tenant information using the HUD Enterprise Income Verification system (EIV), which contains employment, wage, and income information for individuals in the public housing program		
PH 3	Provides for proper calculation of rent		
PH 4	Sets forth the process for conducting re-examinations of income and family composition		

EXHIBIT A

FINDING	ACOP	LEASE	GRIEVANCE POLICY
PH 5	Sets forth requirements for rent increases	Lease provisions are compliant with ACOP policies	
PH 6	Describes process for collecting delinquent rent		
PH 7	Includes requirement for offering annual option for income-based or flat rent.		
PH 8	Sets forth Community Service requirement		
PH 9	Sets forth HUD requirement for over-income families		
PH 10	Requires documentation of lease enforcement action in tenant files.	Sets forth resident obligations and notice requirements for lease enforcement actions	
PH 11	Sets forth the requirements for reasonable accommodation requests from residents	Requires HDGHA to provide reasonable accommodations in compliance with applicable laws and policy	
PH 12	Sets forth process for managing and selecting applicants from the waiting list		
PH 13	Sets forth requirements for documenting selection of applicants from waiting list and management of waiting list		
PH 14	Sets forth provisions for lease termination and evictions	Sets forth provisions for lease termination and evictions	
PH 23	Sets forth requirements for establishing the flat rent		
PH 24	Includes the smoke free policy		
PH 25	Includes a pet policy		