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HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

PUBLIC INFORMATION ACT PROCEDURES

PURPOSE, SCOPE, & DEFINITIONS

Purpose

These Public Information Act Procedures (“**PIA Procedures**”) describe the Housing Opportunities Commission of Montgomery County’s (“**HOC**”) standards for proactive disclosure of Public Records that are available for inspection under the Public Information Act, Md. Code Ann., Gen. Prov. §§ 4-101 – 4-601 (the “**PIA Act**”).

HOC’s goal is to operate in the spirit of transparency while protecting its permitted confidentiality and the confidentiality of its customers, employees, business partners, and other third parties.

Scope

These PIA Procedures apply to all requests for Public Records received by HOC.

Definitions

All capitalized terms not defined herein shall have the meanings ascribed to them in the PIA Act.

PROCEDURE

All requests for Public Records should immediately be forwarded to the Office of the General Counsel. The Office of the General Counsel will use its best efforts to follow the procedures and timelines stated in the PIA Act and the Maryland Public Information Act Manual. Information on the PIA Act can be found here: <https://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>.

Unless a fee waiver has been submitted and approved, and aside from the initial two free hours, HOC will charge requesters a reduced rate of \$31.00/hour for search and preparation time. This lower rate reflects HOC’s attempt to reduce the burden on the public. If any staff member’s hourly salary is less than \$31.00/hour, the requester will be charged that lower rate.

RECORDS IMMEDIATELY AVAILABLE

The following documents are immediately available for public disclosure. These records are either on HOC’s website or will be provided (as soon as reasonably practicable) to a requester.

1. HOC's Grievance Procedure.
2. HOC's Fair Housing and Non-Discrimination Policy.
3. VAWA (Violence Against Women Act) Policy.
4. HCVP (Housing Choice Voucher Program) Administrative Plan.
5. 5-Year PHA Plan
6. Annual PHA Plan
7. Admissions and Continued Occupancy Policy (ACOP).
8. Reasonable Accommodation Guideline.
9. Commission Meeting Documents:
 - a. Notices (for at least the past year);
 - b. Agendas;
 - c. Minutes (for at least the past five years);
 - d. Meeting materials (Briefbooks);
 - e. Closing statements (for at least the past year); and
 - f. Meeting recordings (to the extent they are available).
10. HOC Committee Meeting Documents (Budget, Finance & Audit Committee; Development and Finance Committee; and Administrative and Regulatory Committee):
 - a. Notices (for at least the past year);
 - b. Agendas;
 - c. Minutes (for at least the past five years);
 - d. Meeting materials (Briefbooks);
 - e. Closing statements (for at least the past year); and
 - f. Meeting recordings (to the extent they are available).
11. Administrative Guide for Staff & Commissioners.
12. HOC's Bylaws.
13. HOC's Annual Budget.
14. HOC's Annual Comprehensive Financial Report.
15. HOC's Strategic Plan (for the current five-year period).