

5-Year PHA Plan (for All PHAs)	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-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.						
A.1	PHA Name: <u>Housing Authority of Prince George's County</u> PHA Code: <u>MD015</u>					
PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2017</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission						
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>						
SEE ATTACHED 6.0 (b) Public Access to Information						
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)						
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:						

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>SEE ATTACHED 5.1 PHA’s Mission Statement</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>SEE ATTACHED 5.2 Goals and Objectives</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>SEE ATTACHED 10.0 Progress in Meeting Missions and Goals</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>SEE ATTACHED 6.0-13 Violence Against Women Act</p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>SEE ATTACHED 10 (B) Significant Amendment and Modification Statement</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>SEE ATTACHED RAB Committee Hearing and Comments</p>
B.7	<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>SEE ATTACHED Certifications</p>

Instructions for Preparation of Form HUD-50075-5Y

5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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	PHA Name: Housing Authority of Prince George's County _____ PHA Code: MD015 _____ PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA																										
B.	Annual Plan Elements																										
PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission 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. SEE ATTACHED 6.0 (b) Public Access to Information <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <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> </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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<p>B.1</p>	<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 type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input 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.4</p>	<p>Most of the PHA Plan Elements If the PHA has revised any element, describe the revisions for each revised element(s):</p> <p>1. Financial Resources: SEE ATTACHED 6.0-2 Statement of Financial Resources</p> <p>2. Operation and Management: SEE ATTACHED 6.0-4 Operations and Management & 6.0 (B) Proposed Amendments to the Admissions and Continued Occupancy Policy (ACOP)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) The PHA has submitted a Decree of Public Utility Review.</p> <p>(d) Yes, please describe: SEE ATTACHED AUDIT FINDING</p>
<p>B.2</p>	<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 checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input 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 checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input 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> <p>1. Mixed Finance Modernization or Development: SEE ATTACHED 7.0</p> <p>2. Demolition and/or Disposition: SEE ATTACHED 7.0</p> <p>2. Non-Smoking Policies: SEE ATTACHED 6.0 (B) Proposed Amendments to the Admissions and Continued Occupancy Policy (ACOP) – Smoking Ban Implementation</p> <p>3. Units with Approved Vacancies for Modernization: SEE ATTACHED 10.0 Progress in Meeting Mission and Goals</p>
<p>B.3</p>	<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>

<p>B.5</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>SEE ATTACHED 10.0 Progress in Meeting Mission and Goals</p>
<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 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>SEE ATTACHED Certifications</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 ATTACHED Capital Fund Program Section: 5-Year Action Plan approved June 20, 2016. (Attach approval letter)</p>

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention. Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. ([24 CFR §903.7\(q\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI or Choice Neighborhoods. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. ([24 CFR §903.7\(i\)\(C\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: **(1)** There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; **(2)** The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; **(3)** The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA’s cost to operate the unit; **(4)** The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and **(5)** The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD’s website at: [Notice PIH 2011-7](#). ([24 CFR 960.503](#)) ([24 CFR 903.7\(b\)](#))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A “police officer” means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD’s website at: [Notice PIH 2011-7](#). ([24 CFR 960.505](#)) ([24 CFR 903.7\(b\)](#))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). ([24 CFR §903.7\(e\)](#))

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. ([24 CFR §903.7\(b\)](#))

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

B.7 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." ([24 CFR §903.9](#))

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7\(g\)](#))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**PHA Plan
Annual Agency Plan Update
Agency Identification**

PHA Name: Housing Authority of Prince George's County

PHA Number: MD39-P015 (MD015)

PHA Fiscal Year Beginning: 07/2017 (07/01/2017 – 06/30/2018)

Annual Plan Type:

X **Standard Plan**

Troubled Agency Plan

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5.0 Five-Year Plan:

**5-YEAR PLAN (ROLLING-BASE)
PHA FISCAL YEARS 2017 – 2021**
[24 CFR Part 903.5]

5-Year & Annual Agency Plan
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PLAN INTRODUCTION

The 5 Year Plan describes the Housing Authority of Prince George’s County’s goals and objectives to address priority needs related to decent, sanitary and affordable housing. The County supports HUD’s goal to develop a suitable living environment that will benefit low and moderate-income persons. The specific objectives of this Plan are consistent with the County’s Consolidate Plan which:

- Provide supportive services to homeless populations; and
- Provide supportive housing services to non-homeless populations with special needs;

Over the next 5 Years, the priorities of the County’s Consolidated Plan remain consistent with HUD’s strategic Goals and Objectives and those emphasized in recent legislation. A summary of those priorities are:

Goal 1: To stabilize and increase housing opportunities for low and moderate-income households, homeless individuals and families, persons at risk of becoming homeless and non-homeless persons with special needs.

Goal 2: To improve the safety and livability of neighborhoods principally for low and moderate-income persons.

Goal 3: To support employment opportunities for low and moderate-income persons, small businesses, and community revitalization activities by creating and/or job retentions, and small business assistance.

The Authority continues to implement and coordinate its goals and HUD's goals into program operations. HAPGC staff continued to participate in the goal setting and strategizing to meet objectives, set tasks/strategies, and establish new milestones to form the framework for the Authority's operations.

**The Housing Authority of Prince George's County
Goals**

GOAL 1

Continue to implement the appropriate management and administrative measures to maintain financial stability and maintain a standard performer designation.

GOAL 2

Maximize productivity and efficiency of human resources using technologies through our business and operation systems to empower users to accomplish tasks more effectively.

GOAL 3

Continue implementation strategic plan that considers and optimizes the Authority's human resources and organizational structure.

GOAL 4

Continue implementing programs that result in improved quantitative measurements.

GOAL 5

Continue producing quality single and multi-family developments that improve the quality of life for the citizens of Prince George's County.

5.1 MISSION

PHA's Mission

- The mission of the Housing Authority of Prince George's County is to expand access to a broad range of quality housing options, create safe, well planned, attractive residential communities while assisting families in maintaining self-sufficiency and promoting stability within communities.

The beneficiaries of our efforts are individuals and families with housing or community improvement needs. Special emphasis is given to low and moderate income people who live in the County.

We carry out our mission through aggressive financing; innovative planning; and productive partnerships with the public, private and community based organizations.

5.2 GOALS AND OBJECTIVES

PHA's Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. **Additionally, the Housing Authority has identified quantifiable measures of success in reaching its objectives over the course of the 5 Years.**

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing

Objectives:

- Increase occupancy to 98%,
- Leverage private or other public funds to create additional housing opportunities,
- Acquire or build new units or developments, and
- Access Multi-Family Tax Exempt Bond and Second Mortgage Home Programs.
- Increase HCV program utilization to 98%
- Increase the supply of handicapped accessible units

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management,
- Improve voucher management,
- Improve customer service,
- Concentrate on efforts to improve specific management functions, (e.g., public housing finance; voucher unit inspections; REAC inspections)
- Renovate, modernize or redevelop public housing units, and
- Request and provide replacement vouchers.

- PHA Goal: Increase assisted housing choices

Objectives:

- Conduct outreach efforts to potential voucher landlords,
- Increase Housing Choice Voucher homeownership participants, and
- Increase project-based vouchers—Target the elderly, VAWA, VET, Homeless & VASH

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment

Objectives:

- Implement public housing security improvements,
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities), and
- Encourage deconcentration through landlord and client briefing materials.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons / families,
- Provide or attract supportive services to improve assistance recipients' employability, and
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Promote self-sufficiency and asset development of assisted

households through increased numbers and percentages of employed persons in assisted families.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Continue affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, sexual orientation , gender identity and disability,
- Maintain affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability, and
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

PHA's Objectives

HOUSING AUTHORITY – MEASUREMENTS

1. Develop or Dispose of Authority Owned Property

- Issue a Request for Qualifications (RFQ) to develop/redevelop three public housing owned sites.
- Amend prior Demolition and Disposition application previously submitted to the Special Application Center (SAC) for approval of a new developer.
- Strategically sell surplus properties held in the inventory with proceeds used for public housing renovations/operations.

2. Improve Program Management and Administration

- Maintain High Performer rating for the Housing Choice Voucher Program through continual monitoring of SEMAP indicators.
- Maintain Standard Performer status as measured by the Public Housing Assessment System (PHAS).
- Maintain a HUD Real Estate Center (REAC) physical inspection overall score of no less than 86%.
- Continue to update and streamline internal processes and procedures to increase staff efficiency.
- Reorganize Public Housing Division to create greater operational efficiency.
- Ensure the lease-up process is implemented to maintain a 96 percent or higher compliance rate.
- Continue to conduct landlord seminars to ensure a better understanding of the program.

- Improve Form HUD-50058 reporting rate for both public housing and HCV at time of annual assessment to 95 percent or higher.

3. Improve Property Management

- Improve unit turn around, lease-up and make ready days by 2.5% each quarter.
- Respond and close 100% of all work orders to abate exigent conditions within 24 hours, routine within 5 days and extraordinary within 30 days.
- Process and close all work orders with less than a 10% call-back rate.
- Complete 100% of all renovation/construction projects on time and with less than a 15% variance in project budget and cost change orders.
- Pursue grant opportunities to make improvements and modernization of housing inventory.

4. Complete HCV Staff Reorganization

- SEMAP Specialists have been trained and SEMAP/MTCS procedures and processes have been implemented. They will continue to be updated as required.
- Cross train two additional staff persons to work in conjunction with the FSS and Homeownership Programs.

5. Continue Staff Training

Ensure Certification training for all Housing Authority staff.

- Send staff to the MAHRA fall and spring conferences.
- Update Inspectors on Lead-Based Paint Regulations.
- Provide in-house training for Rental Specialists on application updates and adjustments.
- Provide on-going training to staff on computer operating software for use with the administration and daily operations.
- Provide HUD approved/certified training to all Housing Authority staff who make Reasonable Accommodations/504 and mental health decisions.
- Provide staff training for the Finance Department.

6. Increase Resident/Client Services

- Provide resources and services to residents with mental health challenges to decrease the number of Adult Protective Services cases
- Increase FSS participation levels.
- Hold FSS and homeownership graduation ceremony for successful participants.
- Provide Resident Services staff, Resident Advisory Board (RAB), and residents with capacity building and training to improve their ability to participate in public housing and HCV Program decision making.
- Reinstitute efforts to organize Kimberly Gardens Residents' Council.

7. Improve Risk Management

- Participate in the annual Housing Authority Insurance Risk Control Management Program that includes a systematic and continuous identification of loss exposure, and an emphasis on reducing losses due to accidents, incidents, or behavior that can be managed and or predicted. This program also lowers the cost of insurance premiums.
- Continue staff monitoring, facility analysis, and recommend property improvements that comply with ADA regulations.
- Include 504 Reasonable Accommodation improvements in Capital Fund Annual and Five Year Plans.

8. Implementation of Energy Conservation Measures (ECMs)

The HUD notice, PIH-2009-43 (HA), dated October 16, 2009 encourages the use of renewable energy and green construction practices in public housing. Through the notice, HUD "strongly encourages Public Housing Agencies (PHAs) to use solar, wind, geothermal/ground coupled heat pumps and other renewable energy sources, and other 'green' construction and rehabilitation techniques whenever they procure for maintenance, construction, or modernization." Our recently conducted energy audit identified over twenty (20) Energy Conservation Measures (ECMs) in the following areas

- Will look to retro-fitting many properties in order to make them more sustainable structures. HAPGC has retrofitted many light fixtures, installing more energy efficient lighting sources in our High rise buildings across campus. We will install water conservation fixtures, including faucet aerators and low flow toilets and showerheads.
- As part of a green maintenance approach, We will introduce no- and low-VOC paint, adhesives and finishes, use Energy Star and WaterSense qualified products, and adopt an Integrated Pest Management (IPM) strategy.
- Implementation of the following Construction guide and subsequent revisions where applicable, for renovation and improvements.

THE PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Housing and Community Development
CDBG Substantial Rehabilitation
Standards for Single Family Homes
Neighborhood Stabilization Program
Green Building Standards

**DEPARTMENT OF HOUSING
AND
COMMUNITY DEVELOPMENT**

HOUSING GOALS & STRATEGIES

Housing Authority goals and objectives are consistent with the Housing and Community Development Consolidated Plan.

6.0 (a) PHA Plan Update:

The Housing Authority of Prince George's County has made changes to the PHA Plan elements since the last Annual Plan submission. There are proposed changes that will be reflected in this plan and are in the Agency plan.

6.0 (b) Public Access to Information:

Information regarding any activities outlined in this plan can be obtained by contacting the main administrative office of the Housing Authority. The PHA Plans (including attachments) are available for public inspection at:

Main administrative office of the PHA
9200 Basil Court, Suite 107 and 500, Largo, MD 20774

PHA development management offices:

1100 Owens Road
1100 Owens Road
Oxon Hill, MD 20745

Marlborough Towne
1849 Tanow Place
District Heights, MD 20747

Kimberly Gardens
9214 Cherry Lane
Laurel, MD 20718

Rollingcrest Villages
5659 Sargent Road
Hyattsville, MD 20782

Cottage City Towers
4142 Bunker Road
Cottage City, MD 20772

PHA website
PHA Plans will be loaded to the Housing Authority's website.
ha.mypgc.us

PHA PLAN ELEMENTS

The following changes/additions are proposed for public housing for FYB 07/ 2017 includes:

Proposed Amendments to the Admissions & Occupancy Policy (ACOP)

- Implementation of the Housing Authority's No Smoking Policy in all Public Housing Sites.

Smoking Ban

Modify the Public Housing lease to restrict smoking on public housing properties.

Other Policy Considerations

In Plan year 2018, the Authority will review for consideration, policy changes to current operations which include:

Homeless Prevention

Collaboration with the Prince George's County Department of Social Services to offer housing assistance to a limited number of families identified as homeless or at risk of becoming homeless. Key elements of the plan would include:

- Providing assistance to families referred by the Prince George's County Department of Social Services.

Property Disposition

- Dispose of McGuire House and two other Public Housing owned sites.
- Issue an RFQ for a firm to develop McGuire House.
- Amend prior Demolition and Disposition application to Special Application Center (SAC) for approval for a new developer.
- Consider the disposition of Cottage City and Owens Road properties

Parking Policy

The existing Housing Authority's Parking Policy will be enforced by the towing of vehicles at the owner's expense for the following parking violations:

- Failure to display Housing Authority Parking Decal
- Handicap Parking (without proper decals)
- Parked vehicle in Fire Lanes
- Expired or Missing Tags

- Abandoned or Inoperable Vehicles

Schedule of Charges

SCHEDULE OF CHARGES EFFECTIVE: July 1, 2016

Tenant(s) will be charged based off the current damage fee schedule and/or hourly labor charges. Materials used in repairs are assessed at ACTUAL COST. After 5:00 p.m. and anytime on Saturdays, Sundays, and Holidays will include actual cost for materials, travel time, and a two (2) hour minimum labor charge.

6.0 – 1 Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedures

Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedures did not change. Policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and any site-based waiting lists are unchanged.

Reference materials made available for applicants and residents regarding information about the rules and occupancy of public housing include:

- HAPGC briefing seminars or written materials
- The HAPGC-resident lease
- The HAPGC’s Admissions and Continued Occupancy policy
- HAPGC’s Administrative Plan (Housing Choice Voucher Program)
- Notification of Occupancy Rights under VAWA, and Certification Form
- Reasonable Accommodation Rights

Public Housing

Eligibility

- As names come up on the waiting list, the Housing Authority verifies eligibility for admission to public housing.
- The HAPGC uses the following non-income screening factors to establish eligibility for admission to public housing.
 - Criminal or Drug-related activity,
 - Rental history,
 - National Sex Offender Life Registry,
 - Credit Report and

- EIV Multiple Subsidy and Income Discrepancies.

- ☒ The Authority requests criminal records using a private company, and Local and State law enforcement agencies.

Criminal records are obtained to determine eligibility for program participation and/or program continuation for the following: new applicants; families transferring from other jurisdictions; families adding new family members; or families causing evidence or action on which HAPGC suspects the family or family member has engaged in criminal activity or violent behavior.

The extent of the criminal record search depends on the residence of the applicant for the past three (3) years. HAPGC conducts criminal background screening services through a private contractor for all PHA and HCV applicants. There is Mandatory Prohibition for Lifetime Sex Offender Registrants. State record checks are processed as based on past history of the applicant.

Waiting List Organization

- ☒ HAPGC has a separate waitlist for HCV, Project Based and Public Housing. Interested persons can only apply online when the waitlist is open.

Housing Choice Voucher

HAPGC maintains a single waiting list for the tenant-based program and a separate waiting list for the Project-Based Voucher (PBV) Program. The HAPGC offers all tenant-based voucher applicants the opportunity to be placed on any open waiting list at the time of lottery. In accordance with Federal Regulations, HAPGC maintains preference categories to determine the selection of families to the Housing Choice Voucher Program. Local preferences will be used to select families from the waiting list. When funding is available, families will be selected from the waiting list in their determined sequence based on a computerized lottery selection within individual local preference categories, regardless of family size and subject to income targeting requirements. HAPGC describes its policy in more detail in Chapter 4 and 17 in the Administrative Plan. The HAPGC has established and manages separate waiting lists for individual projects or buildings that are receiving PBV assistance.

Public Housing

It is the Housing Authority of Prince George's County's policy, that each applicant shall be assigned his/her appropriate place on the Authority's PH waiting list in sequence based upon a computerized lottery selection, suitable type or size of unit, and factors affecting preference or priority. Preference and priority factors are established in this policy in accordance with HUD regulations and are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto. Local preference is applicable to the organization of this Admissions and Continued Occupancy Policy.

- Families may be on the Public Housing, Housing Choice Voucher and Project Based waiting list simultaneously.

Admissions Preferences

The HAPGC plan exceeds the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income. Residency preference is for families who live, work, or hired to work in Prince George's County. A family must first qualify under this preference in order to receive any of the following preferences.

Local Preferences

- Preference: Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Preference: Head of Household or Co-head has paid employment of at least 30 hours per week.
- Preference: Head of Household or Co-Head is 62 years of age or older.
- Preference: Head of Household or Co-Head qualify as handicapped /disabled.
- Preference: Any member of the household is verified as handicapped /disabled.
- Preference: Veterans – Head, spouse, co-head or sole member is a veteran of the United States military with an Honorable Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran's preference.

- Preference: Head of Household or Co-Head is in a verified full-time training or educational program with the intent of securing employment within the next twelve months as a result of completing the training or educational program.
- Preference: Household has successfully completed a transitional housing program under the Prince George’s County Continuum of Care Program.

Public Housing Unit Assignment and Transfer Policies:

Applicants are ordinarily given only one vacant unit choice before they fall to the bottom of or removed from the waiting list. Exceptions are given for ADA/UFAS Reasonable Accommodations, transportation/access to daycare, job training or employment for applicants who are working or enrolled in certified training programs.

Circumstances by which transfers take precedence over new admissions include:

- Reasonable Accommodations
- VAWA
- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)

6.0 – 2 STATEMENT OF FINANCIAL RESOURCES

Listed are the financial resources that are *anticipated* to be available to the PHA for the support of Federal public housing and tenant-based Housing Choice Voucher assistance programs administered by the Authority during the (FY2017) Plan Year.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants	FY2017	
a) Public Housing Operating Fund	\$1,338,552.	
b) Public Housing Capital Fund (#MD39P15501-17)	\$404,505.	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Housing Choice Voucher Tenant-Based Assistance	\$70,789,491.	
f) Community Development Block Grant	\$696,606.00*	Capital Improvements
PY40: \$333,606.		
PY42: \$100,000		
PY43: \$263,000*(Amount Req. - Actual TBD)		
g) HOME	NA	NA
j) Department of Energy (DOE)	NA	NA
2. Prior Year Federal Grants (unobligated funds only) (list below) [
CFP (MD39P015501-16)	\$359,538.	Capital Improvements
CFP (MD39P015501-15)	\$219,858.	Capital Improvements
CFP (MD39P015501-14)	\$96,747.	Capital Improvements
3. Public Housing Dwelling Rental Income		
Rental Income	\$1,373,700.00	Public Housing Operations
4. Other income (list below)		
Vending Machine, & Late Charges	\$63,828.00	Public Housing Operations
5. Non-federal sources (list below)		
Rental Allowances Program (RAP)	\$199,800.00	Temporary Assistance for the Homeless
Total Resources (Includes: PY42)		Authority-Wide Operations
	\$75,542,625.	

6.0 – 3 RENT DETERMINATION

Public Housing

Income Based Rent Policies

The HAPGC will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

The Authority has established Fair Market Rents (FMR) for each public housing development.

Rent Re-determinations:

Between income reexaminations, tenants are required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent.

- Any time the family experiences an income increase,
- Any time a family experiences an income increase above a threshold amount or percentage. Income-based rents are set at the higher of 30% of the adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions), and
- Any time the family experiences an income decrease

Flat Rents

In setting the market-based flat rents, the sources of information used to establish comparability included:

- The rent reasonableness study of comparable housing
- Fair Market Rents

Housing Choice Voucher Tenant-Based Assistance

Payment Standards

Housing Choice Voucher payment standards are:

- At 110% of FMR

Housing Choice Voucher (HCV)

The current policy ensures the program viability and continue to serve the maximum number of families. This includes the following:

1. **Minimum rent**

The PHA has implemented a minimum rent of \$50. Each participant regardless of income will be required to pay **at least** \$50 towards their rent to the landlord.

2. **Occupancy standards**

The HAPGC will assign one bedroom for the head of household and one bedroom for each two persons thereafter, within the household. This does not require that an adult sleep in the same room with a child or that 2 children of the opposite sex share a bedroom. Sleeping arrangements, at the discretion of the family, may be chosen using the space available i.e., living room. One additional bedroom will be granted to provide for a live-in aide.

3. **Payment standards**

The Housing Authority payment standard is set between 90 percent and 110 percent of the 40th percentile Fair Market Rents (FMR).

4. **Rent Re-determinations:**

Threshold: Any participant's income that is equal to or greater than 30% of the payment standard is considered a family no longer requiring assistance. As a family's income increases, the amount of PHA subsidy goes down. If the amount of HCV assistance provided by the PHA drops to zero and remains at zero for 180 consecutive calendar days the family's assistance terminates automatically.

If a participating family receiving zero assistance experiences a change in circumstances that would cause the HAP payment to rise above zero, the family must notify the HAPGC of the changed circumstances and request an interim reexamination before the expiration of the 180-day period.

6.0 – 4 OPERATION AND MANAGEMENT

Management and Maintenance Policies

Listed below are the HAPGC's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation, bed bugs, mice, and termites) and the policies governing the HCV management.

(1) Public Housing Maintenance and Management:

Admissions and Continued Occupancy Policy
Tenant Selection Plan
Reasonable Accommodations
Violence Against Women Act (VAWA)
Violence Against Women Emergency Transfer Plan
House Rules
Fair Market Rent Schedule
Ethics (Prince George's County Government)
Grievance Procedures
Management Policy
Facilities Use Policy
Hazardous Materials Policy
Uniform Physical Condition Standards
Maintenance Policy
Natural Disaster Response Guidelines
Pest Control
Substance Abuse (Prince George's County Government)
Work Place Violence (Prince George's County Government)

(2) Housing Choice Voucher Management:

CFR 24 – Statutory Requirements
HUD Published Regulatory Requirement
Administrative Plan
Reasonable Accommodations
Violence Against Women Act (VAWA)
Violence Against Women Emergency Transfer Plan
Criminal and Drug Treatment, Classification, Record
Ethics
Grievance Procedures
Housing Quality Standards
Substance Abuse (Prince George's County Government)
Work Place Violence (Prince George's County Government)

6.0 – 5 GRIEVANCE PROCEDURES

The Housing Authority of Prince George’s County has an established written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

The Housing Choice Voucher Program has established informal review procedures for applicants to the HCV tenant-based assistance program and informal hearing

procedures for families assisted by the HCV tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Residents or Applicants of either program seeking to initiate a HAPGC grievance process or HCV informal review and informal hearing process should contact:

- HAPGC main administrative office
9200 Basil Court
Suite 107
Largo, MD 20774

6.0 – 6 DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

The HAPGC will seek to designate McGuire House, 1100 Owens Road and Cottage City Towers as elderly only properties. No current resident will be required to move as a result of this designation.

6.0 – 7 COMMUNITY SERVICE AND SELF -SUFFICIENCY

Community Service work is a requirement for all non-exempt adult public housing residents 18 years and over who are not employed in full or part-time work. The Authority developed procedures to inform residents of the requirements and of the categories of individuals who are exempt from the requirement, track resident's monthly participation and assist family members in identifying volunteer opportunities. The Authority has implemented an approved plan, which included the following:

Volunteer Opportunities on Public Housing Properties:

- Assist the education director with computer lab and other related activities at the Family Resource Academy.
- Assist Academy staff in the coordination and chaperoning of field trips and related activities.
- Assist with supervision of clean-up and related duties at the sites for resident services.
- Assist students with homework and related projects, and
- Active participation in some capacity of the Housing Authority's Residents' Councils.

Notification for Non-Compliance with CSC:

The HAPGC will notify any family found to be in non-compliance of the following:

- The family member has been determined to be in noncompliance

- That the determination is subject to the grievance procedure, and
- That unless the family member enters into an agreement to comply, the lease will not be renewed or will be terminated.

Opportunity For Cure:

- The HAPGC will offer residents an opportunity to enter into an agreement if participant performs at least 8 hours community service for three months
- The agreement states that residents agree to contribute to community service for, as many hours needed to comply with the requirement over the past 12-month period
- Residents are entitled to a HAPGC grievance procedure.

Recertifications:

At least annually, the HAPGC will conduct a reexamination of family income and circumstances. The results will identify residents who are mandated to participate in the Community Service work requirement.

6.0 – 8 SAFETY AND CRIME PREVENTION

There are needs for measures to ensure the safety of public housing residents because of observed lower-level crime, vandalism and/or graffiti in or around public housing properties.

Information/data used by HAPGC to determine the need for actions to improve safety of residents include:

- Resident Advisory Board (RAB) meetings
- Resident Council meetings
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti-drug programs

Crime prevention activities to be undertaken by the Housing Authority for the upcoming fiscal year include:

- Activities targeted to at-risk youth.
- Upgrade existing electronic surveillance cameras at both high-rise properties and install new systems at family sites.

In addition, crime prevention workshops will be performed by the County’s Community Police at each of the developments. Uniformed law enforcement officers now live at the following properties: Kimberly Gardens, Marlborough

Towne, 1100 Owens Road, and Cottage City Towers. Law enforcement officers have established a presence that has helped to curb lease violations related to criminal activity.

Coordination between HAPGC and Prince George's County Police Department for carrying out crime prevention measures and activities are as follows:

- Police provide crime reports when requested data to housing authority staff for analysis and action
- Law enforcement officers have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly meet with the HAPGC management and residents

Currently, the Housing Authority does not have significant crime and safety problems at any of its public housing properties.

6.0 – 9 PET POLICY

HAPGC has implemented a HUD approved pet policy for families who live in public housing. This policy does not include assistive or support animals. Assistive and support animals are not pets. Residents must maintain pets in the public housing development subject to the following policy.

Pet Ownership Policy

Section 227 of the Housing and Urban-Rural Recovery Act of 1983 (12 U.S.C. 1701n-1) provides that no “owner or manager of federally assisted rental housing for the elderly or handicapped may prohibit or prevent a tenant from owning or having common household pets living in the tenants dwelling unit, or restrict or discriminate against any person regarding admission to or continued occupancy of such housing because of the person’s ownership of pets or the presence of pets in the person’s dwelling unit.” The Housing Authority has published the final rule which implements the statute, and established guidelines under which owners or managers of covered housing 91) may prescribe reasonable rules governing the keeping of common household pets and 92) must consult with tenants when prescribing the rule.

The Pet Policy as implemented by the Housing Authority of Prince George's County complies with 24 CFR Subpart C-Section 5.303: Exclusions for animals that assist, support or provide services to persons with disabilities.

The Pet Policy of the Housing Authority specifically does not apply to animals that assist, support, or provide services to persons with disabilities. The HAPGC will not establish, enforce or apply rules under this policy against animals that are necessary as a reasonable accommodation to assist, support or provide services to persons with disabilities. This exclusion applies to animals that reside on Authority property sites where persons with disabilities live, as well as those that visit the properties.

In accordance with the rule, the Housing Authority of Prince George's County, hereafter referred to as the Authority, amends its Admissions and Occupancy Policy to include rules to govern pet ownership in housing for the elderly and handicapped. For purposes of this rule, the following definitions contained in the Animal Control Ordinance of Prince George's Maryland, shall apply:

I. Definitions

1. **Animal** – every non-human species of animal, both domesticated and wild, including, but not limited to dogs, cats, livestock and fowl.
2. **Animal Control Facility** – any facility operated by or under contract with Prince George's County, Maryland, for the care, confinement, detention, or euthanasia or other disposition of animals.
3. **Attack Dog** – any dog trained to attack on demand.
4. **Cage** – any enclosure of limited space, enclosed on the bottom, top and all sides by a wall or otherwise, in which animals or other creatures are placed for any purpose, including confinement or display.
5. **Cat** - domesticated feline. Term “cat” does not include wild or exotic felines.
6. **Disposition** – adoption or placement as a pet in an approved home or humane administration of euthanasia.
7. **Dog** – domesticated male or female canine.
8. **Domesticated Animal** – any animal of a species that has been bred, raised, and is accustomed to living in or about the habitation of man, and is dependent on man for food or shelter.
9. **Exotic Animal** – any animal of a species that is not indigenous to the State of Maryland, and is not a domesticated animal, including any hybrid animal, which is part exotic.
10. **Guard Dog** – dog will detect and warn its handlers that an intruder is present and/or near an area that is being secured.
11. **Keeping or Harboring** – act of permitting or sufferance by an owner or occupant of real property either of feeding or sheltering any domesticated animal on the premises.
12. **Owner** – any person who keeps, has temporary or permanent custody, possesses, harbors, exercises control over or had property right in any animal, livestock or fowl, excluding veterinary hospitals, kennels, pet shops and their employees.
13. **Pet** – domesticated animal kept for pleasure rather than utility.

14. **Public Nuisance Animal** – any animal that unreasonably (1) annoys humans, (2) endangers the life or health of other animals or persons, or (3) gives offense to human senses; or which substantially interferes with the rights of the citizens, other than its owner, to enjoyment of life or citizens other than its owner, to enjoyment of life or property. The term “public nuisance animal” shall mean and include, but is not limited to, any animal which:

15.

- (a) is repeatedly found at large; or
- (b) damages the property of anyone other than its owner;
- (c) molests or intimidates pedestrians or passersby;
- (d) chases vehicles; or
- (e) excessively make disturbing noise, including but not limited to, continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored; or
- (f) causes fouling of the air by odor and causing thereby unreasonable annoyance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored; or
- (g) causes unsanitary conditions in enclosures or surroundings where the animal is kept or harbored; or
- (h) by virtue of the number or types of animals maintained, is offensive or dangerous to the public health, safety, or welfare; or
- (i) attacks other domestic animals; or
- (j) has been found by the Commission for Animal Control after notice to its owner and a hearing, to be a public nuisance animal by virtue of being a menace to the public health, welfare, or safety.

16. **Sanitary** – condition of good order and cleanliness, which minimizes the probability of transmission of disease.

17. **Vaccination** – anti-rabies vaccination using a vaccine type approved by the Maryland State Department of Health and Mental Hygiene or the Maryland Public Health Veterinarian.

18. **Vicious Animal** – animal that attacks, bites or injures human beings or domesticated animals without adequate provocation, or which, because of temperament, conditioning or training, has known propensity to attack, bite or injure human beings or domesticated animals. An animal, which has on one or more occasions caused significant injury to persons, or domesticated animals may be deemed to be a vicious animal.

19. **Wild Animal** – animal, which is not included in the definition of “domesticated animal” and shall include any hybrid animal, which is part wild animal.

II. Eligibility for Pet Ownership

Residents living in housing for the elderly or handicapped are eligible to keep common household pets. The pets allowed are birds in cages, fish in aquariums and domesticated dogs and cats. In accordance with the definition contained in Part I of The Rule, the following animals are specifically excluded:

- (a) attack dog
- (b) guard dog
- (c) exotic animal
- (d) “vicious” animal
- (e) “wild” animal

III. Registration

All applicants for admission and residents in occupancy who wish to own a pet must complete a registration form prior to bringing a dog or cat on the premises. Registration for ownership of birds or fish is not required. If the pet remains in occupancy, the registration must be updated annually. After initial registration, annual re-examination will include pet certification. The registration must include:

1. A certificate, signed by a state licensed veterinarian or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local laws;
2. Information sufficient to identify the pet and to demonstrate that it is a common household pet; and

3. The name, address, and phone number of one or more responsible parties who will care for the pet if the owner dies, becomes incapacitated, or is otherwise unable to care for the pet; and
4. Proof that a dog or cat has been spayed or neutered; and
5. Proof that a flea control program is being maintained.

At the time of registration, staff completing certification must see the pet and sufficient information to identify it must be entered on the registration form. This is to ensure that the animal being registered will be the same as that bought on site. The information on the form may include, but not limited to heights, weight, color(s) identifying marks, name to which animal answers, and in the case of a dog, demonstration that it responds to voice commands. The pet owner will be given a copy of the pet rules and required to sign a statement indicating that he or she has read the rules and agrees to comply with them.

IV. Restrictions

1. Regardless of the number of residents occupying a unit, pet ownership is restricted to one dog or cat per household.
2. The adult weight of a dog or cat must not exceed 25 pounds.
3. Birds must not be allowed to fly around the apartment, they must remain caged except when owners are cleaning or changing cages.
4. Fish aquariums shall not exceed 15 gallons in weights.
5. Pets are not allowed to roam the building unattended. When they are outside of their apartments, they must be controlled by their owner on a leash or in a carrier.
6. Pets are restricted from the common areas of the building, except for entering or leaving the building under control of the owner. At each site, the common areas in which pets are restricted will be prominently posted. These areas may include, but are not limited to the following:
 - a. elevators
 - b. hallways
 - c. laundry room
 - d. community room
 - e. lobby
 - f. dining room
 - g. kitchen
 - h. stairwells
 - i. offices
 - j. gardens, park areas, building grounds

k. reception/sitting areas

7. Pets other than those registered to tenants, are not allowed in the building. This specifically excludes visitors or guests from bringing pets into the building.
8. Residents are prohibited from “keeping or harboring” unregistered pets in their units. The definition of keeping or harboring is defined in Part I of this rule.
9. Pets may not be left unattended for more than 24 hours at a time. If the Department determines that pets are left unattended for more than this time period, by virtue of the voluntary or involuntary absence of the pet owner, the Authority will contact the Humane Society or the Animal Control Facility to notify them of the presence and condition of the unattended animal. Their recommendation regarding care, attendance or disposition of the animal will prevail. The Authority accepts no responsibility or liability for pet or decision regarding removal.
10. Residents are prohibited from feeding pets outside of their apartment.

V. Financial Obligations

1. As a result of residents’ pet ownership, the Authority incurs additional financial responsibility. Under the final rules establishing the policy, the PHA is allowed to assess certain fees to pet owners. Pet owners will be required to pay a fee of \$125.00. This fee is made as a security deposit and is refundable upon written notification to management that tenant no longer has a pet or upon lease termination. Upon notification, management will schedule a walk through with tenant to assess any damages by the pet. The pet deposit fee may be utilized by the Authority to cover damages or charges associated with pet ownership.

The ACOP is amended to include the following change in the Pet Policy Procedure.

If during the tenancy of a pet owner, the animal dies, is sold or otherwise is no longer living in the unit, the owner may notify the Authority of the change. If the owner has no plan to replace the pet, and makes such a declaration in writing, he/she may ask for return of the security pet deposit. The PHA will conduct a unit inspection for pet related damage and in accordance with established policy will make a decision on return of the deposit.

A resident may also opt to replace a pet without an additional security deposit, but must make a new application and meet all pet policy requirements.

2. At the time of registration pet owners must pay the \$125.00 fee in full.

VI. Pet Owners' Responsibilities

1. Sanitary and Health Standards

Owners must take care to ensure that pets registered to their care do not contribute to the spread of disease or unsanitary conditions. Apartments must be kept clean and free of pet odors at all times.

The Authority will designate specific areas at each site where dogs may be curbed. The site will be prominently posted. If dogs are curbed on-site, it must be done in the designated restricted area. Pet owners are responsible for cleaning up the waste left by their pets at the curbing site. Waste must be put in plastic bags, tied and placed in receptacle provided at the curbing site. Under no circumstances should animal waste be brought back in the building.

Cat owners must change litter boxes daily. Litter is not to be flushed down the toilet or deposited in sinks or drains in the apartment. It must be placed in a sealed plastic trash bag and put in the receptacle provided at each site. Kitty litter waste is not to be left outside the apartment or on the floor of the trash room.

2. Control of Pets' Behavior/Actions

In addition to the financial obligation discussed in Part IV of this policy, pet owners assume responsibility for the well-being of their pets. No Department or on-site employee will assume any responsibility for the care and attendance of residents' pets. This includes, but is not limited to feeding, providing kennel service, checking on pets in owners' absence, and removing them to another location.

HAPGC will also hold owners responsible for the actions and behavior of pets registered to their care. Residents are liable for any and all damage, and disturbance caused by their pets. Owners will be assessed charges for damages attributable to pets registered to them. If damage actions of pet are of a nature other than financial, the pet owner is still held liable.

In holding residents responsible for the behavior of their pets, the Authority will require owners to rectify damages. Should residents be either unwilling or unable to control the action of their pets, the Authority will require that the offending animal be removed from the

premises. Any animal that becomes a “public nuisance”, as defined in the Prince George’s County ordinance (Part I, page 2), will also require removal from site. Failure of the resident to correct animal’s behavior/actions or remove it, could result in eviction proceedings.

6.0 –10 CIVIL RIGHTS CERTIFICATION

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

6.0 –11 FISCAL YEAR AUDIT

The PHA has completed the 2016 Fiscal Year Audit as required under section 5(h) (2) of the U.S. Housing Act of 1937 (42 US.C. 1437 c(h)). (Attached)

6.0 –12 ASSET MANAGEMENT

Management decided to opt out of asset management requirements in accordance with HUD’s regulations; however the Agency has implemented a modified version of the policy. The Housing Authority of Prince George’s County has less than 400 units of public housing.

Types of asset management activities the Authority undertakes includes:

- Development-based accounting
- Comprehensive stock assessment
- Contract HQS/UPCS inspections
- HAPGC Outsourced Janitorial and Maintenance Services

6.0 –13 VIOLENCE AGAINST WOMEN ACT (VAWA)

The Housing Authority of Prince George’s County has a Board approved Policy of Protection of Victims of Domestic Violence (VAWA) and related amendments to the PHA’s Admission and Occupancy Policies for the Public Housing Program and the Housing Choice Voucher Program. Clients are accepted on a referral basis from: Department of Family Services; Department of Social Service; U.S. Veterans Administration; and Family Crisis Center.

7.0 HOPE VI, MIXED FINANCE MODERNIZATION OR DEVELOPMENT, DEMOLITION AND/OR DISPOSITION, CONVERSION OF PUBLIC HOUSING, HOMEOWNERSHIP PROGRAMS, AND PROJECT-BASED VOUCHERS

Demolition and/or Disposition:

McGuire House:

The McGuire House demolition was completed, January 2008.
Issue an RFQ for a firm to partner with HAPGC to develop the McGuire House site.

The Housing Authority will seek to amend prior approval of demolition & disposition application to SAC for a new developer partner.

McGuire House inventory has been removed from the PIC database.

Owens Road & Cottage City

The Housing Authority will consider elderly designation / disposition of Owens Road and Cottage City Towers.

Public Housing

Public Housing Turnkey III Program

HAPGC does administer homeownership programs under an approved section 5(h) homeownership program (42 U.S.C. 1437c (h)). Glassmanor Townhouses is a fifty unit complex where residents rent with an option to purchase. A portion of each month's rent payment is allocated to a down payment reserve and a maintenance reserve replacement. In FYB 2017, the Authority will sell the last unit to an eligible applicant. Permission has been requested to sell the unit out right instead of the five year lease/to purchase Turnkey III Program requirements. This will complete the conversion of the project to full homeownership. When a simple majority of the units were converted to homeownership, the Authority turned the management of the property over to the condominium for day to day operations.

Housing Choice Voucher

Housing Choice Voucher Homeownership Program

The Authority also administers a Housing Choice Voucher Homeownership program pursuant to Housing Choice Voucher (. of the U.S.H.A. of 1937, as implemented in 24 CFR part 982.

In FYE 2016 the Housing Choice Voucher Homeownership Program HCVHP) successfully assisted seven (7) families to become first-time homebuyers. The goal for FYE 2017/2018 is to assist five (10) more families to become first-time homebuyers.

The program is designed to assist voucher participants who meet certain income and work history requirements with transition from rental to homeownership. The minimum gross earned income for eligibility is \$30,000.

Additionally, every participant must be a first-time homebuyer (i.e. not have owned a home during the past 3 years), have a credit score of 620 and be in good standing with the Housing Authority. There is no minimum income requirement for elderly (62+) and/or disabled.

Project-Based Vouchers

In total the Authority serves approximately 5827 Housing Choice Vouchers. Of the total, the Authority administers Project Based Housing Choice Voucher that assist approximately 104 participants during FY2017. In addition, approximately 174 certificates are administered under the Moderate Rehabilitation Program. A request for proposal will be issued for Project based vouchers during the plan year.

Re-activate HAPGC Bond Authority

9.0 HOUSING NEEDS

Based upon the information contained in the Consolidated Plan/ applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, rate factors used from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” *N/A is used to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	22,445	5	5	* NA	* NA	3	*NA
Income >30% but <=50% of AMI	37,479	5	5	NA	NA	5	NA
Income >50% but <80% of AMI	32,795	4	4	NA	NA	1	NA
Elderly (65 and Older)	15,401	4	4	NA	NA	NA	NA
Elderly Senior 65 & older with Disabilities	24,900	4*	4*	NA	NA	NA	NA
Race/Ethnicity Black	48,452	5	5	NA	NA	NA	NA
Race/Ethnicity White	10,408	3	3	NA	NA	NA	NA
Race/Ethnicity Asian	12,382	4	4	NA	NA	NA	NA
Race/Ethnicity Am. Indian	75	3	3	NA	NA	NA	NA
Race/Ethnicity Hispanic	10,132	NA	NA	NA	NA	NA	NA

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Race/Ethnicity Other	25	NA	NA	NA	NA	NA	NA

* Note: Pacific Islander

-Persons of all ages, with physical disabilities are in need of housing.

Sources of information used by the Authority to conduct this analysis included:

- Consolidated Plan of the Jurisdiction (2016-2020)
- 2007-2011 CHAS Data

Housing Needs of Families on the Waiting List Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	6436	100%	10% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	4809	75%	
Very low income (>30% but <=50% AMI)	1396	22%	
Low income (>50% but <80% AMI)	197	3%	
Families with children	N/A	N/A	
Elderly families	699	11%	
Families with Disabilities + Hcap	1052	16%	
Race/ethnicity Black (Hisp & Non-Hisp)	5574	87%	
Race/ethnicity White (Hisp & Non-Hisp)	150	2%	
Race/ethnicity Asian	14	0.2%	
Race/ethnicity All Other	79	1%	
Race/ethnicity Pacific	19	0.3%	
Residents in HAPGC Jurisdiction	5321	83%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	3115	48%	
1BR	228	4%	
2 BR	1149	18%	
3 BR	960	15%	
4 BR	984	15%	
5 BR	NA	--	
5+ BR	NA	--	

Housing Needs of Families on the Waiting List Public Housing
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Closed for families with children, Closed to ALL
How long has it been closed (# of months)? 8
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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

Data as of, [January 2017](#)

HOUSING NEEDS

Housing Needs of Families on the Waiting List Housing Choice Voucher			
	# of families	% of total families	Annual Turnover
Waiting list total	3352	100%	6% <small>(Incls: Eligibles & Ineligibles)</small>
Extremely low income <=30% AMI	2533	76%	
Very low income (>30% but <=50% AMI)	664	20%	
Low income (>50% but <80% AMI)	122	4%	
Families with children	2113	63%	
Elderly families	13	.4%	
Families with Disabilities + Hcap	14	.4%	
Race/ethnicity Black (Hisp & Non-Hisp)	3062	91%	
Race/ethnicity White (Hisp & Non-Hisp)	67	2%	
Race/ethnicity Asian	4	.12%	
Race/ethnicity All Other	18	.5%	
Race/ethnicity Pacific	9	.3%	
Residents in HAPGC Jurisdiction	2319	70%	

Housing Needs of Families on the Waiting List
Housing Choice Voucher

Is the waiting list closed (select one)? No Yes
Closed for families with children, Closed to ALL
How long has it been closed (# of months)? 15
Does the PHA expect to reopen the list in the PHA Plan year? No Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Data as of, January 2017

Strategy for Addressing Needs

A brief description of the Authority's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year, and the Agency's reasons for choosing this strategy.

Strategy 1. Maximize the number of affordable units available to the Public Housing Authority (PHA) within its current resources by:

- Employing effective maintenance and management policies to minimize the number of public housing units off-line;
- Reducing turnover time for vacated public housing units;
- Reducing time to renovate public housing units;
- Maintaining or increase Housing Choice Voucher Program lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction;
- Undertaking measures to ensure access to affordable housing among families assisted by HAPGC, regardless of unit size required;
- Maintaining or increasing HCV lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration;
- Maintaining or increasing HCV lease-up rates by effectively screening HCV applicants to increase owner acceptance of program; and
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies.

Strategy 2: Increase the number of affordable housing units by:

- Applying for additional HCV should they become available; and
- Pursuing housing resources other than public housing or HCV tenant-based assistance.

Strategy 3: Target available assistance to families at or below 30 % of AMI by:

- Adopting rent policies to support and encourage work.

Strategy 4: Target available assistance to families at or below 50% of AMI by:

- Employing admissions preferences aimed at families who are working;
- Adopting rent policies to support and encourage work; and
- Employing admissions for families displaced by government action.

Strategy 5: Target available assistance to the elderly by:

- Applying for special-purpose vouchers targeted to the elderly, should they become available.

Strategy 6: Target available assistance to Families with Disabilities by:

- Carrying out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing; and
- Applying for special purpose vouchers targeted to the nonelderly and disabled should they become available.
- Identify voucher eligible applicants should non elderly and disabled vouchers come available from the waitlist
- Partner with the Department of Health and Human Services and Social Services to refer applicants for the elderly and disabled voucher.
- HAPGC is continuing its longstanding relationships with a variety of county agencies representing “special needs” populations including the Mental Illness and Disabilities, Veterans Assistance Program, Violence Against Women Act, Veterans Affairs Supportive Housing. HAPGC will continue to expand housing opportunities for these groups through referrals from advocate groups and targeting of assistance groups in existing assisted housing programs. Case management by these advocates is an integral part of these housing opportunities. These advocates include the Department of Social Services, Veteran Affairs Medical Center and the Department of Family Services.

Strategy 7: Conduct activities to affirmatively further fair housing by:

- Counseling Housing Choice Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units;
- Marketing the Housing Choice Voucher program to owners outside of areas of poverty /minority concentrations; and
- Market Housing Choice Voucher program to owners of housing for persons with disabilities.

Reasons for Selecting Strategies

The following factors play a major role on the influence of the Housing Authority’s selection of the strategies it elected to pursue:

- Funding constraints
- Staffing constraints
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

10.0 PROGRESS IN MEETING MISSION AND GOALS

The Authority completed comprehensive modernization at two high-rises for the elderly and selected improvements at other sites in the inventory. Renovations were done to address security, safety and code requirements, improve financial stability, increase resident satisfaction, and increase market/curb appeal.

The executive summary provides a brief description of the Agency's goals and objectives in its 5-Year Plan and year to year progress in meeting them. The following tables illustrate work completed and work activities desired within the 5-Year Plan period. Tables included are:

- Tables 1:** FYE2016 Accomplished modernization
- Table 2:** FFY2017 Planned Capital Fund Program (CFP) Activities
- Table 3 & 4:** 5Year Renovation Plan Needs : 2017-2021

Tables #3 & #4 include observed conditions that are anticipated to require work within the next five years. Select work items from these tables have been included in the 5 Year Plan on form HUD-50075.1 and/or 50075.2. Funding limitations prohibit all items from being annotated on forms 50075.1 & 2 at this time.

**FYE 2016 – ANTICIPATED RENOVATIONS COMPLETED OR SCHEDULED FOR COMPLETION:
(07/01/2016 – 06/30/2017)**

TABLE 1

**High-Rise Sites
(CFP, CDBG, Extraordinary Maintenance, Grants, etc.)**

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road		Cottage City Towers			
	Elevator Upgrade Phase 1		Building waterproofing			
	ADA/504 Tenant requested modifications		Retro-Fit (3) ADA/504 Units and additional Tenant requested modifications			
INCREASE MARKET / CURB APPEAL	Painting of Entrance Pavilions		Painting of Entrance Pavilions			
	Cove Base flooring replacement Public Areas		Cove Base flooring replacement Public Areas			
	Striped Parking Lot		Installed Trash Enclosure and slab.			
			Installation flat screen TV in Community Room			
Garden Style & Townhouse Properties (CFP, CDBG, Extraordinary Maintenance, Grants, etc.)						
BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne		Kimberly Gardens		Rollingcrest Villages	
	Installation of Clean -out & Relining of Sewer Line		Emergency Maintenance in Kitchen and Utility Areas		Retro-Fit (3) ADA/504 Units and additional Tenant requested modifications	
	Renovation tenant units (10) incl Kit and Baths				Emergency Maintenance	
	Painting of select Interior Units				DSL & VPN Connectivity	
INCREASE MARKET / CURB APPEAL	Installation Trash Enclosures.		Vacancy Turnaround		Installation of Two Trash Enclosures.	
	Site Improvements <ul style="list-style-type: none"> • Ponding • Trees • Erosion • Landscaping 		Site Improvements <ul style="list-style-type: none"> • Trees • Erosion 		Site Improvements <ul style="list-style-type: none"> • Trees • Erosion 	

**FY2017 – PLANNED RENOVATION ACTIVITIES:
(07/01/2017 – 06/30/2018)**

The following work activities in Tables 2 describe projects scheduled to take place during FY 17.

TABLE 2

**WORK ACTIVITY PLAN - High-Rise Sites
(CFP, CDBG, Extraordinary Maintenance, Grants, etc.)**

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road 2018		Cottage City Towers 2018	
	Upgrade Elevator PhaseII		Upgrade Fire Annunciator System	
	Installation of CO2 Detectors		Installation of CO2 Detectors	
	Install New Generator		Waterproof/Air Seal Select Windows	
	Retro-Fit (2) ADA/504 Units			
	Ventilation Duct Cleaning			
INCREASE MARKET/CURB APPEAL	Vacancy Turnaround & Emergency Maintenance		Vacancy Turnaround & Emergency Maintenance	
	Lead certification and Testing		Lead certification and Testing	
	Flooring Replacement			
	Implement Energy Conservation Measures(ECMs)		Implement Energy Conservation Measures(ECMs)	
WORK ACTIVITY PLAN - Garden Style and Townhouse Properties (CFP, CDBG, Extraordinary Maintenance, Grants, etc.)				
BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne 2018	Kimberly Gardens 2018	Rollingcrest Villages 2018	
	Retro-Fit (2) ADA/504 Units	Install New HVAC Systems in Dwelling Units	Retro-Fit (2) ADA/504 Units	
	Installation of CO2 Detectors		Installation of CO2 Detectors	
	Lead certification and Testing	Lead certification and Testing	Lead certification and Testing	
INCREASE MARKET/CURB APPEAL	Unit Renovation to include Kitchens, Bathrooms Flooring, Cabinets, Counters, & Painting			
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance	
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)	
	Select Unit Painting Ventilation Duct Cleaning	Ventilation Duct Cleaning	Ventilation Duct Cleaning	

**FIVE (5) YEAR RENOVATION PLAN:
(07/01/2017 – 06/30/2021)**

The following work activity tables (3 & 4) charts describe projects *desired* to take place during the next 5-Years; depending on future funding.

TABLE 3

5-YEAR PLAN – MODERNIZATION ACTIVITIES - High-Rise Sites

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road 5-Year Plan	Cottage City Towers 5-Year Plan
	Upgrade Fire Annunciator System	Replace Elevators
	Installation of CO2 Detectors	Upgrade Fire Annunciator System
	Install New Appliances PHA-Wide	Install New Appliances PHA-Wide
	Install 2 Recirculating Pumps	Install 2 Recirculating Pumps
	Install Generator & Wiring	Interior Unit Painting
	Install New Flooring	Install New Flooring
	Renovate Kitchens and Baths	Renovate Kitchens and Baths
	Install Emergency Back-Up Lighting and Outlets	Installation of CO2 Detectors
	Replace Concrete Driveway Apron and walkway at Rear of Building	
	Replace/Repair Concrete Front Entry underneath Canopy	
	Install New Communications (Low-Voltage Wiring)	Install New Communications (Low-Voltage Wiring)
	Retro-Fit (2) ADA/504 Units/ Onsite Health Clinic Dimensions /PGCHD	Retro-Fit (2) ADA/504 Units
	Lead certification and Testing * Vacancy Turnaround	Lead certification and Testing * Vacancy Turnaround
RESIDENT SATISFACTION	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	Install Security Camera System	Install Security Camera System
RESIDENT SATISFACTION INCREASE MARKET/CURB APPEAL	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
		Complete Landscaping
INCREASE MARKET/CURB APPEAL		

- **SELECT ITEMS FROM THIS CHART ARE INCLUDED IN THE ATTACHED FORM HUD-50075.1 AND/OR 50075.2.**

**OTHER ITEMS LISTED INDICATE WORK DESIRED IF FUNDS BECOME AVAILABLE.
 FIVE (5) YEAR RENOVATION PLAN:
 FYB2017
 (07/01/2017 – 06/30/2021)**

TABLE 4

5-YEAR PLAN – MODERNIZATION ACTIVITIES/NEEDS - Garden & Townhouse Properties

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne 5-Year Plan	Kimberly Gardens 5-Year Plan	Rollingcrest Villages 5-Year Plan
		Install New Select HVAC Systems	
	*Renovate Units –Incl. Kitchens and Bathrooms	*Renovate Units –Incl. Kitchens and Bathrooms	Replace Front Entry Doors and Storm Doors
	Install New Select Appliances PHA-Wide	Install New Select Appliances PHA-Wide	Install New Select Appliances PHA-Wide
		Replace Gas Flex lines w/ gas solid fittings	Renovate Kitchens and Bathrooms
	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters
		Replace Concrete Patio Pads (Rear)	Replace Front Entry and Storm Doors
	Installation of CO2 Detectors	Replace Siding	Replace/Repair Concrete walkways and drainage
	Retro-fit two (2) Units ADA/504 Accessible	Replace remaining 10% of DU Rear Entry Doors	Retro-fit two (2) Units ADA/504 Accessible
	Parging Exteriors <i>On Select Buildings</i> Lead certification and Testing	Parging Exteriors <i>On Select Buildings</i> Lead certification and Testing	Parging Exteriors <i>On Select Buildings</i> Lead certification and Testing
		Correct Sub-Flooring Foundation and Install New Floor Covering	Conduct Comprehensive Sewer Study & Replace Broken Sewer Lines
	*Select Vacancy Turnaround	*Select Vacancy Turnaround	*Select Vacancy Turnaround
	Install Security Camera System	Install Security Camera System	* Update Security Camera System
	Upgrade Computers in Family Resources Academy	Upgrade Computers in Family Resources Academy	Installation of CO2 Detectors
RESIDENT SATISFACTION	Correct Erosion Landscape	Correct Erosion Landscape	Correct Erosion Landscape
	Implement Energy Conservation Measures	Implement Energy Conservation Measures	Implement Energy Conservation Measures
	Replace Flooring	Replace Flooring Address Foundation Settling	Correct Sub-Flooring Foundation and Install New Floor Covering
INCREASE MARKET/CURB APPEAL			

- **SELECT ITEMS FROM THIS CHART ARE INCLUDED IN THE ATTACHED FORM HUD-50075.1 AND/OR 50075.2.**
OTHER ITEMS LISTED INDICATE WORK DESIRED IF FUNDS BECOME AVAILABLE.

10 (A) EXECUTIVE SUMMARIES

The Housing Authority of Prince George's County has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the ensuing HUD requirements and is consistent with the Prince George's County 5-Year Consolidated Plan.

The following goals and objectives for the 5-Year Plan have been adopted:

1. Provide an improved living environment;
2. Improve the quality of assisted housing;
3. Promote self-sufficiency and asset development of assisted households;
4. Ensure equal opportunity and affirmatively further fair housing;
5. Create a greater balance of housing types and values throughout the County;
6. Expand homeownership opportunities for all residents regardless of race, gender, color, national origin, familial status or disability;
7. Develop a range of quality housing for all households including families, the elderly, persons with disabilities, the homeless, Violence Against Women Act (VAWA) victims and Veterans and
8. Create safe, well planned, attractive residential communities.

The Authority continues to implement and coordinate its goals and HUD's goals into program operations. Senior staff continued to participate in the goal setting and strategizing to meet objectives, set tasks/strategies and establish new milestones to form the framework for the Authority's operations.

Summary of Housing Authority's Project Measurements
<u>1</u> Improve Program Management and Administration.
<u>2</u> Improve Property Management.
<u>3</u> Complete Staff Reorganization.
<u>4</u> Continue Staff Training.
<u>5</u> Increase Resident / Client Services.
<u>6</u> Improve Risk Management

For Details, see Section 5.2, and PHA's Objectives

FY 2016 – ACCOMPLISHMENTS:

WAITING LIST:

There remain a large number of applicants on the combined waiting list. Applications are handled through the Central Intake Unit. The Public Housing, HCV, Project Based and Moderate Rehabilitation waiting lists were opened for new applicants.

PUBLIC HOUSING:

BOND SECURITIZATION

The Authority is one of five authorities in the state to participate in a bond issuance arranged by the Maryland Department of Housing and Community Development pledging future Capital Fund Grant allocations to pay the debt service.

The Authority borrowed \$1,249,327 to carry out the capital improvement projects to reconfigure and reconstruct a new parking lot at 1100 Owens Road, a 122 unit high rise for the elderly/disabled. The property suffered from a fundamental design flaw inconsistent with its occupant population. The building was sited 90 ft above sea level with the parking located down a sloping hill which made it difficult for most residents to use.

Reconstruction work for the new parking lot at 1100 Owens Road was completed and closed out, March 2009; however the debt service term does not end until July, 2023. Pay back using the Capital Fund Grant allocation towards this debt service is approximately \$118,000.00 annually.

REAL ESTATE ASSESSMENT CENTER (REAC) SUBSYSTEMS

To obtain a *Standard Performer* status, a PHA must score at least 60 percent of the points available in *each* of the four indicators and achieve an overall **PHAS** score of 60 percent or greater. The most recent PHAS Score Report for Fiscal Year 2016 has not been posted.

SUPPORTIVE SERVICES

Resident Services

- Resident Services staff works to provide a comprehensive network of supportive services through collaboration efforts with County agencies and community-based organizations. Services are targeted for at-risk seniors and individuals with disabilities at four (4) public housing properties.

Family Resource Academy (FRA)

- Operating as Family Resource Academies, the Housing Authority has converted community spaces into effective enrichment activities primarily

geared to school age children. Centers provide computer access and classes, youth councils, and structured leisure and recreational activities.

Housing Choice Voucher:

HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM

The Authority administers a Housing Choice Voucher Homeownership Program pursuant to Section 8 (y) of the U.S.H.A. of 1937, as implemented in 24 CFR Part 982.

In FYE 2016 the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted seven (7) families to become first-time homebuyers. The goal for FY 2018 is to assist ten (10) families to become first-time homebuyers. The program is designed to assist voucher participants who meet certain income and work history requirements, with their transition from rental to homeownership.

Housing Choice Voucher

The Prince George’s County Housing Choice Voucher Program final SEMAP Overall Score (in %) for the fiscal year ended June 30, 2016, is 100%. SEMAP designation for the overall performance rating is a *High Performer*.

Housing Authority of Prince George’s County			
<i>SEMAP Score Report for Fiscal Year 2016</i>			
SEMAP Indicators		Current Rating	Maximum Score
1	Selection from the Waiting List	15	15
2	Reasonable Rent	20	20
3	Determination of Adjusted Income	20	20
4	Utility Allowance Schedule	5	5
5	HQS Quality Control	5	5
6	HQS Enforcement	10	10
7	Expanding Housing Opportunities	5	5
8	Payment Standards	5	5
9	Timely Annual Reexaminations	10	10
10	Correct Tenant Rent Calculations	5	5
11	Pre-Contract HQS Inspections	5	5
12	Annual HQS Inspections	10	10
13	Lease-up	20	20
14	Family Self-Sufficiency	10	10
15	<i>Deconcentration Bonus</i>	0	5

To acquire a *High Performer* status under SEMAP, a PHA must comply with fourteen rating indicators and achieve an overall **SEMAP** score of *100 percent or greater*. High performers are afforded incentives that include relief from specific HUD requirements, public recognition and bonus points in funding competitions.

Upcoming Plan Year – FY 2018 (07/01/2017 – 06/30/2018)

OPERATIONS AND SERVICES PLAN

The Annual Plan provides details about the Authority's immediate Operations and Services, and the HAPGC's strategy for achieving goals and objectives for the fiscal year beginning July 1, 2017. The Annual Plan is based on the premise that accomplishing goals and objectives will enable the Housing Authority to carry out its mission.

Plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of stated goals and objectives. Taken as a whole, they outline a comprehensive approach. The Annual Plan year includes:

FINANCIAL STABILITY

To meet the goal of improved financial stability, the Authority plans to continue to carry out the following tasks:

- Continue to develop and implement the appropriate management and administrative measures to effectively measure financial goals, Identify new sources of funding,
- Maximize sources of funding currently received by the Authority,
- Increase public housing lease-up rates,
- Maintain Housing Choice Voucher Program lease-up rates in accordance with funding levels,
- Evaluate financial viability of grants,
- Develop aggressive collection plan that maximizes data collection efforts,
- Review priorities for the Authority,
- Consider disposing of surplus properties owned by the Housing Authority,
- Assess and determine the financial feasibility of maintaining ownership of all public housing properties as assets,
- Review the budget plan for expenditures,
- Create Authority wide spending awareness plan,
- Fully automate procurement & inventory system modules to better control purchasing and distribution, and
- Develop and Implement an Asset Management (project-based) Plan to improve operational effectiveness and efficiency, to preserve and protect assets, and facilitate future investment and reinvestments in public housing. The Authority elected exemption from asset management in compliance regulations passed Congress that permit PHAs with fewer than 400 units to elect exemption from asset management. While the Authority will not officially implement asset management, it will revise its internal operations to comply with budgeting principles associated with project-based asset management.

SUPPORTIVE SERVICES (FY 2018)

Several successful programs that helped families achieve self-sufficiency will continue and expand for the upcoming 2018 fiscal year and well into the five years of this plan. Selected programs/services are listed below:

PUBLIC HOUSING:

McGuire House – Demolition, Disposition & Development

In 2006, HUD approved a two (2) part application to demolish and dispose of McGuire House. The structure was demolished in 2008. Prior to final disposition, significant changes to the plan invalidated HUD's prior approval.

The Housing Authority of Prince George's County (HAPGC) has issued an RFQ for a firm to develop McGuire House. There are plans to amend and submit an application to SAC for disposition approval.

Family Resource Academy (FRA)

- Operating as Family Resource Academies, the Housing Authority has converted community spaces into effective enrichment activities primarily geared to school age children.

Resident Services

- Resident Services staff works to provide a comprehensive network of supportive services through collaboration efforts with County agencies and community-based organizations. Services are targeted for at-risk seniors and individuals with disabilities at four (4) public housing properties.

HOUSING CHOICE VOUCHER:

HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM

The Authority administers a Section Homeownership Program pursuant to Housing Choice Voucher. of the U.S.H.A. of 1937, as implemented in 24 CFR Part 982.

The goal of the Housing Choice Voucher Homeownership Program (HCVHP) for FYE 2018 is to successfully assist an additional seven (7) more families to become first-time homebuyers.

The program is designed to assist voucher participants who meet certain income and work history requirements, with their transition from rental to homeownership. The minimum gross earned income for eligibility is \$30,000. Additionally, every participant must be a first-time homebuyer (i.e. not have owned a home during the past 3 years), have a credit score of 620 and in good standing with the Housing Authority. There is no minimum income requirement for elderly (62+) and/or disabled.

Veterans Affairs Supportive Housing (VASH)

The VASH Program is tenant based HUD Housing Choice Voucher (HCV) rental assistance for military veterans. This program is administered by local public housing agencies (PHAs) that have partnered with local Veterans Affairs Medical Center (VAMC). The Housing Authority of Prince George's County was awarded 150 HCVs for this program.

Family Unification Program (FUP) Foster Care

The FUP Foster Care is also a tenant based HUD Housing Choice Voucher (HCV) rental assistance program. This program is to provide housing for youth who are leaving foster care and are between the ages of 18 to 21 years old. The program provides 18 months of rental assistance for foster children/adults as they transition to living independently. This program is administered by local public housing agencies (PHAs) that have partnered with local Department of Social Services (DSS) agencies. The Authority was awarded 60 HCVs for this program.

Family Self-Sufficiency (FSS)

The purpose of the Family Self-Sufficiency (FSS) program is to promote the coordination of public housing and/or Housing Choice Voucher program assistance with other public and private resources, to enable eligible families to achieve economic independence and self-reliance. Programs described within, outline the resources and services made available to help the families achieve self-sufficiency. Among the supportive services provided are transportation, remedial education, job

training and etc. Financial support for such programs often comes from other County agencies, partnerships, and other grant resources.

The FSS Coordinator assist families in planning goals and objectives during a five (5) year period. As participants reach established goals and their earned incomes increase, escrow accounts are established and dispersed to families who successfully complete the program.

Homeownership Program

The PHA will offer the homeownership option only to participating families who are:

- a) Eligible Housing Choice Voucher Program participants; and
- b) The PHA will maximize this option to as many families as possible.

Waiting List

HAPGC maintains a waiting list for both Public Housing and Housing Choice Voucher units. According to the Consolidated Plan, the Authority is currently serving 6,000 households with incomes between 30 to 50 percent of the median income. Approximately 50 percent of the households in need of housing are the elderly and families with disabilities. The remaining are families with children. The waiting list is currently closed.

Follow Up Plan Certification

- **Communication** – The Authority will continue to communicate with residents through regular meetings, website and newsletters.

*End of Executive Summary for Annual Plan
FY 2018 Updates
Period: (07/01/2017 thru 06/30/2018)*

10 (B) SIGNIFICANT AMENDMENT AND SUBSTANTIAL DEVIATION/MODIFICATION

The Housing Authority of Prince George's County defines "Significant Amendments and Substantial Deviations/Modifications to the Plan", as:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Plan) when dollar amount exceeds 10% of the Capital Fund Budget or the amount of replacement reserve funds that exceeds 10% of the annual Capital Fund Budget;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

REQUIREMENTS FOR SIGNIFICANT AMENDMENTS TO THE PHA PLAN

Any significant amendment or substantial deviation/modification to a PHA Plan is subject to the same requirements as the original PHA Plan (including time frames). Following are the requirements:

- The Housing Authority must consult with the Resident Advisory Board (RAB).
- The Authority must ensure consistency with the Consolidated Plan of the jurisdiction(s).
- The Authority must provide for a review of the amendments/modifications by the public during a 10-day public review period.
- The Housing Authority may not adopt for the amendment or modification until the PHA has duly called a meeting of its Board of Commissioners. The meeting, at which the amendment or modification is adopted, must be open to the public.
- The Authority may not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures.

Statement of Consistency with the Consolidated Plan

Consolidated Plan jurisdiction: **Prince George's County, Maryland**

The Housing Authority of Prince George's County has taken the following steps to ensure consistency of this Annual Plan with the Consolidated Plan for the jurisdiction:

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

- Shared goals,
- Objectives, and
- Strategies.

11.0 REQUIRED DOCUMENTS

(md015V18)

- ✓ Form HUD-50075-5Y
PHA PLAN
- ✓ Form HUD-50075-ST
PHA PLAN

(md015A18)

- ✓ Resident Advisory Board (RAB) & Public Hearing Comments
DOCUMENT B.6 - (3) RAB BOARD COMMENTS AND PUBLIC HEARINGS
 - Policy Changes
DOCUMENT B.1.3 REVISED ADMISSION PREFERENCES
 - Audit Findings
DOCUMENT B.4 - HAPGC FINANCIAL STATEMENT AND FINDINGS

(md015B18)

- ✓ Form HUD-50077-CR – *SIGNED*
PHA CIVIL RIGHTS CERTIFICATION
- ✓ Form HUD-50077-ST- HCV-HP- PHA – *SIGNED*
PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLAN AND RELATED REGULATIONS
- ✓ Form HUD-50077SL – *SIGNED*
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- ✓ Form HUD-50075.1 (md015□17) – *SIGNED*
CAPITAL FUND PROGRAM ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT
- ✓ Form HUD-50075.2 (md015□17) – *SIGNED*
CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN