

## NOTICE OF PUBLIC HEARING

The Housing Authority of Prince George's County is developing its Agency Plan in compliance with the United States Department of Housing and Urban Development (HUD), Quality Housing and Responsibility Act of 1998.

The Housing Authority's Office is located at:

9200 Basil Court, Suite 500  
Largo, Maryland 20774

The Authority's hours of operation are  
8:30 a.m. - 5:00 p.m., Monday - Friday

A public hearing will be held on **March 06, 2019** at 9200 Basil Court, 2<sup>nd</sup> Floor Conference Rm., Largo, Maryland 20774

The Annual Agency Plan addresses the Authority's mission, goals and objectives relative to priority needs, operations and programs for the fiscal year beginning **July 1, 2019**. Public comments are invited.

The Housing Authority will accept comments from the public through **March 15, 2019**. Copies of the Plan will be available at each public housing property and on the Housing Authority of Prince George's County's website at [ha.mypgc.us](http://ha.mypgc.us). Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, religion, sex, handicap, disability, familial status, sexual orientation, gender identity or national origin in admission or access to benefits in its federally assisted programs and activities.

Persons wishing to make a statement during the public hearing or who wish to receive additional information should contact Sharon Land, of the Prince George's County Housing Authority on, (301) 883-5450. Sign language will be made available for the hearing impaired upon request. Those requesting these services should contact Mrs. Land by **February 27, 2019** on 711(Maryland Relay). Location of the forum is handicapped accessible.

*Please note that you can ask for a reasonable accommodation to use HAPGC housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email [dhcd-504@co.pg.md.us](mailto:dhcd-504@co.pg.md.us) for assistance.*



**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**

**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.

<b>A.</b>	<b>PHA Information.</b>					
<b>A.1</b>	<b>PHA Name:</b> <u>Housing Authority of Prince George's County</u>		<b>PHA Code:</b> <u>MD015</u>			
	<b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2019</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission					
	<p><b>Availability of Information.</b> 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> <p><b>SEE ATTACHED 6.0 (b) Public Access to Information</b></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p>					
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>	
					<b>PH</b>	<b>HCV</b>
	Lead PHA:					

<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> 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>B.2</b>	<p><b>Goals and Objectives.</b> 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>B.3</b>	<p><b>Progress Report.</b> 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>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> 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>B.5</b>	<p><b>Significant Amendment or Modification.</b> 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>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y   N  <input 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>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <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

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## 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](#))

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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.

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

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

**Definitions.**

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

A.	PHA Information.																										
A.1	<p> <b>PHA Name:</b> Housing Authority of Prince George's County _____ <b>PHA Code:</b> MD015 _____  <b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 07/01/2019 _____  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> 376 _____ <b>Number of Housing Choice Vouchers (HCVs)</b> 5,837 _____ <b>Total Combined Units/Vouchers</b> 6,213 _____  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <b>SEE ATTACHED 6.0 (b) Public Access to Information</b> </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></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 checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input 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>Most Recent Fiscal Year Audit.</b> Pending</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p><b>1. Financial Resources: 6.0-2 Statement of Financial Resources</b>  <b>2. Operation and Management: 6.0-4 Operations and Management &amp; 6.0 (B) Proposed Amendments to the Admissions and Continued Occupancy Policy (ACOP) Housing Choice Voucher Administrative Plan SEE ATTACHED</b></p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
<b>B.2</b>	<p><b>New Activities.</b></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 checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input 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><b>1. Mixed Finance Modernization or Development: 7.0</b>  <b>2. Demolition and/or Disposition: 7.0</b>  <b>3. Executive Summaries-Public Housing 10.0 (A)</b></p>
<b>B.3</b>	<p><b>Civil Rights Certification.</b></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>B.4</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: <b>Pending Findinings</b></p>
<p><b>B.5</b></p>	<p><b>Progress Report.</b></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><b>Progress in Meeting Mission and Goals 10.0</b></p>
<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></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>B.7</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>SEE ATTACHED Certifications Pending</b></p>
<p><b>B.8</b></p>	<p><b>Troubled PHA.</b></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 checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>C. Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
<p><b>C.1</b></p>	<p><b>Capital Improvements.</b> 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. Pending</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** (07/2019), **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](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 07/22/2018."

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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:** 07/2019

(07/01/2019 – 06/30/2020)

**Annual Plan Type:**

- Standard Plan**
- Troubled Agency Plan**

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## 5.0 Five-Year Plan:

**5-YEAR PLAN (ROLLING-BASE)**  
**PHA FISCAL YEARS 2019 – 2024**  
[24 CFR Part 903.5]

<b>5-Year &amp; Annual Agency Plan</b>
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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:*

- Maintain PH occupancy at 98%,
- Leverage private or other public funds to create additional housing opportunities,
- Acquire or build new units or developments
- Access Multi-Family Tax Exempt Bond
- Maintain HCV program utilization at 100%
- 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, 504 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, disabled, 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**

- Plan to prepare a Section 18 demolition and/or disposition application to the Special Application Center (SAC), for the conversion of public housing properties; to establish eligibility for Tenant Protection Vouchers (TPV) and associated requirements.
- Issue a Request for Qualifications (RFQ) to develop/redevelop public housing owned sites.
- McGuire House-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 90%.
- 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 98 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 10% 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 industry related professional development training. (Including but not limited to MAHRA)
- Update staff on Lead-Based Paint Regulations.
- Provide in-house training for all staff on new software applications.
- Provide / appropriate training to all Housing Authority staff on Reasonable Accommodations/504 and Fair Housing regulations..

### **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
- Increase Homeownership 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.
- Retro-fit and certify UFAS units to comply with UFAS regulations for selected Public Housing and Project Based units.
- Include all 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

Retro-fit HAPGC properties in order to make them more sustainable structures.

- As part of a green maintenance approach, We will use no- and low-VOC paint, adhesives and finishes, use Energy Star and WaterSense qualified products, and adopt an Integrated Pest Management (IPM) strategy.

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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 the Annual plan as well as 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, Suites 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 are accessible on the Housing Authority's website.  
[ha.mypgc.us](http://ha.mypgc.us)

## **PHA PLAN ELEMENTS**

The following changes/additions are proposed for public housing for FYB 07 / 2019 includes:

### **Proposed Amendments to the Admissions & Continued Occupancy Policy (ACOP)**

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

### **Other Policy Considerations**

In Plan year 2019, the Authority will review for consideration, policy changes to current operations which include:

#### ***PH See Attached***

- Reasonable Accommodation
- Flat Rents
- Waiting List Preferences

*HCV See Attached*

- Waiting List Preferences
- Reasonable Accommodations
- Project Based

***Homeless Prevention***

Continue to 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.

***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

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

The Housing Authority has created a Accessibility Waiting list in order to serve families with disabilities and has also updated admission preferences. Eligibility, Admissions Policies, including Deconcentration and Waiting List Procedures did not change. Policies that govern resident or tenant eligibility, selection and admission 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.

Materials are 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 Check Preferences

- HAPGC has a separate waitlist for HCV, Moderate Rehabilitation, 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**

The HAPGC will use the following local preferences. HAPGC will use the following local preferences. These preferences are not applicable to the occupancy of Accessible Units or Units with Accessible Features, which units will be first leased to family with a household member requiring the accessible features of the unit. An "Accessible Unit" is a housing unit that is on an accessible route and meets the specific accessibility requirements in the Uniform Federal Accessibility Standards (UFAS) for persons with disabilities who use wheelchairs. "Unit with Accessible Features" includes units designed to comply with the Fair Housing Act Accessible Guidelines.

The HAPGC preferences and their points are as follows. An applicant may qualify for more than one preference but will only awarded the highest applicable preference plus the residency preference.

### **Involuntary Displaced Preference** **25 Points**

This preference applies to applicants who are:

- (a) Victims of a natural disaster that has been declared by a local, state, or federal government entity;
- (b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement;
- (c) Participant in State or federal Witness Protection Program;
- (d) A victim of domestic dating violence, sexual assault or stalking defined in the Violence Against Womens Act.

### **Residency Preference** **20 points**

This preference applies to applicants who, at the time of application live, work, or hired to work in Prince Georges County on a permanent basis.

### **Working Family Preference** **15 Points**

This preference applies to applicants where

- (a) The head, spouse, co head or sole member is employed fulltime at least 30 hours per week;

- (b) The head, spouse, co head or sole member is a person age 62 or older or is a person with disabilities
- (c) The head, spouse, co head or sole member is a person with disabilities.

**Disabled Family Member Preference                      10 Points**

This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.

**Veteran Preference    5 Points**

This preference applies where the head, spouse, co head or sole member was discharged from any branch of United States military service

**Transitional Housing Program Preference                      4 Points**

This preference applies to the head, spouse, co head or sole member that has successfully completed a transitional housing program under the Prince George’s County Continuum of care Program.

**Educational/ Training Preference    2 points**

This preference applies where the head, spouse, co head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program designed to prepare enrollees for the job market.

**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
- 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 (FY2019) Plan Year.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants</b>	<b>FY2019</b>	
a) Public Housing Operating Fund	<b>1,216,421</b>	
b) Public Housing Capital Fund (#MD39P15501-18)	<b>683,696</b>	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Housing Choice Voucher Tenant-Based Assistance	<b>81,550,000</b>	
f) Community Development Block Grant	\$30,000	Capital Improvements
PY42: \$10,000 PY43: \$30,000		
g) HOME	NA	NA
j) Department of Energy (DOE)	NA	NA
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) [</b>		
CFP (MD39P015501-16)	\$36,686	Capital Improvements
CFP (MD39P015501-15)	\$6,050	Capital Improvements
CFP (MD39P015501-17)	\$94,677	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
Rental Income	<b>\$1,671,579</b>	Public Housing Operations
<b>4. Other income (list below)</b>		
Vending Machine, & Late Charges	<b>\$43,502</b>	Public Housing Operations
<b>5. Non-federal sources (list below)</b>		
Rental Allowances Program (RAP)	<b>\$51,760</b>	Temporary Assistance for the Homeless
<b>Total Resources (Includes: PY42)</b>	<b>\$85,384,371</b>	Authority-Wide Operations

## 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.

- Anytime time and family experiences and 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 100% of SAFMR

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 Small Area Fair Market Rents (SAFMR).

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 HCVP 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)
- VAWA Emergency Transfer Plan

#### **(2) Housing Choice Voucher Management:**

- CFR 24 – Statutory Requirements
- HUD Published Regulatory Requirement
- Administrative Plan
- Reasonable Accommodations
- Small Area Fair Market Rent Schedule
- 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)  
VAWA Emergency Transfer Plan

## **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**

N/A

## **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 (i.e. senior-headed households), 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 with computer labs and other related activities at the Community Centers/ Family Resource Academy (FRA).
- Assist staff in the coordination and chaperoning of field trips and activities.
- Assist with community up keep and beautification activities at sites.
- Assist students with homework and related projects, and
- Active participation within the Housing Authority's Residents' Councils.

**Notification for Non-Compliance with Community Service and Self-Sufficiency Requirement (CSSR):**

HAPGC will not evict a family due to CSSR non-compliance. However, if HAPGC finds a tenant in non-compliance with CSSR, the HAPGC must provide written notification to the tenant, which must include:

- A brief description of the finding of non-compliance with CSSR
- A statement that the HAPGC will not renew the lease at the end of the current 12-month lease term, unless the tenant enters into a written work-out agreement with the HAPGC. Such written work-out agreement must include the means through which a non-compliant family member will comply with the CSSR requirement, or
- The family provides a written assurance statement that is satisfactory to the HAPGC. The written assurance statement must explain that the tenant or other noncompliant resident(s) no longer resides in the unit.

**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 HAPGC will perform reexaminations for households on fixed incomes on a triennial basis. Triennial anniversary date is 36 months from the effective date of the family's last triennial reexamination or during a family's third year in the program from the effective date of the family's initial examination or admission date.

The results will identify Public Housing 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 SEE ATTACHMENT**

## **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.

## **5.0–11 FISCAL YEAR AUDIT**

The PHA has completed the 2018 Fiscal Year Audit as required under section 5(h) (2) of the U.S. Housing Act of 1937 (42 US.C. 1437 c(h)). **Audit results pending.**

## **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.

The Housing Authority of Prince George’s County also has a Board approved VAWA emergency transfer plan to protect participants on the Housing Choice Voucher an Public Housing Program.

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

**Mixed Finance, Demolition and/or Disposition:**

**1313 Southern Avenue (formerly known as The McGuire House):**

The McGuire House demolition was completed, January 2008. The Housing Authority has partnered with a Local Developer and is moving forward with the redevelopment of 1313 Southern Avenue (formerly known as The McGuire House)

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

McGuire House inventory has been removed from the PIC database.

**Owens Road:**

The Housing Authority has partnered with a development consultant and currently exploring redevelopment options for 1100 Owens Rd.

If the Housing Authority proceeds with redevelopment plans the Housing Authority will submit a demolition & disposition application to SAC .

Please note these actions are contingent on the approval of the Section 18 application for Owens Rd.

**Section 18 Application:**

The Authority has plans to submit a Section 18 demolition and/or disposition application to the Special Application Center (SAC), for the conversion of all five (5) Public Housing properties; establish eligibility for Tenant Protection Vouchers (TPV) and associated requirements. The five (5) public housing properties considered, consist of 376 units. These units are located at the following addresses:

**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

Under the Housing Choice Voucher program administrative plan the Housing Authority has been authorized by HUD to administer up to 20 percent of the Housing Authority's current tenant based voucher allocation. The Housing Authority currently has an inventory of 176 Project Based Voucher units.

**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 2019, 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 2018 the Housing Choice Voucher Homeownership Program HCVHP) successfully assisted eight (8)families to become first-time homebuyers. The goal for FYE 2019/2020 is to assist ten (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 5837 Housing Choice Vouchers. Of the total, the Authority administers Project Based Housing Choice Voucher that assist approximately 175 participants during FY2018. 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. The Housing Authority of Prince George's County (HAPGC) is making available up to Sixty Nine ( 69) UFAS Project-Based Housing Choice Vouchers (PBV) to support the preservation or creation of affordable housing opportunities for disabled low and moderate income

families in Prince George’s County. PBVs may be awarded to a existing, new construction project or a rehabilitation multi-family project.

## 8.0 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.

<b>Housing Needs of Families in the Jurisdiction By Family Type</b>							
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
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)

<b>Housing Needs of Families on the Waiting List</b>			
<b>Public Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	4786	100%	10% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	3381	75%	
Very low income (>30% but <=50% AMI)	1208	25%	
Low income (>50% but <80% AMI)	175	4%	
Families with children	N/A	N/A	
Elderly families	435	9%	
Families with Disabilities + Hcap	1044	22%	
Race/ethnicity Black (Hisp & Non-Hisp)	4295	90%	
Race/ethnicity White (Hisp & Non-Hisp)	110	2%	
Race/ethnicity Asian	10	0.2%	
Race/ethnicity All Other	52	1%	
Race/ethnicity Pacific	14	0.3%	
Residents in HAPGC Jurisdiction	3886	81%	
<b>Characteristics by Bedroom Size</b> <i>(Public Housing Only)</i>			
0BR	3115	48%	
1BR	228	4%	
2 BR	1149	18%	
3 BR	960	15%	
4 BR	984	15%	
5 BR	NA	--	
5+ BR	NA	--	
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)? 31 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Data as of, January 2019

**HOUSING NEEDS**

<b>Housing Needs of Families on the Waiting List Housing Choice Voucher</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	2833	100%	5% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	2137	75%	
Very low income (>30% but <=50% AMI)	571	20%	
Low income (>50% but <80% AMI)	95	3%	
Families with children	1785	63%	
Elderly families	102	4%	
Families with Disabilities + Hcap	333	12%	
Race/ethnicity Black (Hisp & Non-Hisp)	2593	92%	
Race/ethnicity White (Hisp & Non-Hisp)	54	2%	
Race/ethnicity Asian	3	.1%	
Race/ethnicity All Other	12	.4%	
Race/ethnicity Pacific	8	.3%	
Residents in HAPGC Jurisdiction	1962	70%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Closed for families with children, Closed to ALL</p> <p>How long has it been closed (# of months)? 38</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

Data as of, January 2019

## **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;
- 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 Homeless, 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 the 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.
- Increase Project Based Vouchers to assist 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

## **9.0 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 : 2018-2021

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 2018 – ANTICIPATED RENOVATIONS COMPLETED OR SCHEDULED FOR COMPLETION:  
(07/01/2018 – 06/30/2019)**

**TABLE 1**

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

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>1100 Owens Road</b>	<b>Cottage City Towers</b>
	Emergency Elevator Modernization	
	Mold Remediation	Mold Remediation
	Retro-Fitted (1) ADA/504 Units and additional Tenant requested modifications	Retro-Fitted (3) ADA/504 Units and additional Tenant requested modifications
	Installation of Annunciator panel	Upgrade of FRA computers
	Upgrade of FRA computers	Replaced Recirculation pumps Paint Select Dwelling Units
	Installation of CO2 Detectors	Installation of CO2 Detectors
<b>INCREASE MARKET / CURB APPEAL</b>	Replaced Railings at Access Ramp	Landscaping
	<b>Replaced Picnic tables</b>	
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance

**Garden Style & Townhouse Properties  
(CFP, CDBG, Extraordinary Maintenance, Grants, etc.)**

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>Marlborough Towne</b>	<b>Kimberly Gardens</b>	<b>Rollingcrest Villages</b>
	Installation High efficiency HVAC Select Units	Installation High efficiency HVAC Select Units	Retro-Fit ADA/504 Unit
	Installation of ADA /504 curb cut,railings and ramp		Installation of ADA /504 unisex toilet in Community Center
	Upgrade of FRA computers	Upgrade of FRA computers	DSL & VPN Connectivity Upgrade of FRA computers
		Select Duct Cleaning	Select Duct Cleaning
	Installation of CO2 Detectors	Installation of CO2 Detectors	Installation of CO2 Detectors
			Replace Select Breaker Panels
<b>INCREASE MARKET / CURB APPEAL</b>	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance	Renovation of Community Center and Laundry

	<b>Site Improvements</b> <ul style="list-style-type: none"> <li>• Parking striping</li> <li>• Trees</li> <li>• Erosion</li> <li>• Landscaping</li> <li>• Exterior Lighting</li> <li>• Repaired Site Lighting</li> </ul>	<b>Site Improvements</b> <ul style="list-style-type: none"> <li>• Trees</li> <li>• Exterior Fencing</li> <li>• Erosion</li> <li>• Repaired Site Lighting</li> </ul>	<b>Site Improvements</b> <ul style="list-style-type: none"> <li>• Trees</li> <li>• Erosion</li> <li>• Re-stripping and increase to number of accessible parking spaces</li> <li>• Repaired benches</li> <li>• Repaired Site Lighting</li> </ul>
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**FY2018 – PLANNED RENOVATION ACTIVITIES:  
(07/01/2019 – 06/30/2020)**

The following work activities in Tables 2 describe projects scheduled to take place during FY 19.

**TABLE 2**

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

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>1100 Owens Road 2018</b>	<b>Cottage City Towers 2018</b>
	Emergency Elevator Modernization	Fan Replacemet Ventilation Duct Cleaning
	Installation of CO2 Detectors	Waterproof/Air Seal Select Windows
	Replace Compactor System and Dumpsters	Replace Compactor System and Dumpsters
	Install New Recirculation Pumps (2)	
	Replace Cooling Tower	Replace Mechanical Facilities Shop Doors
	Retro-Fit (4) ADA/504 Units	Retro-Fit (1) ADA/504 Units
	Ventilation Duct Cleaning Fan Replacemet	
	Flue Replacement	
	Upgrade Fire Annunciator System	Paint Select Dwelling Units
	Replace Select Breaker Panels	Replace Select Breaker
<b>INCREASE MARKET/CURB APPEAL</b>	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.)**

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>Marlborough Towne 2018</b>	<b>Kimberly Gardens 2018</b>	<b>Rollingcrest Villages 2018</b>
	Flue Replacement	Back flow valves	<b>Retro-Fit (3) ADA/504 Units</b>
	Replace Select Breaker Panels	Re place Select Breaker Panels	Replace Select Breaker Panels

	Lead certification and Testing	Lead certification and Testing	Lead certification and Testing
<b>INCREASE MARKET/CURB APPEAL</b>	Unit Renovation to include Kitchens, Bathrooms Flooring, Cabinets, Counters, & Painting	Select Roofing replacement	Replace Exterior Unit Entry Doors
	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
	Back flow valves		Replace broken concrete sidewalks and add curb cuts

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**FIVE (5) YEAR RENOVATION PLAN:  
(07/01/2018 – 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**

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>1100 Owens Road 5-Year Plan</b>	<b>Cottage City Towers 5-Year Plan</b>
	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	
		Interior Unit Painting
	Install New Flooring	Install New Flooring
	Renovate Kitchens and Baths	Renovate Kitchens and Baths
		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
<b>RESIDENT SATISFACTION</b>	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	Install Security Camera System	Install Security Camera System
<b>RESIDENT SATISFACTION INCREASE MARKET/CURB APPEAL</b>	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
	Replace broken concrete apron	Complete Landscaping
<b>INCREASE MARKET/CURB APPEAL</b>		

- **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**

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>Marlborough Towne 5-Year Plan</b>	<b>Kimberly Gardens 5-Year Plan</b>	<b>Rollingcrest Villages 5-Year Plan</b>
	*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
	<b>*Select Vacancy Turnaround</b>	<b>*Select Vacancy Turnaround</b>	<b>*Select Vacancy Turnaround</b>
	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
<b>RESIDENT SATISFACTION</b>	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
<b>INCREASE MARKET/CURB APPEAL</b>			

- **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.

<b>REVIEW</b> <b>Summary of Housing Authority’s</b> <b>Project Measurements</b>
<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 Goals and Objectives



## **FY 2018 – 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.

### **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.

The Housing Authority was able to re-establish its bond financing authority and issue bonds for the acquisition and redevelopment of Park Tanglewood, Riverdale, MD

### **REAL ESTATE ASSESSMENT CENTER (REAC) SUBSYSTEMS**

The Housing Authority most recently received a PHAS Score of 84 for Fiscal Year 2018.

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.

### **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 seniors, families, youth and individuals with disabilities at four (4) public housing properties.

## Family Resource Academy (FRA)

- Operating as Community Centers/Family Resource Academies, the Housing Authority has converted community spaces into effective enrichment activities primarily geared to school age children. Centers will provide computer access and classes, 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 2018 the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted eight (8) families to become first-time homebuyers. The goal for FY 2019 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 for the fiscal year ended June 30, 2018, 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 2017</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	0
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>	5	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 2020** (07/01/2019 – 06/30/2020)

### 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, 2019. 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 site-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 site-based asset management.

## **SUPPORTIVE SERVICES (FY 2020)**

Several successful programs that helped families achieve self-sufficiency will continue and expand for the upcoming 2019 fiscal year and well into the five years of this plan. Selected programs/services are listed below:

### **PUBLIC HOUSING:**

#### **Mixed Finance Modernization or Development**

##### **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 has partnered with a Local Developer and is moving forward with the redevelopment of 1313 Southern Avenue (formerly known as The McGuire House) There are plans to amend and submit an application to include the newly selected Developer to SAC for disposition approval.

### **Owens Road:**

The Housing Authority has partnered with a development consultant and currently exploring redevelopment options for 1100 Owens Rd.

If the Housing Authority proceeds with redevelopment plans the Housing Authority will submit a demolition & disposition application to SAC .

Please note these actions are contingent on the approval of the Section 18 application for Owens Rd.

## **Section 18 Demolition and/or Disposition Application**

The HAPGC is soliciting for a personal services consultant to assist in the analysis and planned preparation of a Section 18 Special Application Center (SAC) application for the disposition of its public housing properties, eligibility for tenant protection vouchers and associated requirements. The HA is in its preliminary evaluation process of preparing HUD's Special Applications Center (SAC) applications for disposition in accordance with the requirements of 24 CFR part 970 for each of the following properties: The deadline for submission is: June 30, 2019.

- Owens Road
- Cottage City Towers
- Marlborough Towne
- Kimberly Gardens
- Rollingcrest Villages

The Authority will consider disposition justification criteria for each property on case-by case basis and provide narratives for each development, recommend & describe “phased” application methods and justifications; prepare cost analysis, confirm proper environmental clearances, and specifically determine FMV disposition benefits.

The Authority will immediately begin to consult with the Board of Commissioners, Resident Advisory Board, and resident organizations to provide a full description of the activities and benefits in connection with the disposition (including relocation, known future use of each site, use of disposition proceeds) to attain approval and comply with aggregation requirements.

### **Resident Services**

- HAPGC 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.

## **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 2019 is to successfully assist an additional ten (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 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 24 years old. The program provides 36 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 and assistance with other public and private resources, to enable eligible families to achieve economic independence and self-reliance. FSS achieves this goal by assisting families to increase their earnings and to build assets and financial capability through County; Community; public and private agencies and partnerships. Services include Case Management/Coaching and Goal Setting..

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 20 to 50 percent of the median income. Forty percent (40%) of the households in need of housing indicates that the head of household or co-head is working 30 or more hours a week. 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.

## **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.

*End of Executive Summary for Annual Plan  
FY 2020 Updates  
Period: (07/01/2019 thru 06/30/2020)*

## 11.0 REQUIRED DOCUMENTS

(md015V19)

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

(md015A19)

- ✓ 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
- ✓ Form HUD-50077-CR – *SIGNED PENDING*  
PHA CIVIL RIGHTS CERTIFICATION
- ✓ Form HUD-50077-ST- HCV-HP- PHA – *SIGNED PENDING*  
PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLAN AND RELATED REGULATIONS
- ✓ Form HUD-50075SL – *SIGNED PENDING*  
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- ✓ Form HUD-50075.1 (md015□17) – *SIGNED PENDING*  
CAPITAL FUND PROGRAM ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT
- ✓ Form HUD-50075.2 (md015□17) – *SIGNED PENDING*  
CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN

DRAFT



U.S. Department of Housing and Urban Development  
District of Columbia Office  
820 First Street, NE  
Washington, DC 20002-4205

**IN REPLY REFERTO: 3GPH/LS**

May 9, 2018

Mr. Eric C. Brown  
Executive Director  
Housing Authority Prince George's County  
Suite - 500  
9200 Basil Court  
Largo, MD 20774-5344

Dear Mr. Brown:

Subject: Housing Authority of Prince George's County, MD – Approval of Five-Year Plan for 2018-2022 and Annual PHA Plan for Fiscal Year 2019

This letter is to inform you that the Department of Housing and Urban Development's, District of Columbia Field Office of Public Housing has reviewed and approved the Housing Authority of Prince George's County, MD (HAPGC) Five-Year Plan and Annual PHA Plan submission, effective July 22, 2018.

The approval of a PHA Plan does not necessarily constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to the families under programs covered by the Plan, the HAPGC agrees to comply with the rules, standards and policies established in its approved Plan, as provided in 24 CFR, Part 903 and other applicable regulations. Your approved Plan and all required attachments must be available for review and inspection at the main office of the Housing Authority during normal business hours.

Should you have any additional questions or concerns, please contact Linda Scott, Portfolio Management Specialist, on (202) 275-6330 or at [linda.t.scott@hud.gov](mailto:linda.t.scott@hud.gov). Our telecommunications device for the hearing impaired is (202) 275-6388.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Jenkins".

Christine Jenkins  
Director  
Office of Public Housing

[www.hud.gov](http://www.hud.gov)

[espanol.hud.gov](http://espanol.hud.gov)



## **Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>**

### **To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that Housing Choice Voucher Program is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

### **Protections for Applicants**

If you otherwise qualify for assistance under Housing Choice Voucher Program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

### **Protections for Tenants**

If you are receiving assistance under Housing Choice Voucher Program, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under Housing Choice Voucher Program solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

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<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

## Removing the Abuser or Perpetrator from the Household

The Landlord may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If Landlord chooses to remove the abuser or perpetrator, HAPGC may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HAPGC must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HAPGC must follow Federal, State, and local eviction procedures. In order to divide a lease, HAPGC may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

## Moving to Another Unit

Upon your request, HAPGC may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HAPGC may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the HAPGC may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which

you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HAPGC will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HAPGC's emergency transfer plan provides further information on emergency transfers, and HAPGC must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

HAPGC can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HAPGC must be in writing, and HAPGC must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HAPGC may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HAPGC as documentation. It is your choice which of the following to submit if HAPGC asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HAPGC with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HAPGC has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HAPGC does not have to provide you with the protections contained in this notice.

If HAPGC receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HAPGC has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the

conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HAPGC does not have to provide you with the protections contained in this notice.

### **Confidentiality**

HAPGC must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HAPGC must not allow any individual administering assistance or other services on behalf of HAPGC (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HAPGC must not enter your information into any shared database or disclose your information to any other entity or individual. HAPGC, however, may disclose the information provided if:

- You give written permission to HAPGC to release the information on a time limited basis.
- HAPGC needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HAPGC or your landlord to release the information.

VAWA does not limit HAPGC's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or**

#### **Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HAPGC cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HAPGC can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HAPGC can demonstrate the above, HAPGC should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.



### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

### **Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with District of Columbia Field Office Department of Housing and Urban Development 820 First Street NE, Suite 300 Washington, D.C. 20002-4205.

### **For Additional Information**

You may view a copy of HUD's final VAWA rule at [www.federalregister.gov](http://www.federalregister.gov).

Additionally, HAPGC must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact your Rental Specialist for questions on VAWA. For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact:

Baxter Center -offers legal assistance and counseling (301) 952-3797

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact Prince George's County Hospital Center Domestic Violence/Sexual Assault Center at 301-618-3154.

Victims of stalking seeking help may contact Prince George's County Sheriff's Office Domestic Violence Unit at 301-780-8408.

Forms can be obtained by requesting it from your Rental Specialist, Housing Authority (suite 107) or online at [ha.mypgc.us](http://ha.mypgc.us) under VAWA.

- Notice of Occupancy Rights Under the Violence Against Women Act, form HUD-5380
- Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, form HUD-5382
- Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, form HUD-5383
- Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, form HUD-5381

**Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.**

<b>Name</b>	<b>PHONE</b>
1. Emergency Assistance	911
2. Resource Information	211
3. Family Crisis Center of Prince George's County	301-731-1203
4. Maryland Network Against Domestic Violence	800-MDHELPS (800-634-3577)
5. Prince George's County Sheriff's Office Domestic Violence Unit	301-780-8408
6. Prince George's County Police Dept. Domestic Violence Unit	301-772-4433
7. Prince George's County	
8. Hospital Center Domestic Violence/Sexual Assault Center	301-618-3154
9. Still I Rise, Inc.	301-868-4903
10. House of Ruth (24-Hour Hotline)	410-889-RUTH (410-889-7884)
11. Community Advocates for Family and Youth (CAFY)	301-390-4902
12. Prince George's County Health	
13. Dept. Domestic Violence Coordinator	301-883-7873
14. Department of Family Services Domestic Violence and Human Trafficking Division	301-248-0617
15. Courtney's House	301-870-8008
16. Turnaround.inc	410-377-8111
17. The Walbert	410-837-7000

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY**  
**Housing Choice Voucher Program**  
**Emergency Transfer Plan for**  
**Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

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### **Emergency Transfers**

The Housing Authority of Prince George's County (HAPGC) is concerned about the safety of its participants, and such concern extends to participants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),<sup>1</sup> HAPGC allows participants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the participant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The ability of HAPGC to honor such request for participants currently receiving assistance, however, may depend upon a preliminary determination that the participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

This plan identifies participants who are eligible for a VAWA emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to participants on safety and security.

### **Eligibility for Emergency Transfers**

A participant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if the participant reasonably believes that there is a threat of imminent harm from further violence if the participant remains within the same unit. If the participant is a victim of sexual assault, the participant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A participant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

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<sup>1</sup> Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Participants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Qualifying for an emergency transfer does not guarantee continued assistance under the program or a transfer to another covered housing program (24 CFR 5.2005(e) (13)).

### **Emergency Transfer Request Documentation**

To request an emergency transfer, the participant shall notify their Rental Specialist located at 9200 Basil Court, Largo MD 20774; the participant must submit a written request for a transfer. The HAPGC will provide reasonable accommodations to this policy for individuals with disabilities.

The participant must use the VAWA Emergency Transfer Request form (HUD form 5383) to request an emergency transfer. The emergency transfer form can be obtained by requesting it from your Rental Specialist, Housing Authority (suite 107) or online at [ha.mypgc.us](http://ha.mypgc.us) under VAWA.

If additional information is requested by the HAPGC, the individual may satisfy this request by providing **any** one of the following documents as described under 24 CFR 5.2007(b)(1):

- a. Form HUD-5382; or
- b. A document:
  - 1) Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional or a mental health professional (collectively, “professional”) from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;
  - 2) Signed by the applicant or tenant; and That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under the VAWA Final Rule, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under 24 CFR 5.2003; or
  - 3) A record of a Federal, State, tribal, territorial or local law enforcement agency (may include a police report), court, or administrative agency; or
  - 4) At the discretion of a covered housing provider, a statement or other evidence provided by the applicant or tenant.

The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections.

### **Emergency Transfer Timing and Availability**

HAPGC cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. HAPGC will, however, act as quickly as possible to move a participant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a participant reasonably believes a proposed transfer would not be safe, the participant may request a transfer to a different unit. If a unit is available, the transferred participant must agree to abide by the terms and conditions that govern occupancy in the unit to which the participant has been transferred. HAPGC may be unable to transfer a participant to a particular unit if the participant has not or cannot establish eligibility for that unit. A participant with proper documentation (see documentation requirements above) will follow the process listed below:

- **For the participant-based Housing Choice Voucher Program:** A voucher will be issued to the participant to enable them to search for another unit. The participant must notify their current Landlord of their need to move and provide them with written request certifying that they meet the criteria for an emergency transfer under VAWA, before they're approved to be transferred/moved. At the request of the participant, HAPGC will assist them in their communication with their current Landlord on their need to move from their unit as quickly as possible.
  - The HAPGC will also provide the victim with a list of providers in the community who serve victims of domestic violence, dating violence, sexual assault, and stalking.

**\*Availability- is defined as vacant move-in ready unit.\***

- **For the Project-Based Voucher Programs:** If another Project-Based Voucher unit is available for which the participant qualifies, the participant will be presented with an offer to transfer. If a participant reasonably believes a proposed transfer on the same site would not be safe, the participant may request a transfer to a different site; if available. If a unit is available, the transferring participant must agree to abide by the terms and conditions that govern occupancy in the new unit. The participant may notify their current Landlord of their need to move and provide them with written notice certifying that they meet the criteria for an emergency transfer under VAWA.
  - **Project Based Voucher-Assisted for one (1) year or more**
    - If there are not any Project Based units available, the participant will be issued a Housing Choice Voucher, if they have been on the PBV program for at least one (1) year as long as funding is available. If the participant would like to move prior to a voucher becoming available the HAPGC will refer the participant to one of our partnering Agency's using the Prince George's County Continuum of Care, The HAPGC may

- be unable to transfer a participant to a particular unit or program if the participant has not or cannot establish eligibility for that unit or program.
- The HAPGC will also provide the victim with a list of providers in the community who serve victims of domestic violence, dating violence, sexual assault, and stalking.
- **Project Based Voucher-Assisted less than one (1) year**
    - If there are not any Project Based units available, the participant will be placed on the Housing Choice Voucher & Public Housing Waitlist by time and date they were approved for an emergency transfer. If the participant would like to move prior to a voucher or Public Housing unit coming available the HAPGC will refer the participant to one of our partnering Agency's; using the Prince George's County Continuum of Care. The HAPGC may be unable to transfer a participant to a particular unit or program if the participant has not or cannot establish eligibility for that unit or program.
    - The HAPGC will also provide the victim with a list of providers in the community who serve victims of domestic violence, dating violence, sexual assault, and stalking.
- **For the Moderate Rehabilitation:** If another Moderate Rehabilitation unit is available for which the participant qualifies, the participant will be presented with an offer to transfer. If a participant reasonably believes a proposed transfer would not be safe, the participant may request a transfer to a different unit. If a unit is available, the transferring participant must agree to abide by the terms and conditions that govern occupancy in the new unit. HAPGC may be unable to transfer a participant to a particular unit if the participant has not or cannot establish eligibility for that unit. If there are not any Moderate Rehabilitation units available, the participant will be placed on the Public Housing Waitlist by time and date they were approved for an emergency transfer. If the participant would like to move prior to a Public Housing unit being available the HAPGC will refer the participant to one of our partnering Agency's; using the Prince George's County Continuum of Care. The HAPGC may be unable to transfer a participant to a particular unit or program if the participant has not or cannot establish eligibility for that unit or program. The participant must notify their current Landlord of their need to move and provide them with written notice certifying that they meet the criteria for an emergency transfer under VAWA.
    - The HAPGC will also provide the victim with a list of housing providers in the community for which the PHA has collaborated to serve victims of domestic violence, dating violence, sexual assault, and stalking.

Once a transfer has been completed, the person (s) that committed and act (s) of domestic violence, dating violence, sexual assault, or stalking against the tenant will not be approved to be added to the household in the future.

**Actions Against Perpetrator:**

1. The HAPGC /Landlord may evict, or deny admission to a program or bar the perpetrator from its property under this policy.
2. The victim shall take action to control or prevent the domestic violence, dating violence, sexual assault, or stalking. Steps taken shall be reasonable to the circumstances of each case, and shall not create a risk of harm to the victim. The action may include but not limited to:
  - a) Obtaining and enforcing a restraining or no contact order for protection against the perpetrator from the property;
  - b) Obtaining and enforcing an order barring the perpetrator from the property;
  - c) Preventing the delivery of the perpetrators mail to the victims unit;
  - d) Other reasonable measures.

**Confidentiality**

HAPGC will keep confidential any information that the participant submits in requesting an emergency transfer, and information about the emergency transfer, unless the participant gives HAPGC written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the participant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the participant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Participants for more information about HAPGC's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

**Safety and Security of Participants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the participant is urged to take all reasonable precautions to be safe.

Participants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Participants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Participants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

**Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.**

<b>Name</b>	<b>PHONE</b>
1. Emergency Assistance	911
2. Resource Information	211
3. Family Crisis Center of Prince George's County	301-731-1203
4. Maryland Network Against Domestic Violence	800-MDHELPS (800-634-3577)
5. Prince George's County Sheriff's Office Domestic Violence Unit	301-780-8408
6. Prince George's County Police Dept. Domestic Violence Unit	301-772-4433
7. Prince George's County	
8. Hospital Center Domestic Violence/Sexual Assault Center	301-618-3154
9. Still I Rise, Inc.	301-868-4903
10. House of Ruth (24-Hour Hotline)	410-889-RUTH (410-889-7884)
11. Community Advocates for Family and Youth (CAFY)	301-390-4902
12. Prince George's County Health	
13. Dept. Domestic Violence Coordinator	301-883-7873
14. Department of Family Services Domestic Violence and Human Trafficking Division	301-248-0617
15. Courtney's House	301-870-8008
16. Turnaround.inc	410-377-8111
17. The Walbert	410-837-7000





**EFFECTIVE COMMUNICATION POLICY**  
**For HAPGC Communications with Resident,**  
**Participant and Applicant Families**

# EFFECTIVE COMMUNICATION POLICY

## A. GENERAL POLICY

The Housing Authority of Prince George's County (HAPGC) administers its public and assisted housing programs in a non-discriminatory manner. The Housing Authority's employees, agents, contractors and private management companies shall furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits HAPGC's programs and services upon request or is self-evident. The provision of auxiliary aids and services shall be provided at no charge to the individual. HAPGC strives to provide aids and services in a manner that protects the privacy and independence of the individual with a disability. All notifications, including approvals or denials of requests for effective communication referenced in this Policy, will be provided in an alternate format, upon request.

## B. AUXILIARY AIDS AND SERVICES

Auxiliary aids and services enable persons with disabilities to have an equal opportunity to participate in and enjoy the benefits of programs or activities conducted by the Housing Authority. For example, auxiliary aids useful for persons who are Deaf or hard of hearing may include handset amplifiers; video remote interpreting, real time computer aided transcription services, telephone compatible with hearing aids; telecommunications devices for deaf persons (TDD's); qualified sign language interpreters; note takers; written material and other similar services and devices. Auxiliary aids and services for persons who are blind or have low vision may include qualified readers; taped texts; audio recordings; Brailled materials; screen reader accessible materials; magnification software; large print materials; or accessible electronic information.

## C. PROVISION OF AUXILARY AIDS AND SERVICES

1. When an auxiliary aid or service is required to ensure effective communication, the Housing Authority of Prince George's County will provide an opportunity for

an individual with a disability to request the auxiliary aid or service of his or her choice. The Housing Authority will give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Housing Authority of Prince George's County will honor the choice unless it can show that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the nature of its service, program, or activity or an undue financial and administrative burden.

2. All requests for auxiliary aids and services must be made and received by the Housing Authority's Section 504/ADA Coordinator within a reasonable amount of time prior to the date the service is needed. If in emergency circumstances an auxiliary aid or service is needed less than ten (10) business days prior to the date the service is needed, the Housing Authority will take reasonable steps to secure the auxiliary aid or service. The individual with a disability, or a HAPGC employee on behalf of the individual, will submit a request for auxiliary aids or services to the Housing Authority of Prince George's County's 504 Coordinator by delivering it to the address or Email listed below. All requests shall be dated and time-stamped upon receipt.

504 Coordinator

The Housing Authority of Prince George's County

9200 Basil Court, Rm 500, (301)883-5576

(Telecommunications Relay Service by Calling 7-1-1)

Email: [DHCD-504@co.pg.md.us](mailto:DHCD-504@co.pg.md.us)

3. Upon receipt of the request, the 504 Coordinator or designee will grant the requested aid or service or will consult with the individual with a disability to further assess and determine the appropriate auxiliary aid or service to be provided. Consideration shall be given to relevant facts and circumstances including the individual's communication skills and the nature and complexity of the communications at issue and giving primary consideration to the communication preferences of the individual with the disability. Within seven (7) business days of the receipt of the request, and as soon as circumstances warrant, the 504 Coordinator will provide the requesting individual with a written notification of the proposed auxiliary aid or service to be provided. The notification shall inform the individual of the right to a grievance hearing and hearing procedures.
4. Provision of needed auxiliary aids and services shall be provided within three (3) business days of the determination, or at the scheduled time of the event for which the aid or service is needed. However, if an extension of time in provision

of the aid or service is reasonably requested by either the individual requiring the service or HAPGC, and such extension is agreed to by both HAPGC and the individual, the provision of the service or aid may be reasonably delayed provided that the delay does not significantly affect the individual's rights or benefits and further provided that the extension is documented and included in the individual's file and in the report and tracking process set forth in Paragraph D.2

#### D. TRACKING AND RECORD KEEPING

1. The 504 Coordinator will maintain copies of all requests for effective communication and Housing Authority's response, for a period of three (3) years.
2. The 504 Coordination shall maintain a reporting and tracking system which will include the request made by an individual and the date the request was made; the date a response was provided to the individual from HAPGC; the response and rationale for the response; the date the auxiliary aid or service was provided, any extension made in the provision of the aid or service; and the identification of the individual requesting or receiving the auxiliary aid or service. The reporting and tracking shall be kept in an electronic format.
3. Copies of information required in Paragraph D.2.above shall also be kept in the individual files of Resident, Participant, and Applicant Families.
4. HAPGC will keep confidential all information and records containing personal identifying information related to an individual's disability and will only release such information in accordance with law.

#### E. PROCEDURES

##### 1. Notice

a).HAPGC will maintain postings that inform Applicants and Resident and Participant Families to contact the 504 Coordinator if auxiliary aids or services are needed for effective communications. This notice will advise that various auxiliary aids and services are available free of charge as needed and will provide example of such services to include interpreters These notices will contain the American Sign Language pictogram for sign language interpreter. Such notices shall be posted prominently in the Housing Authority's Central Office as well as all property management offices. In addition, HAPGC's website, application and recertification materials shall state that, "You can ask for a reasonable accommodation to use HAPGC housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact 301-883-5094 for assistance."

b) All Housing Authority letterhead will contain the TDD/TTY telephone numbers.

c) When it is self-evident that an individual is Deaf or hard of hearing and cannot communicate without auxiliary aids or services, HAPGC must engage that individual to determine what aids or services are required to effectively communicate.

## 2. Current Residents' Requests for Auxiliary Aids or Services

a) Requests for auxiliary aids or services should be made directly to the Housing Authority of Prince George's County Property Manager, who will forward the request(s) to the 504 Coordinator within one (1) business day of receipt. Requests should be made as soon as practical to give HAPGC sufficient time to respond. Current residents should generally provide at least three business days advance notice of a request for an interpreter.

b) When HAPGC has determined that a resident needs a specific auxiliary aid or service for effective communications, such services shall be noted in the resident's file to be needed for specific types of communications and residents shall not be required to be re-assessed each time they need the specific aid or service. For example, when a resident needs a rental notice in large print or in an electronic format, the resident need not make repeated requests for such service. When a resident needs an interpreter for a meeting with an officer manager, the resident should be automatically scheduled for an interpreter for such meetings.

## 3. Public Events

Individuals with disabilities who request auxiliary aids or services for public events such as public hearings, Board meetings, public meetings, etc., must make their requests one week prior to the event whenever possible. HAPGC shall make good faith efforts to respond to requests made less than one week prior to a public event, however it may not be able to secure such services. The 504 Coordinator will document the efforts made to accommodate the request, including any attempts to schedule an interpreter.

## 4. Continuing Duty to Communicate

a) Between the time that HAPGC i) recognizes that an auxiliary aid is needed, or ii) receives a request for auxiliary aids or services; and the time that HAPGC provides any needed aid or service, HAPGC may continue to try to communicate with the individual with a disability. However, HAPGC shall not require an individual to bring another person to interpret and may only rely on a person accompanying an individual who is Deaf or hard of hearing to interpret or

facilitate conversation in an emergency and where there is not interpreter available.

- b) HAPGC will continue to assess the communication effectiveness of any auxiliary aids or services provided and will alter services as needed to ensure effective communications.

## F. GRIEVANCE PROCEDURES

- 1. Any adverse decision regarding a request for auxiliary aids or services or other methods of effective communication under this policy request is subject to HAPGC's grievance policy in its Administrative and ACOP plans.

## FLAT RENT SCHEDULE

DEVELOPMENT	RENT REASONABLENESS (Per Month)
<b>1100 Owens Road</b> Oxon Hill, MD 20745	
0 Bedroom	\$926.00
1 Bedroom	\$1,045.00
2 Bedrooms	\$ 1,330.00
<b>Cottage City Towers</b> Cottage City, MD 20722	
0 Bedroom	\$962.00
1 Bedroom	\$1,098.00
2 Bedrooms	1,385.00
<b>Marlborough Towne</b> District Heights, MD 20747	
1 Bedroom	\$1,183.00
2 Bedroom	\$1,266.00
3 Bedrooms	\$1,658.00
<b>Kimberly Gardens</b> Laurel, MD 20708	
2 Bedrooms	\$1,541.00
3 Bedrooms	\$2,004.00
4 Bedrooms	\$2,450.00
<b>Rollingcrest Village</b> Hyattsville, MD 20782	
1 Bedroom	\$1,028.00

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	Chapter 4		
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><b>Local Preferences [24 CFR 982.207; HCV p. 4-16]</b></p> <p>The HAPGC will use the following local preferences.</p> <p>The HAPGC preferences and their points are as follows. An applicant may qualify for more than one preference but will only awarded the highest applicable preference plus the residency preference.</p>	<p>4-16 4-17</p>	<p><b>Change/Add</b></p> <p><b>Local Preferences [24 CFR 982.207; HCV p. 4-16]</b></p> <p><b><u>PREFERENCES</u></b></p> <p>HAPGC will use the following local preferences. These preferences are not applicable to the occupancy of Accessible Units or Units with Accessible Features, which units will be first leased to family with a household member requiring the accessible features of the unit. An “Accessible Unit” is a housing unit that is on an accessible route and meets the specific accessibility requirements in the <b>Uniform Federal Accessibility Standards (UFAS) at Section 4.34</b> for persons with disabilities who use wheelchairs. “Unit with Accessible Features” includes units designed to comply with the Fair Housing Act Accessible Guidelines.</p> <p>The HAPGC preferences and their points are as follows. An applicant may qualify for more than one preference but will only awarded the highest applicable preference plus the residency preference.</p>	



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<p><b><u>Involuntary Displaced Preference</u></b> <b>25 Points</b></p> <p>This preference applies to applicants who are:</p> <ul style="list-style-type: none"> <li>(a) Victims of a natural disaster that has been declared by a local, state, or federal government entity;</li> <li>(b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement;</li> <li>(c) Participant in State or federal Witness Protection Program;</li> </ul> <p><b><u>Residency Preference</u></b> <b>20 points</b></p> <p>This preference applies to applicants who, at the time of application live, work, or hired to work in Prince Georges County on a permanent basis.</p> <p><b><u>Working Family Preference</u></b> <b>15 Points</b></p> <p>This preference applies to applicants where</p> <ul style="list-style-type: none"> <li>(a) The head, spouse, co head or sole member is employed fulltime at least 30 hours per</li> </ul>		<p><b><u>Involuntary Displaced Preference</u></b> <b>25 Points</b></p> <p>This has priority over all other preferences and applies to applicants who are</p> <ul style="list-style-type: none"> <li>(a) Victims of a natural disaster that has been declared by a local, state, or federal government entity;</li> <li>(b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement;</li> <li>(c) Participant in State or Federal Witness Protection Program;</li> <li>(d) A victim of Domestic Violence dating violence, sexual assault, or stalking as defined in the Violence Against Women Act.</li> </ul> <p><b><u>Residency Preference</u></b> <b>20 points</b></p> <p>This preference applies to applicants who, at the time of application live, work, or have been hired to work in Prince Georges County on a permanent basis.</p> <p><b><u>Working &amp; Disabled Family Preference</u></b> <b>15 Points</b></p> <p>This preference applies to applicants where</p> <ul style="list-style-type: none"> <li>(a) The head, spouse, co head or sole member is employed fulltime at least 30 hours per week;</li> </ul>	
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<p>week; (b) The head, spouse, co head or sole member is a person age 62 or older or is a person with disabilities</p> <p><b><u>Disabled Family Member Preference</u></b> <b>10 Points</b> This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.</p> <p><b><u>Veteran Preference</u></b> <b>5 Points</b> This preference applies where the head, spouse, co head or sole member was honorably discharged from any branch of United States military service.</p> <p><b><u>Transitional Housing Program Preference</u></b> <b>4 Points</b> This preference applies to the head, spouse, co head or sole member that has successfully completed a transitional housing program under the Prince George’s County Continuum of care Program.</p> <p><b><u>Educational/ Training Preference</u></b> <b>2 points</b> This preference applies where the head, spouse, co head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program designed to prepare</p>		<p>(b) The head, spouse, co head or sole member is a person age 62 or older; or <b>(c) The head, spouse, co head or sole member is a person with disabilities.</b></p> <p><b><u>Disabled Family Member Preference</u></b> <b>10 Points</b> This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.</p> <p><b><u>Veteran Preference</u></b> <b>5 Points</b> This preference applies where the head, spouse, co head or sole member was <del>honorably</del> discharged from any branch of United States military service.</p> <p><b><u>Transitional Housing Program Preference</u></b> <b>4 Points</b> This preference applies to the head, spouse, co head or sole member that has successfully completed a transitional housing program under the Prince George’s County Continuum of Care Program.</p> <p><b><u>Educational/ Training Preference</u></b> <b>2 points</b> This preference applies where the head, spouse, co head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program</p>	
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	Chapter 2		
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><b>2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION</b> [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p> <p>After a request for an accommodation is presented, the PHA will respond, in writing, within 10 business days.</p>	<p>2-16</p>	<p><b>Change/Add</b></p> <p><b>2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION</b> [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p> <p>After a request for an accommodation is presented, the PHA <b>HAPGC</b> will respond, in writing, will provide a receipt within <b>10 (five) 5</b> business days. <b>The receipt will include the time and date of the request.</b></p> <p><b>Requests from HAPGC for additional documentation to verify a disability shall be made in writing as soon as possible and no later than twenty (20) days from the reasonable accommodation request being received.</b></p> <p><b>Decisions on requests for reasonable accommodation shall be made within thirty (30) days after the date on which the request is complete. A request shall be considered complete when HAPGC receives the request and any other information reasonably required by HAPGC to evaluate the request,</b></p>	

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<p><b>Effective Communication/Provision of Auxiliary Aids &amp; Services:</b></p> <p>The HAPGC shall provide appropriate auxiliary aids and services, where necessary, to afford an individual with disabilities an equal opportunity to participate in the HAPGC's programs, services and activities. In determining what auxiliary aids are appropriate, the HAPGC shall give <u>primary consideration</u> to the request(s) of the individual with disabilities unless doing so would result in a fundamental alteration of the HAPGC's programs or in undue financial and administrative burden. If an action would result in such an alteration or burdens, the HAPGC shall take any other action <u>up to</u> the point that would not result in such an alteration or such burdens but would</p>	<p style="color: red;">such as verification of any aspects of the request. If HAPGC requests that an individual supply additional information that is reasonably necessary for HAPGC to make a decision on the individual's request for an accommodation, the individual should provide the requested information, or otherwise respond to HAPGC's request, within a reasonable time period.</p> <p><b>Effective Communication/Provision of Auxiliary Aids &amp; Services:</b></p> <p>The HAPGC shall provide appropriate auxiliary aids and services, where necessary, to afford an individual with disabilities an equal opportunity to participate in the HAPGC's programs, services and activities. In determining what auxiliary aids are appropriate, the HAPGC shall give <u>primary consideration</u> to the request(s) of the individual with disabilities unless doing so would result in a fundamental alteration of the HAPGC's programs or in undue financial and administrative burden. If an action would result in such an alteration or burdens, the HAPGC shall take any other action <u>up to</u> the point that would not result in such an</p>	
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<p>nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits and services of the PHA's program or activity.</p> <p>The HAPGC is not required to provide individually prescribed devices, readers for personal use or study, or other devices of a personal nature. See 24 CFR § 8.6, 28 CFR §§ 35.160 and 35.161.</p> <p>When the HAPGC has initial contact with the applicant, resident, or member of the public, the HAPGC staff should ask whether the applicant, resident, or member of the public requires an alternate form of communication. Examples of alternative forms of communication might include, but are not limited to: the provision of a qualified sign language interpreter; having written materials explained orally by staff either in person or by telephone; provision of written materials in large/bold font; information on audiocassette; permitting applicants to file applications by mail; and permitting alternative sites for the receipt of applications.</p> <p>In addition, the HAPGC may never require the applicant to provide, or pay for, his/her own sign language interpreter. Rather, it is always the HAPGC's responsibility to provide, upon request, a qualified sign language interpreter. However, the HAPGC's responsibility to provide a qualified sign language interpreter does not preclude an</p>	<p><del>alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits and services of the PHA's program or activity.</del></p> <p><del>The HAPGC is not required to provide individually prescribed devices, readers for personal use or study, or other devices of a personal nature. See 24 CFR § 8.6, 28 CFR §§ 35.160 and 35.161.</del></p> <p><del>When the HAPGC has initial contact with the applicant, resident, or member of the public, the HAPGC staff should ask whether the applicant, resident, or member of the public requires an alternate form of communication. Examples of alternative forms of communication might include, but are not limited to: the provision of a qualified sign language interpreter; having written materials explained orally by staff either in person or by telephone; provision of written materials in large/bold font; information on audiocassette; permitting applicants to file applications by mail; and permitting alternative sites for the receipt of applications.</del></p> <p><del>In addition, the HAPGC may never require the applicant to provide, or pay for, his/her own sign language interpreter. Rather, it is always</del></p>	
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<p>individual's right to have a friend, relative or advocate accompany him/her for purposes of conducting business with the HAPGC.</p>		<p><del>the HAPGC's responsibility to provide, upon request, a qualified sign language interpreter. However, the HAPGC's responsibility to provide a qualified sign language interpreter does not preclude an individual's right to have a friend, relative or advocate accompany him/her for purposes of conducting business with the HAPGC.</del></p> <p><b>A. General Policy</b>  The Housing Authority of Prince George's County (HAPGC) administers its public and assisted housing programs in a non-discriminatory manner. The Housing Authority's employees, agents, contractors and private management companies shall furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits HAPGC's programs and services upon request or is self-evident. The provision of auxiliary aids and services shall be provided at no charge to the individual. HAPGC strives to provide aids and services in a manner that protects the privacy and independence of the individual with a disability. All notifications, including approvals or</p>	
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denials of requests for effective communication referenced in this Policy, will be provided in an alternate format, upon request.

**B. Auxiliary Aids And Services**

Auxiliary aids and services enable persons with disabilities to have an equal opportunity to participate in and enjoy the benefits of programs or activities conducted by the Housing Authority. For example, auxiliary aids useful for persons who are Deaf or hard of hearing may include handset amplifiers; video remote interpreting, real time computer aided transcription services, telephone compatible with hearing aids; telecommunications devices for deaf persons (TDD's); qualified sign language interpreters; note takers; written material and other similar services and devices. Auxiliary aids and services for persons who are blind or have low vision may include qualified readers; taped texts; audio recordings; Brailled materials; screen reader accessible materials; magnification software; large print



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		<p>materials; or accessible electronic information.</p> <p><b>C. Provision Of Auxiliary Aids And Services</b></p> <p>1. When an auxiliary aid or service is required to ensure effective communication, the Housing Authority of Prince George's County will provide an opportunity for an individual with a disability to request the auxiliary aid or service of his or her choice. The Housing Authority will give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Housing Authority of Prince George's County will honor the choice unless it can show that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the nature of its service, program, or activity or an undue financial and administrative burden.</p>	
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		<p>2. All requests for auxiliary aids and services must be made and received by the Housing Authority's Section 504/ADA Coordinator within a reasonable amount of time prior to the date the service is needed. If in emergency circumstances an auxiliary aid or service is needed less than ten (10) business days prior to the date the service is needed, the Housing Authority will take reasonable steps to secure the auxiliary aid or service. The individual with a disability, or a HAPGC employee on be-half of the individual, will submit a request for auxiliary aids or services to the Housing Authority of Prince George's County's 504 Coordinator by delivering it to the address or Email listed below. All requests shall be dated and time-stamped upon receipt.</p> <p style="text-align: center;">504 Coordinator The Housing Authority of Prince George's County 9200 Basil Court, Rm 500, (301)883-5576 (Telecommunications Relay Service by Calling 7-1-1)</p>	
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		<p style="text-align: center;">Email: <a href="mailto:DHCD-504@co.pg.md.us">DHCD-504@co.pg.md.us</a></p> <p>3. Upon receipt of the request, the 504 Coordinator or designee will grant the requested aid or service or will consult with the individual with a disability to further assess and determine the appropriate auxiliary aid or service to be provided. Consideration shall be given to relevant facts and circumstances including the individual's communication skills and the nature and complexity of the communications at issue and giving primary consideration to the communication preferences of the individual with the disability. Within seven (7) business days of the receipt of the request, and as soon as circumstances warrant, the 504 Coordinator will provide the requesting individual with a written notification of the proposed auxiliary aid or service to be provided. The notification shall inform the individual of the right to a grievance hearing and hearing procedures.</p>	
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|  |  | <p>4. Provision of needed auxiliary aids and services shall be provided within three (3) business days of the determination, or at the scheduled time of the event for which the aid or service is needed. However, if an extension of time in provision of the aid or service is reasonably requested by either the individual requiring the service or HAPGC, and such extension is agreed to by both HAPGC and the individual, the provision of the service or aid may be reasonably delayed provided that the delay does not significantly affect the individual's rights or benefits and further provided that the extension is documented and included in the individual's file and in the report and tracking process.</p> |  |
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**Tracking And Record Keeping**

1. The 504 Coordinator will maintain copies of all requests for effective communication and Housing Authority's response, for a period of three (3) years.
2. The 504 Coordination shall maintain a reporting and tracking system which will include the request made by an individual and the date the request was made; the date a response was provided to the individual from HAPGC; the response and rationale for the response; the date the auxiliary aid or service was provided, any extension made in the provision of the aid or service; and the identification of the individual requesting or receiving the auxiliary aid or service. The reporting and tracking shall be kept in an electronic format.
3. Copies of information required in Paragraph D., above shall also be kept in the individual files of Resident,

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		<p style="text-align: center;"><b>Participant, and Applicant Families.</b></p> <p>4. HAPGC will keep confidential all information and records containing personal identifying information related to an individual's disability and will only release such information in accordance with law.</p> <p style="text-align: center;"><b>D. Grievance Procedures</b></p> <p>Any adverse decision regarding a request for auxiliary aids or services or other methods of effective communication under this policy request is subject to HAPGC's grievance policy.</p>	
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	Chapter 17		
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><b>Annual Inspections</b></p> <p>At least annually during the term of the HAP contract, the PHA must inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Turnover inspections are not counted toward meeting this annual inspection requirement.</p> <p>If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, the PHA must re-inspect 100 percent of the contract units in the building.</p>	<p>17-16 17-28</p>	<p><b>Add/Change:</b></p> <p><b>Annual Biennial Inspections</b></p> <p>At least <del>annually</del> <b>biennially</b> during the term of the HAP contract, the PHA must inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Turnover inspections are not counted toward meeting this <del>annual</del> biennially inspection requirement.</p> <p>If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, the PHA must re-inspect 100 percent of the contract units in the building.</p>	

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<p><b>17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]</b></p> <p>The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.</p> <p>The HAPGC will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance.</p> <p><b>Units with Accessibility Features [24 CFR 983.251(c)(7)]</b></p> <p>When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.</p>		<p><b>17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]</b></p> <p>The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.</p> <p>The HAPGC will establish and manages separate waiting lists for individual projects or buildings that are receiving PBV assistance.</p> <p>The HAPGC will also establish a single PBV Accessibility waiting list.</p> <p><b>Units with Accessibility Features [24 CFR 983.251(c)(7)]</b></p> <p>When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to</p>	
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		<p>the owner.</p> <p>Priority on the PBV Accessible Unit Waiting List shall be in the following order:</p> <ul style="list-style-type: none"><li>a. First, Resident and Participant Families that Need an Accessible Unit and have at least one family member who uses a wheelchair or a scooter as an assistive device and requires but are not currently living in an Accessible Unit. This priority also includes participant Families that Need an Accessible Unit who are HAPGC program participants, who currently live in an Accessible Unit, but are not residing in Prince George's County. Priority among this group is based upon the date of application to the PBV Accessible Unit Waiting List.</li><li>b. Second, after families in the first priority have been served, other Resident and Participant Families that Need an Accessible Unit that do not include at least one family member who uses a wheelchair or a scooter as an assistive</li></ul>	
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		<p>device, and is not living in a unit that accommodates their disability related needs. Priority among this group is based upon the date of application to the PBV Accessible Unit Waiting List.</p> <p>c. Third, after families in the first and second priority have been served, PBV Applicant Families that Need an Accessible Unit and have at least one family member who uses a wheelchair or a scooter as an assistive device and requires an Accessible Unit. Priority among this group is based upon the date of application to the PBV Accessible Unit Waiting List.</p> <p>d. Fourth, after families in the first, second, and third priority have been served, PBV Applicant Families that Need an Accessible Unit that does not include at least one family member who uses a wheelchair or a scooter as an assistive device. Priority among this group is based upon the date of application to the PBV Accessible Unit Waiting List.</p>	
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<p><b>17-VI.E. OFFER OF PBV ASSISTANCE</b></p> <p><b>Refusal of Offer [24 CFR 983.251(e)(3)]</b></p> <p>The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:</p> <ul style="list-style-type: none"> <li>• Refuse to list the applicant on the waiting list for tenant-based voucher assistance;</li> <li>• Deny any admission preference for which the applicant qualifies;</li> <li>• Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;</li> <li>• Remove the applicant from the tenant-based voucher waiting list.</li> </ul>		<p><b>17-VI.E. OFFER OF PBV ASSISTANCE</b></p> <p><b>Refusal of Offer [24 CFR 983.251(e)(3)]</b></p> <p>The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:</p> <ul style="list-style-type: none"> <li>• Refuse to list the applicant on the waiting list for tenant-based voucher assistance;</li> <li>• Deny any admission preference for which the applicant qualifies;</li> <li>• Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;</li> <li>• Remove the applicant from the tenant-based voucher waiting list.</li> </ul>	
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		<p><b>Offer of Unit from the PBV Accessible Waiting List</b></p> <ul style="list-style-type: none"><li>a. When a PBV Accessible Unit becomes vacant, or is anticipated to become vacant, HAPGC will contact the Family that Needs an Accessible Unit according to the priority in Section IV, J, Paragraph 102.</li><li>b. If a family is rejected by the PBV Landlord, the family shall maintain their position on the PBV Accessible Unit Waiting-List.</li><li>c. The family will be offered an opportunity to inspect the offered housing unit.<ul style="list-style-type: none"><li>i. If a Family rejects a PBV Accessible Unit for Good Cause, the Family shall maintain their position on the PBV Accessible Unit Waiting-List.</li><li>ii. "Good Cause" includes reasons related to health, proximity to work, school, childcare (for those working or going to school), that the offered housing units does not match the Family's disability related needs or the bedroom</li></ul></li></ul>	
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		<p style="text-align: center;">size needed by the Family, or that the housing unit is not serviced by public transportation.</p> <p>d. HAPGC shall pay the security deposits, and the reasonable moving costs of a Resident or Participant Family in the PBV or Mod-Rehab Program<sup>1</sup> for a transfer to an Accessible Unit under this Part. Reasonable moving costs includes, but are not limited to, packing, moving, and the costs of connecting, or disconnecting and reconnecting, the same level of services for any utility, telephone and cable television.</p>	
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**Housing Authority of Prince George’s County  
Public Housing Program  
FY2019 ACOP Annual Plan Changes**

ACOP	Page	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	PROPOSED
<p><b>Local Preferences [ACOP p. 5 &amp; 39]</b></p> <p>The HAPGC will select families based on the following preferences within each bedroom size category. Established local preferences for admission to public housing includes:</p> <ul style="list-style-type: none"> <li>Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George’s County, Maryland.</li> </ul>		<p style="color: red;"><b>Change/Add/Re-organize</b></p> <p><b>Local Preferences [24 CFR § 903.7(a)]</b></p> <p style="color: red;">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.</p> <p style="color: red;">The HAPGC will use the following local preferences. These preferences are not applicable to the occupancy of Accessible Units or Units with Accessible Features, which units will be first leased to families with a household Member requiring the accessible features of the unit. An “Accessible Unit” is a housing unit that is on an accessible route and meets the specific accessibility requirements in the <b>Uniform Federal Accessibility Standards (UFAS) at Section 4.34</b> for persons with disabilities who use wheelchairs. “Units with Accessible Features” includes units designed to comply with the Fair Housing Act Accessible Guidelines.</p>	01/09/2019

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	<p>The HAPGC preferences and their points are as follows. An applicant may qualify for more than one preference but will only be awarded the highest applicable preference plus the residency preference.</p> <p><u><a href="#">Reorganized/Points are new</a></u></p> <p><b><u>Involuntary Displaced Preference</u></b> <b>25 Points</b> This preference applies to applicants who are:</p> <ul style="list-style-type: none"> <li>(a) Victims of a natural disaster that has been declared by a local, state, or federal government entity;</li> <li>(b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement;</li> <li>(c) Participant in State or federal Witness Protection Program;</li> <li>(d) A victim of Domestic Violence dating violence, sexual assault, or stalking as defined in the Violence Against Women Act.</li> </ul> <p><b><u>Residency Preference</u></b> <b>20 points</b> This preference applies to applicants who, at the time of application live, work, or hired to work in Prince Georges County on a permanent basis.</p>	
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<ul style="list-style-type: none"> <li>• Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George’s County, Maryland.</li>   <li>• Head of Household or Co-Head has paid employment of at least 30 hours per week. Documentation of paid employment for at least the past 30 days must be provided.</li> <li>• Head of Household or Co-Head are 62 years of age or older.</li> <li>• Head of Household or Co-Head qualify as handicapped/disabled.</li> <li>• Any member of the household is medically verified as handicapped/disabled.</li> <li>• Veterans– Head, spouse, co-head or sole member is a veteran of the United States</li> </ul>		<p><b><u>Working Family Preference</u></b> <b>15 Points</b> This preference applies to applicants where</p> <ul style="list-style-type: none"> <li>(a) The head, spouse, co-head or sole member is employed fulltime at least 30 hours per week;</li> <li>(b) The head, spouse, co-head or sole member is a person age 62 or older or is a person with disabilities;</li> <li>(c) <b>The head, spouse, co head or sole member is a person with disabilities.</b></li> </ul> <p><b><u>Disabled Family Member Preference</u></b> <b>10 Points</b> This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.</p> <p><b><u>Veteran Preference</u></b> <b>5 Points</b></p>	
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<p>military with an <b>Honorable</b> Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran's preference.</p> <ul style="list-style-type: none"> <li>Household has successfully completed a transitional housing program under Prince George's County Continuum of Care Program.</li> <li>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 program.</li> </ul>		<p>This preference applies where the head, spouse, co-head or sole member was <b>honorably</b> discharged from any branch of United States military service</p> <p><b><u>Transitional Housing Program Preference</u></b> <b>4 Points</b> This preference applies to the head, spouse, co-head or sole member that has successfully completed a transitional housing program under the Prince George's County Continuum of care Program.</p> <p><b><u>Educational/ Training Preference</u></b> <b>2 points</b> This preference applies where the head, spouse, co-head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program designed to prepare enrollees for the job market.</p>	
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<p><b>2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION</b> [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p> <p>After a request for an accommodation is presented, the PHA will respond, in writing, within 10 business days.</p>		<p style="color: red;">Change/Add</p> <p><b>2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION</b> [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p> <p>After a request for an accommodation is presented, the PHA <del>HAPGC will respond, in writing,</del> <b>will provide a receipt within 10 (five) 5 business days. The receipt will include the time and date of the request.</b></p> <p style="color: red;">Requests from HAPGC for additional documentation to verify a disability shall be made in writing as soon as possible and no later than twenty (20) days from the reasonable accommodation request being received.</p> <p style="color: red;">Decisions on requests for reasonable accommodation shall be made within thirty (30) days after the date on which the request is complete. A request shall be considered complete when HAPGC receives the request and any other information reasonably required by HAPGC to evaluate the request, such as verification of any aspects of the request. If HAPGC requests that an individual supply</p>	
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<p><b>Effective Communication/Provision of Auxiliary Aids &amp; Services:</b></p> <p>The HAPGC shall provide appropriate auxiliary aids and services, where necessary, to afford an individual with disabilities an equal opportunity to participate in the HAPGC's programs, services and activities. In determining what auxiliary aids are appropriate, the HAPGC shall give <u>primary consideration</u> to the request(s) of the individual with disabilities unless doing so would result in a fundamental alteration of the HAPGC's programs or in undue financial and administrative burden. If an action would result in such an alteration or burdens, the HAPGC shall take any other action <u>up to</u> the point that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits and services of the PHA's program or activity. The HAPGC is not required to provide individually prescribed devices, readers for personal use or study,</p>	<p style="color: red;">additional information that is reasonably necessary for HAPGC to make a decision on the individual's request for an accommodation, the individual should provide the requested information, or otherwise respond to HAPGC's request, within a reasonable time period.</p> <p><b>Effective Communication/Provision of Auxiliary Aids &amp; Services:</b></p> <p><del>The HAPGC shall provide appropriate auxiliary aids and services, where necessary, to afford an individual with disabilities an equal opportunity to participate in the HAPGC's programs, services and activities. In determining what auxiliary aids are appropriate, the HAPGC shall give <u>primary consideration</u> to the request(s) of the individual with disabilities unless doing so would result in a fundamental alteration of the HAPGC's programs or in undue financial and administrative burden. If an action would result in such an alteration or burdens, the HAPGC shall take any other action <u>up to</u> the point that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities</del></p>	
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<p>or other devices of a personal nature. See 24 CFR § 8.6, 28 CFR §§ 35.160 and 35.161.</p> <p>When the HAPGC has initial contact with the applicant, resident, or member of the public, the HAPGC staff should ask whether the applicant, resident, or member of the public requires an alternate form of communication. Examples of alternative forms of communication might include, but are not limited to: the provision of a qualified sign language interpreter; having written materials explained orally by staff either in person or by telephone; provision of written materials in large/bold font; information on audiocassette; permitting applicants to file applications by mail; and permitting alternative sites for the receipt of applications.</p> <p>In addition, the HAPGC may never require the applicant to provide, or pay for, his/her own sign language interpreter. Rather, it is always the HAPGC’s responsibility to provide, upon request, a qualified sign language interpreter. However, the HAPGC’s responsibility to provide a qualified sign language interpreter does not preclude an</p>	<p>receive the benefits and services of the PHA’s program or activity. <del>The HAPGC is not required to provide individually prescribed devices, readers for personal use or study, or other devices of a personal nature. See 24 CFR § 8.6, 28 CFR §§ 35.160 and 35.161.</del></p> <p><del>When the HAPGC has initial contact with the applicant, resident, or member of the public, the HAPGC staff should ask whether the applicant, resident, or member of the public requires an alternate form of communication. Examples of alternative forms of communication might include, but are not limited to: the provision of a qualified sign language interpreter; having written materials explained orally by staff either in person or by telephone; provision of written materials in large/bold font; information on audiocassette; permitting applicants to file applications by mail; and permitting alternative sites for the receipt of applications.</del></p> <p><del>In addition, the HAPGC may never require the applicant to provide, or pay for, his/her own sign language interpreter. Rather, it is always the HAPGC’s responsibility to provide, upon request, a qualified sign language interpreter. However, the HAPGC’s responsibility to provide a qualified sign language interpreter does not preclude an individual’s right to have a friend, relative or</del></p>	
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<p>individual’s right to have a friend, relative or advocate accompany him/her for purposes of conducting business with the HAPGC.</p>	<p><del>advocate accompany him/her for purposes of conducting business with the HAPGC.</del></p> <p><b>A. General Policy</b>  The Housing Authority of Prince George’s County (HAPGC) administers its public and assisted housing programs in a non-discriminatory manner. The Housing Authority’s employees, agents, contractors and private management companies shall furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits HAPGC’s programs and services upon request or is self-evident. The provision of auxiliary aids and services shall be provided at no charge to the individual. HAPGC strives to provide aids and services in a manner that protects the privacy and independence of the individual with a disability. All notifications, including approvals or denials of requests for effective communication referenced in this Policy, will be provided in an alternate format, upon request.</p> <p><b>B. Auxiliary Aids And Services</b></p>	
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		<p>Auxiliary aids and services enable persons with disabilities to have an equal opportunity to participate in and enjoy the benefits of programs or activities conducted by the Housing Authority. For example, auxiliary aids useful for persons who are Deaf or hard of hearing may include handset amplifiers; video remote interpreting, real time computer aided transcription services, telephone compatible with hearing aids; telecommunications devices for deaf persons (TDD’s); qualified sign language interpreters; note takers; written material and other similar services and devices. Auxiliary aids and services for persons who are blind or have low vision may include qualified readers; taped texts; audio recordings; Brailled materials; screen reader accessible materials; magnification software; large print materials; or accessible electronic information.</p> <p><b>C. Provision Of Auxiliary Aids And Services</b></p> <ol style="list-style-type: none"> <li>1. When an auxiliary aid or service is required to ensure effective communication, the Housing Authority of Prince George’s County will provide an opportunity for an individual with a</li> </ol>	
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		<p>disability to request the auxiliary aid or service of his or her choice. The Housing Authority will give primary consideration to the choice expressed by the individual. "Primary consideration" means that the Housing Authority of Prince George's County will honor the choice unless it can show that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the nature of its service, program, or activity or an undue financial and administrative burden.</p> <p>2. All requests for auxiliary aids and services must be made and received by the Housing Authority's Section 504/ADA Coordinator within a reasonable amount of time prior to the date the service is needed. If in emergency circumstances an auxiliary aid or service is needed less than ten (10) business days prior to the date the service is needed, the Housing Authority will take reasonable steps to secure the auxiliary aid or service. The</p>	
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		<p>individual with a disability, or a HAPGC employee on be-half of the individual, will submit a request for auxiliary aids or services to the Housing Authority of Prince George's County's 504 Coordinator by delivering it to the address or Email listed below. All requests shall be dated and time-stamped upon receipt.</p> <p style="text-align: center;">504 Coordinator The Housing Authority of Prince George's County 9200 Basil Court, Rm 500, (301)883-5576 (Telecommunications Relay Service by Calling 7-1-1) Email: DHCD-504@co.pg.md.us</p> <p>3. Upon receipt of the request, the 504 Coordinator or designee will grant the requested aid or service or will consult with the individual with a disability to further assess and determine the appropriate auxiliary aid or service to be provided. Consideration shall be given to relevant facts and circumstances including the individual's communication skills and the nature</p>	
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		<p>and complexity of the communications at issue and giving primary consideration to the communication preferences of the individual with the disability. Within seven (7) business days of the receipt of the request, and as soon as circumstances warrant, the 504 Coordinator will provide the requesting individual with a written notification of the proposed auxiliary aid or service to be provided. The notification shall inform the individual of the right to a grievance hearing and hearing procedures.</p> <p>4. Provision of needed auxiliary aids and services shall be provided within three (3) business days of the determination, or at the scheduled time of the event for which the aid or service is needed. However, if an extension of time in provision of the aid or service is reasonably requested by either the individual requiring the service or HAPGC, and such extension is agreed to by both HAPGC and the individual, the provision of the service or aid may be reasonably delayed provided that the</p>	
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		<p>delay does not significantly affect the individual's rights or benefits and further provided that the extension is documented and included in the individual's file and in the report and tracking process.</p> <p><b>Tracking And Record Keeping</b></p> <ol style="list-style-type: none"> <li>1. The 504 Coordinator will maintain copies of all requests for effective communication and Housing Authority's response, for a period of three (3) years.</li> <li>2. The 504 Coordination shall maintain a reporting and tracking system which will include the request made by an individual and the date the request was made; the date a response was provided to the individual from HAPGC; the response and rationale for the response; the date the auxiliary aid or service was provided, any extension made in the provision of the aid or service; and the identification of the individual requesting or receiving the auxiliary aid or service. The reporting</li> </ol>	
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		<p>and tracking shall be kept in an electronic format.</p> <p>3. Copies of information required in Paragraph D., above shall also be kept in the individual files of Resident, Participant, and Applicant Families.</p> <p>4. HAPGC will keep confidential all information and records containing personal identifying information related to an individual's disability and will only release such information in accordance with law.</p> <p><b>D. Grievance Procedures</b></p> <p>Any adverse decision regarding a request for auxiliary aids or services or other methods of effective communication under this policy request is subject to HAPGC's grievance policy.</p>	
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