

2016

# AGENCY PLAN

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Executive Director

PHA PLANS

5 Year Plan for Fiscal Year 2016-2020

Annual Plan for Fiscal Year 2016

April 6, 2015



**PHA 5-Year and Annual Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

**OMB No. 2577-0226  
Expires 4/30/2011**

1.0	<b>PHA Information</b> PHA Name: <u>HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY (HAPGC)</u> PHA Code: <u>MD015</u> <input type="checkbox"/> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Troubled <input type="checkbox"/> HCV PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>376</u> Number of HCV units: <u>5798</u>				
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	<b>PHA Consortia</b> (NA) <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1				PH HCV
	PHA 2:				
	PHA 3:				
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b>SEE ATTACHED</b>				
5.1	<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:  <b>SEE ATTACHED</b>				
5.2	<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 and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>SEE ATTACHED</b>				
6.0	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  <b>SEE ATTACHED</b>				
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable. <b>SEE ATTACHED</b>				
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <b>SEE ATTACHED</b>				
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing. <b>SEE ATTACHED</b>				
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund Program Five-Year Action Plan, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <b>SEE ATTACHED</b>				
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. <b>SEE ATTACHED</b>				
9.0	<b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Housing Choice Voucher tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. <b>SEE ATTACHED</b>				

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief 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. <b>Note: Small, Housing Choice Voucher only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b>  <b>SEE ATTACHED</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"  <b>SEE ATTACHED</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note: Faxed copies of these documents will not be accepted by the Field Office.</b></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p><b>SEE ATTACHED</b></p>

**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:** 07/2015 (07/01/2015 – 06/30/2016)

**Annual Plan Type:**

**Standard Plan**

**Troubled Agency Plan**

(MD015V16)  
For Transmission: 04/15/2015 (for Plan Year 2016)  
Attached Template form HUD 50075

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## 5.0 Five-Year Plan:

**5-YEAR PLAN (ROLLING-BASE)  
PHA FISCAL YEARS 2016 – 2020  
[24 CFR Part 903.5]**

**5-Year & Annual Agency Plan**

### 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 are to:

- 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**

Develop a strategic plan that considers and optimizes the Authority's human resources and organizational structure.

**GOAL 4**

Continue implementing programs that result in improved quantitative measurements.

**GOAL 5**

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



## 5.1 MISSION

### PHA's Mission

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

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

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

## 5.2 GOALS AND OBJECTIVES

### PHA's Goals

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

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

- PHA Goal: Expand the supply of assisted housing

##### *Objectives:*

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

- PHA Goal: Improve the quality of assisted housing

##### *Objectives:*

- Improve public housing management,
- Improve voucher management,
- Improve customer service,

- Concentrate on efforts to improve specific management functions, (e.g., public housing finance; voucher unit inspections; REAC inspections)
  - Renovate, modernize or redevelop public housing units, and
  - Request and provide replacement vouchers.
- PHA Goal: Increase assisted housing choices

*Objectives:*

- Provide housing choice voucher mobility counseling,
- Conduct outreach efforts to potential voucher landlords,
- Increase housing choice voucher homeownership participants, and
- Maintain project-based vouchers—Target the elderly, VAWA & 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, and disability,
- Maintain affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability, and
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

## **PHA's Objectives**

### **HOUSING AUTHORITY – MEASUREMENTS**

#### **1. Develop or Dispose of Authority Owned Property**

- Issue an Request for Qualifications to develop 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 84%.
- Continue to update and streamline internal processes and procedures to increase staff efficiency.
- Reorganize Public Housing Division to create greater operational efficiency.
- Ensure the lease-up process is implemented to maintain a 96 percent or higher compliance rate.
- Continue to conduct landlord seminars to ensure a better understanding of the program.
- Improve Form HUD-50058 reporting rate for both public housing and HCV at time of annual assessment to 95 percent or higher.

### **3. Improve Property Management**

- Improve unit turn around, lease-up and make ready days by 2.5% each quarter.
- Respond and close 100% of all work orders to abate exigent conditions within 24 hours, routine within 5 days and extraordinary within 30 days.
- Process and close no less than 1,200 work orders with less than a 10% call-back rate.
- Complete 100% of all renovation/construction projects on time and with less than a 15% variance in project budget and cost change orders.
- Pursue grant opportunities to make improvements and modernization of housing inventory.

### **4. Complete HCV Staff Reorganization**

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

### **5. Continue Staff Training**

- Ensure Housing Choice Voucher Certification training for all Rental Specialists.
- Send staff to the MAHRA fall and spring conferences.
- Update Inspectors on Lead-Based Paint Training.
- Provide in-house training for Rental Specialists on application updates and adjustments.
- Provide on-going training to staff on the Visual Homes operating software for use with the administration and daily operations.
- Provide HUD approved/certified training to all Housing Assistance staff who make Reasonable Accommodations/504 decisions.

### **6. Increase Resident/Client Services**

- Serve 1600 hot meals at the 1100 Owens Road Nutrition Site.
- Provide resources and services to residents with mental health challenges to decrease the number of Adult Protective Services cases
- Increase FSS participation levels.
- Hold FSS and homeownership graduation ceremony for successful participants.
- Provide Resident Services staff, Resident Advisory Board (RAB), and residents with capacity building and training to improve their ability to participate in public housing management decision making.
- Reinstitute efforts to organize Kimberly Gardens Residents' Council.
- Expand membership of Residents Advisory Board (RAB) to include participation by Rental Assistance Voucher holders.
- Finalize process for 501(c)3 incorporation for RAB and individual resident councils.

## **7. Improve Risk Management**

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

**DEPARTMENT OF HOUSING  
AND  
COMMUNITY DEVELOPMENT**

**HOUSING GOALS & STRATEGIES**

Housing Authority goals and objectives are consistent with the Housing and Community Development Consolidated Plan. Over the next five years, priorities of the Consolidated Plan are:

**GOAL 1:**

To stabilize and increase housing opportunities for 5,540 low and moderate-income households, homeless individuals and families, persons at risk of becoming homeless and non-homeless persons with special needs.

Objective :

- DH 1.1 - Assist homeless persons to obtain permanent housing.
- DH 1.1 - Assist persons at risk of becoming homeless to obtain affordable housing.
- DH 1.1 - Assist persons with special needs to obtain affordable housing.
- DH 2.1 - Increase affordable housing options for low and moderate-income households.
- DH 3.1 - Retain the affordable housing stock.

**GOAL 2:**

To improve the safety and livability of neighborhoods for principally 189,975 low and moderate-income persons.

Objective :

- SL 1.1 - Improve or expand needed public services for low and moderate-income residents.
- SL 3.1 - Improve or expand public facilities and infrastructures in areas with high concentrations of low and moderate-income.

**GOAL 3:**

To support employment opportunities for low and moderate-income persons, small businesses, and community revitalization activities by creating and/or retaining 230 jobs and assisting 660 small businesses.

Objective:

- EO 1.1 - Expand access to employment opportunities for low and moderate-income residents.
- EO 2.1 - Increase affordable options for new and existing businesses.
- EO 3.1 - Support community revitalization strategies that will stabilize and expand small businesses (including micro-businesses).

**6.0 (a) PHA Plan Update:**

The Housing Authority of Prince George's County has made no changes to the PHA Plan elements since the last Annual Plan submission. There are proposed changes that will be reflected in this plan and are outlined in Attachment

**6.0 (b) Public Access to Information:**

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

Main administrative office of the PHA  
9200 Basil Court, Suite 208, 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 expected to be loaded to the Authority's website by the close of FY2015.

**PHA PLAN ELEMENTS**

The following changes/additions are proposed for public housing for FYB 2016 includes:

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

Implementation of County Council Bill CB 24-2012 Banning Smoking in Public Housing Designated for the Elderly.

***Smoking Ban***

***CB 24-2012***

An implementation of a "No Smoking Policy will be posted at all properties.

## **Other Policy Considerations**

In Plan year 2016, the Authority will review for consideration, policy changes to current operations which include:

### ***Homeless Prevention***

Collaboration with the County's Homeless Prevention Task Force ("Task Force") 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:

- Amending the waiting lists and preference points procedures;
- .
- Limiting assistance to families referred by the Task Force who have successfully completed the Transitional Housing Program and have a current full range of wrap-around supportive services.

### ***Property Disposition***

- Dispose of McGuire House.
- Issue an RFQ for a firm to develop McGuire House.
- Amend prior Demolition and Disposition application to Special Application Center (SAC) for approval for a new developer.

### ***Elderly Site Designation***

Assess and review designating property chosen as buildings for Rental Assistance Demonstration (RAD) Projects as buildings for the elderly only.

### ***Rental Assistance Demonstration (RAD)***

- Undertake assessment of Authority operations against NPIH-2012-32 (HA) Rental Assistance Demonstration 1.3 Eligibility for Demonstration
- Make changes/modifications to comply
- Issues RFP for Physical Condition Assessment (PCA) of properties considered for conversions using Statement of Work requirements in PIH 2012-32

### ***Parking Policy***

The existing Parking Policy will be amended to provide for engaging a company to tow vehicles at owner's expense for parking violations:

- Handicap Parking (without proper decals)
- Fire Lanes
- Improper or Missing Tags
- Abandoned or Inoperable Vehicles



*Schedule of Charges*

**SCHEDULE OF CHARGES  
EFFECTIVE: July 1, 2015**

The following is the schedule of charges for repairs made to units as a result of  
Tenant Damages / Neglect

<b>Hourly Labor Charges Only</b>	<b>Days</b>	<b>Hours</b>
<b>\$19.35</b>	Monday – Friday	8:00 a.m. – 5:00 p.m.
<b>\$29.02</b>	Monday – Friday and <i>ALL</i> day Saturday	After 5:00 p.m. and anytime on Saturday
<b>\$38.70</b>	Sundays and Holidays	24 hours

Materials used in repairs are assessed at ACTUAL COST. After 5:00 p.m. and anytime on Saturdays, Sundays, and Holidays will include actual cost for materials, travel time, and a two (2) hour minimum labor charge.

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

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

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

- HAPGC briefing seminars or written materials
- The HAPGC-resident lease
- The HAPGC's Admissions and (Continued) Occupancy policy
- HAPGC's Administrative Plan (Housing Choice Voucher Program HCV)

### 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,
  - Housekeeping,
  - Maryland Sex Offender Life Registry,
  - Credit Report,
  - History of Disturbing Neighbors or Destruction of Property, and
  - Federal Assistance Program fraud.
- 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 seven (7) years. HAPGC conducts criminal background screening services through a private contractor for all PHA and HCV applicants. There is Mandatory Prohibition for Lifetime Sex Registrants. Initial screenings include Prince George's County court records for the State of Maryland, District of Columbia and Northern Virginia. Additional State record checks are processed as based on past history of the applicant.

### Waiting List Organization

- HAPGC has a separate waitlist for HCV and Public Housing. Interested persons can only apply through the main administrative office located at 9200 Basil Court, Largo, MD 20774.

### 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 application. 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 date and time of application 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 a single County-wide PH waiting list in sequence based upon the date and time the application is received, 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. Applicants are required to live and work in Prince George's County. Federal preferences are not applicable.

- Families may be on the Public Housing and Housing Choice Voucher 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.

HAPGC uses date and time of application as an established preference for admission to public housing however other preferences include:

- Priorities 1 & 2: Date and time of application, and residents who live in the jurisdiction.

### Local Preferences

- Preference#1: Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Preference#2: Head of Household or Co-head has paid employment of at least 30 hours per week.
- Preference#2: Head of Household or Co-Head is 62 years of age or older.
- Preference#2: Head of Household or Co-Head qualify as handicapped /disabled.
- Preference#3: Any member of the household is verified as handicapped /disabled.
- Preference#4: Head of Household or Co-Head is in a verified full-time training or educational program with the intent of securing employment within the next twelve months as a result of completing the training or educational program.
- Preference#5: Household has successfully completed a transitional housing program under the Prince George's County Continuum of Care Program.
- Preference#6: Veterans – Head, spouse, co-head or sole member is a veteran of the United States military with an Honorable Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran's preference.

**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 504 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:

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

**6.0 – 2 STATEMENT OF FINANCIAL RESOURCES**

Listed are the financial resources that are *anticipated* to be available to the PHA for the support of Federal public housing and tenant-based Housing Choice Voucher assistance programs administered by the Authority during the (FYB2016) 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>FY2016</b>	
a) Public Housing Operating Fund	\$1,252,259.	
b) Public Housing Capital Fund (#MD39P15501-16)	\$390,699.	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Housing Choice Voucher Tenant-Based Assistance	\$71,545,056.	
f) Community Development Block Grant	\$868,276.	Capital Improvements
PY39: \$178,900.		
PY40: \$333,600.		
PY41: \$355,776. (Application Approval TBD)		
g) HOME	NA	NA
j) Department of Energy (DOE)	NA	NA
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) [After Review of DRAFT only show CFP 14 below as UNOBLIGATED if CFP-15 is Posted]</b>		
CFP (MD39P015501-14) \$385,366.	\$0.	Capital Improvements
CFP (MD39P015501-13) \$173,625.	\$0.	Capital Improvements
CFP (MD39P015501-12) \$101,786.	\$0.	Capital Improvements
CFP (MD39P015501-11) \$ 50,678.	\$0.	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
Rental Income	\$1,458,950.	Public Housing Operations
<b>4. Other income (list below)</b>		
Vending Machine, & Late Charges	\$11,400.	Public Housing Operations
<b>5. Non-federal sources (list below)</b>		
Rental Allowances Program (RAP)	\$199,800	Temporary Assistance for the Homeless
<b>Total Resources (Includes: PY41)</b>	<b>\$75,726,440.00</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.

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

#### Flat Rents

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

- The Housing Choice Voucher rent reasonableness study of comparable housing
- Fair Market Rents

### Housing Choice Voucher Tenant-Based Assistance

#### Payment Standards

Housing Choice Voucher payment standards are:

- At 98% of FMR  
Housing Choice Voucher (HCV)

The Housing Authority implemented cost saving measures and program adjustments to ensure the program viability and continue to serve the maximum number of families. The changes are as follows:

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. **Portability moves**

The PHA may deny a participant to move within Prince George's County as a cost-saving measure. The PHA will deny permission for participants to move outside Prince George's County to an area with a higher payment standard. The only exception to this is if the receiving PHA is willing to absorb the participant's subsidy.

3. **Occupancy standards**

The standards will be based on 2 persons per bedroom regardless of relation, gender or age. 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. Effective with the October 1, 2013 annual re-examinations of these standards will be applied to determine HCV size and payment standard. Occupancy standards are already in effect for all moves.

4. **Payment standards**

Fair Market Rents (FMR) resulting in lowered Payment standards that were published by HUD effective October 1, 2012 are currently being applied for all moves and changes in family size that would affect the HCV size. Starting with the October 1, 2013 annual re-examinations the lowered payment standards are at 97% of the FMR.

5. **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
- Violence Against Women Act (VAWA)
- House Rules
- Fair Market Rent Schedule
- Ethics (Prince George's County Government)
- Grievance Procedures
- Management Policy
- Facilities Use Policy
- Hazardous Materials Policy
- Uniform Physical Condition Standards
- Maintenance Policy
- Natural Disaster Response Guidelines
- Pest Control
- Substance Abuse (Prince George's County Government)
- Work Place Violence (Prince George's County Government)

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

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

## 6.0 – 5 GRIEVANCE PROCEDURES

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

The Housing Choice Voucher Program has established informal review procedures for applicants to the HCV tenant-based assistance program and informal hearing procedures for families assisted by the HCV tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

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

- HAPGC main administrative office  
9200 Basil Court  
Suite 208  
Largo, MD 20774

## 6.0 – 6 DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

The HAPGC will seek to designate 1100 Owens Road and Cottage City Towers as elderly only properties

## 6.0 – 7 COMMUNITY SERVICE AND SELF -SUFFICIENCY

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

### **Volunteer Opportunities on Public Housing Properties:**

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

**Notification for Non-Compliance with CSC:**

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

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

**Opportunity For Cure:**

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

**Recertifications:**

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

**6.0 – 8 SAFETY AND CRIME PREVENTION**

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

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

- Resident 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 buildings and install new systems at family sites.

In addition, crime prevention workshops will be performed by the County's Community Police at each of the developments. Uniformed law enforcement officers now live at the following properties: Kimberly Gardens, Marlborough Towne, 1100 Owens Road, and Cottage City Towers. Law enforcement officers have established a presence that has helped to curb lease violations related to criminal activity.

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

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

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

## 6.0 – 9 PET POLICY

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

### Pet Ownership Policy

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

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

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

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

#### I. Definitions

1. **Animal** – every non-human species of animal, both domesticated and wild, including, but not limited to dogs, cats, livestock and fowl.
2. **Animal Control Facility** – any facility operated by or under contract with Prince George’s County, Maryland, for the care, confinement, detention, or euthanasia or other disposition of animals.

3. **Attack Dog** – any dog trained to attack on demand.
4. **Cage** – any enclosure of limited space, enclosed on the bottom, top and all sides by a wall or otherwise, in which animals or other creatures are placed for any purpose, including confinement or display.
5. **Cat** - domesticated feline. Term “cat” does not include wild or exotic felines.
6. **Disposition** – adoption or placement as a pet in an approved home or humane administration of euthanasia.
7. **Dog** – domesticated male or female canine.
8. **Domesticated Animal** – any animal of a species that has been bred, raised, and is accustomed to living in or about the habitation of man, and is dependent on man for food or shelter.
9. **Exotic Animal** – any animal of a species that is not indigenous to the State of Maryland, and is not a domesticated animal, including any hybrid animal, which is part exotic.
10. **Guard Dog** – dog will detect and warn its handlers that an intruder is present and/or near an area that is being secured.
11. **Keeping or Harboring** – act of permitting or sufferance by an owner or occupant of real property either of feeding or sheltering any domesticated animal on the premises.
12. **Owner** – any person who keeps, has temporary or permanent custody, possesses, harbors, exercises control over or had property right in any animal, livestock or fowl, excluding veterinary hospitals, kennels, pet shops and their employees.
13. **Pet** – domesticated animal kept for pleasure rather than utility.
14. **Public Nuisance Animal** – any animal that unreasonably (1) annoys humans, (2) endangers the life or health of other animals or persons, or (3) gives offense to human senses; or which substantially interferes with the rights of the citizens, other than its owner, to enjoyment of life or citizens other than its owner, to enjoyment of life or property. The term “public nuisance animal” shall mean and include, but is not limited to, any animal which:
  - (a) is repeatedly found at large; or
  - (b) damages the property of anyone other than its owner;

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

15. **Sanitary** – condition of good order and cleanliness, which minimizes the probability of transmission of disease.
16. **Vaccination** – anti-rabies vaccination using a vaccine type approved by the Maryland State Department of Health and Mental Hygiene or the Maryland Public Health Veterinarian.
17. **Vicious Animal** – animal that attacks, bites or injures human beings or domesticated animals without adequate provocation, or which, because of temperament, conditioning or training, has known propensity to attack, bite or injure human beings or domesticated animals. An animal, which has on one or more occasions caused significant injury to persons, or domesticated animals may be deemed to be a vicious animal.
18. **Wild Animal** – animal, which is not included in the definition of “domesticated animal” and shall include any hybrid animal, which is part wild animal.

## II. Eligibility for Pet Ownership

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

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

## III. Registration

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

1. A certificate, signed by a state licensed veterinarian or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local laws;
2. Information sufficient to identify the pet and to demonstrate that it is a common household pet; and
3. The name, address, and phone number of one or more responsible parties who will care for the pet if the owner dies, becomes incapacitated, or is otherwise unable to care for the pet; and
4. Proof that a dog or cat has been spayed or neutered; and
5. Proof that a flea control program is being maintained.

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



#### IV. Restrictions

1. Regardless of the number of residents occupying a unit, pet ownership is restricted to one dog or cat per household.
2. The adult weight of a dog or cat must not exceed 25 pounds.
3. Birds must not be allowed to fly around the apartment, they must remain caged except when owners are cleaning or changing cages.
4. Fish aquariums shall not exceed 15 gallons in weights.
5. Pets are not allowed to roam the building unattended. When they are outside of their apartments, they must be controlled by their owner on a leash or in a carrier.
6. Pets are restricted from the common areas of the building, except for entering or leaving the building under control of the owner. At each site, the common areas in which pets are restricted will be prominently posted. These areas may include, but are not limited to the following:
  - a. elevators
  - b. hallways
  - c. laundry room
  - d. community room
  - e. lobby
  - f. dining room
  - g. kitchen
  - h. stairwells
  - i. offices
  - j. gardens, park areas, building grounds
  - k. reception/sitting areas
7. Pets other than those registered to tenants, are not allowed in the building. This specifically excludes visitors or guests from bringing pets into the building.
8. Residents are prohibited from "keeping or harboring" unregistered pets in their units. The definition of keeping or harboring is defined in Part I of this rule.
9. Pets may not be left unattended for more than 24 hours at a time. If the Department determines that pets are left unattended for more than this time period, by virtue of the voluntary or involuntary absence of the pet owner, the Authority will contact the Humane Society or the Animal Control Facility to notify them of the presence and condition of the unattended animal. Their recommendation regarding care, attendance

or disposition of the animal will prevail. The Authority accepts no responsibility or liability for pet or decision regarding removal.

10. Residents are prohibited from feeding pets outside of their apartment.

#### V. Financial Obligations

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

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

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

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

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

#### VI. Pet Owners' Responsibilities

1. Sanitary and Health Standards

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

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

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

## 2. Control of Pets' Behavior/Actions

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

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

In holding residents responsible for the behavior of their pets, the Authority will require owners to rectify damages. Should residents be either unwilling or unable to control the action of their pets, the Authority will require that the offending animal be removed from the premises. Any animal that becomes a "public nuisance", as defined in the Prince George's County ordinance (Part I, page 2), will also require removal from site. Failure of the resident to correct animal's behavior/actions or remove it, could result in eviction proceedings.

## 6.0 –10 CIVIL RIGHTS CERTIFICATION

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

## 6.0 –11 FISCAL YEAR AUDIT

The PHA completed its 2014 Fiscal Year Audit as required under section 5(h) (2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437 c(h)).

### II. Financial Statement Findings

Finding 2014-001

Type of Finding: Material Weakness

#### ***Condition/Context***

The Authority's bank reconciliations are not being completed accurately. There were unreconcilable variances noted on the reconciliations. In addition, reconciling items to the GL were not posted for year end.

#### ***Criteria***

The internal control framework as identified in the Committee of Sponsoring Organizations' (COSO) internal control model specifies the criteria for acceptable internal control practices.

#### ***Cause***

The Authority is not performing the bank reconciliations accurately and not following up on reconciliation items.

#### ***Effect***

The effect of this condition is inaccurate account balances and the risk that cash activity is improper or inaccurate.

#### ***Recommendation***

We recommend the Authority review their process for completing reconciliations, perform the reconciliations monthly, and review and resolve all reconciling items timely.

#### ***Management's Response***

The Authority has reviewed its procedures for completing bank reconciliations and have taken the necessary action to improve internal controls. Beginning with the December 2014 bank statements, the Accounting Manager will review and approve the monthly bank reconciliations and report any variance to the Deputy Director and promptly resolve any variations.

#### ***Anticipated Completion Date***

Implementation, December 2014

**Finding 2014-002**

**Type of Finding:** Significant Deficiency

***Condition/Context***

The Authority's fixed assets are not being properly maintained. During the fiscal year an entry was made to remove fully depreciated buildings that the Authority still owned. The fixed asset depreciation schedule also contained multiple errors and did not reconcile back to the general ledger detail. In addition the FDS classifications of several accounts were not consistent with the classification reported on the fixed asset depreciation schedule.

***Criteria***

GAAP requires an asset that is fully depreciated and continues to be used in the business to be reported on the statement of net position at its cost along with its accumulated depreciation until the asset is disposed of through retirement, sale, salvage, etc.

***Cause***

The Authority did not reconcile their fixed asset register to the general ledger, and wrote off fully depreciated assets.

***Effect***

This resulted in a misstatement of capital assets on the Authority's books and unaudited FDS submission.

***Recommendation***

We recommend the Authority review their procedures for maintaining the fixed asset depreciation schedules and recording year-end adjustments. Semi-annual or quarterly reconciliations between the fixed asset depreciation schedules and the general ledger is highly recommended.

***Management's Response***

Corrective action has been implemented to ensure that the fixed assets data provides accurate and timely information to management. The Fixed Asset Register was reconciled to the General Ledger balance as of June 30, 2014. The Accounting Manager will continue to review the fixed asset register quarterly against the general ledger.

***Anticipated Completion Date***

Implemented November 2014

**III. Federal Award Findings and Questioned Costs**

<b>Finding 2014-003</b>	<b>Housing Choice Voucher Program, CFDA #14.871</b>
<b>Federal Agency:</b>	<b>U.S. Department of Housing and Urban Development</b>
<b>Compliance Requirement:</b>	<b>Special Test and Provisions</b>
<b>Type of Finding:</b>	<b>Noncompliance</b>

***Condition/Context***

Prior to fiscal year 2012, the Authority used restricted HCV program funds for non-HCV activities. A balance of \$1.9 million still remains due to the HCVP as of June 30, 2014. The

Authority has entered into a repayment agreement with HUD for the remaining portion due to the HCV NRP.

***Criteria***

24 CFR Section 985.109 states that HAP funding can only be used to support the payment of HAP expenses. Transfers of HAP fund advances to the Authority, even temporarily, to support another program are not allowed.

***Cause***

Prior to fiscal year 2012, all payments of expenditures by the Authority flow through the concentration account. This hinders the Authority's ability to monitor cash outflow by program.

***Effect***

If the repayment agreement between the Authority and HUD is not fulfilled, the Authority would not be in compliance with the financial management requirements and federal regulations.

***Questioned Costs***

\$1.9 million

***Recommendation***

We recommend the Authority continue to comply with the terms of the repayment agreement with HUD to replenish the program HCVP for monies loaned to other programs.

***Management's Response***

The Authority has established a restricted account for \$1.9 million to replenish the Housing Choice Voucher Program. The Authority will continue to adhere to the terms and conditions of the repayment agreement between HUD and the Housing Authority.

***Anticipated Completion Date***

September 2016

**Finding 2014-004**                      **Housing Choice Voucher Program, CFDA #14.871**  
**Federal Agency:**                      **U.S. Department of Housing and Urban Development**  
**Compliance Requirement:**              **Eligibility**  
**Type of Finding:**                      **Noncompliance, Significant Deficiency**

***Condition/Context***

Testing of 40 Housing Choice Voucher (HCV) tenant files for eligibility found exceptions with 3 files, some of which had multiple exceptions, which included the following:

- 1 file did not have the correct calculation or verification of income
- 3 files did not have correct calculation or verification of expenses
- 3 files did not properly calculate HAP
- 1 file did not contain the general release form signed by one family member listed on the 50058
- 1 file had annual income over the low income limit

***Criteria***

24 CFR 982.516 states "The PHA must do the following: As a condition of admission or continued occupancy, require the tenant and other family members to provide necessary information, documentation, and releases for the PHA to verify income eligibility. For both family income examinations and reexaminations, obtain and document in the family file third-party verification of (1) reported family annual income; (2) the value of assets; (3) expenses related to deductions from annual income; and (4) other factors that affect the determination of adjusted income or income-based rent."

***Cause***

The Authority did not collect all necessary third party verification information and other required forms prior to completing the reexamination.

***Effect***

The Authority is not in compliance with federal regulations regarding HQS inspections.

***Questioned Costs***

Unable to determine.

***Recommendation***

We recommend that the Authority review their procedures over completing recertifications and properly ensuring the accuracy of the 50058 form.

***Management's Response***

The Authority will review its procedures for completing recertifications and properly ensuring the accuracy of the 50058 form and will simultaneously refresh and reinforce staff training in these areas of weakness. Management has designated two persons to routinely conduct quality control reviews to ensure compliance.

***Anticipated Completion Date***

Implemented November 2014

**Finding 2014-005**                      **Housing Choice Voucher Program, CFDA #14.871**  
**Federal Agency:**                      **U.S. Department of Housing and Urban Development**  
**Compliance Requirement:**              **Special Test and Provisions**

**Type of Finding:**

**Noncompliance, Significant Deficiency**

***Condition/Context***

7 of 40 units that failed their annual housing quality standard inspections were not reinspected timely. In addition 3 of those units were not properly abated.

***Criteria***

24 CFR 982.405(a) states "The PHA must inspect the unit leased to a family prior to the initial term of the lease, at least annually during assisted occupancy, and at other times as needed, to determine if the unit meets the HQS." 24 CFR 982.404(a)(2) states "If the owner fails to maintain the dwelling unit in accordance with HQS, the PHA must take prompt and vigorous action to enforce the owner obligations."

***Cause***

The Authority uses a subcontractor to perform their inspections. The subcontractor is scheduling the inspections for over 30 days from the failed inspection.

***Effect***

The Authority is not in compliance with federal regulations regarding HQS inspections.

***Questioned Costs***

Unable to determine

***Recommendation***

We recommend the Authority review their procedures over HQS inspections and implement changes to ensure they are in compliance with federal guidelines.

***Management's Response***

The Authority is reviewing its contractual relations with the current vendor. The Authority has already advised the vendor of these deficiencies and requested immediate corrections in the timeliness of inspections. Further, the Authority will issue a formal solicitation for inspection services in order to increase the capacity to meet the required inspection timeframe.

***Anticipated Completion Date***

March 2015

**6.0 –12 ASSET MANAGEMENT**

Management decided to opt out of asset management requirements in accordance with HUD's regulations. 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)

### **Implementation of Violence Against Women Act (VAWA) and the PHA Plan**

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

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

### **Demolition and/or Disposition:**

#### **McGuire House:**

The McGuire House demolition was completed, January 2008.  
Issue an RFQ for a firm to partner with HAPGC to develop the McGuire House site.  
Amend prior approval of demolition & disposition application to SAC for a new developer partner.

McGuire House inventory has been removed from the PIC database.

#### **Conversion of Public Housing:**

The Authority will establish a strategy for the conversion of public housing under the Rental Assistance Demonstration program or the Voluntary Conversions method.

- Undertake assessment of Authority operations against NPIH-2012-32 (HA) Rental Assistance Demonstration 1.3 Eligibility for Demonstration.
- Make changes/modifications to comply.
- Issues RFP for Physical Condition Assessment (PCA) of properties considered for conversions using Statement of Work requirements in PIH 2012-32.

### **Homeownership Programs:**

#### **Public Housing**

##### ***Public Housing Turnkey III Program***

HAPGC does administer homeownership programs under an approved section 5(h) homeownership program (42 U.S.C. 1437c (h)). Glassmanor Townhouses

is a fifty unit complex where residents rent with an option to purchase. A portion of each month's rent payment is allocated to a down payment reserve and a maintenance reserve replacement. In FYB 2016, the Authority anticipates selling 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.

The Authority will consider selling this last unit to an eligible applicant at a reduced purchase price during this year's Annual Fair Housing.

### **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 2014, the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted four (4) families to become first-time homebuyers. The goal for FYE 2015/2016 is to assist five (5) 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 5798 Housing Choice Vouchers. Of the total number of 5798, the Authority does administer Project Based Housing Choice Voucher. that assist approximately 104 participants during FY2014. In addition, approximately 215 certificates are administered under the Moderate Rehabilitation Program.

### **Re-activate HAPGC Bond Authority**

The Authority will re-activate its bond program to improve the financial posture of the agency and add to its development portfolio.

## 9.0 HOUSING NEEDS

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	21,394	5	5	* NA	* NA	3	*NA
Income >30% but <=50% of AMI	22,092	5	5	NA	NA	5	NA
Income >50% but <80% of AMI	21,587	4	4	NA	NA	1	NA
Elderly (65 and Older)	6,902	4	4	NA	NA	NA	NA
Families with Disabilities	9,255	4*	4*	NA	NA	NA	NA
Race/Ethnicity Black	44,645	5	5	NA	NA	NA	NA
Race/Ethnicity White	11,020	3	3	NA	NA	NA	NA
Race/Ethnicity Asian	2,170	4	4	NA	NA	NA	NA
Race/Ethnicity Am. Indian	170	3	3	NA	NA	NA	NA
Race/Ethnicity Hispanic	5,470	NA	NA	NA	NA	NA	NA
Race/Ethnicity Other	29	NA	NA	NA	NA	NA	NA

\* Note: Pacific Islander

-Persons of all ages, with physical disabilities are in need of housing. There are another 2,000 persons with mental disabilities and 516 with developmental disabilities in need of housing. There are also, 1,215 seniors in assisted living care.

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

- Consolidated Plan of the Jurisdiction
- 2000 Census, one source for the Consolidated Plan

There has been an increase of County Hispanic residents. However, the largest change within smaller racial and ethnic groupings throughout the County has been those listed in the hard to define "other" population. Defined by the Bureau of the Census as "persons who indicate their race or described themselves as 'multiracial' or 'multiethnic' on the census form.

Source: Consolidated Plan

According to CPD, Prince George's County data has not yet been updated since the last CENSUS.

**HOUSING NEEDS**

Housing Needs of Families on the Waiting List Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	1916	100%	10% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	1837	95.8%	
Very low income (>30% but <=50% AMI)	75	4%	
Low income (>50% but <80% AMI)	4	0.2%	
Families with children	N/A	N/A	
Elderly families	314	16%	
Families with Disabilities + Hcap	956	50%	
Race/ethnicity Black (Hisp & Non-Hisp)	1205	63%	
Race/ethnicity White (Hisp & Non-Hisp)	40	2%	
Race/ethnicity Asian	8	0.4%	
Race/ethnicity All Other	17	1%	
Race/ethnicity Pacific	8	0.4%	
Residents in HAPGC Jurisdiction	1624	85%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1606	84%	
1BR	41	2%	
2 BR	252	13%	
3 BR	17	0.9%	
4 BR	0	--	
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, Open for elderly and disabled How long has it been closed (# of months)? 84 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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, [December 2014](#)

**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	1308	100%	6% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	1284	98.16%	
Very low income (>30% but <=50% AMI)	18	1.38%	
Low income (>50% but <80% AMI)	6	0.46%	
Families with children	N/A	N/A	
Elderly families	2	0.15%	
Families with Disabilities + Hcap	11	0.84%	
Race/ethnicity Black (Hisp & Non-Hisp)	287	22%	
Race/ethnicity White (Hisp & Non-Hisp)	6	0.45%	
Race/ethnicity Asian	0	--	
Race/ethnicity All Other	1	--	
Race/ethnicity Pacific	0	--	
Residents in HAPGC Jurisdiction	907	70%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	NA		
1BR	NA		
2 BR	NA		
3 BR	NA		
4 BR	NA		
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)? 84 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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, December 2014

## Strategy for Addressing Needs

A brief description of the Authority's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

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

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

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

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

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

- Adopting rent policies to support and encourage work.

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

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

### **Strategy 5: Target available assistance to the elderly by:**

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

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

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

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

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

**Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

## 10.0 PROGRESS IN MEETING MISSION AND GOALS

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

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

- Tables 1:** 2015 Modernization & Rehabilitation Achievements
- Table 2:** FY2016 Planned Capital Fund Program (CFP) Activities
- Table 3 & 4:** 5Year Renovation Plan: 2016 - 2020

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 2015 – ANTICIPATED RENOVATIONS COMPLETED OR SCHEDULED FOR COMPLETION:  
(07/01/2014 – 06/30/2015)**

**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>
	√ Conducted Green Physical Needs Assessment (GPNA) and Environmental Studies PHA-Wide	√ Conducted Green Physical Needs Assessment GPNA) and Environmental Studies PHA-Wide
	√ Correct Water Infiltration into Electrical Room Below Ground Level.	
	√ Replace Insulation on Boiler Room Pipes	
<b>INCREASE MARKET / CURB APPEAL</b>	√ Painted Select Dwelling Units..	
	√ Paint Common Areas in Building	√ Paint Common Areas in Building
	√ Install Trash Enclosures.	√ Install Trash Enclosures.

**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>
	√ Conducted Green Physical Needs Assessment (GPNA) and Environmental Studies PHA-Wide	√ Conducted Green Physical Needs Assessment (GPNA) and Environmental Studies PHA-Wide	√ Conducted Green Physical Needs Assessment GPNA) and Environmental Studies PHA-Wide
<b>INCREASE MARKET / CURB APPEAL</b>	√ Install Trash Enclosures.	√ Install Trash Enclosures.	√ Install Trash Enclosures.

**FY2016 – PLANNED RENOVATION ACTIVITIES:  
(07/01/2015 – 06/30/2016)**

The following work activities in Tables 2 describe projects scheduled to take place during FY 2016.

**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</b>	<b>Cottage City Towers</b>
	Replace/Upgrade Elevator	Conduct Comprehensive Sewer Study & Replace Broken Sewer Lines
		Waterproof/Air Seal Select Windows
	Install New Generator	
	Retro-Fit (2) ADA/504 Units (at Owens Road or Cottage City Towers)	
	Purchase One Truck – PHA-Wide Usage	
<b>INCREASE MARKET/CURB APPEAL</b>	Select Vacancy Turnaround & Emergency Maintenance	Select Vacancy Turnaround & Emergency Maintenance

**FY2016 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</b>	<b>Kimberly Gardens</b>	<b>Rollingerest Villages</b>
		Install New HVAC Systems in Select Dwelling Units	
		Install New HVAC in Community Building	Install New HVAC in Community Building
<b>INCREASE MARKET/CURB APPEAL</b>	Renovate Select Kitchens & Bathrooms (Includes Flooring, Cabinets, Counters, & Painting)		
	Select Vacancy Turnaround & Emergency Maintenance	Select Vacancy Turnaround & Emergency Maintenance	Select Vacancy Turnaround & Emergency Maintenance

**FIVE (5) YEAR RENOVATION PLAN:**

**(07/01/2015 – 06/30/2020)**

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 (Contract)
		Replace Elevators
	Install Select New Appliances PHA-Wide	Install Select New Appliances PHA-Wide
	Install 2 Recirculating Pumps	Install 2 Recirculating Pumps
	Install Generators & Wiring	
	Install New Flooring	Install New Flooring
	Renovate Kitchens and Baths	Renovate Kitchens and Baths
	Install Emergency Back-Up Lighting and Outlets	
	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)
<b>RESIDENT SATISFACTION</b>	*Select Vacancy Turnaround	*Select Vacancy Turnaround
<b>INCREASE MARKET/CURB APPEAL</b>		
		Complete Landscaping

- 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:**

(07/01/2015 – 06/30/2020)

**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>
		Install New Select HVAC Systems	
	*Renovate Select Kitchens and Bathrooms	* Renovate Select 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
			Renovate Kitchens and Bathrooms
	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters
	Replace Flooring	Replace Flooring	Correct Sub-Flooring Foundation and Install New Floor Covering
		Replace Concrete Patio Pads (Rear)	Replace Front Entry and Storm Doors
		Replace Siding	Replace Concrete (Front) Porch Pad
	Retro-fit two (2) Units ADA/504 Accessible	Replace remaining 10% of DU Rear Entry Doors	Retro-fit two (2) Units ADA/504 Accessible
	Target Exteriors <i>On Select Buildings</i>	Target Exteriors <i>On Select Buildings</i>	Target Exteriors <i>On Select Buildings</i>
			50% New DU Furnaces & Community Building
	<b>*Select Vacancy Turnaround</b>	<b>*Select Vacancy Turnaround</b>	<b>*Select Vacancy Turnaround</b>
<b>RESIDENT SATISFACTION</b>	Update Security Camera System	* Update Security Camera System	* Update Security Camera System
	Upgrade Computers in Family Resources Academy	Upgrade Computers in Family Resources Academy	
<b>INCREASE MARKET/CURB APPEAL</b>	Correct Erosion Landscape	Correct Erosion Landscape	Correct Erosion Landscape

- 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 SUMMARY**

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, Veterans and those with HIV/AIDS; 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>Summary of Housing Authority's 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 Objectives

**FYE 2015 – ACCOMPLISHMENTS:  
(07/01/2014 – 06/30/2015)**

**INFORMATION TECHNOLOGY:**

The Authority's Market Information Technology (IT) Systems and core business applications continue to be implemented.

- Migrated to Prince George's County Network Domain.
- Implemented Remote Desktop Management System.
- Updated Agency website allowing access to downloadable Agency forms, programs and services.
- Implemented alternative technical solutions to replace current VPN response time for remote connectivity and performance.
- Upgraded to Windows 7/Office 2010.
- Upgraded Servers to Windows Server 2008.
- Upgraded computer equipment through planned obsolescence.
- Continuing Visual Homes program installation, customization, staff training and data conversions for business module categories including:
  - (a) Housing, Tenant, Document & Workflow Management,
  - (b) Financial Accounting Management, and
  - (c) IT Staff Training.

**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 waiting list remains open for the efficiency and one-bedroom units for the elderly and persons with disabilities.

**SUPPORTIVE SERVICES**  
**PUBLIC HOUSING:**

**Resident Services**

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

**Family Resource Academy (FRA)**

- Operating as Family Resource Academies, the Housing Authority has converted community spaces into effective enrichment activities primarily geared to school age children. Centers provide computer access and classes, youth councils, and structured leisure and recreational activities.

## **Housing Choice Voucher:**

### **HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM**

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

In FYE 2014 the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted four (4) families to become first-time homebuyers. The goal for FY 2016 is to assist five (5) 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.

## **PUBLIC HOUSING:**

### **PUBLIC HOUSING TURNKEY III PROGRAM**

HAPGC administers a homeownership program 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 FY 2016, the Authority anticipates selling 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.

## **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 \$119,000.00 annually.

## REAL ESTATE ASSESSMENT CENTER (REAC) SUBSYSTEMS

### Public Housing

To obtain a *Standard Performer* status, a PHA must score at least 60 percent of the points available in *each* of the four indicators and achieve an overall PHAS score of 60 percent or greater. The most recent PHAS Score Report for Fiscal Year 2014.

Housing Authority of Prince George's County		
<i>PHAS Score Report for Fiscal Year End: 06/30/2014</i>		
PHAS Indicator	Original Score	Maximum Score
1   <b>Physical</b>	35	40
2   <b>Financial</b>	18	25
3   <b>Management</b>	9	25
4   <b>Capital Fund</b>	10	10
<b>PHAS Total Score</b>	<b>72</b>	<b>100</b>
<b>PHAS Designation</b>	<b>Substandard Management</b>	
Initial PHAS issued score date: 06/30/2014		

### Housing Choice Voucher

The Prince George's County Housing Choice Voucher Program final SEMAP Overall Score (in %) for the fiscal year ended June 30, 2012, is 103%. 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 2012</i>		
SEMAP Indicators	Current Rating	Maximum Score
1   Selection form the Waiting List	15	15
2   Reasonable Rent	20	20
3   Determination of Adjusted Income	20	20
4   Utility Allowance Schedule	5	5
5   HQS Quality Control	5	5
6   HQS Enforcement	10	10
7   Expanding Housing Opportunities	5	5
8   Payment Standards	5	5
9   Timely Annual Reexaminations	10	10
10   Correct Tenant Rent Calculations	5	5
11   Pre-Contract HQS Inspections	5	5
12   Annual HQS Inspections	10	10
13   Lease-up	20	20
14   Family Self-Sufficiency	10	10
15   <i>Deconcentration Bonus</i>	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 90 percent or greater. High performers are afforded incentives that include relief from specific HUD requirements, public recognition and bonus points in funding competitions.



## **OPERATIONS AND SERVICES PLAN FOR FY2016**

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 (FYB) July 1, 2015. 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 outlined in the Memorandum of Agreement (MOA) of 2013,
- Identify new sources of funding,
- Maximize sources of funding currently received by the Authority,
- Increase public housing lease-up rates,
- Maintain Housing Choice Voucher Program lease-up rates in accordance with funding levels,
- Evaluate financial viability of grants,
- Develop aggressive collection plan that maximizes data collection efforts,
- Review priorities for the Authority,
- Consider disposing of surplus properties owned by the Housing Authority,
- Assess and determine the financial feasibility of maintaining ownership of all public housing properties as assets,
- Review the budget plan for expenditures,
- Create Authority wide spending awareness plan,
- Fully automate procurement & inventory system modules to better control purchasing and distribution, and
- Develop and Implement an Asset Management (project-based) Plan to improve operational effectiveness and efficiency, to preserve and protect assets, and facilitate future investment and reinvestments in public housing. The Authority elected exemption from asset management in compliance regulations passed Congress that permit PHAs with fewer than 400 units to elect exemption from asset management. While the Authority will not officially implement asset management, it will revise its internal operations to comply with budgeting principles associated with project-based asset management.

The Housing Authority of Prince George's County, MD entered into a Recovery Agreement with the U.S. Department of Housing and Urban Development (HUD) May 2012. The Agreement set forth HUD established performance targets and strategies to lead the Housing Authority to performance recovery and attain an improved Public Housing Assessment System (PHAS) status of at least a Standard Performer. The Recovery Agreement is intended to ensure the Authority has sustainable fiscal management and sound governance. The Housing Authority management team meets with HUD officials periodically and provides monthly progress reports.

#### **INFORMATION TECHNOLOGY:**

Business applications that the Authority expects to complete by FYE 2016 are:

- Continue to upgrade office computer equipment
- Purchase UPCS inspection devices and software
- Implement Physical Needs Assessment Report automation
- Implement Strategic Technology Protection System for automation of system security updates and patches
- Bring up Inventory and Procurement Modules
- Partner with other Agency's to gain access to State or County databases to verify information for the S8/LR verification process
- Connect remote offices to County's Domain.

#### **SUPPORTIVE SERVICES (FY 2016)**

Several successful programs that helped families achieve self-sufficiency will continue and expand for the upcoming 2016 fiscal year and well into the five years of this plan. Selected programs/services are listed below:

#### **PUBLIC HOUSING:**

##### **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.

#### **PUBLIC HOUSING:**

##### **Resident Services**

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

## **HOUSING CHOICE VOUCHER:**

### **HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM**

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

The goal of the Housing Choice Voucher Homeownership Program (HCVHP) for FYE 2015 is to successfully assist an additional five (5) more families to become first-time homebuyers.

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

### **Veterans Affairs Supportive Housing (VASH)**

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

### **Family Unification Program (FUP) Foster Care**

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

### **Family Self-Sufficiency (FSS)**

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

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

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

### **Homeownership Program**

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

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

### **Public Housing Turnkey III Program**

At Marcy Avenue, a Turnkey III property, plans are underway for FY 2016 to sell the last unit to a renter and complete the conversion of the project to full homeownership. The Authority will aggressively work with the resident through the first-time homebuyers program. The Housing Authority may consider selling this last house at reduced price.

### **Waiting List**

HAPGC maintains a combined waiting list for both Public Housing and Housing Choice Voucher units. According to the Consolidated Plan, the Authority is currently serving 4,601 households with incomes between 30 to 50 percent of the median income. Approximately 50 percent of the households in need of housing are the elderly and families with disabilities. The remaining are families with children. The waiting list is currently closed. Funding remains the largest obstacle to addressing the unmet needs.

The Housing Authority's waiting list remains open for seniors and persons with disabilities for efficiency and one-bedroom units. Plans are underway to open both Public Housing and Housing Choice Voucher waiting list by FYE 2016.

### **McGuire House – Demolition, Disposition & Development**

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

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

It is anticipated that this will be finalized in the coming Plan Year. McGuire House inventory has been removed from the PIC database.

### **Follow Up Plan Certification**

- **Communication** – The Authority will continue to communicate with residents through regular meetings and newsletters. Establishment of additional Family Resource Academies should also improve resident involvement.

*End of Executive Summary for Annual Plan*

## **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.

# **AGENCY PLAN COMMENTS & CHANGES**

**(Multiple pages to follow)**

- **AGENCY PLAN COMMENTS**
- **ADMISSIONS AND ADMINISTRATIVE PLAN CHANGES**

## Written Comments Received on the Five Year and Annual Plans

### Written Comments: Maryland Legal Aid

The following represent a summary of the written comments submitted by Maryland Legal Aid on April 2, 2015 and the Housing Authority's response to the comments. The full text of the Maryland Legal Aid's comments are included in Attachment #1.

Legal Aid Comment #1: "We believe that the public notices from HAPGC regarding the Annual Plan process were insufficient under federal regulations."

*Response:* Upon review, timely notice to the public did not occur as intended. However, the Housing Authority did provide sufficient notice for multiple opportunities of review and comment in the form of three (3) separately published notices of three (3) public hearings, two at public housing sites and one at a public County facility. Additionally, a meeting was held with the Resident Advisory Board to solicit comments on the plan and the Annual Plan was made available for review at our office facilities.

Maryland Legal Aid Bureau Comment # 2: Housing Choice Voucher Program's Cost –saving Measures, Including Reduced Fair Market Rent, are Fiscally Unnecessary and Harming Program Participants.

*Response:* The cost saving measure was implemented in 2013. The current plan does not contemplate changing those measures. Maryland Legal aid did point out an inconsistency in document on pages 21 and 22 dealing with the payment standard. The document will be amended to reflect clarity regarding the Payment Standard.

Maryland Legal Aid Bureau Comment # 3: We suggest that HAPGC eliminate the stringent two person per bedroom standard, or consider allowing for additional flexibility based on the family's composition and specific needs.

*Response:* The HAPGC occupancy standards are consistent with HUD regulations and the goal of providing Housing Choice Voucher to the maximum number participants at the lowest bedroom size.

Maryland Legal Aid Bureau Comment # 4: Legal Aid opposes elimination of the hardship exemption for the minimum rent.



*Response: The Housing Authority has not proposed the elimination of the hardship exemption for minimum rent.*

Maryland Legal Aid Bureau Comment # 5: A recent report from the Center on Budget and Policy Priorities confirms that the President's fiscal 2016 budget fully reverses sequestration cuts and restores funding to the HCV Program. Thus HAPGC austere measures are in fact no longer necessary.

*Response: The FY 2016 Budget is still pending with congress. The HAPGC has no plans to reverse the cost saving measures.*

Maryland Legal Aid Comment # 6: We recommend that preferences for homeless individuals, disabled, elderly and veterans be prioritized over employed households.

*Response: The Housing Authority is proposing to amend the Administrative Plan and the Admission and Continued Occupancy Plan to provide a preference for veterans but working families will still have the highest preference.*

Maryland Legal Aid Bureau Comment # 7: HAPGC should place greater priority to disabled individuals by increasing their preference on the waiting list.

*Response: The Housing Authority is not making any changes to the waiting list preference other than the veteran preference. The Housing Authority has committed to providing vouchers through the Section 811 program*

Maryland Legal Aid Bureau Comment # 8: Since it appears from the Draft Plan that HAPGC expects to open both waitlists in the Plan Year, we encourage the Agency to provide sufficient public notice and undergo significant outreach efforts when the time comes to reopen the waiting lists.

*Response: When the Housing reopens the waiting lists, it will take all reason reasonable measures to ensure adequate notice and outreach,*

Maryland Legal Aid Bureau Comment # 9: The Properties at 1100 Owens Road and Cottage City towers should remain open to both elderly and persons with disabilities.

*Response: Both Cottage City Towers and 1100 Owens Road are mixed population properties with life style dynamics that adversely impact the quality of life of both populations (i.e. elderly and nonelderly) and in order to improve the long term quality of life for both groups, the HAPGC will seek to designate the two properties as elderly only. Pursuant to Section 10 of the Housing Opportunity Program Extension Act of 1996, no current nonelderly resident will be evicted or terminated solely because of the elderly designation.*

Maryland Legal Aid Bureau Comment # 10: HAPGC should specifically exclude from it screening poor rental history when the rent charged exceeds what would be charged to the applicant if admitted.

*Response: The HAPGC will continue to consider rental history as part of the screening process.*

Maryland Legal Aid Bureau Comment # 11: In screening for criminal activity, HAPGC should consider evidence of rehabilitation, participation in social services, and other evidence that suggest favorable future conduct.

*Response: HAPGC does consider these factors.*

Maryland Legal Aid Bureau Comment # 12: HAPGC should consult with the RAB, Resident Councils, and Community partners such as Legal Aid in the development of a more thorough smoking policy prior to implementation.

*Response: The HAPGC has been consulting with RAB, Residents and community partners regarding the smoking policy.*

### **Summary of Comments of Maryland Disability Law Center**

The following represent a summary of the written comments submitted by Maryland Disability Law center on April 2, 2015 and the Housing Authority's response to the comments. The full text of the Maryland Disability Law Center's comments is included in Attachment #2.

Maryland Disability Law Center Comment # 1: To the extent that HAPGC is out of compliance with Section 504 of the Rehabilitation Act, a comprehensive plan to remedy this should be developed.

*Response: The HAPGC is in compliance with Section 504 of the Rehabilitation Act.*

Maryland Disability Law Center Comment # 2: HAPGC desires to designate its two mixed-population buildings exclusively for the elderly.

*Response: Both Cottage City Towers and 1100 Owens Road are mixed population properties with life style dynamics that adversely impact the quality of life of both populations (i.e. elderly and nonelderly) and in order to improve the long term quality of life for both groups, the HAPGC will seek to designate the two properties as elderly only. Pursuant to Section 10 of the Housing Opportunity Program Extension Act of 1996, no current nonelderly resident will be evicted or terminated solely because of the elderly designation.*

Maryland Disability Law Center Comment # 3: HAPGC's pursuit of RAD and coupling it with a policy shutting persons with disabilities out of housing opportunities at 1100 Owens Rd and Cottage City Towers would be an action working against HAPGC's obligation to affirmatively further fair housing.

*Response: RAD is option to be considered for the public housing program.*

Maryland Disability Law Center Comment # 4: MDLC would encourage HAPGC to continue its participation with providing housing opportunities for persons with disabilities who desire appropriate supportive services.

*Response: The HAPGC will continue its efforts of providing housing opportunities for persons with disabilities who desire appropriate supportive services.*

**Housing Authority of Prince George's County**  
 Housing Choice Voucher Program  
 FY2015/16 Annual Plan – HCVP Administrative Plan

HCVP Admin Plan CURRENT POLICY	Chapter 8 #	HCVP Admin Plan PROPOSED POLICY	HCVP Admin Plan Comments
<p><b>Lead-Based Paint</b></p> <p>Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero bedroom dwellings.</p> <p>Owners must:</p> <ul style="list-style-type: none"> <li>• Disclose known lead-based paint hazards to prospective tenants before the lease is signed,</li> <li>• Provide all prospective families with "Protect Your Family from Lead in Your Home",</li> <li>• Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by the PHA</li> <li>• Notify tenants each time such an activity is performed</li> <li>• Conduct all work in accordance with HUD safe practices</li> <li>• As part of ongoing maintenance ask each family to report deteriorated paint.</li> </ul> <p>For units occupied by environmental intervention</p>	<p>8-24</p>	<p><b>Change:</b></p> <p>Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero bedroom dwellings.</p> <p>Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families; <b>all residential rental properties constructed prior to 1978 must be registered by Department of the Environment (MDE) and renewed annually.</b></p> <p><b>Add:</b></p> <ul style="list-style-type: none"> <li>• <b>Register with Department of the Environment (MDE):</b> Owners <u>must</u> register all rental dwelling units with MDE within 30 days of acquisition and renew on or before December 31 each year.</li> <li>• <b>MEET THE RISK REDUCTION STANDARD:</b> All rental properties subject to the Act are required to be <u>lead</u> inspected by a MDE accredited lead paint inspector upon the occurrence of</li> </ul>	

**Housing Authority of Prince George's County**  
Housing Choice Voucher Program  
**FY2015/16 Annual Plan – HCVP Administrative Plan**

<p>blood lead level (lead poisoned) children under six years of age, a risk assessment must be conducted (paid for by the PHA). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities. See HCV GB p. 10-15 for a detailed description of these requirements. For additional information on lead-based paint requirements see 24 CFR 35, Subparts A, B, M, and R.</p>		<ul style="list-style-type: none"> <li>• <b>Meet full risk reduction standard at each change of occupancy in a unit.</b> All properties subject to the Act are required to pass an inspection for lead contaminated dust, performed by a MIDE accredited inspection contractor, prior to every change in occupancy. In order to pass the inspection the property must be free of defective paint on the interior and exterior of the property.</li> </ul> <p>For units occupied by environmental intervention blood lead level (lead poisoned) children under six years of age, a risk assessment must be conducted (paid for by the PHA). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities. See HCV GB p. 10-15 for a detailed description of these requirements. For additional information on lead-based paint requirements see 24 CFR 35, Subparts A, B, M, and R.</p>	
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Housing Authority of Prince George's County

Public Housing

FY2015/16 Annual Plan – ACOP

ACOP	Page #	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><b>9.0 Managing the Waiting List</b></p> <p>Only one computerized waiting list is kept on all Public Housing Applicants throughout Prince George's County's application pool. The list of applicants presumed eligible is maintained pending screening and unit assignment. Applicant position on the waiting list is determined by date of the application submission and priority ranking. Since the HA uses "Presumptive Eligibility", in-depth third party verifications, home visits, and other investigations will be postponed until the applicant's name is at the top of the waiting list.</p>	<p>34</p>	<p><b>Remove:</b></p> <p>Only one computerized waiting list is kept on all Public Housing Applicants throughout Prince George's County's application pool. The list of applicants presumed eligible is maintained pending screening and unit assignment. Applicant position on the waiting list is determined by date of the application submission and priority ranking. Since the HA uses "Presumptive Eligibility", in-depth third party verifications, <del>home visits</del>; and other investigations will be postponed until the applicant's name is at the top of the waiting list.</p>	

Housing Authority of Prince George's County  
Public Housing  
FY2015/16 Annual Plan – ACOP

ACOP CURRENT POLICY	Page #	ACOP PROPOSED POLICY	ACOP Comments
<p><b>Home Visits</b></p> <p>The Housing Authority of Prince George's County will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority of Prince George's County will verify the information provided. Such verification may include but may not be limited to the following:</p> <ol style="list-style-type: none"> <li>1. A credit check of the head, spouse and co-head;</li> <li>2. A rental history check of all adult family members;</li> <li>3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority of Prince George's County may contact law enforcement agencies where the individual had lived or request additional criminal background information; 29</li> <li>4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appliances. The inspection may also consider any evidence of</li> </ol>	29	<p style="color: red;">Remove: A home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appliances. The inspection may also consider any evidence of criminal activity; and</p>	

Housing Authority of Prince George's County

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<p>criminal activity; and</p> <p>5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.</p>			
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**Housing Authority of Prince George's County**  
**Public Housing**  
**FY2015/16 Annual Plan – ACOP**

ACOP	Page #	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><i>Address Change:</i></p> <p>Department of Housing and Community Development            9400 Peppercorn Place            Suite 100            Largo, Maryland 20774</p>	<p>5,20</p>	<p><i>Address Change:</i></p> <p>Department of Housing and Community Development            9200 Basil Court            Suite 208            Largo, Maryland 20774</p>	



**Housing Authority of Prince George's County**  
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ACOP	#	ACOP	ACOP
CURRENT POLICY		PROPOSED POLICY	Comments
<p>No current Policy</p>		<p><b>Carbon Monoxide</b></p> <p>Carbon Monoxide detectors must be installed in accordance with and meet the requirements of Prince George's County. Carbon Monoxide detectors shall be installed in new and existing residential dwellings by July 1, 2014, in the manner hereinafter provided, unless any other provision of County, State or Federal law shall require installation before that date. (CB-80-2006; CB-34-2012; CB-96-2012)</p> <p>Inoperable carbon monoxide detectors are a serious health threat and will be treated by the HAPGC as an emergency (24-hour) items. If the carbon monoxide detectors are not operating properly, the HAPGC will contact the owner by phone and request the owner to repair or replace the carbon monoxide detector within 24 hours.</p> <ul style="list-style-type: none"> <li>▪ Owners are responsible for providing and replacing old batteries the carbon monoxide detectors. Tenants will be instructed not to tamper with smoke detectors or remove batteries.</li> <li>▪ The PHA will issue a written warning to any family determined to have purposely disconnected the unit's carbon monoxide. Warning will state that deliberate disconnection of the unit's carbon monoxide is a health</li> </ul>	

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		<ul style="list-style-type: none"><li>▪ At least one (1) carbon monoxide detector shall be installed in close proximity to the access for each sleeping area in a residence constructed or to be constructed with a gas heating system, fuel burning appliances, and/or an attached garage.</li></ul>	
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**Housing Authority of Prince George's County**  
**Public Housing**  
**FY2015/16 Annual Plan – ACOP**

ACOP	PG #	ACOP PROPOSED POLICY
<p><b>Admission Preferences</b>            Established local preferences for admission to public housing (other than date and time of application) include:</p> <ul style="list-style-type: none"> <li>▪ Working families;</li> <li>▪ Persons that are unable to work because of being elderly or disability;</li> <li>▪ Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George's County; and</li> <li>▪ Those enrolled currently in educational, training, or upward mobility programs.</li> </ul>	5	<p><b>Add: Veterans Preference:</b></p> <ul style="list-style-type: none"> <li>▪ Veterans – Head, spouse, co-head or sole member is a veteran of the United States military with an Honorable Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran's preference.</li> </ul>

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ACOP	Page #	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><b>New Policy</b></p>		<p><b>Add: Smoke Free Policy</b></p> <p>This policy establishes standards and requirements to provide a smoke-free environment for all Housing Authority of Prince George properties. Smoking is not permitted anywhere in the building including apartment units and townhomes, in accordance with the following schedule. Effective on [July 01, 2015], all current tenants, guests, employees, contractors and employees of contractors providing services at HAPGC, after this date will be prohibited from smoking within any building to include: apartment units and townhomes, except for residents with temporary exemptions from this policy. There is a temporary exception to this policy for current residents who are smokers. Any current resident as of [June 01, 2015] who smokes must complete a temporary smoking exemption form allowing them to smoke in their apartment only. This exemption will continue only until the date of the resident's lease renewal, at which time the smoking policy will also</p>	

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		<p>apply to the resident. Failure of any resident to follow the smoke-free policy will be considered a lease violation.</p>	
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ACOP	Page #	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
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**Housing Authority of Prince George's County  
Public Housing  
FY2015/16 Annual Plan – ACOP**

ACOP	Page #	ACOP PROPOSED POLICY	ACOP Comments
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<p>criminal activity; and</p> <p>5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.</p>			
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**Housing Authority of Prince George's County  
Public Housing  
FY2015/16 Annual Plan – ACOP**

ACOP CURRENT POLICY	Page #	ACOP PROPOSED POLICY	ACOP Comments
<p><i>Address Change:</i> Department of Housing and Community Development 9400 Peppercorn Place Suite 100 Largo, Maryland 20774</p>	<p>5,20</p>	<p><i>Address Change:</i> Department of Housing and Community Development 9200 Basil Court Suite 208 Largo, Maryland 20774</p>	

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ACOP		ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
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		<p>hazard and is considered a violation of the HQS.</p> <ul style="list-style-type: none"><li>▪ At least one (1) carbon monoxide detector shall be installed in close proximity to the access for each sleeping area in a residence constructed or to be constructed with a gas heating system, fuel burning appliances, and/or an attached garage.</li></ul>	
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**Housing Authority of Prince George's County**  
**Public Housing**  
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ACOP	PG	ACOP
CURRENT POLICY	#	PROPOSED POLICY
<p><b>Admission Preferences</b>            Established local preferences for admission to public housing (other than date and time of application) include:</p> <ul style="list-style-type: none"> <li>▪ Working families;</li> <li>▪ Persons that are unable to work because of being elderly or disability;</li> <li>▪ Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George's County; and</li> <li>▪ Those enrolled currently in educational, training, or upward mobility programs.</li> </ul>	5	<p><b>Add: Veterans Preference:</b></p> <ul style="list-style-type: none"> <li>▪ Veterans—Head, spouse, co-head or sole member is a veteran of the United States military with an Honorable Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran's preference.</li> </ul>

**Housing Authority of Prince George's County**  
**Public Housing**  
**FY2015/16 Annual Plan – ACOP**

ACOP CURRENT POLICY	Page #	ACOP PROPOSED POLICY	ACOP Comments
New Policy		<p><b>Add: Smoke Free Policy</b></p> <p>This policy establishes standards and requirements to provide a smoke-free environment for all Housing Authority of Prince George properties. Smoking is not permitted anywhere in the building including apartment units and townhomes, in accordance with the following schedule. Effective on [July 01, 2015 ], all current tenants, guests, employees, contractors and employees of contractors providing services at HAPGC, after this date will be prohibited from smoking within any building to include: apartment units and townhomes, except for residents with temporary exemptions from this policy. There is a temporary exception to this policy for current residents who are smokers. Any current resident as of [June 01, 2015] who smokes must complete a temporary smoking exemption form allowing them to smoke in their apartment only. This exemption will continue only until the date of the resident's lease renewal, at which time the smoking policy will also</p>	

Housing Authority of Prince George's County

Public Housing

FY2015/16 Annual Plan - ACOP

		<p>apply to the resident. Failure of any resident to follow the smoke-free policy will be considered a lease violation.</p>	
--	--	---	--

## **Statement of Consistency with the Consolidated Plan**

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

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

- Shared goals,
- Objectives, and
- Strategies.

**11.0 REQUIRED DOCUMENTS** (Certifications: md015A16)

- ✓ Form HUD-50075 (md015V16)  
PHA PLAN TEMPLATE
- ✓ Form HUD-50077  
PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLAN AND RELATED REGULATIONS
- ✓ Form HUD-50077-CR  
CIVIL RIGHTS CERTIFICATION (ANNUAL CERTIFICATION AND BOARD RESOLUTION)
- ✓ Form HUD-50070  
CERTIFICATION FOR A DRUG-FREE WORKPLACE
- ✓ Form HUD-50071  
CERTIFICATION FOR PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS
- ✓ Form SF-LLL  
DISCLOSURE OF LOBBYING ACTIVITIES
- ✓ Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- ✓ Resident Advisory Board (RAB) comments
- ✓ Form HUD-50075.1 (md015□16)  
CAPITAL FUND PROGRAM ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT
- ✓ Form HUD-50075.2 (md015□16)  
CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN



2016

# AGENCY PLAN

## CERTIFICATIONS

### PHA PLANS

5 Year Plan for Fiscal Year 2016-2020

Annual Plan for Fiscal Year 2016

## CERTIFICATIONS

April 6, 2015

# Standard PHA Plan PHA Certifications of Compliance

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Executive Director or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X standard Annual, X standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning July 1, 2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.



# Civil Rights Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 08/30/2011

## Civil Rights Certification

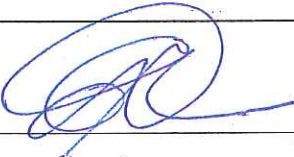
### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Executive Director or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

PHA Name: Housing Authority of Prince George's County PHA Number/HA Code: MD39-P015

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official: Eric C. Brown		Title: Executive Director	
Signature: 		Date: April 6, 2015	

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name  
**Housing Authority of Prince George's County**

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal Agency has designated a central point for the receipt of such notices. Notice shall include the identification number of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; e.g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.


**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

- 1100 Owens Road, 1100 Owens Road, Oxon Hill, Prince George's County, Maryland 20745
- Marlborough Towne, 1849 Tanow Place, District Heights, Prince George's County, Maryland 20747
- Kimberly Gardens, 9214 Cherry Lane, Laurel, Prince George's County, Maryland 20718
- Cottage City Towers, 4142 Bunker Hill Road, Cottage City, Prince George's County, Maryland 20772
- Rollingcrest Villages, 5659 Sargent Road, Hyattsville, Prince George's County, Maryland 20785
- Glassmanor, Marcy Avenue, Oxon Hill, Prince George's County, Maryland 20745

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Eric C. Brown	Title Executive Director
Signature 	Date April 6, 2015
X	

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Housing Authority of Prince George's County

Applicant Name

Housing Authority of Prince George's County

Program/Activity Receiving Federal Grant Funding

Public Housing

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.


(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Eric C. Brown	Title Executive Director
Signature 	Date (mm/dd/yyyy) April 6, 2015

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> Housing and Urban Development, Public Housing	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  <div style="text-align: center;">  </div>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Eric C. Brown</u> Title: <u>Executive Director</u> Telephone No.: <u>(301) 883-5531</u> Date: <u>04/06/2015</u>	
<b>Federal Use Only:</b>	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

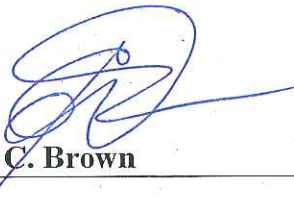


**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB# 2577-0226  
Expires 08/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Eric C. Brown the Director, Department of Housing and Community Development,  
certify that the Five Year and Annual PHA Plan of the Housing Authority of Prince George's  
County is consistent with the Consolidated Plan of Prince George's County, Maryland  
prepared pursuant to 24 CFR Part 91.



**Eric C. Brown**

**April 6, 2015**

Signed / Dated by Appropriate State or Local Official

2016

# AGENCY PLAN

## CAPITAL FUND PROGRAM

PHA PLANS  
5 Year Plan for Fiscal Year 2016-2020  
Annual Plan for Fiscal Year 2016

## CAPITAL FUND PROGRAM

form HUD 50075.1 and 50075.2

April 6, 2015



Part I CFP 2016 - MD39P015501-16 - Agency Plan FY 2016 - 04-06-2015  
 Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2016	
PHA Name: Housing Authority of Prince George's County	Grant Type and Number Capital Fund Program Grant No: MD39P015501-16 Replacement Housing Factor Grant No: Date of CFP: Y	FFY of Grant Approval:	

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies	Original	Total Estimated Cost		Obligated	Total Actual Cost <sup>1</sup>	
				Revised <sup>2</sup>	Final Performance and Evaluation Report		Expended	
1	Total non-CFP Funds							
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		54,767.00			-0-	-0-	
3	1408 Management Improvements		10,000.00			-0-	-0-	
4	1410 Administration (may not exceed 10% of line 21)		38,500.00			-0-	-0-	
5	1411 Audit							
6	1415 Liquidated Damages							
7	1430 Fees and Costs		4,999.12			-0-	-0-	
8	1440 Site Acquisition							
9	1450 Site Improvement							
10	1460 Dwelling Structures		135,852.00			-0-	-0-	
11	1465.I Dwelling Equipment—Nonexpendable							
12	1470 Non-dwelling Structures							
13	1475 Non-dwelling Equipment		27,644.00			-0-	-0-	
14	1485 Demolition							
15	1492 Moving to Work Demonstration							
16	1495.I Relocation Costs							
17	1499 Development Activities <sup>4</sup>							


<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part I CFP 2016 - MD39P015501-16 - Agency Plan FY 2016 - 04-06-2015  
 Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2016	
PHA Name: Housing Authority of Prince Georges County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFP: Y	FFY of Grant Approval:	

Type of Grant  
 Original Annual Statement  
 Performance and Evaluation Report for Period Ending: \_\_\_\_\_  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: \_\_\_\_\_)  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
18a	1501 Collateralization or Debt Service paid by the PHA	118,936.88		-0-	-0-
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	390,699.00		-0-	-0-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director		Date
		4/13/15			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2016		
PHA Name: Housing Authority of Prince George's County		Capital Fund Program Grant No:		CFPP (Yes/No): Y		
		Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
PHA-Wide	Operations:	1406		54,767.00	-0-	-0-
	Emergency Maintenance Vacancy Turnaround		12-15 DU			
MD15-3	Renovate Select Kitchens and Bathrooms	1460	30	135,851.00	-0-	-0-
MD15-6	Elevator Contract	1475	1	27,644.00	-0-	-0-
	Sub Total			218,262.00	-0-	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



<sup>2</sup> To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part III: Implementation Schedule for Capital Fund Financing Program**

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2016
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
	7/13/2017	7/13/17	07/13/2018	07/13/2018		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.





**FORM HUD-50075.2**

CAPITAL FUND PROGRAM ACTION PLAN

<b>Part I: Summary</b>						
PHA Name/Housing Authority of Prince George's		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
9200 Basil Court, Suite 208, Largo, Maryland 20774						
A.	Development Number and Name	Work Statement for Year 1 FFY 2016	Work Statement for Year 2 FFY 2017	Work Statement for Year 3 FFY 2018	Work Statement for Year 4 FFY 2019	Work Statement for Year 5 FFY 2020
B.	Physical Improvements Subtotal	169,333.00	169,333.00	129,263.00	174,663.00	174,663.00
C.	Management Improvements	10,000.00	10,000.00	17,000.00	10,000.00	10,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment	38,500.00	38,500.00	38,500.00	38,500.00	38,500.00
E.	Administration	4,999.12	4,999.12	9,999.12	4,999.12	4,999.12
F.	Other Fee and cost	48,930.00	48,930.00	77,000.00	43,600.00	43,600.00
G.	Operators					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing - Debt Service		118,936.88	118,936.88	118,936.88	118,936.88
K.	Total CFP Funds		390,699.00	390,699.00	390,699.00	390,699.00
L.	Total Non-CFP Funds					
M.	Grand Total		390,699.00	390,699.00	390,699.00	390,699.00







