



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

# AGENCY PLAN

**Nicole Garrett, Interim Executive Director**

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0224</b> <b>Expires:</b> <b>03/31/2024</b>
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**Purpose.**

The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.**

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

**Definitions.**

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

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<p><b>PHA Name:</b> The Housing Authority of Prince George’s County <span style="float: right;"><b>PHA Code:</b> MD 015</span></p> <p><b>PHA Type:</b> <input type="checkbox"/> Standard PHA <input checked="" type="checkbox"/> <b>Troubled PHA</b></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 07/01/2024 – 6/30/2025</p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Public Housing (PH) Units</b> <b>376</b> <b>Number of Housing Choice Vouchers (HCVs)</b> <b>5,951</b></p> <p><b>Total Combined Units/Vouchers</b> <b>6,327</b> <b>PHA Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>

**See Attached 6.0 (b) Public Access to Information: Agency website and all places listed on 6.0 Public Access to Information**

**PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

**B. Plan Elements**

**B.1 Revision of Existing PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management
- Grievance Procedures.
- Homeownership Programs.
- Community Service and Self-Sufficiency Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Asset Management.
- Substantial Deviation.
- Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

**1. Statement of Housing Needs and Strategy for Addressing Housing Needs- Addressed Housing Strategy in update Prince George’s County Consolidated plan & FY 2024-2025 Waitlist data**

	<p><b>2. Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</b></p> <p><b>3. Financial Resources- FY 2024-2025</b></p> <p><b>4. Community Services and Self Sufficiency Program - Addition of ROSS Grant program for 2024-2025 and outcomes</b></p> <p><b>5. FSS Action Plan &amp; Procedures (Approved in November 2022)</b></p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review: <b>HAPGC Deconcentration Policy has not been edited for FY 2024-2025.</b></p>
<p><b>B.2</b></p>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p><b>Y</b> N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <ul style="list-style-type: none"> <li>• <b>Mixed Finance Modernization or Development: See Section of Agency Plan 7.0</b></li> <li>• <b>Demolition and/or Disposition: See Section of Agency Plan 7.0</b></li> <li>• <b>Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD: See Section of Agency Plan 7.05. Project-Based Vouchers: See Section of Agency Plan 7.0</b></li> <li>• <b>6. Units with Approved Vacancies for Modernization: See Section of Agency Plan 10.0</b></li> </ul> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>HAPGC will continue with its RAD conversion activities and use existing PBVs as well as up to its full allocation of PBV opportunities to serve more residents within Prince George County.</b></p>

<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p><b>In FY 2024-FY 2025, The Housing Authority of Prince George's County, have created an update to the PHA's mission and goals by utilize a transformation statement and strategic plan to meet its mission &amp; goals. The new transformation statement and activites for goals are outlined in the relevant sections of the Agency plan.</b></p> <p><b>The Housing Authority of Prince George's County continues to work toward its development , RAD goals and all agency operational priorities.</b></p>
<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved</p> <p><b>For FY 2024-2025 Capital improvements, please See Capital Fund 5-Year Action Plan in EPIC approved by HUD for FY 2022-. FY 2023is still pending. FY 2024 cannot be completed until FY 2023 is processed and approved.</b></p>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, please describe: <b>See Attachment A: HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND AUDIT 2023</b></p> <p><b>FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION YEAR ENDED JUNE 30, 2023, The FY-2023 audit was completed in March 31, 2023 with the final action plans and signatuers completed in April 2023 A unofficial copy of the Audit is attached with the Corective Action Plan for 2022 and the PGCHA Summary Schedule of Prior Audit Findings - FY22.</b></p>
<b>C. Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Resident Advisory Board meeting is scheduled May 5, 2024. Any RAB comments will be incorporated prior to the public comment period closing on June 15, 20204.</b></p> <p><b>No comments were noted regarding the Annual Plan or Five Year Rolling Plan.</b></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Pending</p>
<b>C.2</b>	<b>Certification by State or Local Officials.</b>

	Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y <input checked="" type="checkbox"/> N - There were no public comments to the FY 2024-2025 Plan.  <input type="checkbox"/> <input checked="" type="checkbox"/> Public Comment Period <b>was May 1, 2024 to June 15, 2024. Any public comments will be incorporated prior to the public comment period closing on April 16, 2024.</b></p> <p>If yes, include Challenged Elements: Not Applicable</p>
<b>C.5</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?  Y N N/A  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: <b>Due to the agency's Public Housing Assessment Score, the agency has been deemed troubled for FY 2023.. The agency also is under Capital Fund At-Risk/Receivership/Substandard/Troubled Grant # MD39T01550123</b></p>
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <p><b>Fair Housing Goal:</b></p>

**Describe fair housing strategies and actions to achieve the goal**

**HAPGC will not submit an AFH for 2024-2025, due to it not currently being required as part of the Agency Plan, but will submit an AFH Plan for 2024-2025**

**See reference below, "Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless , the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works 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. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1)"**

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

**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.4)

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

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

**B. Plan Elements.** All PHAs must complete this section.

**B.1 Revision of Existing PHA Plan Elements.** PHAs must: Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." (24 CFR §903.7)

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR

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§903.7(b)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

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

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

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

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

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

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of (24 CFR §903.7(l)). Provide a description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. (24 CFR §903.7(l))

**Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

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**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

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

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

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

**HOPE VI or Choice Neighborhoods. 1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). (Notice PIH 2011-47)

**Mixed Finance Modernization or Development. 1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, **5)** the number of units affected and; **6)** expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

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

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

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

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

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD’s website at: [Notice PIH 2009-21](#) and [Notice PIH-2017-03](#). ([24 CFR §903.7\(e\)](#))

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

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

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

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

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section ([24 CFR §903.7 \(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

### C. Other Document and/or Certification Requirements.

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**C.5 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant - whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction - and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that

it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works 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. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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

Public reporting burden for this information collection is estimated to average 7.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<p><b>PHA Name:</b> The Housing Authority of Prince George’s County <b>PHA Code:</b> MD 015</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 07/01/2024</p> <p><b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> FY 2024-2029</p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p>

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

**B. Plan Elements.** Required for all PHAs completing this form.

**B.1 Mission.** State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.

SEE ATTACHED 5.1 PHA’s Mission Statement

**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.**

<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>SEE ATTACHED 5.2 Goals and Objectives</p>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>SEE ATTACHED 10 A Progress in Meeting Missions and Goals</p>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>SEE ATTACHED 6.0-13 Violence Against Women Act Policy</p>
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>SEE ATTACHED 10 (B) Significant Amendment and Modification Statement (No Changes in FY 2024-2025)</p>
<b>C.2</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Pending</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>(c) No recommendations are expected to provided or noted in the RAB Annual /5 year plan review.</p>
<b>C.3</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>Included per the Annual Plan/5 year plan’s requirement.</b></p>

<b>C.4</b>	<b>Required Submission for HUD FO Review.</b>  (d) Did the public challenge any elements of the Plan?  Y   N <input type="checkbox"/> <input checked="" type="checkbox"/> Pending  (e) If yes, include Challenged Elements. Not Applicable
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>

Final Draft

**D.1 Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

HAPGC will not submit an AFH, due to it not currently being required as part of the Agency Plan.

See reference below, "Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works 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. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1)"

**Fair Housing Goal: Not Applicable**

**Fair Housing Goal: Not Applicable**

*Describe fair housing strategies and actions to achieve the goal*

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## Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

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### A. PHA Information.

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

### B. Plan Elements.

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

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))

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

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

### C. Other Document and/or Certification Requirements.

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

#### C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

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

#### C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

#### C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

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5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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**D. Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant - whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction - and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works 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. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

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**The Housing Authority of Prince George's County Agency Plan  
Fiscal Year 2024-2025  
&  
5 Year Rolling Plan 2024-2029  
Agency Identification**

**PHA Name:** Housing Authority of Prince George's County

**PHA Number:** MD39-P015 (MD015)

**PHA Fiscal Year Beginning:** 07/2024 (07/01/2024 - 06/30/2025)

**Annual Plan Type:** Standard Plan

**Five Year Plan Type:** Rolling Plan

**Fiver Fiscal Year Beginning:** 07/2024 (07/01/2024- 06/30/2029)

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Final Draft

## 5.0 Annual Agency Plan:

**Annual agency plan  
PHA Fiscal Years 2024-2025  
[24 CFR Part 903.5]  
Annual Agency Plan**

### PLAN INTRODUCTION

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

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

Over the fiscal year, the priorities of the HAPGC'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 revise, implement and coordinate its annual and five year goals and HUD's priorities into program operations. HAPGC staff continues 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.

### **Housing Authority of Prince Georges County Transformative Statement:**

The transformation of the Housing Authority of Prince George's County relies on our ability to demonstrate industry leadership in the preservation and development of affordable housing. Through efficient and responsible stewardship of our assets and resources, we will deepen and expand our partnerships with internal and external stakeholders. Our foundation rests upon empathy, compassion, and service to our primary clients, those living and in need of quality, safe, and affordable housing. Through the embodiment of these ideals, we are committed to serving and creating opportunities for the well-being of Prince George's County residents.

## HAPGC Annual Goals

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

#### GOAL 1

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

#### GOAL 2

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

#### GOAL 3

Continue implementation of the 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.

#### GOAL 6

Comply with Fair Housing and Equal Opportunity objectives in accordance with the Voluntary Compliance Agreement (VCA), and Disability Rights Maryland (DRM) Agreement.'

## 5.1 MISSION

### HAPGC'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.

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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 its Annual plan.**

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

### **PHA Goal:** Expand the supply of assisted housing

#### Objectives:

- Reposition and/or convert public housing portfolio to other forms of HUD rental assistance to address HAPGC's modernization, rehabilitation and physical needs, as well as place HAPGC's portfolio on a more stable financial foundation utilizing RAD conversion and/or Section 18 Blend,
- Acquire or build new assisted-units or housing developments,
- Access Multi-Family Tax Exempt Bond,
- Maintain HCV program utilization at or above 100% or full utilization of budget authority, and
- Maintain Public Housing occupancy at or above 95%,
- Leverage private or other public funds to create additional housing opportunities,
- Increase the supply of ADA/504 compliant accessible units

### **PHA Goal:** Improve the quality of Assisted Housing

#### Objectives:

- Improve public housing operations management,
- Improve housing choice voucher (HCV) utilization and management operations,
- Improve & increase quality of customer service to internal and external partners,
- Concentrate on efforts to improve specific areas of business operations functions within the agency,(e.g., public housing and HCV finance; voucher unit inspections; REAC inspections)
- Renovate, modernize and/or redevelop public housing units, and manage the increase and development of 504/ADA accessible units within HAPGC's portfolio from 376 to 500 units within the next 24-48 months and
- Initiate and/or request HUD replacement vouchers for converted units.

### **PHA Goal:** Increase Access to quality and housing assets for HAPGC residents

#### Objectives:

- Conduct outreach efforts to current and potential HCV landlords through quarterly leasing events & landlord recruitment initiatives
- Increase Housing Choice Voucher homeownership Participants by 10% in the next fiscal year, and
- Increase HAPGC's current portfolio of project-based vouchers with specific targets for waitlist management for Applicants that meet specific criteria and/or preferences.

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

### **PHA Goal:** Provide an improved and quality housing environment

#### Objectives:

- Implement public housing safety and security improvements,
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities (through PH, HVC, and Mod Rehab Programs), and
- Encourage deconcentration of poverty within HAPGC portfolio and Prince George County through landlord marketing, outreach and incorporation of housing options in HCV briefing materials.

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

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

*Objectives:*

- Increase the number and percentage of employed residents / households through partnerships and agency collaboration,
- Provide or attract supportive self-sufficiency services to improve resident and household's employability and access to job training,
- Provide or attract supportive services to increase independence for the elderly or households with disabilities, and

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

**PHA Goal:** Ensure HAPGC's promotion of equal opportunity and affirmatively further fair housing

*Objectives:*

- Continue and maintain affirmative fair housing measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, sexual orientation, gender identity and disability,
- Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.
- HAPGC priority is to address fair housing and equal access to all residents; in such and in line with the VCA & Ripley Agreement, is prioritizing additional development targets to address housing for disabled residents and additional 5% target for new developments
- HAPGC in line with the 2020 Analysis of Impediments to Fair Housing Choice, is taking steps to assess, review & improve public housing units identified in physical needs assessment to ensure that its inventory meets standards of accessibility

### **PHA's Objectives**

#### **HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY**

##### **1. Improve Program Management and Administration**

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- 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 at or above 90%.
- Continue to update and streamline internal housing policy, processes and procedures to increase staff efficiency.
- Re-assess and review operations for the Public Housing department to create increased operational efficiency.
- Ensure the lease-up process is implemented to maintain a 98 percent or higher occupancy rate.

- Provide Fair Housing and Equal Opportunity (FHEO) training to all Housing Authority staff on an on-going basis.
- Continue to conduct landlord outreach/seminars to ensure a better understanding of HCV programs.
- Educate landlords about FHEO HUD rules and regulations, reasonable accommodation requirements and encourage through marketing and/or HAPGC programs and increase of ADA/504 compliant and/or accessible units and/or features.
- Improve HUD-50058 compliance for submission, reporting and monitoring.

## **1. Improve HAPGC Property Management Operations**

- Improve unit turn around, lease-up process and make ready days by specific percentage each year.
- Respond and close 100% of all work orders to abate health and safety exigent conditions within 24 hours, routine work orders within 5-10 days and extraordinary within 30 days.
- Process and close all work orders with less than a 10% call-back rate.
- Complete Public Housing renovation/construction projects on time and with less than a 10% variance in project budget and cost change orders if feasible.
- Pursue grant opportunities to make improvements and modernization of housing inventory.
- Increase efficacy of vacant unit turnaround process.
- Vacant units that are uninhabitable and require a capital expenditure that exceeds available capital funding to make them habitable will be taken offline until funds become available or the property is repositioned through the RAD process

## **2. Staff Reorganization**

- Complete the change management and staff reorganization of critical positions and departments within HAPGC. Increase staffing in high need areas and create alternatives in hard to fill positions for temporary outsourcing, if necessary

## **3. Continue Staff Training**

- Initiate industry best practice HCV training for the HCV department including but not limited training on SEMAP/VMS procedures.
- Cross train additional staff persons with HAPGC for the FSS and Homeownership Programs.
- Coordinate in conjunction with approved HUD Technical assistance internal certification training for all Housing Authority staff.
- Send staff to industry-led program operations and professional development training.
- Increase staff policy and knowledge of HUD required lead based paint regulation and procedures.
- Maryland Department of Environment (MDE) - Maryland's Reduction of Lead Risk in Housing law requires owners of rental properties built before 1978 to register their units with Maryland Department of the Environment (MDE), distribute specific educational materials, and meet specific lead paint risk reduction standards.
- Provide in-house training for all staff on agency software applications.
- Provide training to all staff on PHA required Reasonable Accommodations/Reasonable Modifications 504 and Fair Housing and the VCA requirements of HAPGC and how it impacts their work within each department.

## **1. Increase Participant./Resident/Client Services**

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- Provide mental health resources and services to residents
- Increase FSS participation levels in PH and HCV programs.
- Increase and initiate ROSS grant participation levels in PH programs.
- Increase Homeownership participation levels and access to partner programs outside of the agency.
- Provide Resident Services staff, Resident Advisory Board (RAB), and residents with capacity building and training to improve their ability to participate in Public Housing and HCV Program decision making.
- Reinstigate efforts to organize resident councils in Public Housing properties and increase participation of HCV within the Resident Advisory Board

- Organize and implement training for Resident Council and RAB Board on duties and responsibilities. Review current By-Laws and update if necessary. Improve Risk Management
- Participate in the annual Housing Authority Insurance Risk Control Management Program that includes a systematic and continuous identification of loss exposure, and an emphasis on reducing losses due to accidents, incidents, or behavior that can be managed and or predicted. This program also lowers the cost of insurance premiums.
- Retro-fit and certify as agreed under HAPGC's VCA UFAS units to comply with UFAS regulations, Voluntary Compliance Agreement (VCA), and Disability Rights Maryland (DRM) Settlement Agreement, for selected Public Housing, Project Based units.
- Include all 504 Reasonable Accommodation improvements in Capital Fund Annual and Five Year Plans.

## **2. Implementation of Energy Conservation Measures (ECMs)**

- The Housing Authority will continue the use of renewable energy and green construction practices in public housing. The Public Housing Agency is encouraged to use solar, wind, geothermal/ground coupled heat pumps and other renewable energy sources, and other 'green' construction and rehabilitation techniques in procurement for maintenance, modernization, or new construction.
- As part of a green maintenance approach, we continue to use no- and low-VOC paint, adhesives and finishes, use Energy Star and Water Sense qualified products, and adopt an Integrated Pest Management (IPM) strategy.
- Housing Authority goals and objectives are consistent with Prince George's County OCS - Sustainable Energy Office of Central Services (OSC). The ENERGY STAR Certification and Green Leasing Grant seeks to increase the number of ENERGY STAR certified buildings, and encourage the adoption of green-leasing practices within Prince George's County. This effort will help support the County's goals of reducing greenhouse gas emissions, and attract and retain high-valued tenants in the county.

***Housing Authority goals and objectives are consistent with the Housing and Community Development Consolidated Plan, to include, the Voluntary Compliance Agreement (VCA) and the Disability Rights Maryland (DRM) Settlement Agreement.***

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

- The Housing Authority of Prince George's County has made changes to the Annual Agency Plan elements since the last Annual Plan submission. The proscribed information below outlines the changes that will be reflected in the Annual plan.

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

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

- Main administrative office of the PHA  
9200 Basil Court, Suites 107 and 500, Largo, MD 20774
- PHA development management offices:

**1100 Owens Road**

**Marlborough Towne**

**Kimberly Gardens**

1100 Owens Road  
Oxon Hill, MD 20745

1849 Tanow Place  
District Heights, MD 20747

9214 Cherry Lane  
Laurel, MD 20718

**Rollingcrest Villages**

5659 Sargent Road  
Hyattsville, MD 20782

**Cottage City Towers**

4142 Bunker Road  
Cottage City, MD 20772

PHA website  
PHA Plans are accessible on the Housing Authority's website.  
[ha.mypgc.us](http://ha.mypgc.us)

**PHA Plan Elements**

The following changes/additions are proposed for public housing for Fiscal year 07/ 2024 includes:

**Proposes Amendments to the Administrative Plan & Proposes Amendments to the Admissions & Continued Occupancy Policy (ACOP)**

- Admissions and Continued Occupancy Policy (ACOP) - **Revisions based upon HOTMA**
- HCV Administrative Plan- **Revisions based upon HOTMA**
- HUD mandates Income exlusions are effective 1/31/2024
- Revised Preference and Special Category Added to Administrative Plan for FY 2024

Updated Preference:: Chapter 4 Waitlist Management

**Involuntary Displaced Preference 25 Points (Added Preference type)**

(e) Substandard Housing. The substandard preference is divided into the following major ranking factors as further defined and is implemented in the following priority order.

- (i) Homeless;
- (ii) Applicants residing in units that have been declared unfit for habitation; and
- (iii) Applicants currently residing in units, which contain one or more Housing Quality Standard or local housing code violations that cannot be corrected in a reasonable period of time.
- (iv) Families referred to the HCV tenant-based waiting list from the HAPGC's ADA/504 Coordinator or other HAPGC authorized personnel either from the Public Housing waiting list where there is no immediate adequate housing to suit the family documented disability needs OR from the existing Public Housing program where there is no adequate housing to suit the family documented disability needs. Families referred in this category take priority regardless of date and time of application with this preference for the next available tenant-based voucher. However, families with this preference are selected based upon their date and time of placement such that they are selected in order of placement on this list with this preference.

(f) Any resident of a HAPGC Public Housing or other affordable property that is being relocated due to a RAD Conversion or other demolition or disposition activity **will be considered an involuntary displacement and given priority** preference points to receive a tenant-based voucher to facilitate the relocation from the development that is subject pending redevelopment. This Preference has priority over all other preferences and only applies to applicants who reside in the affected HAPGC-owned and or managed properties.

### **Special Category : Chapter 3 - Application for Admission**

The Executive Director of HAPGC is authorized to create special categories of applicants and/or program participants who apply for a voucher to meet special circumstances (e.g., relocation, consent decree requirements, legal opinions, reasonable accommodations requiring an immediate transfer who cannot otherwise be accommodated by a unit in HAPGC's existing portfolio, etc.), and to develop and implement specific rules for accepting and processing applications from individuals identified as members of these special categories.

Vouchers or other assistance provided to Special Category participants may be restricted in their use based on funding availability.

### **Highlights of Final Rule Implementing Sections 102, 103, 104 of HOTMA for HAPGC**

The Final Rule implementing Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) delivers important benefits to residents & tenants and reduces administrative burdens for public housing agencies (PHAs), multifamily housing owners (MFH owners), and participating jurisdictions. The requirements of the Final Rule are outlined below but are contingent on the following updates that are currently in process with HUD:

- HAPGC recognizes that there are **significant changes** to calculations and the introduction of new action types and fields require revisions to the form 50058 & IMS/PIC cannot be altered to accommodate the new form 50058.
- As of HUD March 1, 2024, HUD is still in the process of replacing IMS/PIC with the Housing Information Portal (HIP). **See PIH Notice 2023-27**

The Housing Authority has implemented Section 103 public housing over income policies as applicable in

**Effective as of March 2024, HUD's new reporting system of record (HIP) is not operational. HIP will replace the PIC submission process for any housing authority that submits information to HUD. HAPGC cannot fully implement HOTMA Sections 102 and 104, until its system of record completes migration to HIP. Proposed updates to Sections 102 and 104 are proposed to be enacted by expeditiously and will be updated in HAPGC's Administrative Plan and ACOP accordingly.**

#### **Section 102: Income Reviews**

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Fewer Interim Reexaminations: HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.

Streamlined Verifications: Several provisions will streamline the verification process for housing providers.

- o *Adults Only Need to Sign Consent Form Once:* HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.
- o *Use of Income Determinations from Other Programs:* HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.

- *Review of EIV Not Required at Interim Reexamination:* HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.

*Increased Standard Deduction for Elderly/Disabled Households:* HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability.

*Additional Income Exclusions:* The rule codifies additional income and asset exclusions, including:

- Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home
- Veterans' aide and attendant care
- Distributions of principal from non-revocable trusts, including Special Needs Trusts.

*Threshold for Claiming Medical/Disability Expenses Increased:* HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.

*Higher Threshold for Imputing Asset Income:* HOTMA raises the imputed asset threshold from \$5,000 to \$50,000, incentivizing families to build wealth without imputing income on those assets.

*Hardship Relief:* HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability expenses and families who are no longer eligible for the childcare expense deduction.

Effective Dates of HOTMA Updates for Section 102 will be in accordance with HOTMA & HIP implementation for the HCV and Public Housing program.

### **Section 103: Public Housing Over-Income Families (Public Housing)**

*Public Housing Income Limitation:* HOTMA imposes continued program participation limits for families exceeding the statutory income limitation in the Public Housing program, also known as the "over-income" provision.

Approved Revisions to the Public Housing Over-Income Families are as follows:

Over Income Policy

#### **Introduction**

As required by the U.S. Department of Housing and Urban Development (HUD), a household whose income exceeds the over-income limit, which is 120% of the Area Median Income (AMI), must be considered "over-income" by the Housing Authority of Prince Georges County (HAPGC) for the Section 9 program (Public Housing). As discussed further below, if a household remains over-income for 24 consecutive months, HAPGC has elected to terminate the over-income household from the Section 9 program.

### **Housing Opportunities Through Modernization Act (HOTMA) Section 103**

In July 2016, the Housing Opportunities Through Modernization Act (HOTMA) was signed by President Obama. HOTMA amends the U.S. Housing Act of 1937, including the Section 8 (Housing Choice Voucher) and Section 9 (Public Housing) programs. Among other things, HOTMA made changes to the over-income rules in Section 9 (Public Housing). In February 2023, HUD issued final regulations

regarding the over-income rules pursuant to HOTMA. The final rule implementing section 103 of HOTMA relates to changes to the current over-income rules in Section 9 (Public Housing). HUD's 2023 final rule regarding the over-income policy was made effective March 16, 2023, with full implementation of the over-income regulations required by June 14, 2023.

## **Over-Income Guidelines**

As required by HUD, a household whose income exceeds the over-income limit, which is 120% of the Area Median Income (AMI), must be considered "over-income" by HAPGC for the Section 9 (Public Housing) program. If a household remains over-income for 24 consecutive months, HAPGC is required by HUD to terminate the household from the public housing program.

## **Over-Income Guidelines Implementation**

HUD issued instructions for implementing the mandatory public housing income limit requirements in HOTMA. In accordance with these instructions HAPGC adopted a policy to terminate over-income households after 24 consecutive months of remaining over-income. However, HUD delayed publishing the final regulations regarding over-income rules until February 2023. HUD's final rule on HOTMA published in February 2023 provided public housing agencies (PHAs) with additional information about how to process over-income households. Therefore, households that have been over-income for 24 consecutive months will be terminated from the HAPGC's Section 9 (Public Housing) Program. At the end of the over income consecutive 24-month period, if the household remains over-income, per HUD, HAPGC must terminate their tenancy within six months.

### HAPGC's over-income policies govern:

Section 9 (Public Housing) households who are not yet over-income and may eventually remain over-income for 24 consecutive months going forward.

### Residents who are **not yet** over-income for 24 consecutive months as of June 2023:

- Upon the first HUD 50058 action (ex. Annual Recertification, Interim Review, etc.) showing the household is over-income, HAPGC would send the first notice informing the household that they are over-income and if they remain over income for 24 consecutive months, they will no longer be eligible for Section 9 (Public Housing) assistance.
- If still over-income after 12 months, the second notice is issued; at 24 months, the third notice is issued. All three notices provide the household with an opportunity to be heard (rent grievance).
- The third notice informs the household that they have been over-income for 24 consecutive months and must vacate the property within 6-months. HAPGC must terminate the lease within six months from the date of the third notice.
- Residents must recertify on an annual basis. When the household recertifies HAPGC will automatically review income against the current Area Median Income (AMI) tables (Figure1.) to determine whether the household is still over the income threshold or whether, due to inflation or other changes, the household is no longer over the income threshold.

- If, at any time, the household composition or household income changes, tenants must report the change to HAPGC immediately, whether or not the household is over-income.

### **HAPGC’s Notification process for Tenants of an Over-Income Household**

Residents who are over-income will receive notices stating that they are over-income based on the first HUD 50058 action (ex. Annual Recertification, Interim Review, etc.) that was completed. See schedule below (Figure 2.):

Figure 2.

<b><u>First Notice</u></b>	<b><u>Second Notice</u></b>	<b><u>Third Notice</u></b>
At the first HUD 50058 action (ex. Annual Recertification, Interim Review, etc.) showing the household is over-income.	If still over-income after 12 months, the second notice is issued.	If still over-income after 24 months, the third notice is issued.
<b>**All three notices provide the household with an opportunity to be heard (rent grievance).</b>		

### **HAPGC’s Tenant Rent Grievance Rights**

If a tenant does not agree with the result of their annual or interim recertification which indicated they are over-income, pursuant to section 21.3 tenants should submit a rent grievance within ten (10) business days from the date of the notice via the HAPGC Self-Service portal (Rent Café) or by visiting their property management office.

### **24-Month Grace Period Guidelines**

During the 24-month grace period, if the household composition or household income changes, tenants must report the change to HAPGC immediately. If the tenant notifies HAPGC of their change in income and HAPGC determines that the tenant now falls below the over-income threshold, a new 24-month grace period would begin, and the tenant would remain a Section 9 (Public Housing) tenant. After the 24-month grace period ends and the tenant receives their third notice, HAPGC will not conduct an interim recertification. If the resident believes their most recent income calculation was incorrect, the resident should submit a rent grievance within 10 days from the date of the third notice via the HAPGC Self-Service portal (Rent Café) or by visiting their property management office.

### **Termination of Assistance Guidelines**

HUD requires that HAPGC must terminate the tenancy of any over income resident who refuses to vacate public housing within six months of the third notice. All tenants holding over will be referred to HAPGC’s counsel for legal action to begin.

Pursuant to Section 10.0 once a unit has been vacated by an over-income tenant, the unit will return to the Public Housing portfolio and a new prospective tenant will be matched with the apartment using HAPGC’s Tenant Selection and Assignment Plan (TSAP). TSAP was designed to ensure HAPGC processes all housing applications and transfer requests in a fair, objective, and non-discriminatory manner in accordance with applicable federal, state, and local fair housing laws.

More information on the general TSAP process can be found [here](#).

#### **Section 104: Asset Limits**

Asset Limitation: HOTMA imposes a \$100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.

Exclusion of Retirement and Educational Savings Accounts: Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.

Self-Certification of Assets under \$50,000: HOTMA allows self-certification of net assets if estimated to be at or below \$50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.

#### **Cross-Cutting Policies that affect**

Adjustments for Inflation: Deductions and the asset limitation will be adjusted for inflation annually, ensuring that deductions do not lose value over time and that families are able to build more wealth without losing program assistance. The current deduction amounts have never been adjusted.

Both the HCV and Public Housing Programs will provide guidance respectively to both programs and participants and residents upon the effective date of all applicable changes.

#### **HUD Mandated Income Exclusions, Notice 89 FR 6126 (Applicable to all HAPGC programs)**

<https://www.federalregister.gov/documents/2024/01/31/2024-01873/federally-mandated-exclusions-from-income-updated-listing>

In accordance with Notice 89 FR 6126, HUD lists sources of income specifically excluded by any Federal statute from consideration as income for purposes of determining eligibility or benefits in a HUD program.

HAPGC must incorporate into its HUD programs, updated HUD regulations that provide lists of sources of income specifically excluded by any Federal statute from consideration as income for purposes of determining eligibility or benefits in a HUD program.

HUD last published a notice that listed federally mandated exclusions from consideration of income on May 20, 2014. Notice 89 FR 6126 replaces the previously published version, adds new exclusions, and removes exclusions that are now codified in HUD regulations.

In summary, for HAPGC (4) four new income exclusions and updates to existing exclusions will identify where amounts are excluded from consideration as assets in HUD programs.

(1) Corrects an exception to payments, including for supportive services and reimbursement of out-of-pocket expenses, for volunteers under the Domestic Volunteer Service Act of 1973, listed as exclusion

(2) Adds the amount of any refund (or advance payment with respect to a refundable credit) issued under the Internal Revenue Code is excluded from income and assets for a period of 12 months from receipt ([26 U.S.C. 6409](#)), listed as exclusion (14);

(3) Adds allowance paid to children of certain Thailand service veterans born with spina bifida ([38 U.S.C. 1822](#)), listed as exclusion (17);

(4) Corrects the exclusion of income applicable to programs under the Native American Housing Assistance and Self-Determination Act (NAHASDA) ([25 U.S.C. 4101 et seq.](#)) to more accurately capture the language of [25 U.S.C. 4103\(9\)](#), listed as exclusion (23);

(5) Corrects that any assistance, benefit, or amounts earned by or provided to the individual development account are excluded from income, as provided by the Assets for Independence Act, as amended ([42 U.S.C. 604\(h\)\(4\)](#)), listed as exclusion (25);

(6) Corrects that the first \$2,000 of per capita payments are also excluded from assets unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds ([25 U.S.C. 117b\(a\)](#), [25 U.S.C. 1407](#)), listed as exclusion (26);

(7) Adds the value of, distributions from, and certain contributions to Achieving Better Life Experience (ABLE) accounts established under the ABLE Act of 2014 ([Pub. L. 113-295.](#)), listed as exclusion (28); and

(8) Adds assistance received by a household from payments made under the Emergency Rental Assistance Program pursuant to the Consolidated Appropriations Act, 2021 ([Pub. L. 116-260](#)), and the American Rescue Plan Act of 2021 ([Pub. L. 117-2](#)), listed as exclusion (29).

The exclusions listed below apply to income only, except where HUD states that the exclusion also applies to assets. Actual income earned from an excluded asset may be included in income if it is not deposited into an account that is disregarded and excluded under one of the below authorities. If an amount is in an excluded account, like an Independent Development Account or an ABLE account, then the statute or the regulations associated with that income/asset exclusion will dictate what portion of the income earned off the amount, if any, is to be included in the family's income. Please note that exclusions (13) and (23) have provisions that apply only to specific HUD programs):

(1) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b)). This exclusion also applies to assets;

(2) Payments, including for supportive services and reimbursement of out-of-pocket expenses, for volunteers under the Domestic Volunteer Service Act of 1973 ([42 U.S.C. 5044\(f\)\(1\)](#), [42 U.S.C. 5058](#)), are excluded from income except that the exclusion shall not apply in the case of such payments when the Chief Executive Officer of the Corporation for National and Community Service appointed under [42 U.S.C. 12651c](#) determines that the value of all such payments, adjusted to reflect the number of hours such volunteers are serving, is equivalent to or greater than the minimum wage then in effect under the Fair Labor Standards Act of 1938 ([29 U.S.C. 201](#)

[et seq.](#)) or the minimum wage, under the laws of the State where such volunteers are serving, whichever is the greater ([42 U.S.C. 5044\(f\)\(1\)](#)). This exclusion also applies to assets;

(3) Certain payments received under the Alaska Native Claims Settlement Act ([43 U.S.C. 1626\(c\)](#)). This exclusion also applies to assets;

(4) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 5506). This exclusion also applies to assets;

(5) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f)(1)). This exclusion also applies to assets;

(6) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, section 6). This exclusion also applies to assets;

(7) The first \$2000 of per capita shares received from judgment funds awarded by the National Indian Gaming Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands, and the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands. This exclusion does not include proceeds of gaming operations regulated by the Commission (25 U.S.C. 1407-1408). This exclusion also applies to assets;

(8) Amounts of student financial assistance funded under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under Federal work-study programs or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). For section 8 programs only (42 U.S.C. 1437f), any financial assistance in excess of amounts received by an individual for tuition and any other required fees and charges under the Higher Education Act of 1965 (20 U.S.C. 1001

et seq.), from private sources, or an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall not be

considered income to that individual if the individual is over the age of 23 with dependent children (Pub. L. 109-115, section 327) (as amended)

(9) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056g);

(10) Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101-201) or any other fund established pursuant to the settlement in

In Re Agent Orange Product Liability Litigation,

M.D.L. No. 381 (E.D.N.Y.). This exclusion also applies to assets;

(11) Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420 section 9(c)). This exclusion also applies to assets;

(12) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);

(13) Earned income tax credit (EITC) refund payments [1]

received on or after January 1, 1991, for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3), 235, and 236 of the National Housing Act (26 U.S.C. 32(l)). This exclusion also applies to assets;

(14) The amount of any refund (or advance payment with respect to a refundable credit) issued under the Internal Revenue Code is excluded from income and assets for a period of 12 months from receipt (26 U.S.C. 6409);

(15) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (Pub. L. 95-433 section 2). This exclusion also applies to assets;

(16) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));

(17) Any allowance paid to children of Vietnam veterans born with spina bifida (38 U.S.C. 1802-05), children of women Vietnam veterans born with certain birth defects (38 U.S.C. 1811-16), and children of certain Korean and Thailand service veterans born with spina bifida (38 U.S.C. 1821-22) is excluded from income and assets (38 U.S.C. 1833(c)).

(18) Any amount of crime victim compensation that provides medical or other assistance (or payment or reimbursement of the cost of such assistance) under the Victims of Crime Act of 1984 received through a crime victim assistance program, unless the total amount of assistance that the applicant receives from all such programs is sufficient to fully compensate the applicant for losses suffered as a result of the crime (34 U.S.C. 20102(c)). This exclusion also applies to assets;

(19) Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998 reauthorized as the Workforce Innovation and Opportunity Act of 2014 (29 U.S.C. 3241(a)(2));

(20) Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C. 1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC). This exclusion also applies to assets;

(21) Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (Pub. L. 101-503 section 8(b)). This exclusion also applies to assets;

(22) Payments from any deferred U.S. Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts (42 U.S.C. 1437a(b)(4));

(23) Any amounts (i) not actually received by the family, (ii) that would be eligible for exclusion under 42 U.S.C. 1382b(a)(7), and (iii) received for service-connected disability under 38 U.S.C. chapter 11 or dependency and indemnity compensation under 38 U.S.C. chapter 13 (25 U.S.C. 4103(9)(C)) as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111-269 section 2) to the definition of income applicable to programs under the Native American Housing Assistance and Self-Determination Act (NAHASDA) (25 U.S.C. 4101

et seq.);

(24) A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled

Elouise Cobell et al.

v.

Ken Salazar et al.,

816 F.Supp.2d 10 (Oct. 5, 2011 D.D.C.), for a period of one year from the time of receipt of that payment as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291 section 101(f)(2)). This exclusion also applies to assets;

(25) Any amounts in an "individual development account" are excluded from assets and any assistance, benefit, or amounts earned by or provided to the individual development account are excluded from income, as provided by the Assets for Independence Act, as amended (42 U.S.C. 604(h)(4));

(26) Per capita payments made from the proceeds of Indian Tribal Trust Settlements listed in IRS Notice 2013-1 and 2013-55 must be excluded from annual income unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds. Such amounts received in excess of the Tribal Trust Settlement are included in the gross income of the members of the Tribe receiving the per capita payments as described in IRS Notice 2013-1. The first \$2,000 of per capita payments are also excluded from assets unless the per capita payments exceed the amount of the original Tribal Trust Settlement proceeds and are made from a Tribe's private bank account in which the Tribe has deposited the settlement proceeds (25 U.S.C. 117b(a), 25 U.S.C. 1407);

(27) Federal assistance for a major disaster or emergency received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) and comparable disaster assistance provided by States, local governments, and disaster assistance organizations (42 U.S.C. 5155(d)). This exclusion also applies to assets;

(28) Any amount in an Achieving Better Life Experience (ABLE) account, distributions from and certain contributions to an ABLE account established under the ABLE Act of 2014 (Pub. L. 113-295.), as described in Notice PIH 2019-09/H 2019-06 or subsequent or superseding notice is excluded from income and assets; and

(29) Assistance received by a household under the Emergency Rental Assistance Program pursuant to the Consolidated Appropriations Act, 2021 (Pub. L. 116-260, section 501(j)), and the American Rescue Plan Act of 2021

(Pub. L. 117-2, section 3201). This exclusion also applies to assets.

### **Other Policy Considerations**

In Plan Year 2024, the Authority will review for consideration, policy changes to current operations which include:

- Reasonable Accommodations updates (any updates that are requested in accordance with the Voluntary Compliance Agreement (VCA) requirements)
- Public Housing Repositioning
- RAD conversion activities and programmatic requirements to the Administrative Plan and ACOP that require updates to the plan and/or policies
- NSpire Insections effective October 1, 2024
- HOTMA updates effective October 1, 2024 or when the system of record has been updated
- N FY 2024-2025, HAPGC may choose to utilize some of its existing vouchers to support relocation activities under RAD Conversion for Cottage City. HAPGC will see approval with HUD as well as any other updates to the policies necessary to carry out these activities.

## Revisions to Admissions and Occupancy Plan (ACOP)

- All Applicable HOTMA Updates for Section 102, 103 and 104 V will be effective based upon HUD roll out of HIP

## HCV Administrative Plan & Preferences

- All Applicable HOTMA Updates for Section 102, 104 & NSPIRE V will be effective based upon HUD roll out of HIP

## Homeless Prevention & Special Programs

HAPGC will collaborate with the Prince George's County Department of Social Services to offer housing assistance to a limited number of families identified as homeless or at risk of becoming homeless. The Department of Social Services plans to utilize 10 a number current Homeless set aside vouchers for two projects. In partnership with DHCD, HAPGC may in FY 204-25 provide a priority preference to utilize new vouchers for existing CoC Permanent Supportive Housing Programs such as for increased Emergency Housing Vouchers (EHV), Foster Youth Initiative(FYI) and /or Stability Vouchers

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

The Housing Authority has created an Accessibility Waiting list in order to serve families with disabilities and has also updated admission preferences. Eligibility, Admissions Policies, including Deconcentration and Waiting List Procedures did not change. Policies that govern resident or tenant eligibility, selection and admission for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and any site-based waiting lists are also unchanged.

Written agency documentation are made available for applicants, participants 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 **Page 40 of**
- HAPGC's HCV Administrative Plan (Housing Choice Voucher Program)
- Notification of Occupancy Rights under VAWA and VAWA Certification Form
- Reasonable Accommodation Rights/policy

#### A. 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 history including national sex offender registration,
  - Rental history,
  - Credit Report and
  - EIV Multiple Subsidy, Former Tenant and Income Discrepancies(if applicable).
- The Authority requests criminal records using a private vendor, in addition to local and state law enforcement agencies.

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

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

#### FY 24-25 Strategic Action Plan for ROSS Grant

- Creation of Calendar for ROSS activities/events through 10/31/24.
- Schedule a summit with ROSS programmatic partners to meet within the next 45 days:
  - o Plan or add activities/events at least 90 days in advance.
  - o Schedule quarterly meetings to assess programmatic progress and effectiveness.
  - o Provide briefings on best practices and participant needs/requests of the program.
- Schedule quarterly meetings with ROSS participants to better assess programmatic effectiveness and better address their needs.
- Hire a Service Coordinator within the applicable time period
- Develop a better media strategy to highlight ROSS activities through social media; newsletter(s); HAPGC Website; photography and video of the activity/event; and development of a YouTube channel.
- Better utilization of Family Metrics in producing monthly programmatic reports.
- Develop a template form as an email attachment to announce activities/events that progress outside of planned activities/events or with little notice (four days or less of notice) so that the HAPGC Executive Director, HAPGC Managers, and Board of Commissioners can be promptly notified.
- Planning for the next round of ROSS grant opportunities for FY 2025- 2026

#### **Waiting List Organization Preferences**

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- HAPGC maintains separate waitlist(s) for the following types of subsidy; HCV, Project Based and Public Housing. Interested persons can only apply online when the waitlist is open and apply to via HAPGC portals.

#### **Housing Choice Voucher**

HAPGC maintains a single waiting list for the tenant-based program and a separate waiting list for the Project-Based Voucher (PBV) Program. The HAPGC offers all tenant-based voucher applicants the

opportunity to be placed on any open waiting list at the time of lottery. In accordance with HUD requirements as applicable, HAPGC maintains certain preference categories to determine the selection of families to the Housing Choice Voucher Program. Local preferences will be used to select families from the waiting list. When funding is available, families will be selected from the waiting list in their determined sequence based on a computerized lottery selection within individual local preference categories, regardless of family size and subject to income targeting requirements. HAPGC describes its policy in more detail in Chapters 4 and 17 of the HCV Administrative Plan. The HAPGC has established and manages separate waiting lists for individual projects or buildings that are receiving PBV assistance.

## Public Housing

It is the Housing Authority of Prince George's County's policy, that each applicant shall be assigned his/her appropriate place on the Authority's PH waiting list in sequence based upon a computerized lottery selection, suitable type or size of unit, and factors affecting preference or priority. Preference and priority factors are established in this policy in accordance within 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 (Fair Housing Act) and the HUD regulations and requirements pursuant thereto. HAPGC describes its policy in more detail in Section 10 of the Admissions and Continued Occupancy Policy (ACOP). A local preference is applicable to the PH waitlist and sequencing in selection.

- Residents, Applicants and/or Participants may be on the Public Housing, Housing Choice Voucher, Modern Rehab and Project Based 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. Residency preference is for families who live, work, or hired to work in Prince George's County. The Housing Authority also administers preferences based upon its VCA requirements. A family must first qualify under any of the listed preferences in order to receive housing on the HCV and Public Housing Programs.

## Public Housing Unit Assignment and Transfer Policies:

Applicants are provided one unit choice before they are considered as withdrawn and removed from the waiting list. Exceptions are given for assisted unit choice which requires an Applicant that requests an ADA/UFAS accessible unit, and /or provides in writing the following exigent circumstances 1)transportation/access to daycare, 2)job training or employment for applicants who are working or enrolled in certified training programs.

Circumstances by which transfers take precedence over new admissions include:

- Reasonable Accommodations
- VAWA
- Emergency Transfers (Life & Safety)
- Over housed
- Under housed
- Administrative reasons determined by the PHA (e.g., to permit modernization work)

HAPGC shall follow these procedures when leasing and/or transferring an Accessible Unit:

- a) When an Accessible Unit becomes vacant, or is anticipated to become vacant, HAPGC will contact a household that requires an Accessible Unit and has provided the proper accommodation request.
- b) The family will be offered an opportunity to view the offered housing unit.
  - i. If a Resident Family rejects two (2) Accessible Units without Good Cause, the family will be moved to the bottom of the transfer list. This priority category established in Section IV, G, Paragraph 73.
  - ii. If an Applicant Family rejects two (2) Accessible Units without Good Cause, the family will be removed from the Public Housing Waiting List.
  - iii. "Good Cause" includes reasons related to health, proximity to work, school, childcare (for those working or going to school), in addition to the offered housing units does not match the family's approved disability related needs or the bedroom size needed by the family. When a family rejects a units(s) based on "Good Cause", they will maintain their placement on the waitlist for a Public Housing Accessible Unit.

## 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 (FY2024-2025) Plan Year.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned Revenue</b>	<b>Planned Uses</b>
<b>1. Federal Grants</b>	<b>Fiscal Years (2024 - 2025)</b>	
PH Operating Funds	\$2,310,048	PH Operations
PH Capital Funds (MD39P15501-22)	\$114,702	<ul style="list-style-type: none"> <li>• 25% - Operating &amp; Administrative Exp.</li> <li>• 75% - Capital Improvements</li> </ul>
PH Capital Funds (MD39P15501-23)	\$988,883	<ul style="list-style-type: none"> <li>• 25% - Operating &amp; Administrative Exp.</li> <li>• 75% - Capital Improvements</li> </ul>
HOPE VI Revitalization	NA	
HOPE VI Revitalization	NA	
Annual Contributions HCV - Tenant Based Assistance	\$95,466,700	HAP & UAP
Community Development Plock Grants	<ul style="list-style-type: none"> <li>• PY-47 \$119,999 (Avail. Bal: \$24,000)</li> </ul>	Capital Improvements - Sewer Relining Project - Kimberly Gardens Apts.
HOME Funds	NA	
Department of Energy (DOE)	NA	
<b>2. Prior Year Federal Grants</b>		
PH Capital Funds (MD39P15501-21)	TBD	<ul style="list-style-type: none"> <li>• 25% - Operating &amp; Administrative Exp.</li> <li>• 75% - Capital Improvements</li> </ul>
<b>3. Public Housing Dwelling Units</b>		
Rental Income	\$964,895	Public Housing Operations
<b>4. Other Income</b>		
Vending Machines & Rental Late Charges	\$34,000	Public Housing Operations
<b>5. Non-federal Sources</b>		
Rental Allowances Program (RAP)	\$0	Page 45 of 61 Emergency Assistance for the Homeless
<b>Total Financial Resources</b>	<b>\$100,026,892</b>	<b>Authority-Wide Operations</b>

## 6.0 - 3 Rent Determination

### Public Housing

#### Income Based Rent Policies

The HAPGC will not employ any additional discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the highest 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 Flat Rents based on HUD approved percentage of Fair Market Rents (FMR) for each public housing development.

The Housing authority is currently in the process to update its utility allowance study in FY 2024

#### 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.

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

#### Flat Rents

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

- The rent reasonableness study of comparable housing
- HUD Approved Fair Market Rents for the jurisdiction

## Housing Choice Voucher Tenant-Based Assistance

### Payment Standards

Housing Choice Voucher payment standards are effective as of January 1, 2024 :

Up to 100% of Small Area Fair Market Rents with an exception noted for 120% of SAFMR for the Project Based Voucher Program

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

### Special Programs

**HAPGC has the following special programs allocated for the Housing Choice vouchers in partnership with referrals from the Prince George's County CoC & Department of Social Services. HAPGC was recently awarded Stability Vouchers and is in the process of allocating that within the special programs.**

### 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.**

### Occupancy standards

The HAPGC will assign one bedroom for the head of household and one bedroom for each two persons thereafter, within the household. This does not require that an adult sleeps 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. One additional bedroom will be granted for a live-in aide.

### Payment standards

The Housing Authority payment standard is set between 90 percent and 110 percent of the Small Area Fair Market Rents (SAFMR). Effective as of Jan 1, 2024 HAPGC's current payment standards are set at 100% of the payment standard. Any exceptions to the payment standard must be approved via the Administrative Plan and HUD's accepted revisions. HAPGC has submitted a waiver request for its PBV program to be up to 120% of SAFMR.

## 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. In addition, policies governing the HCVP management are listed below:

Public Housing Management and Maintenance:

1. Admissions and Continued Occupancy Policy
2. Tenant Selection Plan
3. Reasonable Accommodations
4. Violence Against Women Act (VAWA)
5. Violence Against Women Emergency Transfer Plan
6. House Rules
7. Fair Market Rent Schedule
8. Ethics (Prince George's County Government)
9. Grievance Procedures
10. Management Policy
11. Facilities Use Policy
12. Hazardous Materials Policy
13. Uniform Physical Condition Standards
14. Maintenance Policy
15. Natural Disaster Response Guidelines
16. Pest Control
17. Substance Abuse (Prince George's County Government)
18. Work Place Violence (Prince George's County Government)
19. VAWA Emergency Transfer Plan

Housing Choice Voucher Management:

1. CFR 24 - Statutory Requirements
2. HUD Published Regulatory Requirement
3. HCV Administrative Plan
4. Reasonable Accommodations
5. Small Area Fair Market Rent Schedule
6. Violence Against Women Act (VAWA)
7. Violence Against Women Emergency Transfer Plan
8. Criminal and Drug Treatment, Classification, Record **Page 48 of**
9. Ethics
10. Grievance Procedures
11. Housing Quality Standards
12. Substance Abuse (Prince George's County Government)
13. Work Place Violence (Prince George's County Government)
14. VAWA Emergency Transfer Plan

## 6.0 - 5 Grievance Procedures

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

The Public Housing Program and Housing Choice Voucher Program has established informal review procedures for applicants to the PH/ HCV tenant-based assistance program and informal hearing procedures for families assisted by the PH/ 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 directly to the Site Manager. For HCV informal review/informal hearing process should contact and submit via email to to [hcvhearings@co.pg.md.us](mailto:hcvhearings@co.pg.md.us)

HAPGC Main Administrative Office  
9200 Basil Court, Suite 107  
Largo, MD 20774

## 6.0 - 6 Designated Housing for Elderly and Disabled Families

Not Applicable

## 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. Those individuals who are 62 years and over and any individual who has a disability, are exempt from performing community service hours. 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 with computer labs and other related activities at the Community Centers/ Family Resource Academy (FRA).
- Assist staff in the coordination and chaperoning of field trips and activities.
- Assist with community up keep and beautification activities at sites.
- Assist students with homework and related projects, and
- Active participation within the Housing Authority's Residents' Councils.

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

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

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

### **Opportunity to Cure:**

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

### **Recertifications:**

- At least annually, the HAPGC will conduct a reexamination of family income and circumstances.
- The HAPGC will perform reexaminations for households on fixed incomes on a triennial basis. Triennial anniversary date is 36 months from the effective date of the family's last triennial reexamination or during a family's third year in the program from the effective date of the family's initial examination or admission date.
- The results will identify Public Housing residents who are mandated to participate in the Community Service work requirement.

## 6.0 - 8 Safety and Crime Prevention

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

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

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

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

- Activities targeted to at-risk youth.
- Upgrade existing electronic surveillance cameras at both high-rise properties and install new systems at family sites.
- Improve property lighting with LED fixtures.

In addition, crime prevention workshops may 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. The agency due to

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 availability to meet with the HAPGC management and residents upon request.

Currently, the Housing Authority is addressing crime and prevention problems at any of its public housing properties.

## 6.0 - 9 PET POLICY & ASSISTANCE ANIMAL POLICY UPDATES

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## 6.0 -10 Civil Rights Certification

HAPGC Civil rights certifications FY 2024 and 5 year rolling plan are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## 7.0 11 Fiscal Year Audit

The PHA is in the process of completing its 2023 Fiscal Year Audit as required under section 5(h) (2) of the U.S. Housing Act of 1937 (42 US.C. 1437 c (h)). The FY **2023 Fiscal Year Audit results is available and included as an attachment to the Agency Plan.** Please be advised be advised HAPGC utilized all

regulatory and programmatic waiver & extensions that were provided to all housing authorities due to it under applicable PIH Notices.

## **6.0 -12 Asset Management**

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

Types of asset management activities the Authority undertakes includes:

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

The agency is currently in the process of assessing the asset management of its portfolio and vendors providing core services for asset management services. HAPGC will continue its analysis th

## **6.0 -13 Violence Against Women Act (VAWA) Policy**

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 provide self-certification and Services are rendered by way of the following agencies: Department of Family Services; U.S. Veterans Administration; and Prince George's County Family Justice Center.

The Housing Authority of Prince George's County also has a Board approved VAWA emergency transfer plan to protect residents and/or participants on the Public Housing and HCV Program. That plan was updated for a significant amendment in 2022 and those changes are codified within the 2023-2024 Annual plan. There are no updates effective for the 2024-2025 cycle.

## **7.0 Hope VI, Mixed Finance modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

**RAD - Conversion of Public Housing to Project Based Voucher (Section 8) Housing and requirements under all RAD Revision Notice(s).**

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### **The Housing Authority of Prince George's County Public Housing & Modernization Plan**

#### **Rental Assistance Demonstration Program and Project Based Voucher Conversion Public Housing Conversion to PBV**

The Housing Authority of Prince George's County (HAPGC) is outlined in the 2022 Annual Plan and in amending its 5-year 2023-2028 Agency Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the HAPGC is in the process of converting to Project Based Vouchers under the guidelines of H 2019-32/PIH 2019-32, REV-4 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation,

waiting list and grievance procedures listed in (PBV Conversions: Section 1.6 of H 2019-32/PIH 2019-32, REV-4; and H-2016-17/PIH-2016- 17). These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, the HAPGC certifies that it is currently compliant with all fair housing and civil rights requirements, including those imposed by any remedial orders or agreements, namely HAPGC's Voluntary Compliance Agreement VCA:03-18-R001-4/D executed on May 6, 2020.

*RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the HAPGC with access to private sources of capital to repair and preserve affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that HAPGC may also borrow funds to address their capital needs. The HAPGC will also be contributing Operating Reserves in an amount to be determined and Capital Funds in an amount to be determined toward the conversion.*

HAPGC certifies that in the below table outlines updates for 2024-2025 development and RAD conversion activities that HAPGC has provided an estimate of the amount of the current Capital Fund grant that is associated with each of the five developments and proposed project(s) and it will have an impact on the PHA's current Five-Year PHA Plan and Five-Year Capital Fund Action Plan. Where applicable, HAPGC will use CFP funds for conversion activities as allowable and applicable for predevelopment activities

Therefore, HAPGC will not contribute Operating Reserves, Capital Funds in the amount of \$XXX towards the conversion, and Replacement Housing Factor (RHF) Funds is not applicable. The HAPGC currently has paid off its debt under the Capital Fund Financing Program and there are no outstanding debt issues

On May 12, 2021, a Commitment to Enter into Housing Assistance Payment (CHAP) was received on the following properties 1) Marlborough Towne, 2) Kimberly Gardens, 3) Rollingcrest Village and a portfolio award for 4) Owens Road, and 5) Cottage City.

HAPGC plans to submit a RAD application for all properties as of April 2023, with the exception of Owens Road and will work on additional development activities related to RAD and other financing options as needed for gap financing.

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Rental Assistance Demonstration Program and Section 18 Blending or **Section 18 Demolition/Disposition**

HAPGC is currently planning and implementing their repositioning strategies of converting their public housing units through one or a combination of HUDs repositioning conversion tools. HAPGC has applied for RAD and has successfully received CHAPS and a portfolio award. Simultaneously, HAPGC will explore blending Section 18 with RAD and/or will apply for Section 18 Demolition/ Disposition. As encouraged by HUD, HAPGC conducted and continues to refine an asset repositioning analysis to ensure the agency is best serving the residents and the community. As part of the RAD strategy, sites with an approved CHAP will have vacant units taken offline including Cottage City, Rollingcrest Village,

Kimberly Gardens, Marlborough Towne and Owens Road. HAPGC will be coordinating and obtaining the input of various stakeholders throughout the asset repositioning analysis. The capital needs assessment vendor has been engaged and the initial drafts are under review. As an outcome of this analysis, HAPGC will develop an implementation strategy that best optimizes the use of HUD's repositioning tools and understand options as to any GAP funding required and to assist in prioritizing the properties to convert. In addition, this asset repositioning analysis is examining public and private partnerships that will preserve and stabilize affordable housing for the HAPGC over the long term.

Based on the comprehensive assessment recommendations and findings, HAPGC has determined that they will demolish units to allow for new construction of units through the RAD program. This will require FHEO approval for any sites identified, as the units are in an areas of minority concentration. As any planned demolition or disposition is undertaken, HAPGC will seek to replace the units in the same communities as long as the neighborhood is below city/county average poverty rates, are potentially in an area of opportunity, and/or the long term residents of the units are satisfied connected with the neighborhood, or developments that are part of Prince George's County Consolidated Plan on affordable housing. The objective is to provide quality and safe housing that operates efficiently and effectively for our residents. Multiple approaches are being evaluated to continue to deliver quality sustainable housing units and to pursue the perseveration of sustainable affordable housing units that provide choice and opportunity for Prince George County's residents. To accomplish this objective and after due diligence, concepts such as acquisition/rehabilitation, new construction for replacement units as well as conversion of rental single-family homes to homeownership and review of other funding programs are being considered and implemented. Some of these options are discussed throughout this Agency plan.

*Relocation Plans*

*HAPGC asserts if the RAD conversion may relocate residents temporarily or permanently.*

**Below, please find specific information related to the HAPGC's Public Housing Development(s) selected for RAD:**

Development #1			
Name of Public Housing Project: <b>Cottage City</b>	PIC Development ID: <b>MD015015006</b>	Conversion type (i.e., PBV or PBRA): <b>PBV</b>	Transfer of Assistance: <b>Not Known</b>
Total Units: 100 Units	Pre- RAD Unit Type (i.e., Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e., Family, Senior, etc.): Family	Capital Fund allocation of Development: \$210,000 for RAD Development
Bedroom Type	Number of Units Pre-Conversion: 100	Number of Units Post-Conversion: 100	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)
Studio/Efficiency	56	TBD	TBD
One Bedroom	43	TBD	
Two Bedroom	1	TBD	
Three Bedroom			
Four Bedroom			
Five Bedroom			

Six Bedroom			
(If performing a Transfer of Assistance):	Details TBD.		
<b>Development #2</b>			
<b>Name of Public Housing Project: Marlborough Towne</b>	<b>PIC Development ID: MD015015003</b>	<b>Conversion type (i.e.,PBV or PBRA):PBV</b>	<b>Transfer of Assistance:Not Known</b>
Total Units: 63 Units	Pre- RAD Unit Type(i.e., Family, Senior,etc.):Family	Post-RAD Unit Type if different (i.e., Family, Senior, etc.)Family	Capital Fund allocation of Development: \$241,755
Bedroom Type	Number of Units Pre-Conversion: 63 units	Number of Units Post-Conversion: 95	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations,etc.)
Studio/Efficiency			
One Bedroom	33	TBD	
Two Bedroom	25	TBD	
Three Bedroom	5	TBD	
Four Bedroom			
Five Bedroom			
Six Bedroom			
(If performing a Transfer of Assistance):	(Explain any changes in in the policies that govern eligibility, admission, selection, and occupancy of units at the project after ithas been converted)		

<b>Development #3</b>			
<b>Name of Public Housing Project: Kimberly Gardens</b>	<b>PIC Development ID: MD015015004</b>	<b>Conversion type (i.e., PBV or PBRA): PBV</b>	<b>Transfer of Assistance: Not Known</b>
Total Units: 50 Units	Pre- RAD Unit Type(i.e., Family, Senior,etc.): Family	Post-RAD Unit Typeif different (i.e., Family, Senior, etc.): Family	Capital Fund allocation of Development: \$258,943
Bedroom Type	Number of Units Pre-Conversion: 50 unit	Number of Units Post- Conversion: 75 Unit	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations,etc.)
Studio/Efficiency	0		
One Bedroom	0		
Two Bedroom	14		
Three Bedroom	26		
Four Bedroom	10		
Five Bedroom	0		
Six Bedroom	0		
(If performing a Transfer of Assistance):		TBD	
<b>Development #4</b>			
<b>Name of Public Housing Project: Rollingcrest Village</b>	<b>PIC Development ID: MD015015007</b>	<b>Conversion type (i.e., PBV or PBRA): PBV</b>	<b>Transfer of Assistance: Not Known</b>
Total Units:40 Units	Pre- RAD Unit Type (i.e., Family, Senior, etc.): Senior	Post-RAD Unit Typeif different (i.e., Family, Senior, etc.) Senior	Capital Fund allocation of Development: \$134,951
Bedroom Type	Number of Units Pre- Conversion: 40 units	Number of UnitsPost- Conversion: 1192 Units	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)
Studio/Efficiency	0		
One Bedroom	40		
Two Bedroom	0		
Three Bedroom	0		
Four Bedroom	0		
Five Bedroom	0		
Six Bedroom	0		
(If performing a Transfer of Assistance):		To be determined	

**Development #5**

Name of Public Housing Project: Owens Road	PIC Development ID:MD015015002	Conversion type (i.e., PBV or PBRA): PBV	Transfer of Assistance: Not Known
Total Units:123 Units	Pre- RAD Unit Type (i.e., Family, Senior, etc.): Senior	Post-RAD Unit Type if different (i.e., Family, Senior, etc.): Senior	Capital Fund allocation of Development: \$105,000
Bedroom Type	Number of Units Pre-Conversion: 123 Units	Number of Units Post-Conversion:123 Units	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations,etc.)
Studio/Efficiency	68	TBD	
One Bedroom	54	TBD	
Two Bedroom	1	TBD	
Three Bedroom	0		
Four Bedroom	0		
Five Bedroom	0		
Six Bedroom	0		
(If performing a Transfer of Assistance):		To be determined	

### Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), The Housing Authority of Prince George's County is redefining the definition of a substantial deviation from the HAPGC Plan to exclude the following RAD-specific items:

- a. The decision to convert to either Project Based Rental Assistance, Project Based Voucher Assistance and/or RAD Section 18 demolition/disposition and/or Section 18 Blend;
- b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- d. Changes to the financing structure for each approved RAD conversion.

### Demolition and/or Disposition:

### McGuire House - Disposition and Re-Development

In 2006, the Housing Authority of Prince George's County (HAPGC) petitioned the U. S. Department of Housing and Urban Development (HUD) for the approval to demolish and dispose of the property known as McGuire House. HUD approved a two-part application to demolish and dispose of the property, with a proposal by HAPGC to demolish the site by 2008.

As part of the redevelopment plan for the vacant site (i.e., 1313 Southern Ave., Oxon Hill, MD) the Housing Authority released a request for proposal and selected a Co-developer, after a detailed and objective review process.

This development team has aggressively moved forward with the development of a 163-unit multifamily/mixed-income dwelling for families and individuals aged 62 and above. A total of 163 non-ACC rental units to be developed, with 90% of the units (147) restricted to households at or below 60% of AMI and 10% of the units (16) at market rate, the project is titled Homes at Oxon Hill.

A Building Permit package was submitted to The Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) May 2021 . Upon approval of Building Permit and a financial closing in November 2021, work has commenced as of January 03, 2022 The completion date is planned for Fall 2023.

### **Public Housing Homeownership Program**

#### ***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 FY 2024, the Authority plans to facilitate to sell the last unit to an eligible applicant. Permission has been requested to sell the unit out right instead of the five-year lease/to purchase Turnkey III Program requirements. This will complete the conversion of the project to full homeownership. When a simple majority of the units were converted to homeownership, the Authority turned the management of the property over to the condominium for asset management operations.

### **Housing Choice Voucher**

#### ***Housing Choice Voucher Homeownership Program***

The Authority also administers a Housing Choice Voucher Homeownership program pursuant to 24 CFR 982.625-982.643.

The program is designed to assist HCV participants in good standing with the Housing Authority with transitioning from rental assistance to homeownership assistance. The participant must be a first-time homebuyer (i.e., not have owned a home during the past three (3) years), must satisfy a minimum requirement of \$30,000 annual gross earned income, and must have a minimum credit score of 620. (There is no minimum earned income requirement for the elderly and/or disabled).

In FY 2024, the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted families to become first-time homebuyers. The goal for FYE 2025 to assist additional families to

become first-time homebuyers and expand the available inventory for homeownership options within HAPGC's portfolio.

### **Housing Choice Voucher & Project-Based Vouchers**

In total, the HAPGC serves approximately 5986 Housing Choice Vouchers including port out(s) from its annual ACC. Of the total amount of voucher allocations, the Authority administers Project Based Housing Choice Voucher that assist approximately XXX 188 participants during FY 2024. In addition, approximately 174 vouchers administered under the Moderate Rehabilitation Program are no longer part of HAPGC's portfolio. As of December 1, 2023, a request for proposal been issued for an additional allocation of project based vouchers during the 2023 fiscal year. The Housing Authority of Prince George's County (HAPGC) may make available up to Sixty Nine (69) UFAS Project-Based Housing Choice Vouchers (PBV) to support the preservation or creation of affordable housing opportunities for disabled low and moderate income families in Prince George's County. PBVs may be awarded to an existing, new construction project or a rehabilitation multi-family project.

Additionally, HAPGC may utilize a number of vouchers vouchers for PBV specifically for special programs. The Housing authority plans to allocate 100 PBV vouchers for families off our PBV waiting list that are either homeless, rent burdened or disabled. The remaining 10 are for senior veterans in the VASH program. HAPGC will also utilize stability vouchers and/or foster youth vouchers to allocate toward PBV to the fullest extent allowed by HUD.

HAPGC PLANS TO UTILIZE and apply for various tax incentive allocations to create additional housing stock using HAPGC's allowable allocation of PBV vouchers . After completing an RFP selection process, the following developments are projected to be within the close process within FY 2024:

- Glenarden Hills Phase 3 (9% allocation for 44 units)
- Glenarden Hills Phase 3 (4% allocation for 114 units)
- \*Glenarden Phase 3 (9% tax credits)- 44 units total, and Glenarden Phase 3 (4% tax credits)- 114 units. Total projected units 158 units.*
- Woodyard Station Apartments projected number of units is 46.
- Birchwood at Greenbelt total units is projected at 60 units.

### **FAMILY SELF SUFFICIENCY PROGRAM**

**EFFECTIVE AS OF NOVEMBER 2022, HAPGC FAMILY SELF SUFFICIENCY PROGRAM ACTION PLAN WAS APPROVED BY HUD. THE FOLLOWING UPDATES FOR THE FSS ACTION PLAN APPROVED AND OUTLINED BELOW:**

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<p><b>Family Demographics</b></p>	<p>A description of the characteristics of the families expected to be served by the FSS program (including ethnic and racial data, program size) and the supportive service needs of the expected population.</p> <p><i>Note: New FSS programs may assume that FSS participants will be similar to the general population of the PHA or property.</i></p> <p><i>Note: This is not the demographics of your current FSS program – it is a demographic review of the population of potential participants in your program.</i></p> <p><i>(see FSS Guidebook Section 1.3 FSS Action Plan and Core Documents for the FSS Program, FSS Action Plan)</i></p>	<p><b>24</b></p>	<p><b>See Tables, Appendix A</b></p>
<p><b>Estimate of participating families (program size/number of FSS slots)</b></p>	<p>An estimate of the number of eligible families who can reasonably be expected to be enrolled in your FSS program at any one time, based on available resources.</p> <ul style="list-style-type: none"> <li>• If families from another self-sufficiency program are expected to enroll in the FSS program, the number of those families must be also estimated.</li> <li>• Please note that this is different from the minimum number of families that a program is funded to serve.</li> <li>• PHAs ONLY - This number must be at least the minimum program size required for your agency (or agencies, if joint), if applicable. (If you don't know if you still have a Mandatory Minimum Program or don't know how many slots you have, please consult your field office or include the best numbers you have.)</li> </ul> <p><i>(see 24 CFR 984.105 and FSS Guidebook Section 2.1 Overview of the FSS Program Coordinator Position, Caseload Size; Section and, Section 6.6 Minimum FSS Program Size)</i></p>	<p><b>6</b></p>	<p><b>Original number of participants mandated in HCV Program -106</b></p> <p><b>Original number of residents mandated in PH Program -25</b></p>

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>Eligible families from other self-sufficiency programs</b>	If applicable, the number of families, by program type, who are participating in other self-sufficiency programs that are expected to enroll in FSS.	<b>6</b>	
<b>FSS family selection procedures</b>	<p>Policies and procedures for selecting FSS participants, including whether the PHA or owner will offer a preference to prospective participants who are already enrolled in, or on the waiting list for, FSS-related service programs and whether the FSS program plans to screen prospective participants for motivation to participate (the only allowable screening criteria to include).</p> <p>And, a description of how the PHA's selection procedures ensure selection without regard to race, color, religion, sex, handicap, familial status, or national origin.</p> <p><i>(see 24 CFR 984.203 and FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	<b>7</b>	
<b>Incentives to encourage participation</b>	<p>A description of the incentives that the PHA or owner intends to offer eligible families to encourage participation in the FSS program, including FSS escrow accounts.</p> <p><i>(see 24 CFR 984.305 and FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	<b>9</b>	
<b>Outreach efforts</b>	<p>A description of the planned notification and outreach efforts by the PHA or owner to recruit FSS participants from among eligible families and to provide FSS information to minority and non-minority families.</p> <p><i>(see FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	<b>8</b>	Page <b>61</b> of

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>FSS activities and supportive services</b>	<p>A description of the activities and supportive services to be provided to FSS families by both public and private providers and identification of the public and private resources which are expected to provide the supportive services.</p> <p><i>(see FSS Guidebook Section 3.3 Referrals to Service Providers)</i></p>	<b>12</b>	
<b>Method for identification of family support needs</b>	<p>A description of how the FSS program will identify the needs of participating families and deliver the appropriate support services.</p> <p><i>(see FSS Guidebook Section 2.4 Participant Assessments)</i></p>	<b>12</b>	
<b>Program termination; withholding of services; and available grievance procedures</b>	<p>Policies for terminating or withholding supportive services or FSS participation for failure to comply with the Contract of Participation.</p> <p>And, the grievance and hearing procedures available to FSS families.</p> <p><i>(see FSS Guidebook Section 2.3 Contract of Participation and Individual Training and Services Plan)</i></p>	<b>14</b>	
<b>Assurances of non-interference with the rights of non-participating families</b>	<p>A statement that provides an assurance that a family's election not to participate in the FSS program will not affect the family's participation in the rental assistance program.</p> <p><i>(see FSS Guidebook Section 1.2 What is FSS and Why is it Important?)</i></p>	<b>16</b>	
<b>Timetable for program implementation</b>	<p>A schedule for program implementation and for filling all FSS slots with eligible FSS families.</p> <p><i>Note: This question is geared to new programs. If you have already been running a program, you may state that you have an existing program and will continue implementing it. Or, you may describe the timetable to implement any policy changes.</i></p> <p><i>(see FSS Guidebook Section 2.2 Outreach and Enrollment)</i></p>	<b>16</b>	Page 62 of

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
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<p><b>Certification of coordination</b></p>	<p><b>PHAs only</b> - A certification by the PHA that the development of the services and activities scheduled to be provided under the FSS program has been coordinated with public and private providers, including self-sufficiency programs of the Departments of Labor and Health and Human Services, and other employment, childcare, transportation, training, and education programs. And, that implementation will continue to be coordinated with these local public and private providers to avoid duplication of services. (This provision does not apply to multifamily owners.)</p> <p><i>(see FSS Guidebook Section 3.3 Referrals to Service Providers, and Section 6.1 Building Partnerships)</i></p>	<p><b>17</b></p>	
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Final Draft

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
<b>Availability of a Program Coordinating Committee (PCC)</b>	<p><b>PBRA owners only:</b></p> <p>A statement indicating whether there is an existing PCC that serves the area where the property is located.</p> <p>If there is an existing PCC where the property is located, a statement indicating whether it is available for the owner to work with.</p> <ul style="list-style-type: none"> <li>○ Note: If the owner has made good-faith attempts to reach out to the existing PCC about joining and has received an unfavorable response/no response, then the existing PCC is not considered available.</li> </ul> <p>If there is a PCC that is available for the owner to work with, a statement indicating whether the owner will work with the existing PCC or start their own.</p> <p>If there is NO existing PCC that is available for the owner to join, a statement indicating whether the owner plans to start their own.</p> <ul style="list-style-type: none"> <li>○ If there is no available PCC, the owner is not required to start their own, but is encouraged to do so. If the owner chooses not to start a PCC, HUD encourages them to develop an alternative approach allowing them to get regular feedback from service providers and FSS participants.</li> </ul>		
<b>Other Required Policies (codified either in the Action Plan or separately)</b>	<p>Any other information that would help HUD determine the soundness of the PHA or owner’s FSS program.</p> <p>Examples of policies in list below. <i>(see FSS Guidebook Section 1.3 FSS Action Plan and Core Documents for the FSS Program)</i></p>	<p>Page 64 of</p>	
	<p>Policies related to the modification of goals in the ITSP, including limits on modifications as participants approach graduation;</p>	<p><b>14</b></p>	

Required Information	Description	Page Number(s)	Notes (for PHA/owner and/or HUD)
	The circumstances in which an extension of the Contract of Participation may be granted	13	
	Policies on the interim disbursement of escrow, including limitations on the use of the funds (if any);	10	
	Policies regarding eligible uses of forfeited escrow funds by families in good standing;	11	
	Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating;	8	
	Policies on requirements for documentation of goal completion;	14	
	Policies on documentation, designation, and change of the household's designation of the "Head of FSS family;"	14	
	<b>PHAs only</b> - Policies for providing an FSS selection preference for porting families (if the PHA elects to offer such a preference)-	18	
	Other policies FSS program related policies over which PHA or owner has discretion (if applicable).  Please add rows and list.	7,8,11, & 13	HAPGC reserves discretion re: Waitlist, Reenrollment, Head of Household, Escrow Forfeiture, & Contract Extensions

# Housing Authority of Prince George's County

The Family Self-Sufficiency Program

Action Plan

Final Draft

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### I. Introduction

*This document constitutes the Family Self-Sufficiency (FSS) Program Action Plan for the FSS Program operated by the Housing Authority of Prince George’s County (HAPGC) and represents a revision of HAPGC’s previous (2018) FSS Action Plan.*

*The FSS Program is a voluntary opportunity that enables Housing Choice Voucher (HCV) participants and Public Housing (PH) residents to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. The purpose of the FSS Program is to promote the development of local strategies and coordinated use of HUD assistance, with public and private resources, to enable eligible families to achieve economic independence and self-sufficiency.*

*The FSS Program and the functions and responsibilities of HAPGC staff are consistent with HAPGC's personnel policy and Agency Plan.*

*The purpose of the FSS Action Plan is to establish policies and procedures, consistent with HUD requirements and local objectives, for the administration of the FSS Program. This FSS Action Plan describes HAPGC's local policies for operation of the FSS program in accordance with applicable federal laws, regulations, notices, and HUD guidebooks. The policies in this FSS Action Plan have been designed to ensure compliance with all approved applications for HUD FSS funding.*

*This document is inclusive of new statutory language in the Final Rule published by HUD and effective June 16, 2022.*

## **II. Program and Objective**

*The objective of the FSS Program is to reduce the dependency on welfare assistance and housing subsidies through opportunities for education, job training, counseling, and other forms of social service assistance.*

*HAPGC's FSS Program seeks to encourage progress towards economic security and achieve self-sufficiency within five (5) years by enabling the accessibility of the requisite services and resources and supporting the participating families' efforts to:*

- Increase earned income and job retention by encouraging the participating family to build skills and cooperatively participate in workforce opportunities, apprenticeships, and on-the job trainings;
- Build financial capability by integrating components of financial literacy, credit counseling, debt management education with banking, savings, and money management tools provided by the local financial institutions and financial counseling organizations; and
- Achieve their financial, educational, professional, and personal goals through education, mentorship, counseling, and other forms of collaborative assistance.

### III. Program Size and Characteristics

#### a. Family Demographics

*The attached appendix (appendix A) describes the basic demographic information (including racial and ethnic data) of the population expected to participate in HAPGC's FSS Program. (The data is subject to change).*

#### b. Supportive Services Needs

*The following, including but not limited to the list below, represent the supportive service needs of the population expected to participate in HAPGC's FSS Program. The supportive service needs will be provided by HAPGC either directly or through referral or partnership:*

- Training in basic skills and executive function including household management
- Employment training including sectoral training, contextualized, and/or accelerated basic skills instruction
- Job placement assistance
- Higher education guidance and support
- English as a second language
- Transportation assistance
- Childcare Assistance
- Financial literacy coaching including assistance with budgeting, banking, credit, debt, and savings
- Skills Assessment and Workforce Training
- Homeownership readiness
- GED Preparatory Courses
- Health/Mental & Substance Abuse Counseling or treatment

*The list of supportive service needs represents the necessitated supportive services known to HAPGC through experience with past and current FSS participants; HAPGC will use alternative methods for collecting information to maintain a list of desired supportive service needs for interested and participating families:*

- Input from the participating families via FSS interest forms, questionnaires, and/or surveys
- Input from the Program Coordinating Committee (PCC) or other service providers
- A needs assessment

#### c. Estimate of Participating Families

*HAPGC is committed to expanding the FSS Program and will serve as many interested families that can reasonably be expected to receive supportive services based on available and anticipated federal, state, local, or private resources. The number of spaces available for participating families at any given time may be limited by the number of funded FSS Coordinators to administer HAPGC's FSS Program. New families will be admitted as available space permits.*

*In recent years, HAPGC has been funded for two (2) FSS Coordinators; the minimum number of participants required to be served based on this funding is 75.*

*Historically, HAPGC's FSS program has enrolled 10 new HCV families into the FSS program each year. Accordingly, HAPGC anticipates providing FSS supportive services to 75 participating HCV families over a five-year period.*

*During the initial five years of the FSS program for the public housing residents, HAPGC anticipates being able to provide FSS supportive services to twenty-five (25) participating PH families. This is based on the projection that 3 participating families will graduate during this period of time and 2 families will leave the program each year for other reasons, with new families being enrolled as these families exit.*

*In accordance with CFR §984.105, HAPGC estimates the remaining mandated slots of participating families HAPGC has to serve is 128. This mandate includes both the Public Housing and HCV programs and counts graduates from both programs.*

Original Number of Participants Mandated in both HCV and PH	FSS Graduates	Remaining Mandatory Slots
131	3	128

*As of the time of preparation of this Action Plan, HAPGC anticipates being able to serve 75 participating families in the FSS Program at any one time.*

**d. Other Self-Sufficiency Programs**

*HAPGC anticipates enrolling participating families from the following programs:*

Name of Programs	Check box if applicable	Number of families each year
Family Unification Program -Family (FUP)	<input type="checkbox"/>	2
Family Unification Program-Youth (FUP-Y)	<input type="checkbox"/>	5
Foster Youth Initiative (FYI)	<input type="checkbox"/>	5
Resident Opportunity and Self-Sufficiency (ROSS)	<input type="checkbox"/>	2
Job Plus		
Emergency Housing Voucher (EHV)	<input type="checkbox"/>	2
Veterans Affairs Supportive Housing	<input type="checkbox"/>	2

## **IV. Family Selection Procedures**

### **a. Waiting List**

*HAPGC will continue to accept applications for HCV participants and PH residents expressing interest in the FSS Program. The applications will be maintained in the form of a waiting list for families whose application cannot be accepted at the time initial application due to program capacity limits. The waiting list will include the name, contact information for the head of household of the family making application, and the date of the application. The use of "date of application" ensures the objectivity required for HAPGC to adhere to all applicable regulations.*

*A primary factor in determining acceptance in the FSS program will be based on the family's willingness to work towards achieving economic independence. The family's election to not participate in the program will not affect their admission or continued assistance in the HCV or PH programs or its right of occupancy in accordance with the lease. Another opportunity of participation may be extended later at the discretion of the FSS Coordinator.*

*Program regulations allow the PHA to deny participation in the FSS program for debts owed to the public housing authority.*

### **b. Selection Preferences**

*HAPGC chooses to exercise the option; this option will provide the primary preference for families who are current participants in the Family Unification Program Youth (FUPY) and Fostering Youth Initiative (FYI) Program. This preference option is being exercised in cooperation with the Fostering Stable Housing Opportunities (FSHO) initiative to end homelessness for youth leaving foster care and the FUP-FSS Demonstration to help the youth develop a plan for self-sufficiency. FUPY/FYI participants are otherwise limited to a maximum term of rental assistance and participation in the FSS Program provides an extension of the rental assistance.*

*This preference is limited to twenty-five percent (25%) of HAPGC's FSS Program slots; preference will be identified sequentially by date and time of application to HAPGC's FSS Program.*

*HAPGC will initiate outreach to the FUPY/FYI participants within ninety (90) days of admission via Letter of Interest.*

*A secondary preference will be established for any HCV participant or PH resident who has shown interest in writing; however, the key supportive services that are needed are not available at the time. If the services are obtainable at a later time and there is a FSS slot available, HAPGC will contact the participant.*

### **c. Screening for Motivation**

*HAPGC will screen to measure a family's interest and motivation to participate in HAPGC's FSS Program. The following screening criteria will be used:*

HAPGC will screen families for motivation to participate in the FSS Program by requiring that families who apply to enroll in the FSS Program attend an initial orientation session. Each family will be given two (2) opportunities to attend the orientation session.

A family may request reasonable accommodations if they are unable to attend a scheduled orientation session. Accommodations will be offered on a case-by-case basis, depending on the needs of the applicant. Accommodations may include an individually scheduled orientation session, provision of transportation to/from the orientation site, translation services, an alternative location, a virtual orientation session, or allowance and encouragement to bring children to the session, where possible.

**d. Compliance with non-discrimination policies**

It is the policy of HAPGC to comply fully with all federal, state, and local nondiscrimination laws and regulations, including but not limited to the Fair Housing Act, the Americans with Disabilities Act, and Section of the Rehabilitation Act of 1973. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under HAPGC's FSS Program on the grounds of race, color, sex, religion, national or ethnic origin, age, family or marital status, source of income, disability, or perceived gender identity or sexual orientation.

HAPGC's FSS staff will, upon request, provide reasonable accommodations to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS Program.

HAPGC's staff has the primary responsibility to make sure that no one is discriminated against in the selection process and will adhere to all applicable regulations and HUD guidelines accordingly.

**e. Re-enrollment of prior FSS participants**

HAPGC will allow the re-enrollment of previous FSS families after one (1) calendar year following program withdrawal if there has been a material change in their circumstances. The evaluation and approval of this re-enrollment request will be at the discretion of the FSS Coordinator. Re-enrollment is limited to one (1) occurrence.

**f. Head of the FSS Family**

The designation of the head of the FSS family is reserved for the participating family. At its discretion, HAPGC may consult with families on this decision; however, the participating family retains the authority to make the decision. The designation, or any changes thereof, must be submitted to HAPGC in writing.

**V. Outreach Efforts & Recruitment**

HAPGC will conduct widespread outreach to encourage enrollment and recruit FSS participants from among eligible families. Outreach efforts and recruitment include actions to assure that both

minority and non-minority groups are informed about the FSS Program.

Outreach efforts will include providing information about the FSS Program on HAPGC's website and social media outlets; in quarterly newsletters and other agency publications; within informational brochures included with annual reexamination paperwork; at voucher orientation sessions; at HAPGC's Meet and Lease events; and when other program promotional opportunities are available.

Outreach informational material about the FSS Program will include information about program overview, program benefits, available resources, participant responsibilities, and program outcomes.

Outreach efforts will be targeted equally to all families, using materials in both English and other commonly spoken languages to ensure that non-English and limited English-speaking families receive information and can participate in the FSS Program. In conducting outreach, HAPGC consider the needs of persons with disabilities, including persons with impaired vision, hearing, and/or mobility. HAPGC will provide effective communication to ensure that anyone who wishes to participate is able to do so.

For PH residents: Outreach efforts and recruitment may include placing flyers, interest forms, and applications in PH rental offices or on community bulletin/digital boards; in bi-monthly interest meetings; on Rent Café software portals, and/or provided by the FSS Coordinator via email.

## **VI. FSS Escrow Account and other Incentives for Participants**

As an incentive to FSS families to successfully complete the FSS Program and become economically independent, HAPGC will establish and maintain an escrow account for each FSS participating family. Deposits are made to the escrow account by HAPGC on behalf of the FSS family and maintained in accordance with regulatory guidelines.

As the FSS family's earned income increases, the amount of their rent also increases. The amount credited to the escrow account is equal to the difference in the amount the participant paid in rent at the beginning of the FSS Contract and the amount they pay based on future increases in earned income. (Earned Income is defined as income from wages, salaries, and other employee compensation, as well as earnings from self-employment). The earned income of FSS family members who are 18 years of age or older will also be considered when establishing the escrow.

HAPGC will credit the family's escrow account by the portion of the amount of the increase in earned income if the Contract of Participation is in Effect.

Once an escrow account has been established, credits will be computed monthly. Whenever HAPGC conducts an annual re-examination or an interim re-determination of income for a FSS family during the contract term, HAPGC will re-compute the monthly escrow credit.

The escrow credit amount is calculated differently depending on whether the participating family is designated as low income or very low income as shown below:

- For very low-income households the amount of the monthly escrow credit is the lesser of,

- 30% of the current monthly adjusted income, less the family's rent, which is obtained by disregarding any increases in earned income from the effective date of the Contract, or current family rent less the family rent when the Contract was executed.*
- For low-income, but not very low-income families, the escrow calculations are the same as for very low-income families but will not exceed the amount computed for 50% of the area's median income.
  - There are no credits for families in which the family income is at least 80% of the area median income or above. In this case, families may still participate in the FSS Program, and utilize the resource and services provided to participants. Families will be evaluated and pre-screened for participation of The Homeownership program.

*Escrow account funds are credited back to HAPGC instead of given to the family under the following conditions:*

- If the family is terminated from the program before the end of the Contract of Participation due to a breach of contract.
- If the family violates their Contract of Participation or fails to comply with their HCV/PH family obligations in accordance with HUD regulations.
- If the family remains dependent on public assistance upon completion of the Contract of Participation. Lack of participation as described by unemployment for more than twelve (12) consecutive months or non-participation in any approved training or job readiness activities.

*FSS participants will be eligible to build savings from the FSS escrow account. Key policies and procedures applicable to the FSS escrow account, as well as any additional incentives offered by HAPGC are described below:*

**a. Additional Incentives**

*While HAPGC FSS's Program does not provide any other financial incentives for FSS participants, it does provide coaching services, as well as referrals to other service providers, that can be very valuable for FSS Program participants.*

**b. Interim Disbursements**

*Families may request an interim disbursement from the escrow account, in writing, only after the FSS family has fulfilled at least one interim goal. The request for interim disbursement should allow for payment of eligible activities, goods, or services that will help the family make progress toward achieving the goals in the FSS family's Individual Training and Services Plan (ITSP).*

*Examples of potentially eligible activities include, but are not limited to, payments for post-secondary education, job training, credit repair, small business start-up costs, job start-up expenses, and transportation to/from a place of employment. A determination of whether the family qualifies for the requested interim disbursement will be made on a case-by-case basis upon review and approval by the FSS Coordinator with a contingency that the FSS family first demonstrate they have exhausted alternative options for services and in-kind donations from partners or community organizations.*

Only one (1) interim disbursement is permitted during the term of the Contract of Participation and the monetary value of the requests must not exceed twenty-five percent (25%) of the accrued escrow balance available at the time the request is received by HAPGC.

**c. Withdrawal of Funds from FSS Escrow Account**

HAPGC can permit the family to withdraw funds from the FSS escrow account before completion of the Contract of Participation term if the family has successfully completed the goals in accordance with the Contract of Participation. HAPGC will render payment totaling the balance of the accrued escrow balance, less any amount owed to HAPGC. At the time of Contract of Participation, the head of the family provides written certification to the HA that no member of the family is receiving welfare assistance.

**d. Back Payments**

If the participants owe tenant rent or other amounts due under the lease and the HCVP Manager decides not to terminate the family from the FSS Program, the escrow account balance will be reduced by the amount of any unpaid tenant rent or other amounts due in accordance with federal regulations.

**e. Use of Escrow Funds**

Once the escrow funds are issued to the graduating FSS participant family, they may be utilized for any purpose, as there are no restrictions on its use. The family has full discretion over the use of the money.

**f. Separation of Family**

If the head of the FSS family ceases to reside in the HCVP/PH unit, the remaining family members of the FSS family have the right to designate another family member to receive the escrow funds, after consultation with and approval from the coordinator.

HAPGC will also determine if the individual training and service plan must be revised or recreated for the family to continue its participation in the FSS Program.

**g. Failure to Report Increases in Income**

Consistent with HUD regulations, any increase in income must be reported. Failure to report increases in income directly impacts the number of monies accrued in the escrow account. It

constitutes fraud and is ground for withholding supportive services. It may also result in termination from FSS program and/or loss of the HCVP/PH assistance.

**h. Forfeiture of Escrow**

If escrow funds are forfeited, HAPGC, at its discretion, may use the eligible funds to house families from the waitlist.

## **VII. Method of Identifying Family Support Needs and Delivering Appropriate Support Services**

### **a. Identifying Family Support Needs**

*To help determine the supportive services needs of each family, the FSS coordinator will work with the family to complete an initial informal needs assessment for that family before completion of the initial Individual Training Service Plan (ITSP) and signing of the contract of participation. After enrollment in the FSS program, the FSS coordinator may make referrals to partner agencies for completion of one or more formal needs assessments. These assessments may focus on such issues as: employment readiness and employment training needs, educational needs related to secondary and post-secondary education, financial health, and other topics, depending on the needs and interests of the family. The formal assessments may lead to adjustments to the Individual Training Service Plan, if requested by the family.*

### **b. Delivering Appropriate Support Services**

*All families who participate in the FSS program will be assigned an FSS coordinator who will provide coaching services to help each participating family to:*

- Understand the benefits of participating in the FSS program and how the program can help the family achieve its goals.
- Identify achievable, but challenging interim and final goals for participation in the FSS program, break down the goals into achievable steps and accompany the family through the process.
- Identify existing family strengths and skills.
- Understand the needs that the family has for services and supports that may help the family make progress toward their goals.
- Access services available in the community through referral to appropriate service providers. Overcome obstacles in the way of achieving a family's goals.

*Families that have completed their Contract of Participation and remain in assisted housing may request assistance with referrals to service providers to continue their progress toward economic security. Subject to limitations relative to staff capacity, HAPGC will try to help these families with appropriate referrals. The time spent on these referrals will not be covered by funds designated by HUD to support the FSS program.*

## **VIII. Contract of Participation**

*All families enrolled in the FSS program will be required to sign a Contract of Participation (CoP) that includes an Individual Training and Services Plan (ITSP). This section describes the contents of the CoP and the HAPGC's policies and practices regarding the CoP.*

**a. Form and Content of Contract of Participation (CoP)**

The CoP, which will incorporate one ITSP for each participating member of the family, sets forth the principal terms and conditions governing participation in the FSS program. These include the rights and responsibilities of the FSS family and of the HAPGC, the services to be provided to, and the activities to be completed by, each adult member of the FSS family who elects to participate in the program.

**b. Individual Training Service Plan (ITSP) Goals**

Each individual participant's ITSP will establish specific interim and final goals by which the HAPGC and the family will measure the family's progress towards fulfilling its obligations under the CoP. For any FSS family that is a recipient of welfare assistance at the outset of the CoP or that receives welfare assistance while in the FSS program, the HAPGC will establish as a final goal that every member of the family become independent from welfare assistance before the expiration of the CoP. The ITSP of the head of FSS family will also include as a final goal that they seek and maintain suitable employment. The FSS coordinator will work with each participating individual to identify additional ITSP goals that are relevant, feasible and desirable. Any such additional goals will be realistic and individualized.

**c. Determination of Suitable Employment**

As defined in the FSS regulations (24 CFR 984.303(4)(iii)), a determination of what constitutes "suitable employment" for each family member with a goal of seeking and maintaining it will be made by HAPGC with the agreement of the affected participant, based on the skills, education, job training and receipt of other benefits of the family member and based on the available job opportunities within the community.

**d. Contract of Participation Term and Extensions**

The CoP will go into effect on the first day of the month following the execution of the CoP. The initial term of the CoP will run the effective date through the five-year anniversary of the first reexamination of income that follows the execution date. Families may request up to two one-year extensions and are required to submit a written request that documents the need for the extension. HAPGC will grant the extension if it finds that good cause exists to do so. In this context, good cause means:

- Circumstances beyond the control of the FSS family, as determined by the HAPGC, such as a serious illness or involuntary loss of employment;
- Active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension (e.g. completion of a college degree during which the participant is unemployed or under-employed, credit repair towards being homeownership ready, etc.) as determined by the HAPGC or
- Any other extenuating circumstance that is determined at the discretion of HAPGC.

#### **e. Completion of the Contract of Participation**

The CoP is completed, and a family's participation in the FSS program is concluded when the FSS family has fulfilled all its obligations under the CoP, including all family members' ITSPs, on or before the expiration of the contract term. The family must provide appropriate documentation that each of the ITSP goals has been completed within ten (10) day of the CoP expiration. The HAPGC will accept the following form of verification for completion of the ITSP goals:

HAPGC will require a combination of self-certification and third-party verification to document completion of ITSP goals.

#### **f. Modification**

The HAPGC and the FSS family may mutually agree to modify the CoP with respect to the ITSP and/or the contract term, and/or designation of the head of FSS household. All modifications must be in writing and signed by the HAPGC as well as the Head of FSS Family.

- When the modifications to the ITSP improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency
- When the designated head of the FSS family ceases to reside with other family members in the assisted unit, and the remaining family members, after consultation with the HAPGC designate another family member to be the FSS head of family
- When a relocating family is entering the FSS program of a receiving PHA and the start date of the CoP must be changed to reflect the date the new CoP is signed with the receiving PHA

The HAPGC will not allow modifications if the CoP is within one and a half (1.5) years from the end of the term.

#### **g. Consequences of Non-compliance with the Contract**

If a participant is deemed to be in non-compliance with the CoP, this may result in termination from the FSS program. (Refer to relative policies on Involuntary Termination in Section IX(a).

### **IX. Program Termination, Withholding of Services, and Available Grievance Procedures**

#### **a. Involuntary Termination**

HAPGC may involuntarily terminate a family from FSS under the following circumstances:

- If the participant fails to meet their obligations under the Contract of Participation, the Individual Training and Services Plan and related documentation. Non-compliance includes:
- Missing scheduled meetings, failure to return phone calls, and/or maintain contact after written notification of non-compliance

- Failure to work on activities and/or goals set forth in the Individual Training and Services Plan, including employment activities
- Failure to complete activities and/or goals within the specified time frames; and/or If the participant's housing assistance has been terminated. Participants who fail to meet their obligations under paragraph I above, as determined by an FSS coordinator, will be given the opportunity to attend a required meeting with the FSS Coordinator or assigned HAPGC representative to review the situation. At this meeting, a review of the Contract of Participation, Individual Training and Services Plan, and all related documentation will be conducted, and amendments will be made as necessary (within HUD guidelines) to allow for changes in circumstances. Failure to contact the FSS Coordinator to schedule this meeting within fourteen (14) days of a written request by the FSS program to set up this a meeting or failure by the FSS Head of Household to attend this meeting without some type of correspondence to clarify the issue(s), may lead to termination from the program.

*The FSS Coordinator will also attempt to contact the participant via phone, text, in person and/or email prior to the review meeting. Participants who remain out of compliance after this meeting will be subject to termination from the FSS program. If the initial meeting does not resolve the problem, or if the meeting is not requested by the family within the required period, notification of termination will be made to the family by letter stating:*

- The specific facts and reasons for termination;
- A statement informing the family of their right to request an informal hearing and the date by which this request must be received (see Grievance Procedures);
- A statement informing the family that termination from the FSS program for the reasons stated therein will not result in termination of the family's housing assistance. Failure to request a hearing in writing by the deadline will result in closure of the family's FSS file and all rights to a hearing will be waived. All escrow money held on the family's behalf will be forfeited in accordance with HUD regulations. Housing assistance will not be terminated based on non-compliance with the FSS program. The current amount of escrow in the family's escrow account will be included in the letter.

#### **b. Voluntary Termination**

*Participants may also be terminated from the FSS program under the following circumstances:*

- Mutual consent of both parties; and/or
- The family's withdrawal from the FSS program.

#### **c. Termination with Escrow Disbursement**

*In most cases, families whose FSS contracts are terminated will not be entitled to disbursement of their accrued FSS escrowed funds. However, the CoP will be terminated with FSS disbursement when one of the following situations occurs:*

- Services that the HAPGC and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable.
- The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the HAPGC and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family.
- An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR §982.353) for good cause, as determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

#### **d. Grievance Procedures**

*All requests for an informal hearing must be received by HAPGC within ten (10) business days of the date of the FSS termination letter. If a hearing is requested by the FSS family, notification to the family regarding the date, time, and location of the informal hearing will be made by mail or email. Persons included in the informal hearing shall include, but not be limited to: the hearing officer; representative(s) from HAPGC and any witness for HAPGC; the participant and any witnesses for the participant; the participants counsel or other representative; and any other person approved by HAPGC as a reasonable accommodation for a person with a disability.*

### **X. Assurance of Non-Interference**

*Participation in the FSS Program is voluntary. A family's decision on whether to participate in FSS will have no bearing on the HAPGC's decision of whether to admit the family into the Housing Choice Voucher Program or any other rental assistance program. The family's housing assistance will not be terminated based on whether they decide to participate in FSS, their successful completion of the CoP, or on their failure to comply with FSS program requirements. HAPGC will ensure that the voluntary nature of FSS program participation is clearly stated in all FSS outreach and recruitment efforts.*

### **XI. Timetable**

*HAPGC will continue to implement an FSS program per this FSS Action Plan.*

### **XII. Reasonable Accommodations, Effective Communications, and Limited English Proficiency**

#### **a. Requests for Reasonable Accommodations**

*A person with disabilities may request reasonable accommodations to facilitate participation in the FSS program; this request will be considered on a case-by-case basis. Requests should be made initially to the FSS Coordinator. If a family is not satisfied with the FSS Coordinator's determination, the family may submit a request in writing in accordance with the agency's reasonable accommodations policy.*

The policy is available online at <https://www.princegeorgescountymd.gov/906/Housing-Authority>.

**b. Request for Effective Communications**

A person with disabilities may request the use of effective communication strategies to facilitate participation in the FSS program. Examples of effective communication strategies may include: appropriate auxiliary aids and services, such as interpreters, computer-assisted real time transcription (CART), captioned videos with audible video description, visual alarm devices, a talking thermostat, accessible electronic communications and websites, documents in alternative formats (e.g., Braille, large print), or assistance in reading or completing a form, etc. Requests should be made initially to the FSS Coordinator. If a family is not satisfied with the FSS Coordinator's determination, the family may submit a request in writing in accordance with the agency's effective communications policy.

The policy is available online at <https://www.princegeorgescountymd.gov/906/Housing-Authority>.

**c. Limited English Proficiency**

HAPGC will comply with HUD requirements to conduct oral and written communication related to the FSS program in languages that are understandable to people with Limited English Proficiency.

The policy is available online at <https://www.princegeorgescountymd.gov/906/Housing-Authority>.

**XIII. Coordination of Services**

**a. Certification of Coordination**

Development of the services and activities scheduled to be provided under the FSS Program has been coordinated public and private providers, including self-sufficiency programs of the Department of Labor, Health and Human Services, and other employment, childcare, transportation, training, and education programs under title I of the Workforce Innovation and Opportunity Act 29 U.S.C. 3111 et seq. Implementation will continue to be coordinated with these local public and private providers to avoid duplication of services and activities.

**b. Program Coordinating Committee (PCC)**

The principal vehicle for ensuring ongoing coordination of services is the Program Coordinating Committee (PCC) which has been established in accordance with FSS regulations to assist in securing commitments of public and private resources for the operation of the FSS Program. The PCC will be an advisory role and assist with monitoring the structure service plan for the participants. Providing guidance in the administration of the policies and procedures associated with the Family Self-Sufficiency Program (FSS). Among other responsibilities, the PCC will help the FSS program to identify and build strong referral relationships with providers of supportive services that meet the needs of FSS participants. The PCC will also be consulted in developing program policies and procedures.

*The PCC will meet quarterly and may conduct business on an as-needed basis via email, telephone, or virtual meetings.*

*The PCC may include one or more FSS Program Coordinators; one or more active participant from the HCV Program; one or more active residents from the PH Program; and other individuals or representatives from a variety of community organizations or agencies from the private and public sector.*

*For effective operations, PCC members will be required to attend quarterly meetings throughout the year; participate in at least three (30 FSS-related events; and also expected to contribute at least one of the following types of resource or service to the FSS program:*

- Employment opportunities
- Childcare Assistance
- Transportation
- Entrepreneur programs
- Health and counseling services
- Educational and training services
- Mentorship/Personal Development
- Financial Literacy/Advisory
- Homeownership Counseling
- Other support services

#### **XIV. FSS Portability (Applicable to HCV Only)**

##### **a. Portability within Initial 12 Months**

*FSS participants may not exercise portability within the initial 12 months after signing a CoP.*

##### **b. Moves into the PHA's Jurisdiction**

*If an FSS participant moves into the PHA's jurisdiction, they will be admitted in good standing into HAPGC's FSS Program unless the HAPGC is already serving the number of FSS families identified in this FSS Action Plan and determines that it does not have the resources to manage the FSS contract. Regardless of whether HAPGC is able to receive an incoming family from another jurisdiction into the FSS program, HAPGC will agree to allow and support porting families to remain in their initial PHA's FSS program after porting housing vouchers if the initial PHA requests that the family remain in the initial FSS program and can demonstrate the family is able to fulfill its responsibilities under the initial CoP, the move in jurisdictions notwithstanding.*

##### **c. FSS Terminations with Disbursement for Porting Families**

*If an FSS family seeks to move to a jurisdiction that does not offer an FSS program, the HAPGC*

*will closely examine the family's progress to determine if it would be appropriate to exercise FSS Termination with disbursement as discussed in the section on Termination.*

*Where continued FSS participation is not possible, HAPGC will discuss the options that may be available to the family, depending on the family's specific circumstances, which may include, but are not limited to, modification of the FSS contract, termination of the FSS contract and forfeiture of escrow, termination with FSS escrow disbursement in accordance with 24 CFR § 984.303(k)(1)(iii), or locating a receiving PHA that has the capacity to enroll the family into its FSS program.*

## **XV. Definitions**

The definitions below are specified in CFR 24 984.103. The terms 1937 Act, Fair Market Rent, Head of Household, HUD, Public Housing, Public Housing Agency (PHA), Secretary, and Section 8, as used in this part, are defined in 24 CFR Part 5.

Certification means a written assertion based on supporting evidence, provided by the FSS family or HAPGC as may be required under this part, and which:

- (1) Shall be maintained by the HAPGC in the case of the family's certification, or by HUD in the case of the PHA's or owner's certification;
- (2) Shall be made available for inspection by HUD, the [organization], and the public, as appropriate; and,
- (3) Shall be deemed to be accurate for purposes of this part, unless the Secretary or the HAPGC, as applicable, determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

Contract of Participation (CoP) means - a contract, in a form with contents approved by HUD, entered into between an FSS family and a HAPGC operating an FSS Program that sets forth the terms and conditions governing participation in the FSS Program. The CoP includes all Individual Training and Services Plans (ITSPs) entered into between the HAPGC and all members of the family who will participate in the FSS Program, and which plans are attached to the CoP as exhibits. For additional detail, see § 984.303.

Effective date of Contract of Participation (CoP) - means the first day of the month following the date in which the FSS family and the PHA entered into the CoP.

Eligible families mean current residents of Public Housing (Section 9) and current Section 8 program participants, as defined in this section, including those participating in other local self-sufficiency programs.

Enrollment means the date that the FSS family entered into the CoP with the [organization].

Family Self-Sufficiency (FSS) Program means the program established by a PHA within its jurisdiction or by an owner to promote self-sufficiency among participating families, including the coordination of supportive services to these families, as authorized by section 23 of the 1937 Act.

FSS escrow account (escrow) means the FSS escrow account authorized by section 23 of the 1937 Act, and as provided by § 984.305.

FSS escrow credit means the amount credited by the HAPGC to the FSS family's FSS escrow account.

FSS family means a family that resides in Public Housing (Section 9) or receives Section 8 assistance or receives HUD Project-Based Rental Assistance for a privately owned property, and that elects to participate in the FSS Program, and whose designated adult member (head of FSS family), as determined in accordance with § 984.303(a), has signed the CoP. FSS family in good standing means, for purposes of this part, an FSS family that is in compliance with their FSS CoP; has either satisfied or are current on any debts owed to the HAPGC; and is in compliance with the regulations regarding participation in the relevant rental assistance program.

FSS related service program means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of "supportive services" set forth in this § 984.103. FSS slots - refers to the total number of families (as determined in the Action Plan and, for mandatory programs, in § 984.105 of this part) that the PHA will serve in its FSS Program.

FSS Program Coordinator means the person(s) who runs the FSS program. This may include (but is not limited to) performing outreach, recruitment, and retention of FSS participants; goal setting and case management/coaching of FSS participants; working with the community and service partners; and tracking program performance.

FY means Federal Fiscal Year (starting October 1 and ending September 30, and year designated by the calendar year in which it ends).

Head of FSS family means the designated adult family member of the FSS family who has signed the CoP. The head of FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent.

Individual Training and Services Plan (ITSP) means a written plan that is prepared by the HAPGC in consultation with a participating FSS family member (the person with, for, and whom the ITSP is being developed), and which sets forth:

- (1) The final and interim goals for the participating FSS family members;
- (2) The supportive services to be provided to the participating FSS family members;
- (3) The activities to be completed by that family member; and,
- (4) The agreed upon completion dates for the goals and activities. Each ITSP must be signed by the HAPGC and the participating FSS family member, and is attached to, and incorporated as part of the CoP. An ITSP must be prepared for each adult family member who elects to participate in the FSS Program, including the head of FSS family who has signed the CoP.

Owner means the owner of multifamily assisted housing. Self-sufficiency means that an FSS family is no longer receiving Section 8, Public Housing assistance, or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS escrow account funds.

Supportive services mean those appropriate services that a HAPGC will coordinate on behalf of an FSS family under a CoP, which may include, but are not limited to:

- (1) Childcare—childcare (on an as-needed or ongoing basis) of a type that provides sufficient hours of operation and serves an appropriate range of ages;
- (2) Transportation—transportation necessary to enable a participating FSS family member to receive available services, or to commute to their place(s) of employment;

- (3) Education—remedial education; education for completion of high school or attainment of a high school equivalency certificate; education in pursuit of a post-secondary degree or certificate;
- (4) Employment Supports—job training, preparation, and counseling; job development and placement; and follow-up assistance after job placement and completion of the CoP;
- (5) Personal welfare—substance/alcohol abuse treatment and counseling, and health, dental, mental health and health insurance services;
- (6) Household management—training in household management;
- (7) Homeownership and housing counseling— homeownership education and assistance and housing counseling;
- (8) Financial Empowerment—training in financial literacy, such as financial coaching, training in financial management, asset building, and money management, including engaging in mainstream banking, reviewing and improving credit scores, etc.;
- (9) Other services—any other services and resources, including case management, optional services, and specialized services for individuals with disabilities, that are determined to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency.

*Reasonable accommodations and modifications must be made for individuals with disabilities consistent with HUD requirements, including HUD's legal obligation to make reasonable modifications under Section 504 of the Rehabilitation Act.*

*Welfare assistance means (for purposes of the FSS program only) income assistance from Federal, (i.e. Temporary Assistance for Needy Families (TANF) or subsequent program) State, or local welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs. Welfare assistance does not include:*

- (1) Nonrecurrent, short-term benefits that:
  - (i) Are designed to deal with a specific crisis or episode of need; (ii) Are not intended to meet recurrent or ongoing needs; and,
  - (iii) Will not extend beyond four months.
- (2) Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
- (3) Supportive services such as childcare and transportation provided to families who are employed;
- (4) Refundable earned income tax credits;
- (5) Contributions to, and distributions from, Individual Development Accounts under Temporary Assistance for Needy Families (TANF);
- (6) Services such as counseling, case management, peer support, childcare information and referral, financial empowerment, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support;
- (7) Amounts solely directed to meeting housing expenses;
- (8) Amounts for health care;
- (9) Supplemental Nutrition Assistance Program and emergency rental and utilities assistance;
- (10) Supplemental Security Income, Social Security Disability Income, or Social Security; and
- (11) Child-only or non-needy TANF grants made to or on behalf of a dependent child solely on the basis of the child's need and not on the need of the child's current non-parental caretaker.

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**Appendix A**

- ✓ *Public Housing*
- ✓ *Housing Choice Voucher: Tenant-based vouchers*
- ✓ *Housing Choice Voucher: Project-based vouchers*
- ✓ *Housing Choice Voucher: Homeownership*
- ✓ *Housing Choice Voucher: other special program vouchers (e.g. FUP, FUP-Y, FYI, VASH, EHV, etc. \_\_\_*
- Section 8 Moderate Rehabilitation*
- Project-Based Rental Assistance (PBRA)*
- Other Program: \_\_\_\_\_*

Ages of Head of Household and other Adults	
	Percent
<b>Ages of Head of Household</b>	
-Head of Household is age 24 or younger	1.4%
-Head of Household is age 25 to 50	47.2%
-Head of Household is age 51 to 61	25%
-Head of Household is age 62 or older	26.4%
<b>Ages of Other Adults in Household</b>	
-Age 24 years or younger	12.7%
-Ages 25 to 50	7.5%
-Ages 51 to 61	.75%
-Ages 62 or older	.77%

Presence and Ages of Children	
	Percent
<b>Presence and Ages of Children</b>	
-Households that only include adults over age 18	42%
-Households that include one or more child aged 13 to 17	24.2%
-Households that include children who are all age 12 or younger	30.7%

Employment Status of Population to be Served	
	Percent
<b>Employment Status of Head of Household</b>	
-Families with an employed head of household	36.5%
-Families whose head of household is unemployed	12.6%
<b>Employment Status of all Family Members</b>	
-Families with any member that is employed	57%

-Families with no employed member

9%

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Annual Earned Income of Population to be Served	
	Percent
Annual household earnings less than \$5000 per year	14.7%
Annual household earnings between \$5000 and \$9999	14.2%
Annual household earnings between \$10000 and \$14999	20.7%
Annual household earnings between \$15000 and \$19999	11%
Annual household earnings between \$20000 and \$24999	7.6%
Annual household earnings between \$25000 and \$29999	5.7%
Annual household earnings between \$30000 and \$34999	5.4%
Annual household earnings of \$35000 or higher	20.5%

Elderly/Disability Status of Population to be Served	
	Percent
Elderly/Disability Status of Head of Household	
--Head of Household is an elderly person without disabilities	11%
--Head of Household is an elderly person with disabilities	15.5%
--Head of Household is a non-elderly person without disabilities	56%
--Head of Household is neither an elderly person nor a person with disabilities	56%
Elderly/Disability Status of All Household members	
--Household includes an elderly person without disabilities	5%
--Household includes an elderly person with disabilities	6.6%
--Household includes a non-elderly person with disabilities	13.9%
--Household includes no elderly persons or persons with disabilities	13.9%

*Race and Ethnicity of Population to be Served (required)*

Race		Non-Hispanic	Hispanic
White	3%	72%	28%
Black or African-American	96%	99.5%	.5%
American Indian or Alaska Native	.7%	87%	13%
Asian	.3%	89%	11%
Native Hawaiian or other Pacific Islander	.5%	58%	42%
Other Race	___%	___%	___%

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**8.0 HOUSING NEEDS**

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

<b>Housing Needs of Families on the Waiting List Housing Choice Voucher</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	776	100%	5% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	754	97%	
Very low income (>30% but <=50% AMI)	15	2%	
Low income (>50% but <80% AMI)	1	.13%	
Families with children	478	62%	
Elderly families	58	7%	
Families with Disabilities + Hcap	210	27%	
Race/ethnicity Black (Hisp & Non-Hisp)	720	92.8%	
Race/ethnicity White (Hisp & Non-Hisp)	16	2.1%	
Race/ethnicity Asian	2	.3%	
Race/ethnicity All Other	35	4.5%	
Race/ethnicity Pacific	3	.4%	
Residents in HAPGC Jurisdiction	419	54%	
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)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Date as of January 2024

<b>Housing Needs of Families on the Waiting List Public Housing</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	3505	100%	10%

<b>Housing Needs of Families on the Waiting List Public Housing</b>			
			(Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	3433	98%	
Very low income (>30% but <=50% AMI)	64	1.8%	
Low income (>50% but <80% AMI)	5	.1%	
Families with children	2007	57%	
Elderly families	590	17%	
Families with Disabilities + Hcap	1195	34%	
Race/ethnicity Black (Hisp & Non-Hisp)	3211	92%	
Race/ethnicity White (Hisp & Non-Hisp)	78	2.2%	
Race/ethnicity Asian	10	0.3%	
Race/ethnicity All Other	192	5.5%	
Race/ethnicity Pacific	16	0.4%	
Residents in HAPGC Jurisdiction	2811	80%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
0BR	1464	42%	
1BR	39	1%	
2 BR	695	20%	
3 BR	655	19%	
4 BR	652	18%	
5 BR	NA	--	
6+ 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)? Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Data as of January 2024

- Note: Pacific Islander
- Persons of all ages, with physical disabilities are in need of housing.
- Source of information used by the Authority to conduct this analysis included:
- 5 Year Consolidated Plan of the Prince George's County Jurisdiction (2023-2024)

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## Strategy for Addressing Needs

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

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

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

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

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

### **Strategy 3: 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 4: Target available assistance to the elderly by:**

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

### **Strategy 5: 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 structurally and financially feasible;
- Delivering a targeted number of ADA accessible units with accessibility features mandated by VCA and DRM Agreements.
- Applying for special purpose vouchers targeted to the nonelderly and disabled should they become available(Mainstream);

- Partner with the Department of Health and Human Services and Social Services to refer applicants for the elderly and disabled voucher; and
- HAPGC is engaged in increasing relationships with its longstanding partners with a variety of county agencies that address “special needs” populations including the Homeless, Mental Illness and Disabilities, Veterans Assistance Program, Violence Against Women Act, Veterans Affairs Supportive Housing. HAPGC will continue to expand housing opportunities for these groups through referrals from advocate groups and targeting of assistance groups in existing assisted housing programs. Case management by these advocates is an integral part of these housing opportunities. These advocates include the Department of Social Services, Veteran Affairs Medical Center, the Department of Family Services, and the Department of Behavioral Health.

**Strategy 6: Conduct activities to affirmatively further fair housing by:**

- Counseling Housing Choice Voucher tenants as to the location of units outside of areas of poverty or minority concentration and assist them to locate those units;
- Marketing the Housing Choice Voucher program to owners outside of areas of poverty /minority concentrations; and
- Market Housing Choice Voucher program to owners of housing for persons with disabilities.
- Increase the use of Project Based Vouchers to expand areas of opportunity and units availability.
- Reposition public housing in order to create additional accessible units.

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

**9.0 PROGRESS IN MEETING MISSION AND GOALS**

The Authority completed comprehensive modernization at two high-rises for the elderly and selected improvements at other public housing sites in the portfolio. 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:** FY 2024 Completed Modernization Work
- 14 – HAPGC – 2024-25 AGENCY PLAN / 5 YEAR ROLLING PLAN

☐ **Table 2:** FY 2025 Planned Capital Fund Program (CFP) Activities

☐ **Table 3 & 4:** 5 Year Renovation Plan Needs : 2024-2029

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 2023 -24- COMPLETED MODERNIZATION WORK & MAINTENANCE ACTIVITIES  
(07/01/2023- 06/30/2024)**

**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>
	Safety & Security- UFAS sensory unit upgrades	Safety & Security- UFAS sensory unit upgrades.
	Installation of Entry door sensory and security systems Upgrade Ongoing	Elevator Modernization and Upgrade Ongoing
	RAD -Redevelopment Activities PCNA assessment	RAD -Redevelopment Activities PCNA assessment
	Replacement of TWO (2) High Efficiency 120 Gal. Hot water Heater(s) HWH	Installation of Entry door sensory and security systems Upgrade Ongoing
	Overhaul Retrofit of Cooling Tower	Installed New Appliances Select Units(18)
	Performed Air Quality Testing & Remediated for Mold (Select Units; as needed)	Performed Air Quality Testing & Remediated for Mold (Select Units; as needed)
	LEAD TESTING conducted	Repairs to Internal water supply system

	Installed CO2 Detectors	ADA/UFAS Interior and Exterior Accessible Routes	
	Install New Recirculation Pumps (2)	LEAD TESTING conducted	
<b>INCREASE MARKET / CURB APPEAL</b>	Completed Vacancy Turnaround & Emergency Maintenance	Completed Vacancy Turnaround & Emergency Maintenance	
	Completed Landscaping	Completed Landscaping	
<b>Garden Style &amp; Townhouse Properties (CFP, CDBG, Extraordinary Maintenance, Grants, etc.)</b>			
<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>Marlborough Towne</b>	<b>Kimberly Gardens</b>	<b>Rollingcrest Villages</b>
	Installed High efficiency HVAC (Select Units)	Installed High efficiency HVAC (Select Units)	RAD -Redevelopment Activities PCNA assessment
			Retro-Fitted and Certified (1) ADA/504 Unit
	Accessible Routes - Community Ctr. Access. Kitchen /Public Restrooms Parking Lot resurfacing ADA /504 curb cut,	SafetyUpgrades - and repairs to the playground and equipment 2023.	Emergency Concrete sidewalk repairs and replacement
	Cleaned Ducts in Select Units	Cleaned Ducts in Select Units	
	LEAD TESTING conducted	LEAD TESTING conducted	LEAD TESTING conducted
	Completed Vacancy Turnaround & Emergency Maintenance	Completed Vacancy Turnaround & Emergency Maintenance	Completed Vacancy Turnaround & Emergency Maintenance
<b>INCREASE MARKET / CURB APPEAL</b>	Performed Landscape/Site Improvements; such as: parking lot striping, site lighting, tree removal & trimming, and erosion.	Performed Landscape/Site Improvements; such as: parking lot striping, site lighting, tree removal & trimming, and erosion.	Performed Landscape/Site Improvements; such as: parking lot striping, site lighting, tree removal & trimming, and erosion.

**FY2023 - PLANNED RENOVATION ACTIVITIES  
(07/01/2023 - 06/30/2024)**

**TABLE 2**

The following work activities in Tables 2 describe projects scheduled to take place during FY24

<b>BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS</b>	<b>1100 Owens Road 2023</b>	<b>Cottage City Towers 2023</b>
	RAD -Redevelopment Activities	RAD -Redevelopment Activities
		Replace Passenger Emergency Generator
	Replace B-Vent Gas Flue	Replace Main Domestic Water Line to Building
	Retrofit Overhaul Existing Cooling Tower	Replace Compactor System and Dumpsters
		Upgrade Fire Annunciator System
	Replace Select Breaker Panels	Replace Select Breaker
		Accessible Routes - Parking Lot
	Install Family Resource Academy (FRA) Acquired Computers	Replace Flooring in Select Units
	Conduct Crawlspace Drain Closed Circuit Television Videography (CCTV), Clean Outs, and Pipe Repairs (as needed)	Install Family Resource Academy (FRA) Acquired Computers
	Vacancy Turnaround & Emergency Maintenance	
<b>INCREASE MARKET/CURB APPEAL</b>	Implement Energy Conservation Measures(ECMs)	Vacancy Turnaround & Emergency Maintenance
		Convert Halogen Header Pole Lights to LED
		Implement Energy Conservation Measures(ECMs)

**WORK ACTIVITY PLAN - Garden Style and Townhouse Properties (CFP, CDBG, Extraordinary Maintenance, Grants, etc.)**

<b>BUILDING CODE AND</b>	<b>Marlborough Towne 2023</b>	<b>Kimberly Gardens 2023</b>	<b>Rollingcrest Villages 2023</b>
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<b>SAFETY/ SECURITY REQUIREMENTS</b>	RAD -Redevelopment Activities-	RAD -Redevelopment Activities	RAD -Redevelopment Activities
	Camera (CCTV) Underground Sewer Drains, conduct Clean Outs, & Reline Pipes (as needed)	Camera (CCTV) Underground Sewer Drains, conduct Clean Outs, & Reline Pipes (as needed)	Camera (CCTV) Underground Sewer Drains, conduct Clean Outs, & Reline Pipes (as needed)
	Install New HWH Expansion Tanks & Change Piping from Flex lines to solid.	Install New HWH Expansion Tanks & Change Piping from Flex lines to solid.	Install New HWH Expansion Tanks & Change Piping from Flex lines to solid.
		Replace Roofing (Select)	
	Perform Duct Cleaning (select)	Perform Duct Cleaning (select)	
	Paint Select Units		
	Vac.Turnover & Emer. Maint.	Vac.Turnover & Emer. Maint.	Vac.Turnover & Emer. Maint.
		Replace Flooring in Select Units	
<b>INCREASE MARKET/CURB APPEAL</b>	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)

**Additional Work items completed.**

<b>Marlborough Towne</b>	<b>Cottage City Towers</b>	<b>Rollingcrest</b>	<b>Kimberly Gard</b>	<b>Owens RD</b>
Exterior Accessible Routes (ADA) a) Parking Lot (completed 2022)	Elevator Modernization (2-cab) (completed 2022)	Emergency Sewer line clearing, jetting and C/O installation (completed 2023)	Reasonable Accommodation - UFAS accessibility upgrades (completed 2023)	Plumbing riser repairs (completed 2023)
Interior Accessible Routes (ADA) a) Community Room Kitchen (Completed 2022) b) Restroom(s) (completed 2022) c) Laundry Room (completed 2022)	Safety & Security- UFAS sensory unit upgrades a) Sidewalk and Parking Lot (completed 2022) b) Outdoor recreation area sidewalks and walkways (completed 2022)	Emergency Sewer line clearing, jetting and C/O installation (completed 2023)	Safety & Security- UFAS sensory unit upgrades (completed 2023)	Safety & Security- UFAS sensory unit upgrades (completed 2022)
	Laundry Room Sewer line replacement (completed 2023)	Structural Ceiling Repair in select units (ongoing 2022 & 2023)	Roof and exterior siding repairs (completed 2023)	Emergency HVAC repairs (completed 2022)
	Underground 5K gal fuel tank removal (completed 2022)		Sewer lining and C/O installation (on going completion scheduled in June 2023)	RAD related Activities (on-going 2022 & 2023)
	Solar Panel Assessment reporting (completed 2022)		Safety- Upgrades and repairs to the playground and equipment (on going completion by early June 2023)	
	RAD related Activities (On going 2022 & 2023)			

**FIVE (5) YEAR RENOVATION PLAN TABLE 3**

**(07/01/2023 - 06/30/2028)**

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

**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>
	RAD -Redevelopment Activities- Upgrade Fire Annunciator System	RAD -Redevelopment Activities- Upgrade Fire Annunciator System & Reconfigure Fire Alarm Sound System
		Emergency Generator
	Replace/Repair Concrete Front Entry underneath Canopy	
	Vacancy Turnaround	Vacancy Turnaround
	CCTV Plumbing in Crawl Spaces	Insert Plumbing Lining underneath bldg. slab
		Install New Trash Compactor & Dumpsters
		Replace Main Water Service Valve
	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	Upgrade Security Camera System (to include elevators)	Upgrade Security Camera System (to include elevators)
<b>INCREASE MARKET/CURB APPEAL</b>	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
	Replace broken concrete apron	Upgrade Site Lighting Fixtures to LED

- **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:  
FY 2023  
(07/01/2023 - 06/30/2028)**

**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>
	RAD -Redevelopment Activities-	RAD -Redevelopment Activities-	RAD -Redevelopment Activities-
	Remove all flex plumbing lines and install with New Solid HWH fittings	Remove all flex plumbing lines and install with New Solid HWH fittings	Remove all flex plumbing lines and install with New Solid HWH fittings
	Replace HWH Expansion Tanks	Replace HWH Expansion Tanks	Replace HWH Expansion Tanks
			Replace/Repair Concrete walkways and drainage
	Paving Exteriors On Select Buildings	Paving Exteriors On Select Buildings	Paving Exteriors On Select Buildings
		Correct Sub-Flooring Foundation and Install New Floor Covering in 3 Bedroom units with Lofts	Conduct Comprehensive Sewer Study & Replace Broken Sewer Lines
	Conduct invasive CCTV underground plumbing investigations, Underground repairs and cleanouts	Conduct invasive CCTV underground plumbing investigations, Underground repairs and cleanouts	Conduct invasive CCTV underground plumbing investigations, Underground repairs and cleanouts
	<b>*Select Vacancy Turnaround</b>	<b>*Select Vacancy Turnaround</b>	<b>*Select Vacancy Turnaround</b>
			Install Security Camera System
	Implement Energy Conservation Measures	Implement Energy Conservation Measures	Implement Energy Conservation Measures
	Replace Select flooring	Replace Flooring & Address Foundation Settling	Correct Sub-Flooring Foundation and Install New Floor Covering
<b>RESIDENT SATISFACTION</b>			
	Stripe Parking Lot and Curbs	Stripe Parking Lot and Curbs	Stripe Parking Lot and Curbs

<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 SUMMARIES**

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

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

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

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

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

**For Details, see Section 5.2, and PHA’s Goals and Objectives**

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## **FY 2023 - ACCOMPLISHMENTS:**

### **WAITING LIST:**

There remains a large number of applicants on the combined waiting list. Applications are handled through the Central Intake Unit. The Public Housing, HCV, Project waiting lists have been aggressively pulled last and the current fiscal year to increase utilization and occupancy rates.

The Housing Authority is currently working on purging the existing waitlist and re-structuring the process of waitlist purge and review process.

### **CAPITAL IMPROVEMENT:**

The Housing Authority of Prince George's County made improvements to parking lot of the Housing Authority's 1100 Owens Road property. The improvements were required to improve access for elderly and disabled tenants of the property and were completed in 2009.

The improvements were financed by a loan from the proceeds of a Revenue Bond, issued by the State of Maryland's Community Development Administration. The loan is collateralized by the Housing Authority's Capital Fund Grant, with repayment based on future allocations of the Housing Authority's CFFP. The stated loan amount was \$1,249,327 with a maturity date of July 1, 2023.

The estimated balance of the loan at FYE 2019 is \$114,404 (principal: \$90000, Interest: \$24,404)

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

The Housing Authority received a PHAS Score of 18 for Fiscal Year 2022. The assessment was provided on 4/21/2023.

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.

In accordance with PHAS, HAPGC is Currently listed as a Troubled Performer.

### **SUPPORTIVE SERVICES**

#### **Resident Services**

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

## Family Resource Academy (FRA)

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

## Housing Choice Voucher:

### HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM

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

In FY 2024, the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted multiple families to become first-time homebuyers. The goal for FY 2024-2025 is to assist a number of ) families to become first-time homebuyers. The program is designed to assist HCV participants who meet certain income and work history requirements, with their transition from rental to homeownership.

## Housing Choice Voucher

The Prince George's County Housing Choice Voucher Program final SEMAP Overall Score for the fiscal year ended June 30, 202 SEMAP designation for the overall performance rating is a *High Performer*.

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

## Upcoming Plan Year - FY 2024 (07/01/2024- 06/30/2025)

### OPERATIONS AND SERVICES PLAN

The Annual Plan provides details about the Authority's immediate Operations and Services, and the HAPGC's strategy for achieving goals and objectives for the fiscal year beginning July 1, 2024. The Annual Plan is based on the premise that accomplishing goals and objectives will enable the Housing Authority to carry out its mission.

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

### FINANCIAL STABILITY

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

- Continue to develop and implement the appropriate management and administrative measures to effectively measure financial goals, Identify new sources of funding,
- Maximize sources of funding currently received by the Authority,
- Increase public housing lease-up rates,
- Maintain Housing Choice Voucher Program lease-up rates in accordance with funding levels,
- Evaluate financial viability of grants,
- Develop aggressive collection plan that maximizes data collection efforts,
- Review priorities for the Authority,

- Consider disposing of surplus properties owned by the Housing Authority,
- Assess and determine the financial feasibility of maintaining ownership of all public housing properties as assets,
- Review the budget plan for expenditures,
- Create Authority wide spending awareness plan,
- Fully automate procurement & inventory system modules to better control purchasing and distribution, and
- Develop and Implement an Asset Management site-based plan to improve operational effectiveness and efficiency, to preserve and protect assets, and facilitate future investment and reinvestments in public housing. The Authority elected exemption from asset management in compliance regulations passed Congress that permit PHAs with fewer than 400 units to elect exemption from asset management. While the Authority will not officially implement asset management, it will revise its internal operations to comply with budgeting principles associated with site-based asset management.

### **SUPPORTIVE SERVICES (FY 2024)**

Several successful programs that helped families achieve self-sufficiency will continue and expand for the upcoming 2023 fiscal year and well into the five years of this plan. Selected programs/services are listed below:

#### **PUBLIC HOUSING:**

##### **Plans to Execute HUD's Relocation Option(s)**

The HAPGC completed its application to HUD's Special Application Center (SAC) to exercise the Rental Assistance Demonstration (RAD) Program as an option to convert its Public Housing Inventory. The HAPGC has solicited a personal services consultant to assist in the preparation of the SAC application. The HAPGC is currently in consultation with the Field Office in the evaluation process of preparing HUD's Special Applications Center (SAC) applications for disposition in accordance with the requirements of 24 CFR part 970 for each of the following properties:

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

The HAPGC has conducted due diligence, on various repositioning strategies to develop a plan to move the HAPGC towards a housing portfolio transition. As part of the repositioning strategy, HAPGC will take vacant units with a CHAP offline at all of the RAD properties. A Request For Qualifications (RFQ) has been issued for developers/co-developers with a specific scope for services. Effective as of December 2021, RFPs for developers/co-developers have only been issued for surplus land disposition not for repositioning our housing portfolio. HAPGC engages We have consultants, but HAPGC is acting as the lead developer in repositioning of public housing

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

On December 3, 2021 the Authority met, with the Resident Advisory Board (RAB), and resident organizations to provide a full description of the activities in connection with repositioning; including relocation, potential use of each property, disposition proceeds and RAD conversion activities. The Housing Authority is addressing all comments and providing information on the development process and Resident rights during site and RAB meetings. All required notices regarding RAD conversions have been outlined in Section 7.0

HUD reporting efforts are ongoing and the PHA is looking at alternative relocation plans and strategies for Cottage City for FY 2024-2025.

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## 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 FY 2024 is to successfully assist an additional 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 Authority in partnership with the local Veteran's Affairs Medical Center (VAMC), administers this program designed to assist military veterans with tenant based rental assistance. The Authority was awarded and manages 160 housing choice vouchers (HCV) for the administration of this program.

### **Foster Youth Initiative Program(FUP) FYI aging out of Foster Care**

The FYI program is also a tenant based HUD Housing Choice Voucher (HCV) rental assistance program. This program is to provide housing for youth who are leaving foster care and are between the ages of 18 to 24 years old. The program provides 36 months of rental assistance for foster children/adults as they transition to living independently. This program is administered by local public housing agencies (PHAs) that have partnered with local Department of Social Services (DSS) agencies. The Authority was awarded 60 HCVs for this program.

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

The purpose of the Family Self-Sufficiency (FSS) program is to promote the coordination of public housing and/or Housing Choice Voucher program and assistance with other public and private resources, to enable eligible families to achieve economic independence and self-reliance. FSS achieves this goal by assisting families to increase their earnings and to build assets and financial capability through County; Community; public and private agencies and partnerships. Services include Case Management/Coaching and Goal Setting.

The FSS Coordinator assist in helping families increase their earnings and build financial capability and assets during a five (5) year period. An Escrow account is maintained by the PHA and grows as the earnings of FSS participants increase. At the end of the FSS term, escrow balances are awarded participants 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 Public Housing Residents; and
- b) The PHA will maximize this option to as many families as possible.

## Follow Up Plan Certification

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

### **10 (B) SIGNIFICANT AMENDMENT AND SUBSTANTIAL DEVIATION/MODIFICATION INCLUDING RAD**

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.

*As part of the Rental Assistance Demonstration (RAD), The Housing Authority of Prince George's County is redefining the definition of a substantial deviation from the HAPGC Plan to exclude the following RAD-specific items:*

- a. The decision to convert to either Project Based Rental Assistance, Project Based Voucher Assistance and/or RAD Section 18 demolition/disposition and/or Section 18 Blend;
- b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and Changes to the financing structure for each approved RAD conversion

### **REQUIREMENTS FOR SIGNIFICANT AMENDMENTS AND SUBSTANTIAL DEVIATION TO THE PHA PLAN**

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

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

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

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

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

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

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

- Shared goals,
- Objectives, and
- Strategies.

*End of Executive Summary for Annual Plan  
FY 2024-25 Agency Annual Plan  
Period: (07/01/2024 thru 06/30/2025)*

## 11.0 Required Documents

(md015V20)

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

(md015A20)

- ✓ Resident Advisory Board (RAB) & Public Hearing Comments  
DOCUMENT B.6 - (3) RAB BOARD COMMENTS AND PUBLIC HEARINGS
  - Policy Changes
  
- DOCUMENT B.1.3 REVISED ADMISSION PREFERENCES
  - Audit Findings (*Not submitted- Due to Extension*)
  
- DOCUMENT B.4 - HAPGC FINANCIAL STATEMENT AND FINDINGS
  
- ✓ Form HUD-50077-CR - PHA CIVIL RIGHTS CERTIFICATION
  
- ✓ Form HUD-50077-ST- HCV-HP- PHA - PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLAN AND RELATED REGULATIONS
  
- ✓ Form HUD-50075L - Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
  
- ✓ Form HUD-50075.1 (md015□20) - CAPITAL FUND PROGRAM ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT
  
- ✓ Form HUD-50075.2 (md015□20) - CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN
  
- ✓ HCV Administrative Plan (*Updates for 2024-2025*)
  
- ✓ Public Housing Admissions & Occupancy Plan (*Updates for 2024-2025*)
  
- ✓ HAPGC Cares Act Waivers
  
- ✓ HAPGC Board Resolution Approving Annual Plan
  
- ✓ RAD NOTICES AND COVERSON ACTIVITIES INFORMATION

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