

NOTICE OF PUBLIC HEARING

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

The Housing Authority's Office is located at:

9200 Basil Court, Suite 500
Largo, Maryland 20774
The Authority's hours of operation are
8:30 a.m. - 5:00 p.m., Monday - Friday

A public hearing will be held on **March 23, 2018** at 9201 Basil Court, Penthouse, Largo, Maryland 20774 at **5:00 p.m.**

The Annual Agency Plan addresses the Authority's mission, goals and objectives relative to priority needs, operations and programs for the fiscal year beginning **July 1, 2018**. Public comments are invited.

The Housing Authority will accept comments from the public through **March 16, 2018**. Copies of the Plan will be available at each public housing property and on the Housing Authority of Prince George's County's website at ha.mypgc.us. Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, religion, sex, handicap, disability, familial status, sexual orientation, gender identity or national origin in admission or access to benefits in its federally assisted programs and activities.

Persons wishing to make a statement during the public hearing or who wish to receive additional information should contact Sharon Land, of the Prince George's County Housing Authority on, (301) 883-5450. Sign language will be made available for the hearing impaired upon request. Those requesting these services should contact Mrs. Land by **March 10, 2018** on 711(Maryland Relay). Location of the forum is handicapped accessible.

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

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

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Housing Authority of Prince George’s County</u> PHA Code: <u>MD015</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2018</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>SEE ATTACHED 6.0 (b) Public Access to Information</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 25%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 7.5%;">PH</th> <th style="width: 7.5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>5.1 PHA’s Mission Statement</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>5.2 Goals and Objectives</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>10.0 Progress in Meeting Missions and Goals</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>6.0-13 Violence Against Women Act</p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>10 (B) Significant Amendment and Modification Statement</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>SEE ATTACHED RAB Committee Hearing and Comments</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Certifications</p>

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

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

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

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

B. 5-Year Plan.

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

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

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

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

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

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

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

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

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

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

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

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

Definitions.

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

A. PHA Information.						
A.1	PHA Name: Housing Authority of Prince George's County _____ PHA Code: MD015 _____ PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/01/2018 _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 376 Number of Housing Choice Vouchers (HCVs) 5,827 Total Combined Units/Vouchers 6,203 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. SEE ATTACHED 6.0 (b) Public Access to Information <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
	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.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>1. Financial Resources: SEE ATTACHED 6.0-2 Statement of Financial Resources</p> <p>2. Operation and Management: SEE ATTACHED 6.0-4 Operations and Management & 6.0 (B) Proposed Amendments to the Admissions and Continued Occupancy Policy (ACOP) Housing Choice Voucher Administrative Plan SEE ATTACHED</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>1. Mixed Finance Modernization or Development: 7.0</p> <p>2. Demolition and/or Disposition: 7.0</p> <p>4. Units with Approved Vacancies for Modernization: 10.0</p> <p>5. Sign the HAP and lease- up 4 new Project Based Sites. 7.0</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p>B.4</p>	<p>Most Recent Fiscal Year Audit.</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>(b) If yes, please describe: SEE ATTACHED AUDIT FINDING</p>
<p>B.5</p>	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>SEE ATTACHED 10.0 Progress in Meeting Mission and Goals</p>
<p>B.6</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>B.7</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>SEE ATTACHED Certifications</p>
<p>B.8</p>	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
<p>C.1</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>SEE ATTACHED Capital Fund Program Section: 5-Year Action Plan approved October, 2017. (Attach approval letter)</p>

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

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

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (07/2017), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on 07/01/2018."

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

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

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

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

PHA Name: Housing Authority of Prince George's County

PHA Number: MD39-P015

(MD015)

PHA Fiscal Year Beginning: 07/2018

(07/01/2018 – 06/30/2019)

Annual Plan Type:

X **Standard Plan**

Troubled Agency Plan

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5.0 Five-Year Plan:

5-YEAR PLAN (ROLLING-BASE)
PHA FISCAL YEARS 2018 – 2021
[24 CFR Part 903.5]

5-Year & Annual Agency Plan
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PLAN INTRODUCTION

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

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

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

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

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

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

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

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

GOAL 1

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

GOAL 2

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

GOAL 3

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

GOAL 4

Continue implementing programs that result in improved quantitative measurements.

GOAL 5

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

5.1 MISSION

PHA's Mission

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

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

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

5.2 GOALS AND OBJECTIVES

PHA's Goals

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

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

- PHA Goal: Expand the supply of assisted housing

Objectives:

- Maintain PH occupancy at 98%,
- Leverage private or other public funds to create additional housing opportunities,
- Acquire or build new units or developments
- Access Multi-Family Tax Exempt Bond and Second Mortgage Home Programs.
- Maintain HCV program utilization at 100%
- Increase the supply of handicapped accessible units

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management,
 - Improve voucher management,
 - Improve customer service,
 - Concentrate on efforts to improve specific management functions, (e.g., public housing finance; voucher unit inspections; REAC inspections)
 - Renovate, modernize or redevelop public housing units, 504 units and
 - Request and provide replacement vouchers.
- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Objectives:

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

PHA's Objectives

HOUSING AUTHORITY – MEASUREMENTS

1. Develop or Dispose of Authority Owned Property

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

2. Improve Program Management and Administration

- Maintain High Performer rating for the Housing Choice Voucher Program through continual monitoring of SEMAP indicators.
- Maintain Standard Performer status as measured by the Public Housing Assessment System (PHAS).
- Maintain a HUD Real Estate Center (REAC) physical inspection overall score of no less than 90%.
- Continue to update and streamline internal processes and procedures to increase staff efficiency.
- Reorganize Public Housing Division to create greater operational efficiency.
- Ensure the lease-up process is implemented to maintain a 98 percent or higher compliance rate.
- Continue to conduct landlord seminars to ensure a better understanding of the program.
- Improve Form HUD-50058 reporting rate for both public housing and HCV at time of annual assessment to 95 percent or higher.

3. Improve Property Management

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

4. Complete HCV Staff Reorganization

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

5. Continue Staff Training

Ensure Certification training for all Housing Authority staff.

- Send staff to industry related professional development training. (Including but not limited to MAHRA)
- Update staff on Lead-Based Paint Regulations.
- Provide in-house training for all staff on new software applications.
- Provide / appropriate training to all Housing Authority staff on Reasonable Accommodations/504 and Fair Housing regulations..

6. Increase Resident/Client Services

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

7. Improve Risk Management

- Participate in the annual Housing Authority Insurance Risk Control Management Program that includes a systematic and continuous identification

of loss exposure, and an emphasis on reducing losses due to accidents, incidents, or behavior that can be managed and or predicted. This program also lowers the cost of insurance premiums. .

- Hire a third party consultant for monitoring, facility analysis, and recommend property improvements/UFAS retrofits that comply with UFAS regulations.

Include 504 Reasonable Accommodation improvements in Capital Fund Annual and Five Year Plans.8 . **Implementation of Energy Conservation Measures (ECMs)**

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

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

- As part of a green maintenance approach, We will use no- and low-VOC paint, adhesives and finishes, use Energy Star and WaterSense qualified products, and adopt an Integrated Pest Management (IPM) strategy.
- Implementation of the following Construction guide and subsequent revisions where applicable, for renovation and improvements.

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

**DEPARTMENT OF HOUSING
AND
COMMUNITY DEVELOPMENT**

HOUSING GOALS & STRATEGIES

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

6.0 (a) PHA Plan Update:

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

6.0 (b) Public Access to Information:

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

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

PHA development management offices:

1100 Owens Road
1100 Owens Road
Oxon Hill, MD 20745

Marlborough Towne
1849 Tanow Place
District Heights, MD 20747

Kimberly Gardens
9214 Cherry Lane
Laurel, MD 20718

Rollingcrest Villages
5659 Sargent Road
Hyattsville, MD 20782

Cottage City Towers
4142 Bunker Road
Cottage City, MD 20772

PHA website
PHA Plans are accessible on the Housing Authority's website.
ha.mypgc.us

PHA PLAN ELEMENTS

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

Proposed Amendments to the Admissions & Occupancy Policy (ACOP)

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

Smoking Ban

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

Other Policy Considerations

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

PH

- Triennial Reexaminations
- PET POLICY

HCV

- Life Threatening Conditions
- Changes in lease or Rent
- Repayment Policy
- Local Preferences
- Organization of the Waiting List (PBV)

Homeless Prevention

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

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

Property Disposition

- Dispose of 1313 Southern Avenue (formaly McGuire House) and two other Public Housing owned sites,(Cottage City & Owens Road)
- Amend prior Demolition and Disposition application to Special Application Center (SAC) for approval for a new developer.

Parking Policy

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

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

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

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

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

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

Public Housing

Eligibility

- ☒ As names come up on the waiting list, the Housing Authority verifies eligibility for admission to public housing.
- ☒ The HAPGC uses the following non-income screening factors to establish eligibility for admission to public housing.
 - Criminal or Drug-related activity,
 - Rental history,
 - National Sex Offender Life Registry,
 - Credit Report and
 - EIV Multiple Subsidy and Income Discrepancies.
- ☒ The Authority requests criminal records using a private company, and Local and State law enforcement agencies.

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

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

Waiting List Organization

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

Housing Choice Voucher

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

Public Housing

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

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

Admissions Preferences

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

Local Preferences

The HAPGC will use the following local preferences.

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

Involuntary Displaced Preference **25 Points**

This preference applies to applicants who are:

- (a) Victims of a natural disaster that has been declared by a local, state, or federal government entity;
- (b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement;
- (c) Participant in State or federal Witness Protection Program;

Residency Preference **20 points**

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

Working Family Preference **15 Points**

This preference applies to applicants where

- (a) The head, spouse, co head or sole member is employed fulltime at least 30 hours per week;
- (b) The head, spouse, co head or sole member is a person age 62 or older or is a person with disabilities

Disabled Family Member Preference **10 Points**

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

Veteran Preference **5 Points**

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

Transitional Housing Program Preference **4 Points**

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

Educational/ Training Preference **2 points**

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

Public Housing Unit Assignment and Transfer Policies:

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

Circumstances by which transfers take precedence over new admissions include:

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

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6.0 – 2 STATEMENT OF FINANCIAL RESOURCES

Listed are the financial resources that are *anticipated* to be available to the PHA for the support of Federal public housing and tenant-based Housing Choice Voucher assistance programs administered by the Authority during the (FY2019) Plan Year.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$ FY2018	Planned Uses
1. Federal Grants		
a) Public Housing Operating Fund	1,271,712	
b) Public Housing Capital Fund (#MD39P15501-17)	442,417	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Housing Choice Voucher Tenant-Based Assistance	71,810,379.	
f) Community Development Block Grant	\$488,925	Capital Improvements
PY42: \$100,000 PY43: \$263,000 PY44: \$125,925.00*(Amount Req. - Actual TBD)		
g) HOME	NA	NA
j) Department of Energy (DOE)	NA	NA
2. Prior Year Federal Grants (unobligated funds only) (list below) [
CFP (MD39P015501-16)	\$111,330.	Capital Improvements
CFP (MD39P015501-15)	\$6,050.	Capital Improvements
CFP (MD39P015501-14)	\$23,271.	Capital Improvements
3. Public Housing Dwelling Rental Income		
Rental Income	\$1,432,723	Public Housing Operations
4. Other income (list below)		
Vending Machine, & Late Charges	\$43,502	Public Housing Operations
5. Non-federal sources (list below)		
Rental Allowances Program (RAP)	\$193,782	Temporary Assistance for the Homeless
Total Resources (Includes: PY44)	\$75,824,091	Authority-Wide Operations

6.0 – 3 RENT DETERMINATION

Public Housing

Income Based Rent Policies

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

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

Rent Re-determinations:

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

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

Flat Rents

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

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

Housing Choice Voucher Tenant-Based Assistance

Payment Standards

Housing Choice Voucher payment standards are:

- At 100% of FMR

Housing Choice Voucher (HCV)

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

1. **Minimum rent**

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

2. **Occupancy standards**

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

3. **Payment standards**

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

4. **Rent Re-determinations:**

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

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

6.0 – 4 OPERATION AND MANAGEMENT

Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management:

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

(2) Housing Choice Voucher Management:

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

6.0 – 5 GRIEVANCE PROCEDURES

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

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

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

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

6.0 – 6 DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

N/A

6.0 – 7 COMMUNITY SERVICE AND SELF -SUFFICIENCY

Community Service work is a requirement for all non-exempt adult public housing residents 18 years and over who are not employed in full or part-time work. The Authority developed procedures to inform residents of the requirements and of the categories of individuals who are exempt from the requirement, 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 Family Resource Academy.
- Assist Academy staff in the coordination and chaperoning of field trips and related activities.
- Assist with supervision of clean-up and related duties at the sites for resident services.
- Assist students with homework and related projects, and
- Active participation in some capacity of the Housing Authority's Residents' Councils.

Notification for Non-Compliance with CSC:

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

- The family member has been determined to be in noncompliance
- That the determination is subject to the grievance procedure, and

- That unless the family member enters into an agreement to comply, the lease will not be renewed or will be terminated.

Opportunity For Cure:

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

Recertifications:

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

6.0 – 8 SAFETY AND CRIME PREVENTION

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

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

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

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

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

In addition, crime prevention workshops will be performed by the County’s Community Police at each of the developments. Uniformed law enforcement officers now live at the following properties: Kimberly Gardens, Marlborough Towne, 1100 Owens Road, and Cottage City Towers. Law enforcement

officers have established a presence that has helped to curb lease violations related to criminal activity.

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

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

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

6.0-9 CIVIL RIGHTS CERTIFICATION

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

6.0 –10 FISCAL YEAR AUDIT

The PHA has completed the 2017 Fiscal Year Audit as required under section 5(h) (2) of the U.S. Housing Act of 1937 (42 US.C. 1437 c(h)). (Attached)

6.0 –11 ASSET MANAGEMENT

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

Types of asset management activities the Authority undertakes includes:

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

6.0 –12 VIOLENCE AGAINST WOMEN ACT (VAWA)

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

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

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

Demolition and/or Disposition:

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

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

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

McGuire House inventory has been removed from the PIC database.

Public Housing

Public Housing Turnkey III Program

HAPGC does administer homeownership programs under an approved section 5(h) homeownership program (42 U.S.C. 1437c (h)). Glassmanor Townhouses is a fifty unit complex where residents rent with an option to purchase. A portion of each month's rent payment is allocated to a down payment reserve and a maintenance reserve replacement. In 2018, the Authority will sell the last unit to an eligible applicant. Permission has been requested to sell the unit out right instead of the five year lease/to purchase Turnkey III Program requirements. This will complete the conversion of the project to full homeownership. When a simple majority of the units were converted to homeownership, the Authority turned the management of the property over to the condominium for day to day operations.

Housing Choice Voucher

Housing Choice Voucher Homeownership Program

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

In FYE 2017 the Housing Choice Voucher Homeownership Program HCVHP) successfully assisted eight (8) families to become first-time homebuyers. The goal for FYE 2018/2019 is to assist ten (10) more families to become first-time homebuyers.

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

Project-Based Vouchers

In total the Authority serves approximately 5827 Housing Choice Vouchers. Of the total, the Authority administers Project Based Housing Choice Voucher that assist approximately 105 participants during FY2017. In addition, approximately 174 certificates are administered under the Moderate Rehabilitation Program. A request for proposal will be issued for Project based vouchers during the plan year.

8.0 HOUSING NEEDS

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

impact.” *N/A is used to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	22,445	5	5	* NA	* NA	3	*NA
Income >30% but <=50% of AMI	37,479	5	5	NA	NA	5	NA
Income >50% but <80% of AMI	32,795	4	4	NA	NA	1	NA
Elderly (65 and Older)	15,401	4	4	NA	NA	NA	NA
Elderly Senior 65 & older with Disabilities	24,900	4*	4*	NA	NA	NA	NA
Race/Ethnicity Black	48,452	5	5	NA	NA	NA	NA
Race/Ethnicity White	10,408	3	3	NA	NA	NA	NA
Race/Ethnicity Asian	12,382	4	4	NA	NA	NA	NA
Race/Ethnicity Am. Indian	75	3	3	NA	NA	NA	NA
Race/Ethnicity Hispanic	10,132	NA	NA	NA	NA	NA	NA
Race/Ethnicity Other	25	NA	NA	NA	NA	NA	NA

* Note: Pacific Islander

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

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

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

Housing Needs of Families on the Waiting List Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	4786	100%	10% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	3381	75%	
Very low income (>30% but <=50% AMI)	1208	25%	
Low income (>50% but <80% AMI)	175	4%	
Families with children	N/A	N/A	
Elderly families	435	9%	
Families with Disabilities + Hcap	1044	22%	
Race/ethnicity Black (Hisp & Non-Hisp)	4295	90%	
Race/ethnicity White (Hisp & Non-Hisp)	110	2%	
Race/ethnicity Asian	10	0.2%	
Race/ethnicity All Other	52	1%	
Race/ethnicity Pacific	14	0.3%	
Residents in HAPGC Jurisdiction	3886	81%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	3115	48%	
1BR	228	4%	
2 BR	1149	18%	
3 BR	960	15%	
4 BR	984	15%	
5 BR	NA	--	
5+ BR	NA	--	
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)? 20 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 2018

HOUSING NEEDS

**Housing Needs of Families on the Waiting List
Housing Choice Voucher**

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

Data as of, January 2018

Strategy for Addressing Needs

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

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

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

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

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

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

- Adopting rent policies to support and encourage work.

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

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

Strategy 5: Target available assistance to the elderly by:

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

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

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

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

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

Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints

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

9.0 PROGRESS IN MEETING MISSION AND GOALS

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

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

- Tables 1:** FYE2017 Accomplished modernization
- Table 2:** FFY2018 Planned Capital Fund Program (CFP) Activities
- Table 3 & 4:** 5Year Renovation Plan Needs : 2018-2021

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

**FYE 2017 – ANTICIPATED RENOVATIONS COMPLETED OR SCHEDULED FOR COMPLETION:
(07/01/2017 – 06/30/2018)**

TABLE 1

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road	Cottage City Towers
	Elevator Upgraded Phases 1 and 2	Building waterproofing and interior repair of exterior Windows in Select units
	Emergency Generator Installation	Retro-Fitted (2) ADA/504 Units
	Electrical Upgrades to Community Room and Management Office	Relocated Annunciator panel
		Replaced Recirculating pumps
INCREASE MARKET / CURB APPEAL	Exterior Gazebo and Accessible Ramp	Entrance landscaping
	Replaced Picnic tables	
	Replaced Railings at Access Ramp	

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne	Kimberly Gardens	Rollingcrest Villages
	Installed High efficiency HVAC in Select Units	Installed High efficiency HVAC in Select Units	Retro-Fit ADA/504 Unit
		Interior Air Duct Cleaning in select Units	Renovation of Community Center and Laundry
	Remodeled Community Center and laundry Facilities		Installation of ADA /504 unisex toilet in Community Center
	Interior Air Duct Cleaning in select Units		DSL & VPN Connectivity
		Replaced select underground water supply lines	
INCREASE MARKET / CURB APPEAL	<ul style="list-style-type: none"> • Site Improvements • Parking striping • Trees • Erosion • Landscaping • Exterior Lighting 	<ul style="list-style-type: none"> • Site Improvements • Parking striping • Replaced Fence sections • Erosion 	<ul style="list-style-type: none"> • Site Improvements • Re-stripping and increase to number of accessible parking spaces • Repaired benches • Repaired Site Lighting

FY2018 – PLANNED RENOVATION ACTIVITIES:

(07/01/2018 – 06/30/2019)

The following work activities in Tables 2 describe projects scheduled to take place during FY 18.

TABLE 2

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road 2019	Cottage City Towers 2019
		Upgrade Fire Annunciator System
		Retro-Fit (2) ADA/504 Units
	Installation of CO2/ Smoke Detectors	Installation of Smoke Detectors
	Replace Cooling Tower	Installation of CO2 Detectors
	Replace Compactor System and Dumpsters	Replace Compactor System and Dumpsters
		Replace Mechanical Facilities Shop Doors
	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	Exterior Window Washing	Exterior Window Washing
		Paint Select Dwelling Units
	Replace/Repair Select Breaker Panels	Replace/Repair Select Breaker Panels
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
	Lead Testing and certification	Lead Testing and certification
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance
INCREASE MARKET/CURB APPEAL	Flooring Replacement	Flooring Replacement
	Replace Concrete apron	Access road asphalt repair
	Landscaping	Landscaping

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne 2019	Kimberly Gardens 2019	Rollingcrest Villages 2019
		Retro-Fit (2) UFAS Units	Retro-Fit (2) ADA/504 Units
	Installation of CO2 Detectors	Installation of CO2 Detectors	Installation of CO2 Detectors
	Lead Testing and certification	Lead Testing and certification	Lead Testing and certification
		Unit Renovation to include Kitchens, Bathrooms	Concrete sidewalk repair and curb cuts
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
INCREASE MARKET/CURB APPEAL			
	Landscape and Erosion	Landscape and Erosion	Landscape and Erosion

**FIVE (5) YEAR RENOVATION PLAN:
(07/01/2018 – 06/30/2021)**

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

TABLE 3

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road 5-Year Plan	Cottage City Towers 5-Year Plan
	Retro-Fit (2) UFAS Units	Retro-Fit (2) ADA/504 Units
	Cooling Tower	Replace Elevators
	Onsite Health Clinic Dimensions /PGCHD	Onsite Health Clinic Dimensions /PGCHD
	Install New Appliances PHA-Wide	Install New Appliances PHA-Wide
	Install 2 Recirculating Pumps	Interior Unit Painting
	Install New Communications (Low-Voltage Wiring)-Comcast	Install New Communications (Low-Voltage Wiring)
	Install New Flooring	Install New Flooring
	Renovate Kitchens and Baths	Renovate Kitchens and Baths
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
	Site Lighting (LED)	Site Lighting (LED)
	Replace Concrete Driveway Apron and walkway at Rear of Building	
	Replace/Repair Concrete Front Entry underneath Canopy	
	Parging Exteriors On Select Buildings	
	Tenant Mail Boxes	Tenant Mail Boxes
RESIDENT SATISFACTION INCREASE MARKET/CURB APPEAL	Upgrade Security Camera System	Upgrade Security Camera System
	Landscaping Window Washing Bike Rack	Landscaping Bike Rack
INCREASE MARKET/CURB APPEAL		

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

**FIVE (5) YEAR RENOVATION PLAN:
FYB2018
(07/01/2018 – 06/30/2021)**

TABLE 4

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne 5-Year Plan	Kimberly Gardens 5-Year Plan	Rollingcrest Villages 5-Year Plan
	Retro-fit UFAS Units ADA/504 Accessible	Replace select DU Entry Doors And Storage Units	Retro-fit UFAS Units ADA/504 Accessible
	Parging Exteriors On Select Buildings	Parging Exteriors On Select Buildings	Parging Exteriors On Select Buildings
	Ventilation Duct Cleaning	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	*Renovate Family Units – Kitchens and Bathrooms	*Renovate Units –Incl. Kitchens and Bathrooms and Lofts (where applicable)	*Renovate Units –Incl. Kitchens and Bathrooms
	Install New Select Appliances	Install New Select Appliances	Install New Select Appliances
	Replace Gas Flex lines w/ gas solid fittings . Painting of Chimney Flues	Replace Gas Flex lines w/ gas solid fittings	Install ADA Access ramp at Laundry Facility (Chillum)
	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters
	Replace Concrete Patio Pads and fencing	Replace Concrete Patio Pads and fencing	Replace Front Entry and Storm Doors
	Installation of CO2 Detectors	Replace Siding	Replace/Repair Concrete walkways and drainage
	Parging Exteriors <i>On Select Buildings</i>	Parging Exteriors <i>On Select Buildings</i>	Parging Exteriors <i>On Select Buildings</i>
		Correct Sub-Flooring Foundation and Install New Floor Covering	Conduct Comprehensive Sewer Study & Replace Broken Sewer Lines
	*Select Vacancy Turnaround	*Select Vacancy Turnaround	*Select Vacancy Turnaround
	Install Security Camera System	Install Security Camera System	Install Security Camera System
	Upgrade Computers in Family Resources Academy	Upgrade Computers in Family Resources Academy	Installation of CO2 Detectors
	Correct Erosion Landscape	Correct Erosion Landscape	Correct Erosion Landscape
RESIDENT SATISFACTION	Implement Energy Conservation Measures	Implement Energy Conservation Measures	Implement Energy Conservation Measures
	Site Lighting (LED)	Site Lighting (LED)	Site Lighting (LED)
	Replace Flooring	Correct Sub-Flooring Foundation and Install New Floor Covering	Correct Sub-Flooring Foundation and Install New Floor Covering
	Upgrade Computers in Family Resources Academy	Upgrade Computers in Family Resources Academy	
INCREASE MARKET/CURB APPEAL	Landscaping Playground improvements	Landscaping Playground improvements	Landscaping

10 (A) EXECUTIVE SUMMARIES

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

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

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

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

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

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

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FY 2017 – ACCOMPLISHMENTS:

WAITING LIST:

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

BOND SECURITIZATION

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

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

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

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

Park Tanglewood is a multi-family, 7- story apartment building with 180 units. Completed Spring 2018

Bedroom mix:	6	Studio Efficiencies;
	129	1 bedroom/one bath;
	45	2 bedroom/2 baths

Financing

Revenue Bonds - \$21,685,278

Low Income Housing Tax Credit - \$9,443,652

REAL ESTATE ASSESSMENT CENTER (REAC) SUBSYSTEMS

The Housing Authority most recently received a PHAS Score of 81 for Fiscal Year 2017.

To obtain a Standard Performer status, a PHA must score at least 60 percent of the points available in each of the four indicators and achieve an overall PHAS score of 60 percent or greater.

SUPPORTIVE SERVICES

Resident Services

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

Family Resource Academy (FRA)

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

Housing Choice Voucher:

HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM

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

In FYE 2017 the Housing Choice Voucher Homeownership Program (HCVHP) successfully assisted eight (8) families to become first-time homebuyers. The goal for FY 2018 is to assist ten (10) families to become first-time homebuyers. The program is designed to assist voucher participants who meet certain income and work history requirements, with their transition from rental to homeownership.

Housing Choice Voucher

The Prince George's County Housing Choice Voucher Program final SEMAP Overall Score (in %) for the fiscal year ended June 30, 2017, is 100%. SEMAP designation for the overall performance rating is a *High Performer*.

Housing Authority of Prince George's County			
<i>SEMAP Score Report for Fiscal Year 2017</i>			
SEMAP Indicators		Current Rating	Maximum Score
1	Selection from the Waiting List	15	15
2	Reasonable Rent	20	20
3	Determination of Adjusted Income	20	20
4	Utility Allowance Schedule	5	5
5	HQS Quality Control	5	5
6	HQS Enforcement	10	10
7	Expanding Housing Opportunities	5	5
8	Payment Standards	5	5
9	Timely Annual Reexaminations	10	10
10	Correct Tenant Rent Calculations	5	5
11	Pre-Contract HQS Inspections	5	5
12	Annual HQS Inspections	10	10
13	Lease-up	20	20
14	Family Self-Sufficiency	10	10
15	<i>Deconcentration Bonus</i>	5	5

To acquire a *High Performer* status under SEMAP, a PHA must comply with fourteen rating indicators and achieve an overall **SEMAP** score of *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 2019 (07/01/2018 – 06/30/2019)

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, 2018. 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 2019)

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

PUBLIC HOUSING:

McGuire House – Demolition, Disposition & Development

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

The Housing Authority has partnered with a Local Developer and is moving forward with the redevelopment of 1313 Southern Avenue (formerly known as The

McGuire House)There are plans to amend and submit an application to include the newly selected Developer to SAC for disposition approval.

Family Resource Academy (FRA)

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

Resident Services

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

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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 FYE 2018 is to successfully assist an additional ten (10) more families to become first-time homebuyers.

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

Veterans Affairs Supportive Housing (VASH)

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

Family Unification Program (FUP) Foster Care

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

Family Self-Sufficiency (FSS)

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

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

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

Homeownership Program

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

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

Waiting List

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

Follow Up Plan Certification

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

*End of Executive Summary for Annual Plan
FY 2018 Updates
Period: (07/01/2018 thru 06/30/2019)*

10 (B) SIGNIFICANT AMENDMENT AND SUBSTANTIAL DEVIATION/MODIFICATION

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

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

REQUIREMENTS FOR SIGNIFICANT AMENDMENTS TO THE PHA PLAN

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

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

Statement of Consistency with the Consolidated Plan

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

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

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

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

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

- Shared goals,
- Objectives, and
- Strategies.

11.0 REQUIRED DOCUMENTS

(md015V18)

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

(md015A18)

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

(md015B18)

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

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

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

Definitions.

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

A. PHA Information.						
A.1	PHA Name: HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY PHA Code: MD015 PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (07/2017): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>376</u> Number of Housing Choice Vouchers (HCVs) <u>5827</u> Total Combined Units/Vouchers <u>6203</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)						
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
					PH	HCV
	Lead PHA:					

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: SEE ATTACHED AUDIT FINDINGS</p>

B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See Attached</p>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FYE 2016 – ANTICIPATED RENOVATIONS COMPLETED OR SCHEDULED FOR COMPLETION:
(07/01/2017 – 06/30/2018)**

TABLE 1

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road	Cottage City Towers
	Elevator Upgraded Phases 1 and 2	Building waterproofing and interior repair of exterior Windows in Select units
	Emergency Generator Installation	Retro-Fitted (2) ADA/504 Units
	Electrical Upgrades to Community Room and Management Office	Relocated Annunciator panel
		Replaced Recirculating pumps
INCREASE MARKET / CURB APPEAL	Exterior Gazebo and Accessible Ramp	Entrance landscaping
	Replaced Picnic tables	
	Replaced Railings at Access Ramp	

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne	Kimberly Gardens	Rollingcrest Villages
	Installed High efficiency HVAC in Select Units	Installed High efficiency HVAC in Select Units	Retro-Fit ADA/504 Unit
		Interior Air Duct Cleaning in select Units	Renovation of Community Center and Laundry
	Remodeled Community Center and laundry Facilities		Installation of ADA /504 unisex toilet in Community Center
	Interior Air Duct Cleaning in select Units		DSL & VPN Connectivity
		Replaced select underground water supply lines	
INCREASE MARKET / CURB APPEAL	. Site Improvements <ul style="list-style-type: none"> • Parking striping • Trees • Erosion • Landscaping • Exterior Lighting 	Site Improvements <ul style="list-style-type: none"> • Parking striping • Replaced Fence sections • Erosion 	Site Improvements Re-stripping and increase to number of accessible parking spaces Repaired benches Repaired Site Lighting

**FY2018 – PLANNED RENOVATION ACTIVITIES:
(07/01/2018 – 06/30/2019)**

The following work activities in Tables 2 describe projects scheduled to take place during FY 18.

TABLE 2

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road 2019	Cottage City Towers 2019
	Upgrade Fire Annunciator System	
		Retro-Fit (2) ADA/504 Units
	Installation of CO2/ Smoke Detectors	Installation of Smoke Detectors
	Replace Cooling Tower	Installation of CO2 Detectors
	Replace Compactor System and Dumpsters	Replace Compactor System and Dumpsters
		Replace Mechanical Facilities Shop Doors
	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	Exterior Window Washing	Exterior Window Washing
		Paint Select Dwelling Units
	Replace/Repair Select Breaker Panels	Replace/Repair Select Breaker Panels
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
	Lead Testing and certification	Lead Testing and certification
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance
INCREASE MARKET/CURB APPEAL	Flooring Replacement	Flooring Replacement
	Replace Concrete apron	Access road asphalt repair
	Landscaping	Landscaping

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne 2019	Kimberly Gardens 2019	Rollingcrest Villages 2019
	Retro-Fit (2) UFAS Units	Retro-Fit (2) ADA/504 Units	Retro-Fit (2) UFAS Units
	Installation of CO2 Detectors	Installation of CO2 Detectors	Installation of CO2 Detectors
	Lead Testing and certification	Lead Testing and certification	Lead Testing and certification
		Unit Renovation to include Kitchens, Bathrooms	Concrete sidewalk repair and curb cuts
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
INCREASE MARKET/CURB			

APPEAL	Landscape and Erosion	Landscape and Erosion	Landscape and Erosion

**FIVE (5) YEAR RENOVATION PLAN:
(07/01/2018 – 06/30/2021)**

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

TABLE 3

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	1100 Owens Road 5-Year Plan	Cottage City Towers 5-Year Plan
		Retro-Fit (2) UFAS Units
	Cooling Tower	Replace Elevators
	Onsite Health Clinic Dimensions /PGCHD	Onsite Health Clinic Dimensions /PGCHD
	Install New Appliances PHA-Wide	Install New Appliances PHA-Wide
	Install 2 Recirculating Pumps	Interior Unit Painting
	Install New Communications (Low-Voltage Wiring)-Comcast	Install New Communications (Low-Voltage Wiring)
	Install New Flooring	Install New Flooring
	Renovate Kitchens and Baths	Renovate Kitchens and Baths
	Vacancy Turnaround & Emergency Maintenance	Vacancy Turnaround & Emergency Maintenance
	Implement Energy Conservation Measures(ECMs)	Implement Energy Conservation Measures(ECMs)
	Site Lighting (LED)	Site Lighting (LED)
	Replace Concrete Driveway Apron and walkway at Rear of Building	
	Replace/Repair Concrete Front Entry underneath Canopy	
	Parging Exteriors On Select Buildings	
	Tenant Mail Boxes	Tenant Mail Boxes
RESIDENT SATISFACTION INCREASE MARKET/CURB APPEAL	Upgrade Security Camera System	Upgrade Security Camera System
	Landscaping Window Washing Bike Rack	Landscaping Bike Rack

INCREASE MARKET/CURB APPEAL	
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- **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:
FYB2018
(07/01/2018 – 06/30/2021)**

TABLE 4

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

BUILDING CODE AND SAFETY/ SECURITY REQUIREMENTS	Marlborough Towne 5-Year Plan	Kimberly Gardens 5-Year Plan	Rollingcrest Villages 5-Year Plan
	Retro-fit UFAS Units ADA/504 Accessible	Replace select DU Entry Doors And Storage Units	Retro-fit UFAS Units ADA/504 Accessible
	Parging Exteriors On Select Buildings	Parging Exteriors On Select Buildings	Parging Exteriors On Select Buildings
	Ventilation Duct Cleaning	Ventilation Duct Cleaning	Ventilation Duct Cleaning
	*Renovate Family Units – Kitchens and Bathrooms	*Renovate Units –Incl. Kitchens and Bathrooms and Lofts (where applicable)	*Renovate Units –Incl. Kitchens and Bathrooms
	Install New Select Appliances	Install New Select Appliances	Install New Select Appliances
		Replace Gas Flex lines w/ gas solid fittings	Install ADA Access ramp at Laundry Facility (Chillum)
	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters	Install Energy Efficient Water Heaters
		Replace Concrete Patio Pads and fencing	Replace Front Entry and Storm Doors
	Installation of CO2 Detectors	Replace Siding	Replace/Repair Concrete walkways and drainage
	Parging Exteriors <i>On Select Buildings</i>	Parging Exteriors <i>On Select Buildings</i>	Parging Exteriors <i>On Select Buildings</i>
		Correct Sub-Flooring Foundation and Install New Floor Covering	Conduct Comprehensive Sewer Study & Replace Broken Sewer Lines
	*Select Vacancy Turnaround	*Select Vacancy Turnaround	*Select Vacancy Turnaround
	Install Security Camera System	Install Security Camera System	Install Security Camera System

	Upgrade Computers in Family Resources Academy	Upgrade Computers in Family Resources Academy	Installation of CO2 Detectors
	Correct Erosion Landscape	Correct Erosion Landscape	Correct Erosion Landscape
RESIDENT SATISFACTION	Implement Energy Conservation Measures	Implement Energy Conservation Measures	Implement Energy Conservation Measures
	Site Lighting (LED)	Site Lighting (LED)	Site Lighting (LED)
	Replace Flooring	Correct Sub-Flooring Foundation and Install New Floor Covering	Correct Sub-Flooring Foundation and Install New Floor Covering
	Upgrade Computers in Family Resources Academy	Upgrade Computers in Family Resources Academy	
INCREASE MARKET/CURB APPEAL			
	Landscaping Playground improvements	Landscaping Playground improvements	Landscaping



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

August 16, 2017

Mr. Eric C. Brown
Executive Director
Housing Authority of
Prince Georges County
9400 Peppercorn Place, Suite 200
Largo, MD 20774

IN REPLY REFER TO: 3GPH/KL

Dear Mr. Brown:

SUBJECT: Fiscal Year 2017 Capital Fund Program (CFP), MD39P01550117

This letter is to advise you that the United States Department of Housing and Urban Development (HUD) District of Columbia Office of Public Housing (DCOPH) has approved 2017 Capital Grant Funds in the amount of **\$442,417.00** for the Housing Authority of Prince George's County (HAPGC).

We have received and reviewed your submission of the Annual Contributions Contract (ACC) Amendment. Our review is complete and enclosed for your records is a fully executed CFP Amendment (**2017-01**). Please remember this action allows HUD to reserve and contract your CFP FY 2017 Formula Grant.

We will address your Annual Statement (budget) separately, via paper or online notification. Upon approval, the grant funds will be entered into the Line of Credit Control System (LOCCS), in accordance with the budget line items requested in your statement. You will also be notified if the Authority is required to update or modify the 5-Year Action Plan.

Please note that Pursuant to 24 CFR Part 58, although the ACC Amendment authorizing the reservation of the Capital Funds in LOCCs has been signed, PHAs are required to be in compliance with the regulations regarding environmental clearance before drawing down funds from LOCCS for any hard costs budget line items.

Please note the following very important dates for this grant:

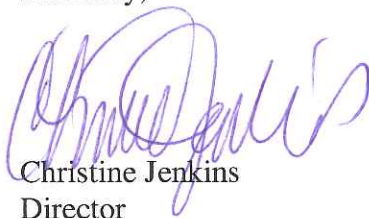
Obligation Start Date: August 16, 2017
Obligation End Date: August 15, 2019
Expended End Date: August 15, 2021

In conclusion, when making purchases, please be mindful that HUD encourages the use of Energy Star Products, which come in such categories as appliances, lighting, windows and doors, heating and cooling, room air cleaners, exit signs, office equipment, electronics, etc. These products save energy and money while protecting the environment. For more information on the Energy Star Program as well as Energy Star qualified products, you may access the following website:

<http://www.hud.gov/offices/pih/programs/ph/phecc/federal.cfm>

If we can be of further assistance to you or your staff during this process, please feel free to contact Kamille Lonon at (202) 275-6296.

Sincerely,



Christine Jenkins
Director
Office of Public Housing

2017 Capital Fund

Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)

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

Whereas, (Public Housing Authority)	Housing Authority of Prince Georges County	MD015	(herein called the "PHA")
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and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) P-195 dated 3/21/1969

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 442,417.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number MD39P01550117
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 2017-1

Now Therefore, the ACC(s) is (are) amended as follows:

- The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
- The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
- The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
- For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
- Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
- Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
- The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

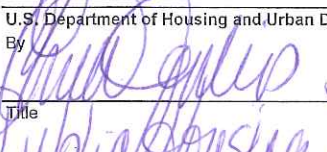

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 8/16/2017. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By:  Date: <u>8/16/17</u>	PHA (Executive Director or authorized agent) By:  Date: <u>7/27/17</u>
Title: <u>Public Housing Director, CFP</u>	Title: <u>Executive Director</u>

Part I: Summary					
PHA Name/Number: Housing Authority of Prince George's County - MD015		Locality: (City/County & State) Largo/Prince George's/Maryland		[x] Original 5-Year Plan [] Revision No.: _____	
A. Development Number/Name	Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year 2 FFY <u>2019</u>	Work Statement for Year 3 FFY <u>2020</u>	Work Statement for Year 4 FFY <u>2021</u>	Work Statement for Year 5 FFY <u>2022</u>
MD 15-2, Owens Road	See Annual	\$0.00	\$0.00	\$25,000.00	\$10,000.00
MD 15-3, Marborough Towne		\$0.00	\$0.00	\$0.00	\$0.00
MD 15-4, Kimberly Gardens		\$0.00	\$0.00	\$71,000.00	\$0.00
MD 15-6, Cottage City Towers		\$110,000.00	\$0.00	\$25,000.00	\$10,000.00
MD 15-7, Rollingcrest Village		\$0.00	\$0.00	\$0.00	\$15,000.00
Agency Wide Physical Improvements		\$0.00	\$120,000.00	\$70,000.00	\$70,000.00
B. Physical Improvements Subtotal		\$110,000.00	\$120,000.00	\$191,000.00	\$105,000.00
C. Management Improvements (1408)		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
D. HA - Wide Nondwelling Structures and Equipment (1465/1475)		\$96,000.00	\$86,743.12	\$10,000.00	\$91,743.12
E. Administration (1410)		\$38,500.00	\$38,500.00	\$38,500.00	\$38,500.00
F. Other (1430, 1495, 1502)		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
G. Operations		\$68,252.62	\$67,050.12	\$72,577.62	\$76,962.63
H. Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I. Development		\$0.00	\$0.00	\$0.00	\$0.00
J. Capital Fund Financing - Debt Service		\$114,664.38	\$115,123.76	\$115,339.38	\$115,211.25
K. Total CFP Funds	\$442,417.00	\$442,417.00	\$442,417.00	\$442,417.00	
L. Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00	
M. Grand Total	\$442,417.00	\$442,417.00	\$442,417.00	\$442,417.00	
Signature of Executive Director		Signature of Public Housing Director		Date	
Date		Date		Date	

Part II: Supporting Pages - Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year 2 FFY <u>2019</u>			Work Statement for Year 3 FFY <u>2020</u>			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement	PHA Wide <u>Dwelling Structures</u> MD 15-6, Cottage City Towers - Replace Elevator Total: MD 15-6	1	<u>\$110,000.00</u> \$110,000.00	PHA Wide <u>Dwelling Structures</u> - Retro-Fit ADA / 504 Units - Implement Energy Conservation Measures (ECM's) - PHA Wide - Parging Exterior Buildings Total: PHA Wide	LS	\$60,000.00 \$10,000.00 <u>\$50,000.00</u> \$120,000.00	
	Operations -Operations - Vacancy Reduction Total for Account 1406	LS	<u>\$68,252.62</u> \$68,252.62	Operations -Operations - Vacancy Reduction Total for Account 1406	LS	<u>\$67,050.12</u> \$67,050.12	
	Administration -Administration Total for Account 1410	LS	<u>\$38,500.00</u> \$38,500.00	Administration -Administration Total for Account 1410	LS	<u>\$38,500.00</u> \$38,500.00	
	Fees and Costs -Architctual & Engineering Fees: Fire Annunciator System Total for Account 1430		<u>\$5,000.00</u> \$5,000.00	Fees and Costs -Architctual & Engineering Fees: Elevator Replacement Total for Account 1430		<u>\$5,000.00</u> \$5,000.00	
	Dwelling Equipment - Nonexpendable - MD 15-2 Owens Road - HVAC Cooling Tower - MD 15-4 Gas Flex Lines - Security Camera Upgrade (to Include Comcast req.) Total for Account 1465.1	LS LS 5	<u>\$50,000.00</u> <u>\$6,000.00</u> <u>\$30,000.00</u> \$86,000.00	Dwelling Equipment - Nonexpendable - PHA Wide - Energy Efficient Water Heater - MD 15-2 Owens RD - 2 Install two recirculating pumps - PHA Wide - Upgrade Energy Efficient Security Lighting Total for Account 1465.1	LS LS	\$40,000.00 \$31,743.12 <u>\$15,000.00</u> \$86,743.12	
	Non-Dwelling Equipment - Upgrade Family Resource Academy Computers Total for Account 1475	LS	<u>\$10,000.00</u> \$10,000.00	Non-Dwelling Equipment Total for Account 1475		<u>\$0.00</u> \$0.00	
	Debt Service =Debt Repayment Total for Account 1501	LS	<u>\$114,664.38</u> \$114,664.38	Debt Service =Debt Repayment Total for Account 1501	LS	<u>\$115,123.76</u> \$115,123.76	
	Subtotal of Estimated Cost			\$432,417.00	Subtotal of Estimated Cost		
	Subtotal of Estimated Cost			\$432,417.00	Subtotal of Estimated Cost		
	Signature of Executve Director	Date	Signature of Public Housing Director	Date			

Part II: Supporting Pages - Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year 4 FFY <u>2021</u>			Work Statement for Year 5 FFY <u>2022</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	PHA Wide <u>Dwelling Structures</u> - Retro-Fit ADA / 504 Units - Implement Energy Conservation Measures (ECM's) Total: PHA Wide		\$60,000.00 \$10,000.00 \$70,000.00	PHA Wide <u>Dwelling Structures</u> - Retro-Fit ADA / 504 Units - Implement Energy Conservation Measures (ECM's) Total: PHA Wide		\$60,000.00 \$10,000.00 \$70,000.00
	MD 15-2, Owens Road - Building Chute Compactor Total: MD 15-2	1	\$25,000.00 \$25,000.00	MD 15-2, Owens Road - Lobby Flooring Total: MD 15-2	1	\$10,000.00 \$10,000.00
	MD 15-4, Kimberly Gardens - Concrete Pads and Fencing - Siding Select Areas Total: MD 15-6	LS LS	\$31,000.00 \$40,000.00 \$71,000.00	MD 15-6, Cottage City - Lobby Flooring Total: MD 15-6	1	\$10,000.00 \$10,000.00
	MD 15-6, Cottage City - Building Chute Compactor Total: MD 15-6	1	\$25,000.00 \$25,000.00	MD 15-7, Rollingcrest - HD Screen Doors Total: MD 15-7	40	\$15,000.00 \$15,000.00
	Operations -Operations - Vacancy Reduction Total for Account 1406	LS	\$72,577.62 \$72,577.62	Operations -Operations - Vacancy Reduction Total for Account 1406	LS	\$76,962.63 \$76,962.63
	Administration -Administration Total for Account 1410	LS	\$38,500.00 \$38,500.00	Administration -Administration Total for Account 1410	LS	\$38,500.00 \$38,500.00
	Fees and Costs -Architectual & Engineering Fees: UFAS / 504 DU compliance Total for Account 1430	10%	\$5,000.00 \$5,000.00	Fees and Costs -Architectual & Engineering Fees: Total for Account 1430	10%	\$5,000.00 \$5,000.00
	Dwelling Equipment - Nonexpendable Total for Account 1465.1		\$0.00	Dwelling Equipment - Nonexpendable PHA Wide - Energy Efficient HVAC PHA Wide - Upgrade Energy Efficient Security Lighting MD 15-2 Owens Road - Install 2 Recirculating Pumps Total for Account 1465.1		\$45,000.00 \$15,000.00 \$31,743.12 \$91,743.12
	Non-Dwelling Equipment PHA Wide- 'Outdoor Play ground Equipment /Furniture Total for Account 1475	LS	\$10,000.00 \$10,000.00	Non-Dwelling Equipment Total for Account 1475		\$0.00
	Debt Service =Debt Repayment Total for Account 1501	LS	\$115,339.38 \$115,339.38	Debt Service =Debt Repayment Total for Account 1501	LS	\$115,211.25 \$115,211.25
		Subtotal of Estimated Cost	\$432,417.00		Subtotal of Estimated Cost	\$432,417.00
	Signature of Executive Director	Date	Signature of Public Housing Director	Date		

Part III: Supporting Pages - Management Needs Work Statement(s)

Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year 2 FFY <u>2019</u>			Work Statement for Year 3 FFY <u>2020</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Management Improvements -Staff and Resident Advisory Board Training: Leadership training by Housing Professional Company	LS	\$10,000.00	Management Improvements -Staff and Resident Advisory Board Training Leadership training by Housing Professional Company	LS	\$10,000.00
	Total for Account 1408		\$10,000.00	Total for Account 1408		\$10,000.00
	Subtotal of Estimated Cost		\$10,000.00	Subtotal of Estimated Cost		\$10,000.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Part III: Supporting Pages - Management Needs Work Statement(s)

Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year 4 FFY <u>2021</u>			Work Statement for Year 5 FFY <u>2022</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Management Improvements -Staff and Resident Advisory Board Training Leadership training by Housing Professional Company	LS	\$10,000.00	Management Improvements -Staff and Resident Advisory Board Training Leadership training by Housing Professional Company	LS	\$10,000.00
	Total for Account 1408		\$10,000.00	Total for Account 1408		\$10,000.00
	Subtotal of Estimated Cost		\$10,000.00	Subtotal of Estimated Cost		\$10,000.00

Signature of Executive Director _____ Date _____ Signature of Public Housing Director _____ Date _____

Part I: Summary					
PHA Name: Housing Authority of Prince George's County		Grant Type and Number Capital Fund Program Grant No: MD39P015501-18 Date of CFFP: _____			FFY of Grant: 2018
					FFY of Grant Approval:
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Performance and Evaluation Report for the Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 20% of line 20) ³	50,483.40	0.00	0.00	0.00
3	1408 Management Improvements	10,000.00	0.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	38,500.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	44,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	75,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Non-expendable	96,000.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	9,262.97			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service Paid by the PHA	119,170.63	0.00	0.00	0.00
18b	9000 Collateralization of Debt Service Paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of Line 20)				
20	Amount of Annual Grant (Sum of lines 2 - 19)	442,417.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance	147,501.99			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	10,000.00			
Signature of Executive Director _____		Date _____		Signature of Public Housing Director _____	
				Date _____	

¹ to be completed for the Performance and Evaluation Report

² To be completed for the performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in Management may use 100% of CFP Grants for Operations

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of Prince George's County		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2018			
Development Number/Name PHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	Operations: Vacancy Turnaround	1406	NA	50,483.40				
PHA-Wide	<u>Site Improvement</u> - Exterior Window Cleaning	1450	LS	20,000.00				
MD15-6	- MD 15-3 Marl Towne Entry Partiton Fencing	1450	20	24,000.00				
PHA-Wide	<u>Dwelling Structures</u> - Ventilation Duct Cleaning	1460	LS	24,000.00				
MD15-6	<u>Marlborough Towne</u> - MD 15-3 Marl Towne Gas Flex Lines	1460		6,000.00				
MD15-7	<u>Rollingcrest Village</u> - MD 15-7, Rolling Crest Villages ext doors	1460	40	45,000.00				
PHA-Wide	<u>Dwelling Equipment</u> - PHA Wide - Upgrade Appliances	1465	25	15,000.00				
MD15-2	<u>1100 Owens Road</u> - MD 15-2 Update Fire Annunciator System	1465		51,000.00				
MD15-6	<u>Cottage City</u> - MD 15-6 Cottage City - 2 Install two recirculating	1465		30,000.00				
PHA-Wide	<u>Non-Dwelling Equipment</u> Computer Tablets	1475		9,262.97				
	Subtotal:			274,746.37	0.00			

¹ To be completed for the performance and Evaluation Report or a Revised Annual Statement

² to be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Housing Authority of Prince George's County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FFY of Grant: 2018 CFFP (Yes/No):			
Development Number/Name PHA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	Management Improvement: Hard Cost: Housing Software Soft Cost: Leadership Training for the RA board by Housing Professionals	1408	NA	10,000.00				
PHA-Wide	Administration	1410	NA	38,500.00				
PHA-Wide								
PHA Wide	Debt Service	1501	NA	119,170.63				
	Subtotal:			167,670.63	0.00			
	Grant Total (Pages 2 & 3)			442,417.00	0.00			

¹ To be completed for the performance and Evaluation Report or a Revised Annual Statement

² to be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of Prince George's County			Federal FFY of Grant: 2018		
Development Number Name / PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Fund Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA - WIDE	2020	2020	2022	2022	

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

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

Emergency Transfers

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

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

Eligibility for Emergency Transfers

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

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

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

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

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

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

Emergency Transfer Request Documentation

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

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

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

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

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

Emergency Transfer Timing and Availability

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

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

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

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

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

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

Actions Against Perpetrator:

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

Confidentiality

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

Safety and Security of Participants

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

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

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

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

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

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

**HOUSING AUTHORITY OF
PRINCE GEORGE'S COUNTY, MARYLAND**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2017

**HOUSING AUTHORITY OF
PRINCE GEORGE'S COUNTY, MARYLAND
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INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Housing Authority of Prince George's County, Maryland
Largo, Maryland

Report on the Financial Statements

We have audited the accompanying financial statements of the Housing Authority of Prince George's County, Maryland (the Authority), which comprise the statement of net position as of June 30, 2017, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of June 30, 2017, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 11, the schedule of the Authority's proportionate share of the net pension liability—Maryland State Retirement and Pension System on page 32, the schedule of the Authority's Contributions—Maryland State Retirement and Pension System on page 33, and the notes to the required supplementary information on page 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The financial data schedules, as listed on the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is also presented for purposes of additional analysis and is not a required part of the basic financial statements.

The financial data schedule and schedule of expenditures of federal awards is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedule and schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Board of Commissioners
Housing Authority of Prince George's County, Maryland

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 21, 2017, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Baltimore, Maryland
September 21, 2017

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

The Management's Discussion and Analysis (MD&A) of the Housing Authority of Prince George's County (the Authority) is designed to accomplish the following: (a) describe the operations of the Authority; (b) assist the reader in understanding significant financial issues; (c) provide an overview of the Authority's financial activity and results of its operations; (d) identify the significant reasons for the change in the Authority's financial position; (e) identify and discuss any other significant issues or concerns.

The Authority was established in 1969 to provide Prince George's County, Maryland residents with low to moderate incomes with safe, decent, and affordable housing. Most of the affordable housing is in the form of rental units that must meet rigorous housing quality standards. The Authority also provides its participant families with programs that encourage them to become self-sufficient which may potentially lead to homeownership opportunities.

Since the MD&A is designed to focus on the activities that occurred during the current year under audit, the resulting changes, and currently known facts, it should be read in conjunction with the Authority's financial statements (beginning on Page 12).

HIGHLIGHTS

Financial Highlights

- The Authority's total net position decreased by \$569,234 (approximately 4.2%) in fiscal year 2017. The Authority's operating revenues increased by \$12.64 million (approximately 17.6%). Operating expenses increased by \$12.44 million (approximately 17.0%). The operating loss for fiscal year 2017 was \$960,677 as compared to an operating loss of \$1,166,929 for fiscal year 2016.
- Overall, the U.S. Department of Housing and Urban Development (HUD) provided the Authority with funding in an amount that was sufficient for its Housing Choice Voucher Program (HCV) housing assistance obligations.
- Capital contributions used to acquire, improve, or demolish long-lived assets, were \$380,960 in fiscal year 2017 as compared to \$352,981 in fiscal year 2016, an increase of approximately 7.9%. Improvements to the public housing property owned by the Authority were made using proceeds from various grants
- Approximately 96% of the operating revenues of the Authority came directly from HUD in both fiscal years 2017 and 2016.

Authority Highlights

Upper management of the Authority is reviewing all aspects of its operations, and has pledged to make the organizational structure of the Authority as efficient and responsive as possible to the needs of its clients and the community. The Authority is presently comprised of two support units: (1) the Executive Director's Office and the Financial and Administrative Services Division, and (2) two Divisions that operate Programs, the Rental Assistance Division (RAD) and the Housing Assistance Division (the HAD). The RAD is charged with ensuring that families and individuals who participate in its various Section 8 programs have affordable, high quality, and safe residential rental units. The HAD manages public housing residential units that are owned by the Authority. The HAD also manages twenty additional residential units that are also owned by the Authority but are not a part of the public housing stock. The operations of both Divisions in fiscal year 2017 and the assistance provided to their clients are highlighted below.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

The Rental Assistance Division

The Authority receives federal funds directly from HUD to administer the voucher program. The rental assistance division (RAD) received \$77,645,878 in fiscal year 2017 as compared to \$67,829,545 in fiscal year 2016, to provide housing assistance payments for its HCV programs.

The RAD provides federal housing assistance to low income families who have met federal eligibility requirements through the HCV program. The HCV program provides decent, safe, and sanitary housing in the private market to participant families. Under the HCV Program, a housing subsidy is paid to the landlord directly by the Authority on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the Authority, a family may use its voucher to purchase a modest home. Because of the housing assistance, the family or individual participants are able to find their own housing, including single-family homes, townhouses and apartments.

The RAD continues to perform landlord outreach and seminars for prospective landlords. The landlord seminars continue to be held to exchange information and experiences between RAD staff and landlords. Landlords receive a detailed account of program operations with emphasis on landlord responsibilities to the family and to the program.

In fiscal year 2017, the RAD administered a total of 5,035 leased (allocated, 5,827) vouchers that include 104 Project-Based vouchers in addition to 172 Moderate Rehabilitation units. During fiscal year 2016, the RAD was awarded an additional 25 vouchers for the Veterans Affairs Supportive Housing Program (VASH). The additional award for the VASH program brings the total number of Tenant-Based vouchers to 150.

During fiscal year 2017, there were 440 families participating in the Family Unification Program (FUP). The Family Unification Program provides housing assistance to reunite families when children are placed in foster care or when parents are in imminent danger of separation from their children due to a lack of adequate housing.

The Family Self-Sufficiency Program (FSS) is an innovative, voluntary program that helps Section 8 families to become economically self-sufficient. In fiscal year 2017, the RAD had 106 active Family Self-Sufficiency Program participants. During fiscal year 2017, 2 families completed their contract and graduated from the program and 3 families moved into the Housing Choice Voucher Homeownership program. The Housing Choice Voucher Homeownership program has been successful in helping program participants reach their goal of becoming first-time homebuyers. In fiscal year 2017, there were 66 families participating in this program.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

The Housing Assistance Division

The HAD of the Authority manages approximately 400 rental units, including five public housing residential sites consisting of 376 units. The 376 public housing units are funded by a HUD operating subsidy of approximately \$1,326,207 and \$1,305,365 for fiscal years 2017 and 2016, respectively. Tenant rental and other revenue from the public housing sites were \$1,414,855 and \$1,389,153 for fiscal years 2017 and 2016, respectively. The subsidy and tenant rents are the primary sources of revenue used for the day-to-day operations of the public housing sites.

In fiscal year 2017, the Authority expended over \$1,255,294 for property repairs, maintenance and improvements on its public housing sites. By comparison, in fiscal year 2016, the Authority expended over \$1,060,558 for property repairs, maintenance and improvements. The Authority's aging public housing sites require a significant amount of maintenance and repair. Each of them is 40 years old or older. When funding permits, the strategy is to replace aging major building systems and envelope parts that are approaching the end of their useful lives and require frequent and costly repairs in order to meet building code and HUD physical inspection requirements.

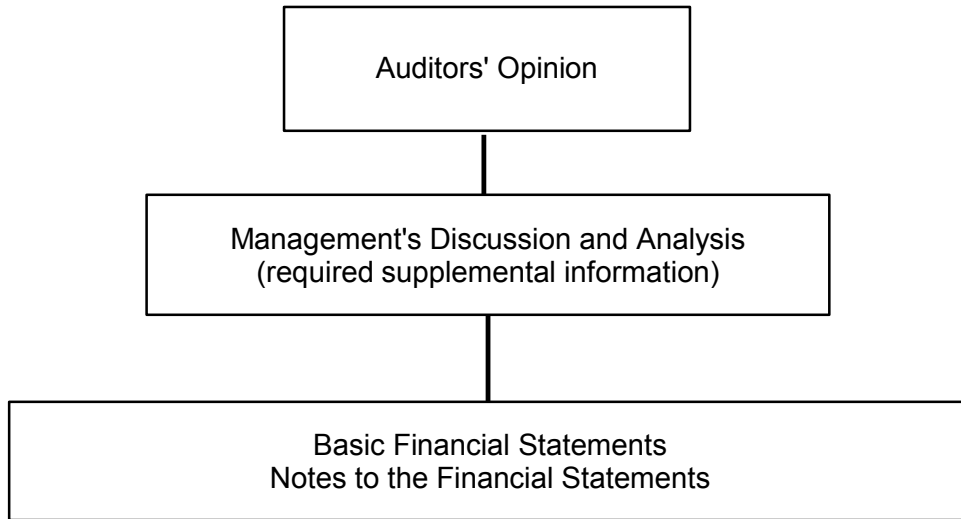
Of the 376 public housing units, 364 (almost 96%) of the units are committed to elderly and disabled persons. Support services such as a meals program, nutrition counseling, health wellness management workshops, information and referral, casework management services and transportation are also offered to the elderly and disabled tenant population. The remaining 80 units are devoted to housing low-income families. The HAD has collaborated with local law enforcement to sponsor crime prevention and awareness programs for the elderly and families with children. Also, sworn law enforcement officers have been recruited to live at five of the public and assisted housing sites. All of the officers have take-home vehicles which are prominently parked on their respective properties. In exchange for reduced rents, the officers sign employment agreements which require them to maintain high visibility, conduct site surveillance, and perform law enforcement duties to help make the properties safer and provide a sense of well-being for the residents. The HAD has developed programs to improve children's reading skills, phonetics, decoding, and word comprehension and overall assist in children achieving classroom success through high school and beyond.

HUD requires all Public Housing Agencies with more than 400 public housing rental units to conform their operations and management of those units to the practices followed by privately owned and operated commercial properties. HUD has named its program "Asset Management." The Authority's management elected not to participate in the "Asset Management Program" since the Authority owns and manages less than 400 public housing units.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

USING THIS FINANCIAL REPORT

The Authority's reporting format follows the Governmental Accounting Standards Board's (GASB) Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*. Consequently, management utilizes the following graphic to assist the readers' understanding of the components of this financial report.



Basic Financial Statements

The basic financial statements are formatted to present the Authority in a corporate-like presentation. The Authority's activities are accounted for as an enterprise fund for financial reporting purposes. Typically, an enterprise fund is used to account for activities that are financed and operated in a manner similar to a private commercial business. The intent of such a fund is to recover its costs (expenses, including depreciation) of operating by charging user fees, or where the local government has decided that a periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The Authority has included the activities of two blended non-profit component units (Prince George's Residential Development Corporation and the Prince George's Urban Development Corporation) in its financial statements. The Authority's component units are separate entities over which the Authority exercises influence and/or may be obligated to provide financial subsidies or other assistance. The component units were established and operate in a manner that is compatible with the Authority's established mission and purpose. More specifically, the component units are involved with homeownership and housing for low to moderate income County residents.

The accompanying financial statements report the net position, revenues and expenses of the Authority as of and for the year ended June 30, 2017. More detailed information can be obtained from the audited financial statements beginning on page 12.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

Condensed Statement of Net Position

	2017	2016	Variance (\$)	Variance (%)
Assets				
Cash and Cash Equivalents	\$ 6,886,098	\$ 6,554,283	\$ 331,815	5.06%
Other Current Assets	3,666,703	3,699,587	(32,884)	-0.89%
Capital Assets, Net	12,337,766	12,605,958	(268,192)	-2.13%
Other Noncurrent Assets	823,587	818,351	5,236	0.64%
Total Assets	\$ 23,714,154	\$ 23,678,179	\$ 35,975	0.15%
Deferred Outflow of Resources	\$ 911,947	\$ 837,468	\$ 74,479	8.89%
Liabilities				
Current Liabilities	\$ 2,422,204	\$ 2,686,415	\$ (264,211)	-9.84%
Noncurrent Liabilities	8,469,347	8,020,886	448,461	5.59%
Total Liabilities	\$ 10,891,551	\$ 10,707,301	\$ 184,250	1.72%
Deferred Inflow of Resources	\$ 757,220	\$ 261,782	\$ 495,438	189.26%
Net Position, as Restated				
Invested in Capital Assets Net of Related Debt	\$ 11,738,682	\$ 11,921,291	\$ (182,609)	-1.53%
Restricted	227,455	914,804	(687,349)	-75.14%
Unrestricted	1,011,193	710,469	300,724	42.33%
Total Net Position	\$ 12,977,330	\$ 13,546,564	\$ (569,234)	-4.20%

Discussion of Statement of Net Assets

As of June 30, 2017, total assets decreased by \$74 thousand when compared to the total as of June 30, 2016. Cash and cash equivalents increased \$331,815. This increase is due primarily to \$122,704 of July 2017 subsidy received in June 2017 and increase in funding for the Housing Choice Voucher Program.

Other current assets remained consistent. At June 30, 2017, the Authority owned approximately 27 unimproved properties, with a total recorded value of \$2,651,832, that are not being used in its operations and are available for sale or development. The proceeds from the sale or development of some of the unimproved properties may be used to help fund the Authority's operations in the future.

Capital assets had a decrease of \$268,192, which represents the net of current year additions of \$567,462, depreciation expense of \$1,078,820, and a one-time adjustment to accumulated depreciation due to the implementation of a new fixed asset module of \$243,166. For more information regarding capital assets see Note 6 to the financial statements.

Total current liabilities decreased by \$264,211 as of June 30, 2017 when compared to June 30, 2016. Long-term liabilities increased by \$448,461. Total liabilities increased by \$184,250. The decrease in current liabilities is due to reclassification of cost to long term to reflect anticipated timing of repayment of amounts owed to the County.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

The increase in noncurrent liabilities is due increase in reimbursement due to the County for salaries. The Prince George's County, Maryland Government pays the Authority's employees, and the Authority reimburses the County for compensation and benefits, including Other Post-Employment Benefits, Retirement, Health Insurance, Workers' Compensation, etc. Those liabilities are a part of the amount that is due to related governmental units.

Included in the Authority's financial statements is a loan payable with an original face amount of \$1,465,000. The loan was made by the Maryland Department of Housing and Community Development in December 2003 and it matures in July 2023. The loan proceeds were used to make improvements at one of the Authority owned Public Housing properties. The balance of the loan that was outstanding at June 30, 2017 was \$599,084. The amount of interest paid on the loan in fiscal year 2017 was \$14,393. Additional details regarding the loan appear in Note 7 of the financial statements.

	<u>2017</u>	<u>2016</u>	<u>Total Change</u>	<u>% Change</u>
Operating Revenue				
Dwelling Rental	\$ 1,558,473	\$ 1,528,945	\$ 29,528	1.93%
HUD Operating Grants	81,251,366	69,314,606	11,936,760	17.22%
Other Grants and Revenue	<u>1,477,075</u>	<u>1,041,825</u>	<u>435,250</u>	41.78%
Total Operating Revenues	<u>84,286,914</u>	<u>71,885,376</u>	<u>12,401,538</u>	17.25%
Operating Expenses				
Administrative	\$ 6,550,097	\$ 6,655,395	\$ (105,298)	-1.58%
Tenant Expense	135,095	109,722	25,373	23.12%
Utilities Expense	788,751	828,491	(39,740)	-4.80%
Ordinary Maintenance and Operation	1,519,410	1,524,236	(4,826)	-0.32%
General Expenses	146,463	188,869	(42,406)	-22.45%
Housing Assistance Payments	75,272,129	62,572,716	12,699,413	20.30%
Depreciation Expense	<u>835,646</u>	<u>1,172,876</u>	<u>(337,230)</u>	-28.75%
Total Operating Expenses	<u>85,247,591</u>	<u>73,052,305</u>	<u>12,195,286</u>	16.69%
Operating Income Loss	(960,677)	(1,166,929)	206,252	-17.67%
Non-Operating Revenues	<u>10,483</u>	<u>(8,219)</u>	<u>18,702</u>	-227.55%
Change in Net Position before Capital Contributions	(950,194)	(1,175,148)	224,954	-19.14%
Capital Contributions	<u>380,960</u>	<u>352,981</u>	<u>27,979</u>	7.93%
Change in Net Position	(569,234)	(822,167)	252,933	-30.76%
Net Position - Beginning	<u>13,546,564</u>	<u>14,368,731</u>	<u>(822,167)</u>	-5.72%
Net Position - Ending	<u>\$ 12,977,330</u>	<u>\$ 13,546,564</u>	<u>\$ (569,234)</u>	-4.20%

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

Total operating revenues increased to \$84.3 million in fiscal year 2017 as compared to \$71.9 million in fiscal year 2016, for a \$12.4 million net increase. The primary reason for the increase in revenue is an increase in HUD operating grants of \$11.9 million, and an increase in other grants and revenues of \$435 thousand.

The Housing Choice Voucher Program increased in vouchers issued during the year and absorbed several port-in participants. This resulted in a 9.4% increase in occupancy or approximately 480 additional families housed.

Other grants and revenue increased due to additional funding received for the rental assistance payment grant of \$285 thousand and an increase in bond revenue generated from Park of Tanglewood Series 2017 of \$193 thousand

The Authority's operating expenses had a net increase of \$12.2 million in fiscal year 2017, when compared to fiscal year 2016, primarily due to a \$12.6 million increase in housing assistance payments, net other immaterial changes.

The increase in non-operating revenue was due to a one-time loss on sale of capital assets in the prior year.

The Authority received \$380,960 in capital contributions in fiscal year 2017. In fiscal year 2016, the Authority received \$352,981. The funds are used to help modernize the public housing units. Unfortunately, because of the age of the properties, the cost to modernize and maintain the properties exceeds the rental income, which is controlled by federal regulations, and subsidy associated with the units. Traditionally, the Authority loses money operating its public housing program. In past years, management has purposely put the physical appearance of its public housing, and the health and safety of the tenants, ahead of its desire to operate the property at or near break-even. However, new management is making an exhaustive review of the public housing expenses to determine its future course of action for the program. Properties may have to be disposed of but the welfare of the tenants will be paramount in making a final decision.

The overall decrease in net position for fiscal year 2017 was \$569,234 as compared to a decrease of \$822,167 for fiscal year 2016.

Overall Analysis

Overall, in fiscal year 2017, the Authority's net position decreased by \$569,234 primarily due to the factors explained earlier. Management of the Authority is exploring its options for ways to increase its revenues without adversely affecting the livable, affordable housing opportunities it provides to its tenant stakeholders. In that regard, the Authority owns parcels of undeveloped land that may be used to temporarily increase its cash flows. Management is investigating issuing revenue bonds along with exploring other business opportunities that will allow it to earn income over and above that which it might receive from Federal, State or County grant awards. Those additional resources may be used to improve and maintain an aging housing stock, or to invest in technology that will make the Authority's operations more efficient and possibly reduce expenses elsewhere.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2017**

Economically speaking, the Authority's ability to lease housing for Section 8 Program participants is dependent on landlords who are willing to make units available for rental purposes at rates and housing standards that meet HUD requirements. Due to the current turmoil in the housing market, more owners are making their houses available to individuals and families who want to rent. If homeowners are unable to sell their homes, the number of three- and four-bedroom units available for rental purposes should increase.

The Authority does not face any impediments, commitments or limitations that would adversely impact its operations in the near future. It is noteworthy that the Authority has some long-term liabilities that may require the use of future resources. Management of the Authority does not view those liabilities as impediments to its continuing operations. Additional information concerning the long-term liabilities of the Authority can be obtained from the notes to the accompanying financial statements.

The Authority's partnerships with HUD, the County, the State of Maryland, other stakeholders and its own initiatives should continue to make the Authority an important intermediary for assisting eligible residents in finding affordable housing in the local community. The partnerships enable the Authority to continue its contribution to make the County a decent, safe, sanitary, and affordable community for the population it serves.

Conclusion

The above discussion and analysis is presented to provide additional information regarding the activities of the Authority and also to meet the disclosure requirements of the Governmental Accounting Standards Board. If you have questions about the report or need additional financial information, contact the Public Information and Legislative Affairs Officer, Housing Authority of Prince George's County, 9200 Basil Court, Suite 500, Largo, MD 20774, or call (301) 883-5531.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
STATEMENT OF NET POSITION
JUNE 30, 2017

CURRENT ASSETS

Cash and Cash Equivalents - Unrestricted	\$ 6,066,220
Cash and Cash Equivalents - Restricted	819,878
Accounts Receivable, Net	707,114
Due from Other Governmental Units	89,774
Due from Related Governmental Units	217,983
Property Held for Sale	2,651,832
Total Current Assets	10,552,801

NONCURRENT ASSETS

Capital Assets, Net	12,337,766
Other Noncurrent Assets	149,609
Note Receivable	673,978
Total Noncurrent Assets	13,161,353

Total Assets	23,714,154
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DEFERRED OUTFLOW OF RESOURCES - PENSION

	911,947
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Total Assets and Deferred Outflow of Resources	24,626,101
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CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	1,271,704
Due to Other Governmental Units	216,061
Due to Related Governmental Units	517,019
Compensated Absences Payable, Current Portion	26,849
Tenant Security Deposits	143,243
Capital Fund Securitization Revenue Bonds Loans Payable, Current Portion	85,000
Other Current Liabilities	162,328
Total Current Liabilities	2,422,204

NONCURRENT LIABILITIES

Capital Fund Securitization Revenue Bonds Loans Payable, Less Current Portion	514,084
Compensated Absences Payable, Less Current Portion	510,144
Due to Related Governmental Units	4,462,013
Net Pension Liability	2,797,237
Other Noncurrent Liabilities	185,869
Total Noncurrent Liabilities	8,469,347

Total Liabilities	10,891,551
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DEFERRED INFLOW OF RESOURCES

Pension	634,516
Subsidy Received in Advance	122,704
Total Deferred Inflow of Resources	757,220

NET POSITION

Net Investment in Capital Assets	11,738,682
Restricted	227,455
Unrestricted	1,011,193
Total Net Position	12,977,330

Total Deferred Inflow of Resources, Liabilities, and Net Position	\$ 24,626,101
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See accompanying Notes to Financial Statements.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2017**

OPERATING REVENUES

Dwelling Rental	\$ 1,558,473
HUD Operating Grants	81,251,366
Other Governmental Grants	690,322
Development Income	475,420
Other Income	71,156
Other Revenue (Port-in)	240,177
Total Operating Revenues	84,286,914

OPERATING EXPENSES

Administrative	6,550,097
Tenant Expense	135,095
Utilities Expense	788,751
Ordinary Maintenance and Operation	1,519,410
Protective Services	15,397
General Expenses	113,785
Housing Assistance Payments	75,272,129
Extraordinary Maintenance	17,281
Depreciation Expense	835,646
Total Operating Expenses	85,247,591

Operating Loss (960,677)

NON-OPERATING REVENUES (EXPENSES)

Interest Income	24,876
Interest Expense	(14,393)
Total Non-Operating Revenues	10,483

Change in Net Assets Before Capital Contributions (950,194)

CAPITAL CONTRIBUTIONS

380,960

CHANGE IN NET POSITION

(569,234)

Total Net Position - Beginning of Year 13,546,564

TOTAL NET POSITION - END OF YEAR \$ 12,977,330

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2017

CASH FLOWS FROM OPERATING ACTIVITIES

Rental Receipts	\$ 1,555,997
Intergovernmental Receipts	82,242,405
Other Operating Receipts	644,945
Cash Payments for Personnel	(4,874,024)
Cash Payments for Operations	(79,433,714)
Net Cash Flows Provided by Operating Activities	<u>135,609</u>

CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES

Accounts Payable - Related Government	<u>251,866</u>
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CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Purchase of Capital Assets	(567,454)
Payments on Notes Payable	(85,583)
Capital Grant	380,960
Net Cash Flows Used by Capital and Related Financing Activities	<u>(56,727)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest on Investments	24,876
Issuance of Notes Receivable	(9,416)
Interest Paid on Notes Payable	(14,393)
Net Cash Flows Provided by Investing Activities	<u>1,067</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS

331,815

Cash and Cash Equivalents - Beginning of Year

6,554,283

CASH AND CASH EQUIVALENTS - END OF YEAR

\$ 6,886,098

RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES

Operating Loss	\$ (960,677)
Adjustments to Reconcile Operating Loss to Net Cash Provided by Operating Activities:	
Depreciation Expense	835,646
Effects of Changes in Operating Assets and Liabilities:	
Accounts Receivable, Net	31,430
Prepays	1,454
Other Assets	4,180
Net Deferred Outflow / Inflow of Resources - Pension	104,790
Deferred Inflow of Resources - Subsidy	122,704
Accounts Payable and Accrued Expenses	(32,347)
Unearned Revenue	(17,516)
Tenant Security Deposit	19,815
Accrued Compensated Absences	(9,860)
Other Liabilities	35,990
Net Cash Provided by Operating Activities	<u>\$ 135,609</u>

See accompanying Notes to Financial Statements.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

The Housing Authority of Prince George's County, Maryland (the Authority) is a special-purpose government entity, which was organized under the laws of the State of Maryland. The Authority was organized for the purpose of providing low and moderate income families and senior households with decent, safe, and affordable rental housing opportunities. The Authority receives federal, state, and local resources to serve the residents of Prince George's County, Maryland (the County), by upgrading and maintaining the existing housing stock; encouraging the construction of new housing affordable to low and moderate income households; promoting economic development efforts and providing assistance to communities in the County through community development programs; and through various programs, the Authority also encourages and assists eligible families to become homeowners.

The Authority is governed by a Board of Commissioners appointed by the County Executive and confirmed by the Prince George's County Council. The Authority is included as a component unit of the County because of the significance of its operational and financial relationships with the County in that the County provides a significant amount of funding. The Authority has no taxing power.

The accounting policies of the Authority conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the Authority's more significant accounting policies:

Basis of Accounting and Measurement Focus

The Authority prepares its financial statements using the economic resources measurement focus. The flow of economic resources measurement focus and the accrual basis of accounting are used to account for the Authority's funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. All assets and liabilities associated with the operation of these funds are included on the Statement of Net Position.

The Authority's accounts are maintained in accordance with the principles of enterprise fund accounting to ensure the observance of limitations and restrictions on the resources available. All of the Authority's activities are accounted for as an enterprise fund for financial reporting purposes. The Authority is required to follow all statements of Governmental Accounting Standards Board (GASB).

Reporting Entity

In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying the criteria set forth in Sections 2100 and 2600 of the *Government Accounting Standards Board (GASB) Codification of Governmental Accounting and Financial Reporting Standards*, including the following:

- the organization is legally separate (can sue and be sued in its own name)
- the Authority holds the corporate powers of the organization

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

- the Authority appoints a voting majority of the Board of Commissioners
- the Authority is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the Authority
- there is fiscal dependency by the organization on the Authority

Based on these criteria, the following entities have been included in the financial reporting entity as blended component units:

- *The Residential Development Corporation (RDC)* - RDC was established by the Authority to operate a multi-family project called Sugar Hill. The primary project was sold in 2005. There is one single family rental unit remaining.
- *The Urban Development Corporation (UDC)* - UDC was established by the Authority and capitalized with funds obtained from the United States Department of Housing and Urban Development (HUD) through a block grant. UDC operates a revolving fund to grant low-interest second trust mortgages of \$20,000 or less. The mortgages are granted for home improvements and to first-time homebuyers to assist them in obtaining first trust mortgages from outside financing sources. UDC does not prepare separate financial statements.

Under these criteria, the Authority itself qualifies as a component unit of the County.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Changes in prior year's estimates are adjusted in the current year.

Cash and Cash Equivalents

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Accounts Receivable

Accounts receivable consist of payments due from HUD and related affiliates, rent payments due from tenants, and other miscellaneous receivables arising from the normal course of operations. A reserve for uncollectible accounts is established based on management's estimates.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

Capital assets include property held for and under development, operating properties, and capital assets used in operations that cost \$1,000 or more and have an estimated useful life of at least one year. Donated capital assets are recorded at the estimated fair market value on the date received.

The Authority capitalizes costs associated with properties held for and under development, including interest costs during the construction period. The carrying amount of such properties does not exceed the estimated net realizable value.

Capital assets are stated at cost, less accumulated depreciation. Depreciation is computed under the straight-line method over the following estimated useful lives:

Building and improvements	15-40 years
Furniture and Equipment	3-10 year

Proceeds from the disposal of capital assets are recognized in the period received. Proceeds from the sale of property acquired or significantly improved with HUD or State funds are refunded to HUD or the State as required by contract.

Compensated Absences

Authority employees are granted vacation and sick leave in varying amounts. In the event of termination, an employee is reimbursed for accumulated vacation leave earned up to 360 hours, and for sick leave in varying amounts based on employment status as of July 1, 1995. Beginning in fiscal year 1996, sick leave earned is not subject to cash payment to the employee upon separation. Participants in the plan administered by the State Retirement and Pension System of Maryland may apply accrued sick leave as service credits toward retirement. Vested or accumulated vacation and sick leave are recorded as an expense and liability as the benefits accrue to employees.

In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, the liability calculations include an accrual at the current rate for ancillary salary-related payments (i.e., the employer's share of social security and Medicare taxes) associated with its ultimate liquidation.

Property Held for Sale

Property held for sale is recorded at historical cost.

Deferred Outflow of Resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenditure) until the future period. The Authority recognized deferred outflows for pension contributions made subsequent to the measurement date and other items related to the pension.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Inflow of Resources

A deferred inflow of resources represents an acquisition offset position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until the future period. The Authority recognized deferred inflows for the difference between the projected and actual investment earnings related to the pension and subsidy received in advance from HUD.

Pension

For the purpose of measuring the net position liability, deferred outflows of resources and deferred inflows of resources related to pension and pension expense, information about the fiduciary net position of the Maryland State Retirement and Pension System (the Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds on employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Net Position

Net Position is displayed in three components:

Net investment in capital assets—This component of net position consists of all capital assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted—This component of net position consists of restricted assets when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted—This component consists of net position that does not meet the definition of "Net Investment in Capital Assets" or "Restricted Net Position."

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first and unrestricted resources as needed.

Interfund Activity

Interfund receivables and payables are eliminated from the statement of net position to minimize the "grossing-up" effect on assets and liabilities. Similarly, interfund revenues and expenses are eliminated from the statement of revenues, expenses and changes in net position to remove the "doubling-up" effect on revenue and expenses.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenues

Dwelling rent income, HUD grants received for operations, other operating fund grants and operating miscellaneous income are shown as operating income. HUD grants received for capital assets and all other revenue is shown as non-operating revenue.

These financial statements do not contain material inter-fund revenues and expenses for internal activity. The policy is to eliminate any material inter-fund revenues and expenses for these financial statements.

Capital Grants

In accordance with GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, the Authority recognizes capital grants earned as revenues and not as a direct addition to net assets.

Interest Expense

Interest is expensed as incurred except when interest is incurred during the construction period and is capitalized as part of the cost of the asset.

New Accounting Pronouncements

In fiscal year 2017, the Authority implemented the following GASB Statements:

GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68*, and Amendments to Certain Provisions of GASB Statements 67 and 68. The objective of this Statement is to improve the usefulness of information about pensions included in the general purpose external financial reports of state and local governments for making decisions and assessing accountability. The implementation of this statement did not have an impact on the basic financial statements or disclosures of the Authority.

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. The implementation of this statement did not have an impact on the basic financial statements or disclosures of the Authority.

GASB Statement No. 80, *Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14*. The objective of this Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. The implementation of this statement did not have an impact on the basic financial statements or disclosures of the Authority.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

New Accounting Pronouncements (Continued)

GASB Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73*. The objective of this Statement is to address issues related to the presentation of payroll-related measures in required supplementary information, the selection of assumptions for financial reporting purposes and the classification of payments made by employers to satisfy employee contribution requirements. The implementation of this statement did not have an impact on the basic financial statements or disclosures of the Authority.

NOTE 2 CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents

HUD requires housing authorities to invest excess funds in obligations of the United States, certificates of deposit or any other federally insured investments. HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes Federal Deposit Insurance Corporation insurance and the market value of securities purchased and pledged to the Authority. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

It is the Authority's policy to maintain collateralization in accordance with HUD requirements.

At June 30, 2017, the carrying amount of the Authority's cash and cash equivalents was \$6,886,098 and the bank balance was \$6,906,293. As of June 30, 2017, all amounts on deposit are fully collateralized.

Restricted Cash and Cash Equivalents

Restricted cash consisted of the following at June 30, 2017:

Housing Choice Voucher Program - HAP Equity	\$ 207,266
Housing Choice Voucher Program - Family Self Sufficiency	345,954
Housing Choice Voucher Program - Due to HUD	711
Public and Indian Housing Program - Subsidy Received in Advance	111,204
Family Self Sufficiency Program - Subsidy Received in Advance	11,500
Tenant Security Deposits	143,243
Total Restricted Cash and Cash Equivalents	<u>\$ 819,878</u>

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 3 RECEIVABLES AND DUE FROM GOVERNMENTS

The following is a summary of accounts receivable at June 30, 2017:

	Amount	Allowance	Net
Tenant Receivables	\$ 139,683	\$ (78,923)	\$ 60,760
Fraud Recovery	424,159	(346,128)	78,031
HCVP - Portability	185,526	(38,651)	146,875
HUD	89,774	-	89,774
Other Government	217,983	-	217,983
Other Receivables	421,448	-	421,448
Total Accounts Receivable, Net	<u>\$ 1,478,573</u>	<u>\$ (463,702)</u>	<u>\$ 1,014,871</u>

Management considers the allowance for doubtful accounts to be adequate at June 30, 2017.

NOTE 4 PROPERTY HELD FOR SALE

The County donated several parcels of land to the Authority to use for future development needs. The land is held at historical cost. The Authority's intention is to sell several lots to generate future operating revenue and to develop on the larger parcels. As of June 30, 2017 a total of 27 properties are held for sale, with a total investment cost of \$2,651,832.

NOTE 5 NOTES RECEIVABLE

In fiscal year 2004, the Authority made a contribution of land that it acquired from HUD for \$1 to the Windsor Crossing project (the Project). At that time, the land had an appraised value of \$3.2 million. In exchange for the land, the Authority received a \$527,517 promissory note and credit for a \$2.7 million combined capital contribution. The Authority is a member of a partnership that is a part owner of the Project. In prior years, the Authority's capital investment in the Project was written down to the current value of the note receivable due to operating losses incurred by Windsor Crossing. The Authority has 20% of .1% equity interest in the Project. The promissory note bears interest at 1.785% and has a maturity date of September 2047. Principal and interest on the promissory note are due when the note matures or immediately upon either the sale or refinancing of the Project.

The promissory note is recorded at amortized cost, which includes accrued interest. Accrued interest as of June 30, 2017 totaled \$139,706.

In fiscal year 1989, the Authority made a loan under the Housing Purchasing Assistance for Families program in the amount of \$6,000. Principal only payments were due in the amount of \$16.67 for the first 60 months. Commencing February 1, 1995 payments of principal and interest in the amount of \$23.71 were due for 60 months, at an interest rate of 3%. Commencing February 1, 2000 payments of principal and interest in the amount of \$37.51 were due for 239 months, at an interest rate of 8.65%, with final payment of remaining balance due on December 1, 2019. The balance of the loan at June 30, 2017 was \$6,755.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 6 CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for governmental funds for the year ended June 30, 2017 was as follows:

	June 30, 2016	Additions	Retirements	Transfers/ Adjustments	June 30, 2017
Land	\$ 1,116,278	\$ -	\$ -	\$ -	\$ 1,116,278
Total Non-Depreciable Assets	<u>1,116,278</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,116,278</u>
Dwelling Structures	31,095,231	567,454	(55,274)	(634,590)	30,972,821
Equipment	985,201	-	(57,575)	634,590	1,562,216
Total Depreciable Assets	<u>32,080,432</u>	<u>567,454</u>	<u>(112,849)</u>	<u>-</u>	<u>32,535,037</u>
Less Accumulated Depreciation:					
Dwelling Structures	(18,922,855)	(769,633)	55,274	-	(19,637,214)
Equipment	<u>(1,667,897)</u>	<u>(66,013)</u>	<u>57,575</u>	<u>-</u>	<u>(1,676,335)</u>
Capital Assets, Net	<u>\$ 12,605,958</u>	<u>\$ (268,192)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,337,766</u>

Depreciation expense for fiscal year 2017 was \$835,646.

NOTE 7 LONG-TERM DEBT

Loan Payable - The Community Development Administration, an agency in the Division of Development Finance of the Maryland Department of Housing and Community Development, a principal department of the government of the State of Maryland, issued bonds on behalf of the Authority and four other housing authorities in the State of Maryland under the Maryland Bond Program pursuant to the Maryland Annotated Code, Article 83B, and Section 2-201 through 2-208. A portion of the bond proceeds was specifically allocated to make a loan to the Authority to improve a parking lot for elderly and disabled residents of a property owned by the Authority. On December 1, 2003, the Authority entered into a loan agreement with the Community Development Administration in the amount of \$1,465,000 to be used to fund costs eligible under HUD's Capital Fund Program pursuant to Section 9(d) of the United States Housing Act of 1937. Interest began accruing on the outstanding principal balance of the loan on December 16, 2003 and is payable January 1 and July 1 beginning July 1, 2004 through the maturity date, July 1, 2023. The bond coupon rates range from 2.00% to 4.55%, resulting in an effective interest rate of 4.511% on the loan.

The loan proceeds are secured by Capital Fund Program grants expected to be awarded to the Authority by HUD during the term of the loan. HUD has made certain representations, in connection with the underwriting of the loans, that it anticipates awarding Capital Fund Program grants to the Authority that cover the loan debt service from the anticipated annual awards. HUD has also agreed to make debt service payments directly to the loan trustee on the Authority's behalf.

At June 30, 2017, the loan payable balance was \$599,084 and includes \$4,085 of unamortized loan premium and accrued interest at June 30, 2017.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 7 LONG-TERM DEBT (CONTINUED)

The loan principal and interest scheduled to be paid over the next five years and through to maturity are as follows:

	Principal	Interest	Total
2018	\$ 85,000	\$ 28,152	\$ 113,152
2019	90,000	24,404	114,404
2020	95,000	20,381	115,381
2021	95,000	16,218	111,218
2022-2024	234,084	21,801	255,885
Total	<u>\$ 599,084</u>	<u>\$ 110,956</u>	<u>\$ 710,040</u>

NOTE 8 LONG-TERM LIABILITIES

Changes in long-term liabilities for the year ended June 30, 2017 were as follows:

	June 30, 2016	Additions	Reductions	June 30, 2017	Amounts Due Within One Year
Long-Term Debt	\$ 684,667	\$ -	\$ (85,583)	\$ 599,084	\$ 85,000
Net Pension Liability	2,990,702	37,495	(230,960)	2,797,237	-
Due to County	4,727,166	517,019	(265,153)	4,979,032	517,019
Accrued Compensated Absences	546,853	-	(9,860)	536,993	26,849
Family Self Sufficiency Liabilities	312,207	33,747	-	345,954	160,085
Total	<u>\$ 9,261,595</u>	<u>\$ 588,261</u>	<u>\$ (591,556)</u>	<u>\$ 9,258,300</u>	<u>\$ 788,953</u>

NOTE 9 CONDUIT DEBT

The Authority may issue and sell debt to finance the acquisition, development, construction or rehabilitation of mixed use or multi-family housing projects deemed to be in the public interest. Such debt is payable solely from the revenue of the projects, which are owned by the developers, and does not constitute a debt or pledge of the faith and credit of the Authority. Accordingly, such debt and related assets are not presented in the financial statements. The aggregate amount of all conduit debt obligations outstanding totaled \$63,718,474 as of June 30, 2017.

NOTE 10 PENSION PLAN

General Information about the Plan

Plan description. The employees of the Authority are covered by the Maryland State Retirement and Pension System (the System), which is a cost sharing employer public employee retirement system. While there are five retirement and pension systems under the System, employees of the Authority are members of the Employees' Retirement and Pension Systems. The System was established by the State Personnel and Pensions Article of the Annotated Code of Maryland to provide retirement allowances and other benefits to State employees, teachers, police, judges, legislators, and employees of participating governmental units. The Plans are administered by the State Retirement Agency. Responsibility for the System's administration and operation is vested in a 15-member Board of Trustees. The System issues a publically available financial report that can be obtained at <http://www.sra.state.md.us/>.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 10 PENSION PLAN (CONTINUED)

General Information about the Plan (Continued)

Benefits provided. The System provides retirement allowances and other benefits to State employees and employees of participating governmental units, among others. For individuals who become members of the Employees' Retirement and Pension Systems on or before June 30, 2011, retirement/pension allowances are computed using both the highest three years Average Final Compensation (AFC) and the actual number of years of accumulated creditable service. For individuals who become members of the Employees' Pension System on or after July 1, 2011, pension allowances are computed using both the highest five years AFC and the actual number of years of accumulated creditable service.

Various retirement options are available under each system which ultimately determines how a retiree's benefits allowance will be computed. Some of these options require actuarial reductions based on the retiree's and/or designated beneficiary's attained age and similar actuarial factors.

A member of the Employees' Retirement System is generally eligible for full retirement benefits upon the earlier of attaining age 60 or accumulating 30 years of creditable service regardless of age. The annual retirement allowance equals 1/55 (1.81%) of the member's average final compensation (AFC) multiplied by the number of years of accumulated creditable service.

A member of the Employees' Pension System on or before June 30, 2011 is eligible for full retirement benefits upon the earlier of attaining age 62, with specified years of eligibility service, or accumulating 30 years of eligibility service regardless of age. An individual who becomes a member of the Employees' Pension System on or after July 1, 2011, is eligible for full retirement benefits if the members' combined age and eligibility service equals at least 90 years or if the member is at least age 65 and has accrued at least 10 years of eligibility service.

For most individuals who retired from the Employees' Pension System on or before June 30, 2006, the annual pension allowance equals 1.2% of the members AFC, multiplied by the number of years of credible service accumulated prior to July 1, 1998, plus 1.4% of the members AFC, multiplied by the number of years of credible service accumulated subsequent to June 30, 1998. With certain exceptions, for individuals who are members of the Employees' Pension System on or after July 1, 2006, the annual pension allowance equals 1.2% of the member's AFC, multiplied by the number of years of credible service accumulated prior to July 1, 1998 plus 1.8% of the members AFC, multiplied by the number of years of credible service accumulated subsequent to June 30, 1998. Beginning in July 1, 2011, any new member of the Employees' Pension System shall earn an annual pension allowance equal to 1.5% of the member's AFC multiplied by the number of years of creditable service accumulated as a member of the Employees' Pension System.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 10 PENSION PLAN (CONTINUED)

General Information about the Plan (Continued)

Contributions. The Authority and covered members are required by State statute to contribute to the System. Members of the System are required to contribute 7% annually. Members of the System are required to contribute 5-7% annually, depending on the retirement option selected. The contribution requirements of the System members, as well as the State and participating governmental employers are established and may be amended by the Board of Trustees for the System.

The Authority's contractually required contribution rate for the Employees' Retirement and Pension Systems for the year ended June 30, 2017, was 3.69% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority made its share of the required contributions during the year ended June 30, 2017 of \$166,632.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Employees Retirement and Pension Systems

At June 30, 2017, the Authority reported a liability of \$2,797,237 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Authority's proportion of the net pension liability was based on actual employer contributions billed to participating government units for the year ending June 30, 2016. The contributions were increased to adjust for differences between actuarial determined contributions and actual contributions by the State of Maryland. As of June 30, 2016, the Authority's proportionate share was 0.01186%.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension

For the year ended June 30, 2017, the Authority recognized pension expense of \$104,790. At June 30, 2017, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ -	\$ 79,319
Changes in Assumptions	136,636	-
Change in Proportion	70,660	421,507
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	475,030	133,690
Changes in Proportionate Share of Contributions	62,989	-
Authority Contributions Subsequent to the Measurement Date	166,632	-
Total	\$ 911,947	\$ 634,516

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 10 PENSION PLAN (CONTINUED)

Employees Retirement and Pension Systems (Continued)

\$166,633 reported as deferred outflows of resources related to pensions resulting from Authority contributions subsequent to the measurement date will be recognized as a reduction in net pension liability in the year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

	Amount
2018	\$ 44,513
2019	44,513
2020	86,097
2021	14,741
2022	(79,066)

Sensitivity of the Net Pension Liability

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the Authority's net pension liability, calculated using a single discount rate of 7.55%, as well as what the Authority's net pension liability would be if it were calculated using a single discount rate that is 1-percentage-point lower or 1-percentage-point higher for the Employees Retirement and Pension Systems:

Authority's Employer Allocation Percentage	0.01185570635%		
	1% Decrease (6.55%)	Current Discount Rate (7.55%)	1% Increase (8.55%)
Total System Net Pension Liability	\$ 32,408,443,000	\$ 23,594,027,000	\$ 16,259,113,000
Authority's Proportionate Share	3,842,250	2,797,239	1,927,633

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued System's financial report.

NOTE 11 OTHER POSTEMPLOYMENT BENEFITS

Plan Description: The Authority is a component unit of Prince George's County, Maryland (the County) and a participant in the single employer defined benefit health care plan sponsored by the County. Effective June 25, 2008, the County established the Prince George's County, Maryland Non-Pension Post-Employment Benefits Trust Fund to hold all contributions made by the County together with any income, gains or profits and taking into account any losses. Postemployment benefits include medical, life, vision, and prescription coverage.

The Plan is classified by the Primary Government as a Trust Fund and separate financial statements are prepared using the accrual basis of accounting. Complete separate financial statements may be obtained at the following address: Prince George's County Office of Personnel, 1400 McCormick Drive, Room 110, Largo, Maryland 20774.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 11 OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

Funding Policy: The County negotiates the contribution percentages between the County and the Authority through union contracts and personnel policy. The Authority pays the same percentage of the premium contribution for the HMOs (20%), POS/PPO (25%), and dental (100%) plans. Authority retirees pay 100% of the premium cost for vision and 75% of the premium cost for prescription plans. The premium contribution share outlined above applies to a retiree who qualifies for retirement under their specified pension plan and is enrolled in the plans at the time of retirement. The Authority's contribution is based on projected pay-as-you-go financing requirements with an additional amount to prefund benefits as approved in the annual budget.

Annual OPEB Cost and Net OPEB Obligation: Annual OPEB costs (AOC) are the actuarially determined annual required contributions (ARC) to the OPEB plan. The net OPEB obligation (NOPEBO) represents the difference between the AOC and the actual employer contributions. The ARC for fiscal year 2017 was based on the actuarial valuation as of July 1, 2016.

Actuarial Methods and Assumptions: The actuarial valuation for fiscal year projected 2017 was performed with a valuation date of July 1, 2016. The actuarial method used was the projected unit credit cost method.

The contribution requirements for the three years ended June 30 are as follows:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actual Contribution	\$ 87,000	\$ 87,000	\$ 87,000
Annual Required Contribution	653,000	790,000	790,000
Percentage Contribution	13%	11%	11%

The Authority's OPEB liability for unfunded liability was \$8,039,000 for the year ended June 30, 2017.

The County issues a publicly available Comprehensive Annual Financial Report ("CAFR") that includes financial statements and required supplemental information. A copy of that report may be obtained from Prince George's County Government, Office of Finance, Accounting Division, Attention: Assistant Director of Accounting, 14741 Governor Oden Bowie Drive, Suite 3151, Upper Marlboro, MD 20772.

NOTE 12 RISK MANAGEMENT

The Authority is exposed to various risks of loss from torts, theft of, damage to or destruction of assets, business interruption, errors or omissions, job-related illnesses or injuries to employees, and natural disasters. The Authority has purchased commercial insurance to mitigate its exposure for such losses. The various insurance policies are subject to deductible amounts and maximum coverage. If the deductibles and maximums are exceeded, this could cause the Authority to suffer losses if a loss is incurred from any such incidents. The ultimate outcome of uninsured losses cannot presently be determined, and no provision for any liability that may result, if any, has been made in the financial statements.

Settled claims to date have not exceeded coverage levels, and insurance coverage, by major categories of risk, is consistent with coverage in the prior year.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 13 CONTINGENT LIABILITY

Concurrent with the conveyance of land to the Windsor Crossing Project in 2004, the Authority recognized a liability for an amount due to the U.S. Department of HUD, which exercised its reversionary interest rights to the land subject to a payment of \$1,754,422. In 2011, management of the Authority contacted HUD for further clarification of the liability and was advised that it was HUD's intention to exercise its rights to the payment of \$1,046,672 upon any future transfer of the property at fair value. The balance of \$707,750 was satisfied and was no longer owed because the developer of the Project built more affordable housing units than were required. HUD will receive the entire \$1,046,672 if the property is sold by the partnership before September 28, 2018 and 50% of the aforementioned amount if the property is sold before September 28, 2028. Thereafter, HUD will release its reversionary interest in the property.

Consequently, the entire liability is not recorded on the financial statements and is treated as a contingent liability.

NOTE 14 CONDENSED COMBINING INFORMATION FOR BLENDED COMPONENT UNITS

Condensed combining information for blended component units is provided as follows:

	Blended Component Units			Total
	Residential Development Corporation	Urban Development Corporation	Primary Government	
ASSETS				
Current Assets	\$ 61,091	\$ 909,548	\$ 9,582,162	\$ 10,552,801
Noncurrent Assets	-	6,754	816,833	823,587
Capital Assets, Net	68,442	-	12,269,324	12,337,766
Total Assets	<u>129,533</u>	<u>916,302</u>	<u>22,668,319</u>	<u>23,714,154</u>
DEFERRED OUTFLOW OF RESOURCES	-	-	911,947	911,947
LIABILITIES				
Current Liabilities	248	-	2,482,733	2,482,981
Noncurrent Liabilities	-	-	8,408,570	8,408,570
Total Liabilities	<u>248</u>	<u>-</u>	<u>10,891,303</u>	<u>10,891,551</u>
DEFERRED INFLOW OF RESOURCES	-	-	757,220	757,220
NET POSITION				
Net Investment in Capital Assets	68,442	-	11,670,240	11,738,682
Restricted Net Position	-	-	227,455	227,455
Unrestricted Net Position	60,843	916,302	34,048	1,011,193
Total Net Position	<u>\$ 129,285</u>	<u>\$ 916,302</u>	<u>\$ 11,931,743</u>	<u>\$ 12,977,330</u>

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

**NOTE 14 CONDENSED COMBINING INFORMATION FOR BLENDED COMPONENT UNITS
(CONTINUED)**

	Blended Component Units			Total
	Residential Development Corporation	Urban Development Corporation	Primary Government	
OPERATING REVENUES				
Rental Income	\$ 6,432	\$ -	\$ 1,552,041	\$ 1,558,473
Other Income	-	968	82,970,647	82,971,615
Total Operating Revenues	<u>6,432</u>	<u>968</u>	<u>84,522,688</u>	<u>84,530,088</u>
OPERATING EXPENSES				
Administration	608	1,324	6,548,165	6,550,097
Tenant Services	-	-	135,095	135,095
Utilities	-	-	788,751	788,751
Ordinary Maintenance	88	-	1,519,322	1,519,410
Protective Services	-	-	15,397	15,397
General Expenses	-	-	113,785	113,785
Extraordinary Maintenance	-	-	17,281	17,281
Housing Assistance Payments	-	-	75,272,129	75,272,129
Depreciation and Amortization	1,623	-	1,077,197	1,078,820
Total Operating Expenses	<u>2,319</u>	<u>1,324</u>	<u>85,487,122</u>	<u>85,490,765</u>
Net Operating Income (Loss)	<u>4,113</u>	<u>(356)</u>	<u>(964,434)</u>	<u>(960,677)</u>
Total Non-Operating Revenues	-	-	10,483	10,483
Change in Net Position Before Capital Grants	4,113	(356)	(953,951)	(950,194)
CAPITAL GRANTS - HUD	<u>-</u>	<u>-</u>	<u>380,960</u>	<u>380,960</u>
CHANGE IN NET POSITION	4,113	(356)	(572,991)	(569,234)
Net Position - Beginning of Year	<u>125,172</u>	<u>916,658</u>	<u>12,504,734</u>	<u>13,546,564</u>
NET POSITION - END OF YEAR	<u>\$ 129,285</u>	<u>\$ 916,302</u>	<u>\$ 11,931,743</u>	<u>\$ 12,977,330</u>

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

**NOTE 14 CONDENSED COMBINING INFORMATION FOR BLENDED COMPONENT UNITS
(CONTINUED)**

	Blended component units			Total
	Residential Development Corporation	Urban Development Corporation	Primary Government	
Net Cash Provided (Used) by				
Operating Activities	\$ 5,068	\$ (355)	\$ 552,705	\$ 557,418
Non-Capital Financing Activities	-	-	45,407	45,407
Capital and Related Operated Financing Activities	220	-	(272,297)	(272,077)
Investing Activities	-	-	1,067	1,067
Net Increase/(Decrease) in Cash	5,288	(355)	326,882	331,815
Cash and Cash Equivalents - Beginning of Year	55,135	909,598	5,589,550	6,554,283
Cash and Cash Equivalents - End of Year	\$ 60,423	\$ 909,243	\$ 5,916,432	\$ 6,886,098

NOTE 15 PENDING GASB PRONOUNCEMENTS

The Authority will be required to implement GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, for the period ending June 30, 2018. The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions for making decisions and assessing accountability. The Authority is currently evaluating the effect of the implementation of this Statement.

REQUIRED SUPPLEMENTARY INFORMATION

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
SCHEDULE OF THE AUTHORITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
MARYLAND STATE RETIREMENT AND PENSION SYSTEM
LAST TEN FISCAL YEARS**

	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>
Authority's proportion of net pension liability	0.011855706%	0.014391027%	0.013764735%
Authority's proportionate share of net pension liability	\$ 2,797,239	\$ 2,990,702	\$ 2,442,790
Authority's covered-employee payroll	\$ 4,511,891	\$ 4,595,917	\$ 5,181,289
Authority's proportionate share of net pension liability as a percentage of its covered-employee payroll	62.00%	65.07%	47.15%
Plan fiduciary net position as a percentage of total pension liability	62.97%	66.26%	69.53%

* The Authority implemented GASB 68 during fiscal year 2015.
As such, only three years of information is available.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
 SCHEDULE OF THE AUTHORITY'S CONTRIBUTIONS
 MARYLAND STATE RETIREMENT AND PENSION SYSTEM
 LAST TEN FISCAL YEARS**

	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>
Actuarial determined contributions	\$ 166,633	\$ 230,959	\$ 303,324
Contributions in relation to the actuarial determined contribution	<u>(166,633)</u>	<u>(230,959)</u>	<u>(303,324)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Authority's covered employee payroll	\$ 4,511,891	\$ 4,595,917	\$ 5,181,289
Contributions as a percentage of covered employee payroll	3.69%	5.03%	5.85%

* The Authority implemented GASB 68 during fiscal year 2015.
 As such, only three years of information is available.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
MARYLAND STATE RETIREMENT AND PENSION SYSTEM
JUNE 30, 2017

NOTE 1 CHANGES IN BENEFIT TERMS

There were no benefit changes during the year.

NOTE 2 CHANGES IN ASSUMPTIONS

Adjustments to the roll-forward liabilities were made to reflect the following assumptions in the 2016 valuation:

- Inflation assumption changed from 2.90% to 2.70%

SUPPLEMENTAL INFORMATION

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
ENTITY-WIDE BALANCE SHEET SUMMARY
JUNE 30, 2017

Line Item #	Accounts Description	Project Totals	BUSA	CDBG	COMP	Housing Choice Vouchers	MODR	SLOC	FSS	Elimination	Total
CURRENT ASSETS											
Cash:											
111	Unrestricted	\$ 1,242,278	\$ 173,457	\$ -	\$ 969,418	\$ 3,066,662	\$ 382,106	\$ 232,299	\$ -	\$ -	\$ 6,066,220
113	Other restricted	111,204	-	-	-	553,931	-	-	11,500	-	676,635
114	Tenant security deposits	129,380	3,961	-	248	-	-	9,654	-	-	143,243
100	Total cash	<u>1,482,862</u>	<u>177,418</u>	<u>-</u>	<u>969,666</u>	<u>3,620,593</u>	<u>382,106</u>	<u>241,953</u>	<u>11,500</u>	<u>-</u>	<u>6,886,098</u>
Accounts and notes receivable:											
121	PHA Projects	-	-	-	-	185,526	-	-	-	-	185,526
122	HUD other projects	56,688	-	-	-	-	33,086	-	-	-	89,774
124	Other government	3,870	172,097	28,760	-	-	-	13,256	-	-	217,983
125	Miscellaneous	3	242,936	-	305	178,204	-	-	-	-	421,448
126	Tenants	129,847	3,192	-	536	305	-	5,803	-	-	139,683
126.1	Allowance for doubtful accounts - tenants	(67,578)	(7,569)	-	-	-	-	(3,776)	-	-	(78,923)
126.2	Allowance for doubtful accounts - other	-	-	-	-	(38,651)	-	-	-	-	(38,651)
128	Fraud recovery	-	-	-	-	411,405	12,754	-	-	-	424,159
128.1	Allowance for doubtful accounts - fraud	-	-	-	-	(344,853)	(1,275)	-	-	-	(346,128)
120	Total receivables, net of allowances for uncollectibles	<u>122,830</u>	<u>410,656</u>	<u>28,760</u>	<u>841</u>	<u>391,936</u>	<u>44,565</u>	<u>15,283</u>	<u>-</u>	<u>-</u>	<u>1,014,871</u>
142	Prepaid expenses and other assets	-	-	-	-	-	-	-	-	-	-
144	Inter-program - due from	-	586,534	138,382	132	-	-	22,629	-	(747,677)	-
145	Assets held for sale	30,462	2,621,370	-	-	-	-	-	-	-	2,651,832
150	Total current assets	<u>1,636,154</u>	<u>3,795,978</u>	<u>167,142</u>	<u>970,639</u>	<u>4,012,529</u>	<u>426,671</u>	<u>279,865</u>	<u>11,500</u>	<u>(747,677)</u>	<u>10,552,801</u>
NONCURRENT ASSETS											
Capital assets:											
161	Land	1,086,278	-	-	30,000	-	-	-	-	-	1,116,278
162	Buildings	30,298,512	34,302	-	54,895	-	-	585,112	-	-	30,972,821
163	Furniture, equipment & machinery - dwellings	406,855	-	-	-	-	-	6,093	-	-	412,948
164	Furniture, equipment & machinery - admin.	714,546	-	-	-	434,722	-	-	-	-	1,149,268
166	Accumulated depreciation	(20,596,406)	(10,004)	-	(16,453)	(434,722)	-	(255,964)	-	-	(21,313,549)
160	Total capital assets, net of accumulated depreciation	<u>11,909,785</u>	<u>24,298</u>	<u>-</u>	<u>68,442</u>	<u>-</u>	<u>-</u>	<u>335,241</u>	<u>-</u>	<u>-</u>	<u>12,337,766</u>
Notes, loans and mortgages receivable - noncurrent - past due											
172		-	667,224	-	6,754	-	-	-	-	-	673,978
174	Other assets	149,609	-	-	-	-	-	-	-	-	149,609
180	Total noncurrent assets	<u>12,059,394</u>	<u>691,522</u>	<u>-</u>	<u>75,196</u>	<u>-</u>	<u>-</u>	<u>335,241</u>	<u>-</u>	<u>-</u>	<u>13,161,353</u>
190	Total Assets	13,695,548	4,487,500	167,142	1,045,835	4,012,529	426,671	615,106	11,500	(747,677)	23,714,154
200	DEFERRED OUTFLOW OF RESOURCES	<u>219,495</u>	<u>36,326</u>	<u>-</u>	<u>-</u>	<u>619,577</u>	<u>24,443</u>	<u>12,106</u>	<u>-</u>	<u>-</u>	<u>911,947</u>
290	TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u>\$ 13,915,043</u>	<u>\$ 4,523,826</u>	<u>\$ 167,142</u>	<u>\$ 1,045,835</u>	<u>\$ 4,632,106</u>	<u>\$ 451,114</u>	<u>\$ 627,212</u>	<u>\$ 11,500</u>	<u>\$ (747,677)</u>	<u>\$ 24,626,101</u>

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
ENTITY-WIDE BALANCE SHEET SUMMARY
JUNE 30, 2017

Line Item #	Accounts Description	Project Totals	BUSA	CDBG	COMP	Housing Choice Vouchers	MODR	SLOC	FSS	Elimination	Total
CURRENT LIABILITIES											
312	Accounts payable < 90 days	\$ 46,158	\$ 288,217	\$ -	\$ -	\$ 86,084	\$ 213,127	\$ 9,403	\$ -	\$ -	\$ 642,989
313	Accounts payable > 90 days	52,924	-	-	-	-	-	3,223	-	-	56,147
321	Accrued wage/payroll taxes payable	65,879	-	-	-	180,700	58,150	-	-	-	304,729
322	Accrued compensated absences - current portion	5,082	3,841	-	-	16,426	1,266	234	-	-	26,849
331	Accounts payable - HUD PHA programs	-	-	-	-	711	-	215,350	-	-	216,061
332	Account payable - PHA projects	-	-	-	-	267,839	-	-	-	-	267,839
333	Accounts payable - other government	120,044	49,484	-	-	324,691	20,022	2,778	-	-	517,019
341	Tenant security deposits	129,380	3,961	-	248	-	-	9,654	-	-	143,243
342	Deferred revenues	-	-	-	-	-	-	-	-	-	-
	Current portion of long-term debt - capital projects/mortgage revenue bonds	85,000	-	-	-	-	-	-	-	-	85,000
345	Other current liabilities	-	-	-	-	162,328	-	-	-	-	162,328
347	Inter-program - due to	560,297	-	21,860	-	161,268	4,252	-	-	(747,677)	-
310	Total current liabilities	1,064,764	345,503	21,860	248	1,200,047	296,817	240,642	-	(747,677)	2,422,204
NONCURRENT LIABILITIES											
	Long-term debt, net of current - capital projects/ mortgage revenue	514,084	-	-	-	-	-	-	-	-	514,084
353	Noncurrent liabilities - other	2,876,345	1,295,717	-	-	309,429	7,964	158,427	-	-	4,647,882
354	Accrued compensated absences - noncurrent	96,571	72,973	-	-	312,096	24,059	4,445	-	-	510,144
357	Accrued pension and OPEB liability	690,142	96,070	-	-	1,900,774	73,037	37,214	-	-	2,797,237
350	Total noncurrent liabilities	4,177,142	1,464,760	-	-	2,522,299	105,060	200,086	-	-	8,469,347
300	Total liabilities	5,241,906	1,810,263	21,860	248	3,722,346	401,877	440,728	-	(747,677)	10,891,551
400	DEFERRED INFLOW OF RESOURCES	245,502	31,655	-	-	440,509	21,615	6,439	11,500	-	757,220
EQUITY											
508.4	Net investment in capital assets	11,310,701	24,298	-	68,442	-	-	335,241	-	-	11,738,682
511.4	Restricted net position	20,189	-	-	-	207,266	-	-	-	-	227,455
512.4	Unrestricted net position	(2,903,255)	2,657,610	145,282	977,145	261,985	27,622	(155,196)	-	-	1,011,193
513	Total equity - net position	8,427,635	2,681,908	145,282	1,045,587	469,251	27,622	180,045	-	-	12,977,330
600	TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND EQUITY - NET POSITION	\$ 13,915,043	\$ 4,523,826	\$ 167,142	\$ 1,045,835	\$ 4,632,106	\$ 451,114	\$ 627,212	\$ 11,500	\$ (747,677)	\$ 24,626,101

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
ENTITY-WIDE REVENUE AND EXPENSE SUMMARY
YEAR ENDED JUNE 30, 2017

Line Item #	Accounts Description	Project Totals	BUSA	CDBG	COMP	Housing Choice Vouchers	MODR	SLOC	FSS	Elimination	Total
REVENUE											
70300	Net tenant rental revenue	\$ 1,370,255	\$ 30,704	\$ -	\$ 6,432	\$ -	\$ -	\$ 104,717	\$ -	\$ -	\$ 1,512,108
70400	Tenant revenue - other	44,600	850	-	-	-	-	915	-	-	46,365
70500	Total tenant revenue	1,414,855	31,554	-	6,432	-	-	105,632	-	-	1,558,473
70600	HUD PHA operating grants	1,434,304	-	-	-	77,645,878	2,050,434	-	120,750	-	81,251,366
706.1	Capital grants	380,960	-	-	-	-	-	-	-	-	380,960
70800	Other governmental grants	-	-	347,796	-	-	-	342,526	-	-	690,322
71100	Investment income - unrestricted	2,514	13,961	-	968	6,131	807	495	-	-	24,876
71400	Fraud recovery	-	-	-	-	24,121	-	-	-	-	24,121
71500	Other revenue	7,105	475,420	-	-	280,107	-	-	-	-	762,632
70000	Total revenue	3,239,738	520,935	347,796	7,400	77,956,237	2,051,241	448,653	120,750	-	84,692,750
EXPENSES											
Administrative:											
91100	Administrative salaries	659,070	212,033	11,613	-	2,385,077	133,776	28,824	-	-	3,430,393
91200	Auditing fees	15,118	893	-	-	76,556	11,036	7,591	-	-	111,194
91300	Management fee	-	-	-	-	110,213	-	-	-	-	110,213
91400	Advertising and marketing	1,093	-	-	-	498	35	-	-	-	1,626
Employee benefit contributions -											
91500	administrative	238,525	72,905	4,977	-	923,194	48,050	11,025	-	-	1,298,676
91600	Office expenses	350,076	52,260	-	1,932	1,048,775	31,703	2,220	-	-	1,486,966
91700	Legal expense	64,019	9,114	-	-	20,759	-	-	-	-	93,892
91800	Travel	8,059	3,408	-	-	1,235	89	-	-	-	12,791
91900	Other	182	1,698	-	-	2,334	132	-	-	-	4,346
91000	Total operating - administrative	1,336,142	352,311	16,590	1,932	4,568,641	224,821	49,660	-	-	6,550,097
92000	Asset management fee	-	-	-	-	-	-	-	-	-	-
Tenant services:											
92100	Tenant service - salaries	-	-	-	-	-	-	-	120,750	-	120,750
92200	Relocations Costs	7,051	-	-	-	-	-	-	-	-	7,051
92400	Other	7,294	-	-	-	-	-	-	-	-	7,294
92500	Total tenant services	14,345	-	-	-	-	-	-	120,750	-	135,095
Utilities:											
93100	Water	345,641	-	-	-	-	-	398	-	-	346,039
93200	Electricity	297,395	-	-	-	-	-	2,195	-	-	299,590
93300	Gas	130,190	-	-	-	-	-	-	-	-	130,190
93800	Other utilities expense	4,997	-	-	-	-	-	7,935	-	-	12,932
93000	Total utilities	778,223	-	-	-	-	-	10,528	-	-	788,751

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
ENTITY-WIDE REVENUE AND EXPENSE SUMMARY
YEAR ENDED JUNE 30, 2017

Line Item #	Accounts Description	Project Totals	BUSA	CDBG	COMP	Housing Choice Vouchers	MODR	SLOC	FSS	Elimination	Total
	EXPENSES (Continued)										
	Ordinary maintenance & operations:										
94100	Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94200	Materials and other	326,301	-	-	-	-	-	7,310	-	-	333,611
94300	Contracts	928,993	4,715	-	88	203,542	8,541	39,920	-	-	1,185,799
94000	Total ordinary maintenance & operations	1,255,294	4,715	-	88	203,542	8,541	47,230	-	-	1,519,410
	Protective services:										
95200	Protective services - other contract costs	15,397	-	-	-	-	-	-	-	-	15,397
	Total protective services	15,397	-	-	-	-	-	-	-	-	15,397
	Insurance expenses										
96140	All other insurance	64,349	1,604	-	-	34,213	1,158	2,638	-	-	103,962
	Total insurance premiums	64,349	1,604	-	-	34,213	1,158	2,638	-	-	103,962
	General expenses:										
96200	Other general expense	3,291	190	-	-	15,864	334	4	-	-	19,683
96210	Compensated absences	(62,976)	52,099	-	-	(10,816)	10,679	1,154	-	-	(9,860)
96000	Total general expenses	(59,685)	52,289	-	-	5,048	11,013	1,158	-	-	9,823
96710	Interest on mortgage (or bonds) payable	14,393	-	-	-	-	-	-	-	-	14,393
96700	Total interest expense and amortization cost	14,393	-	-	-	-	-	-	-	-	14,393
96900	Total operating expenses	3,418,458	410,919	16,590	2,020	4,811,444	245,533	111,214	120,750	-	9,136,928
97000	Excess of operating revenue over operating expenses	(178,720)	110,016	331,206	5,380	73,144,793	1,805,708	337,439	-	-	75,555,822
97100	Extraordinary maintenance	17,281	-	-	-	-	-	-	-	-	17,281
97300	Housing assistance payments	-	-	-	-	73,017,661	1,821,660	205,410	-	-	75,044,731
97350	HAP portability- in	-	-	-	-	227,398	-	-	-	-	227,398
97400	Depreciation expense	802,188	1,716	-	1,623	453	-	29,666	-	-	835,646
97800	Dwelling units rent expense	-	-	-	-	-	-	-	-	-	-
90000	Total expenses	4,237,927	412,635	16,590	3,643	78,056,956	2,067,193	346,290	120,750	-	85,261,984
	Other financing sources (uses):										
10010	Operating transfer in	324,306	-	-	-	-	-	-	-	-	324,306
10020	Operating transfer out	-	-	(324,306)	-	-	-	-	-	-	(324,306)
10100	Total other financing sources (uses)	324,306	-	(324,306)	-	-	-	-	-	-	-
10000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	\$ (673,883)	\$ 108,300	\$ 6,900	\$ 3,757	\$ (100,719)	\$ (15,952)	\$ 102,363	\$ -	\$ -	\$ (569,234)
	Memo Account Information										
11020	Required annual debt principal payments	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	85,000
11030	Beginning equity	9,101,518	2,573,608	138,382	1,041,830	569,970	43,574	77,682	-	-	13,546,564
	Prior period adjustments, equity transfers & correction of errors	-	-	-	-	-	-	-	-	-	-
11040	of errors	-	-	-	-	-	-	-	-	-	-
11170	Administrative fee equity	-	-	-	-	261,985	-	-	-	-	261,985
11180	Housing assistance payments equity	-	-	-	-	207,266	-	-	-	-	207,266
11190	Unit months available	4,512	192	-	12	69,924	2,064	24	-	-	76,728
11210	Number of unit months leased	4,464	192	-	12	66,765	1,988	24	-	-	73,445
11270	Excess cash	176,959	-	-	-	-	-	-	-	-	176,959
11620	Building purchases	567,454	-	-	-	-	-	-	-	-	567,454
13510	CFFP debt service payments	117,343	-	-	-	-	-	-	-	-	117,343

SINGLE AUDIT REPORT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners of the
Housing Authority of Prince George's County
Largo, Maryland

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Housing Authority of Prince George's County (the Authority), which comprise the statement of net position as of June 30, 2017, and the related statements of revenue, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 21, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be material weakness. See finding 2017-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2017-002 and 2017-003.

Authority's Response to Findings

The Authority's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Authority's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Baltimore, Maryland
September 21, 2017

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Commissioners of the
Housing Authority of Prince George's County
Largo, Maryland

Report on Compliance for the Major Federal Program

We have audited the Housing Authority of Prince George's County's (the Authority) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Authority's major federal program for the year ended June 30, 2017. The Authority's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for the Authority's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

Opinion on the Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2017-002 and 2017-003. Our opinion on the major federal program is not modified with respect to these matters.

The Authority's response to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and corrective action plan. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. We identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as findings 2017-002 and 2017-003 that we consider to be significant deficiencies.

The Authority's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs and corrective action plan. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on it.

Board of Commissioners of the
Housing Authority of Prince George's County, Maryland

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Baltimore, Maryland
September 21, 2017

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2017

Federal Grantor/Pass through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Federal Expenditures
Department of Housing and Urban Development Direct Programs				
Section 8 Housing Choice Vouchers	14.871	-	\$ -	\$ 78,056,956
Public and Indian Housing	14.850	-	-	1,326,207
Capital Fund Program	14.872	-	-	489,057
Lower Income Housing Assistance Program - Section 8 Moderate Rehabilitation	14.856	-	-	2,067,193
Family Self-Sufficiency Program	14.896	-	-	120,750
Subtotal Department of Housing and Urban Development Direct Programs			-	82,060,163
Department of Housing and Urban Development Pass-Through Programs From:				
Prince George's County, Maryland - Community Development and Block Grants	14.218	Unknown	-	340,896
Total Department of Housing and Urban Development			-	82,401,059
Total Expenditures of Federal Awards			\$ -	\$ 82,401,059

See accompanying Notes to the Schedule.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2017

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the Housing Authority of Prince George's County, Maryland (the Authority) under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Authority.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through, entity identifying numbers are presented where available.

NOTE 3 INDIRECT COST RATE

The Authority has elected to not use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE 4 SUBRECIPIENTS

The Authority did not pass-through any federal awards to subrecipients. The Authority was a subrecipient of \$340,896 of federal awards for the year ended June 30, 2017. See the accompanying schedule.

NOTE 5 NON-CASH FEDERAL ASSISTANCE

The Authority did not receive any non-cash Federal assistance for the year ended June 30, 2017.

**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? X yes no
 - Significant deficiency(ies) identified? yes X none reported
3. Noncompliance material to financial statements noted? yes X no

Federal Awards

1. Internal control over major federal programs:
- Material weakness(es) identified? yes X no
 - Significant deficiency(ies) identified? X yes none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? X yes no

Identification of Major Federal Programs

CFDA Number(s)	Name of Federal Program or Cluster
14.871	Section 8 Housing Choice Vouchers
Dollar threshold used to distinguish between Type A and Type B programs:	\$ <u> 2,472,031 </u>
Auditee qualified as low-risk auditee?	<u> </u> yes <u> X </u> no

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

Section II – Financial Statement Findings

2017 – 001

Type of Finding: Material Weakness in Internal Control over Financial Reporting

Condition/Context: Audit procedures over cash identified several errors in the bank reconciliations. Unreconciled variances of \$274,732 exist between the balance per the general ledger and the bank reconciliations.

Criteria or specific requirement: The Internal Control-Integrated Framework (COSO Report) requires adequate internal controls over financial reporting to ensure that transactions are properly recorded and accounted for to permit the preparation of reliable financial statements and demonstrate compliance with laws, regulations and other compliance requirements.

Effect: The effect of this condition is inaccurate cash account balances.

Cause: The Authority does not have in place an adequate system of internal controls for reviewing and monitoring bank reconciliations and non-cash adjustments made to cash accounts in the general ledger throughout the year.

Recommendation: We recommend management of the Authority review the supervision and staff assigned to the bank reconciliation function and journal entry processing to ensure those individuals have appropriate training and to ensure all cash transactions are properly supported.

Views of responsible officials: There is no disagreement with the audit finding.

Action planned in response to finding: Management will provide additional training to all staff assigned to the bank reconciliation function and journal entry processing to ensure all cash transactions are properly supported

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

Section III – Findings and Questioned Costs – Major Federal Programs

2017 – 002

Federal agency: U.S. Department of Housing and Urban Development
Federal program title: Section 8 Housing Choice Vouchers
CFDA Number: 14.871
Award Period: 2017
Type of Finding: Significant Deficiency in Internal Control over Compliance

Condition/Context: Exceptions were noted in 2 out of 40 files tested for compliance with eligibility requirements. 1 file did not correctly calculate income. 1 file did not have support in the tenant file for a dependent's full-time student status.

Criteria or specific requirement: 24 CFR 982.516 requires the Authority to annually obtain and document in the family file the third-party verification of (1) reported family annual income; (2) the value of assets; (3) expenses related to deductions from annual income; and (4) other factors that affect the determination of adjusted income or income-based rent.

Questioned costs: None

Cause: The Authority did not follow established procedures as documented in its Administrative Plan to ensure that all supporting documentation was included in the tenant's file and that all information was correctly used for the annual income determination.

Effect: The Authority did not obtain all required documentation at the time of recertification to support housing assistance payment calculations. The Authority incorrectly calculated income. The Authority may have made incorrect payments to landlords.

Repeat Finding: No

Recommendation: We recommend the Authority review the checklists used by housing specialists when they complete an annual recertification to ensure the checklist adequately identifies all information required. We also recommend that the Authority ensures all housing specialist staff are adequately trained in order to properly calculate income.

Views of responsible officials: There is no disagreement with the audit finding.

Action planned in response to finding: The Housing Authority will provide staff with appropriate training to ensure that the tenant files are complete and accurate.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY, MARYLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

2017 – 003

Federal agency: U.S. Department of Housing and Urban Development
Federal program title: Section 8 Housing Choice Vouchers
CFDA Number: 14.871
Award Period: 2017
Type of Finding: Significant Deficiency in Internal Control over Compliance

Condition/Context: 3 out of 40 failed inspections tested were not appropriately abated after the second fail.

Criteria or specific requirement: For units under HAP contract that fail to meet HQS, the PHA must require the owner to correct any life threatening HQS deficiencies within 24 hours after the inspections and all other HQS deficiencies within 30 calendar days or within a specified PHA-approved extension. If the owner does not correct the cited HQS deficiencies within the specified correction period, the PHA must stop (abate) HAPs beginning no later than the first of the month following the specified correction period or must terminate the HAP contract. (24 CFR sections 982.158(d) and 982.404).

Questioned costs: None

Cause: The Authority did not follow established procedures as documented in its Administrative Plan to abate landlord's HAP payments on the 1st of the month following the second failed inspection.

Effect: The Authority did not abate landlord's housing assistance payments (HAP) within the time frame required by their Administrative Plan and HUD regulations. The Authority disbursed HAP to landlords for ineligible units.

Repeat Finding: No

Recommendation: We recommend that management review the Authority's policy on abatement procedures to determine whether any changes are necessary to ensure compliance.

Views of responsible officials: There is no disagreement with the audit finding.

Action planned in response to finding: The Housing Authority will provide staff with appropriate training to ensure that the tenant files are complete and accurate.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

U.S. Department of Housing and Urban Development

The Housing Authority of Prince George's County, Maryland, respectfully submits the following summary schedule of prior audit findings for the year ended June 30, 2017.

Audit period: July 1, 2016 – June 30, 2017

The findings from the prior audit's schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the prior year.

FINDINGS—FINANCIAL STATEMENT AUDIT

2016 – 001 Material Weakness in Internal Control over Financial Reporting

Condition: Audit procedures over cash, receivables, capital assets, liabilities, equity, and journal entries identified several errors, misclassifications, and unsupported transactions that resulted in material adjustments and/or corrected reconciliations.

Status: Corrective action was taken for all account balances except cash. See current year finding 2017-001.

Reason for finding's recurrence: The primary reason is the focus was on bank reconciliations and cash transactions for accounts where recommended transfers were allowed. We were not able to identify the cause of variances that likely have carried over for several years, but will continue to research possible solutions and obtain additional training, as needed.

Corrective Action: Management will provide additional training to all staff assigned to the bank reconciliation function and journal entry processing to ensure all cash transactions are properly supported.

2016 – 002 Significant Deficiency in Internal Control over Financial Reporting

Condition: The schedule of expenditures for federal awards (SEFA) contained an omission of a grant, and an overstatement of expenses for two programs.

Status: Corrective action was taken.

FINDINGS— FEDERAL AWARD PROGRAMS AUDITS

2016 – 003 Material Weakness in Internal Control over Compliance

Condition: Housing Assistance Payments (HAP) and Administrative Fee equity was incorrectly calculated and or reported within the Voucher Management System (VMS) and for the unaudited Real Estate Assessment Center (REAC) submission. Within REAC the HCVP expenses were overstated by \$545,480. These expenses were not supported by the Authority's accounting records.

Status: Corrective action was taken.

2016 – 004 Significant Deficiency in Internal Control over Compliance

Condition: 1 out of 40 failed inspections tested was not re-inspected within 30 days.

Status: Corrective action was taken.

2016 – 005 Significant Deficiency in Internal Control over Compliance

Condition: 1 file out of 40 tested for contract rent changes did not comply with reasonable rent requirements. The file contained a reasonable rent determination form that was prepared after the effective date of the rent change.

Status: Corrective action was taken.

If the U.S. Department of Housing and Urban Development has questions regarding this schedule, please call Sharon Land, Deputy Director, at 301-883-5552.

**Housing Authority of Prince George's County
Housing Choice Voucher Program
FY/2019 Annual Plan – HCVP ADMIN PLAN**

HCVP ADMIN PLAN	Chapter 8	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>8.I.C. LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]</p> <p>The following are considered life-threatening conditions:</p> <ul style="list-style-type: none"> Any condition that jeopardizes the security of the unit Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling Natural or LP gas or fuel oil leaks Any electrical problem or condition that could result in shock or fire Absence of a working heating system when outside temperature is below 68 degrees Fahrenheit. Utilities not in service, including no running hot water Conditions that present the imminent possibility of injury Obstacles that prevent safe entrance or exit from the unit 	<p>8-13 8-14</p>	<p>Add:</p> <p>8.I.C. LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]</p> <p>The following are considered life-threatening conditions:</p> <ul style="list-style-type: none"> Any condition that jeopardizes the security of the unit Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling Natural or LP gas or fuel oil leaks Any electrical problem or condition that could result in shock or fire Absence of a working heating system when outside temperature is below 68 degrees Fahrenheit. Utilities not in service, including no running hot water Conditions that present the imminent possibility of injury 	

**Housing Authority of Prince George's County
Housing Choice Voucher Program
FY/2019 Annual Plan – HCVP ADMIN PLAN**

<p>Absence of a functioning toilet in the unit</p> <p>Inoperable smoke detectors (there must be an operable smoke detector on each level (floor) of the unit. All smoke detectors that are present, must be operable.</p> <p>Inoperable refrigerator or stove</p> <p>Inoperable emergency equipment</p> <p>The responsible party must correct life threatening conditions within 24 hours of PHA notification.</p> <p>If an owner fails to correct life-threatening conditions as required by the HAPGC, the housing assistance payment will be abated and the HAP contract will be terminated. See 8-II-G.</p> <p>If a family fails to correct a family caused life-threatening condition as required by the HAPGC, the HAPGC may terminate the family's assistance. See 8-II.H.</p> <p>The owner will be required to repair an inoperable smoke</p>		<p>Obstacles that prevent safe entrance or exit from the unit</p> <p>Absence of a functioning toilet in the unit</p> <p>Inoperable smoke detectors (there must be an operable smoke detector on each level (floor) of the unit. All smoke detectors that are present, must be operable.</p> <p>Inoperable refrigerator or stove</p> <p>Inoperable emergency equipment</p> <p><u>Inoperable carbon monoxide detector</u></p> <p>The responsible party must correct life threatening conditions within 24 hours of PHA notification.</p> <p>If an owner fails to correct life-threatening conditions as required by the HAPGC, the housing assistance payment will be abated and the HAP contract will be terminated. See 8-II-G.</p> <p>If a family fails to correct a family caused life-threatening condition as required by the HAPGC, the HAPGC may terminate the family's assistance.</p>	
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**Housing Authority of Prince George's County
Housing Choice Voucher Program
FY/2019 Annual Plan – HCVP ADMIN PLAN**

detector unless the HAPGC determines the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

See 8-II.H.

The owner will be required to repair an inoperable smoke detector and/or inoperable carbon monoxide detector unless the HAPGC determines the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

**Housing Authority of Prince George’s County
Housing Choice Voucher Program
FY/2019 Annual Plan – HCVP ADMIN PLAN**

HCVP ADMIN PLAN	Chapter 9	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308]</p> <p><u>HAPGC Policy</u></p> <p>Where the owner is requesting a rent increase, the HAPGC will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.</p> <p>Rent increases can only be approved on the contract renewal date.</p> <p>Requests received less than 60 days prior to the renewal date will not be considered.</p>	<p>9-11 9-12</p>	<p>Add:</p> <p>9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308]</p> <p><u>HAPGC Policy</u></p> <p>Where the owner is requesting a rent increase, the HAPGC will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.</p> <p>Rent increases can only be approved on the contract renewal date.</p> <p>Requests received less than 60 days prior to the renewal date will not be considered.</p> <p>Owner responsibly changes for utilities can only be approved on the contract renewal date.</p> <p>Requests received less than 60 days prior to the renewal date will not be considered.</p>	

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HCVP ADMIN PLAN	Chapter 16	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>16-IV.B. REPAYMENT POLICY</p> <p>Owner Debts to the HAPGC</p> <p><u>HAPGC Policy</u></p> <p>Any amount due to the HAPGC by an owner must be repaid by the owner within 30 days of the HAPGC determination of the debt.</p>	<p>16-32</p>	<p>Change:</p> <p>16-IV.B. REPAYMENT POLICY</p> <p>Owner Debts to the HAPGC</p> <p><u>HAPGC Policy</u></p> <p>Any amount due to the HAPGC by an owner must be repaid by the owner within 30 10 business days of the HAPGC determination of the debt.</p>	

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HCVP ADMIN PLAN	Chapter 4	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>Local Preferences [24 CFR 982.207; HCV p. 4-16]</p> <p>The PHA uses the following preference system:</p> <p>Residency preference is for families who live, work, or hired to work in Prince George’s County. A family must first qualify under this preference in order to receive any of the following preferences.</p> <ul style="list-style-type: none"> • Displaced by government action. The displacement must have occurred within the past 60 days, unless otherwise approved by the PHA. Documentation from the displacing government agency and proof of legal residency in the unit must be provided. • Head of Household or Co-Head has paid employment of at least 30 hours per week. Documentation of paid employment for at least the past 30 days must be provided. • Head of Household or Co-Head are 	<p>4-16 4-17</p>	<p style="color: red;">Change/Add/Re-organize</p> <p>Local Preferences [24 CFR 982.207; HCV p. 4-16]</p> <p>The PHA uses the following preference system:</p> <p style="color: red;">The HAPGC will use the following local preferences.</p> <p style="color: red;">The HAPGC preferences and their points are as follows. An applicant may qualify for more than one preference but will only awarded the highest applicable preference plus the residency preference.</p> <p style="color: red;"><u>Involuntary Displaced Preference</u> 25 Points</p> <p style="color: red;">This preference applies to applicants who are:</p> <ul style="list-style-type: none"> (a) Victims of a natural disaster that has been declared by a local, state, or federal government entity; (b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement; (c) Participant in State or federal Witness Protection Program; 	

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<p>62 years of age or older.</p> <ul style="list-style-type: none"> • Head of Household or Co-Head qualify as handicapped/disabled. • Veterans– Head, spouse, co-head or sole member is a veteran of the United States military with an Honorable Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran's preference. • Any member of the household is medically verified as handicapped/disabled. • Head of Household or Co-Head is in a verified full time training or educational program with the intent of securing employment within the next twelve months as a result of completing the program. • Household has successfully completed a transitional housing program under Prince George's County continuum of Care Program. 		<p><u>Residency Preference</u> 20 points This preference applies to applicants who, at the time of application live, work, or hired to work in Prince Georges County on a permanent basis.</p> <p><u>Working Family Preference</u> 15 Points This preference applies to applicants where</p> <ul style="list-style-type: none"> (a) The head, spouse, co head or sole member is employed fulltime at least 30 hours per week; (b) The head, spouse, co head or sole member is a person age 62 or older or is a person with disabilities <p><u>Disabled Family Member Preference</u> 10 Points This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.</p> <p><u>Veteran Preference</u> 5 Points This preference applies where the head, spouse, co head or sole member was honorably discharged from any branch of United States military service</p>	
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		<p><u>Transitional Housing Program Preference</u> 4 Points This preference applies to the head, spouse, co head or sole member that has successfully completed a transitional housing program under the Prince George's County Continuum of care Program.</p> <p><u>Educational/ Training Preference</u> 2 points This preference applies where the head, spouse, co head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program designed to prepare enrollees for the job market.</p>	
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HCVP ADMIN PLAN CURRENT POLICY	Chapter 17 #	HCVP ADMIN PLAN PROPOSED POLICY	HCVP ADMIN PLAN Comments
<p>17-VI.C. ORGANIZATION OF THE LIST [24 CFR 983.251(c)]</p> <p>The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.</p> <p>The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The PHA currently has waiting lists for the following PBV projects:</p> <p style="padding-left: 40px;">Central Gardens Apartments Regency Lane Apartments</p>	17-28	<p>Remove/add:</p> <p>17-VI.C. ORGANIZATION OF THE LIST [24 CFR 983.251(c)]</p> <p>The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.</p> <p>The PHA HAPGC will establish and manage maintains separate waiting lists for individual projects or buildings that are receiving PBV assistance. -e PHA currently has waiting lists for the following PBV projects:</p> <p style="padding-left: 40px;">Central Gardens Apartments Regency Lane Apartments</p>	

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ACOP	Page	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
New Policy	Section 15.7	<p>ADD: [PIH 2016-05 (HA)]</p> <p>TRIENNIAL REEXAMINATIONS</p> <p>The HAPGC will perform reexaminations for households on fixed incomes on a triennial basis.</p> <p>This includes gathering and verifying current information about family composition, income, and expenses. Based on this updated information, the family's income and rent must be recalculated. This part discusses the schedule for triennial reexaminations, the information to be collected and verified, and triennial reexamination effective dates.</p> <p>In order to qualify for a triennial reexamination schedule, all household income must be from a fixed source such as</p> <p>Social Security payments, to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI); Federal, state, local, and private pension plans; and Other periodic payments received from annuities, insurance policies, retirement</p>	

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	<p>funds, disability or death benefits, and other similar types of periodic payments.</p> <p>Households on triennial schedules will be permitted to request an interim re-examination at any time. Households with members who have fully excluded wage income and other fixed income sources will not be considered fixed income Households.</p> <p>For example, a household has a Veteran head of household and an adult full time student who has a job. The head of household has only Veteran Affairs income. Even though HAPGC is going to exclude all of the adult full time student's earned income, PHA will not consider this household as a fixed income household. They would not qualify for triennial recertification.</p> <p>Scheduling Triennial Reexaminations The HAPGC will begin the triennial reexamination process 90 - 120 days in advance of its scheduled effective date. Generally, the HAPGC will schedule triennial reexamination effective dates to coincide with the family's triennial anniversary date.</p> <p><i>Triennial Anniversary date</i> is defined as 36 months from the effective date of the family's last</p>	
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<p>18.0 – PET POLICY</p> <p>New/Added Verbiage</p>		<p>triennial reexamination or, during a family's third year in the program, from the effective date of the family's initial examination (admission).</p> <p>Conducting Triennial Reexaminations</p> <p>As part of the triennial reexamination process, families are required to provide updated information to the HAPGC regarding the family's income, expenses, and composition.</p> <p>18.0 – PET POLICY</p> <p>Add/Re-organize (new paragraph)</p> <p>Exclusions – This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.</p> <ul style="list-style-type: none"> - Height, weight and breed restrictions do not apply for assistive/service animals; 	
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		<ul style="list-style-type: none">- Pet deposit, liability insurance and/or certification of training for assistance/service animals does not apply. <p>I. Definitions</p> <p>3. Assistance Animal is an animal that is needed as a reasonable accommodation for persons with disabilities. Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability; or animals that provide emotional support that alleviate one or more identified symptoms or effects of a person's disability.</p>	
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ACOP	Page	ACOP	ACOP
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>Local Preferences [ACOP p. 5 & 39]</p> <p>The HAPGC will select families based on the following preferences within each bedroom size category. Established local preferences for admission to public housing includes:</p> <ul style="list-style-type: none"> Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George’s County, Maryland. 	<p>10.1</p>	<p style="color: red;">Change/Add/Re-organize</p> <p>Local Preferences [24 CFR § 903.7(a)]</p> <p style="color: red;">Residency preference is for families who live, work, or hired to work in Prince George’s County. A family must first qualify under this preference in order to receive any of the following preferences.</p> <p style="color: red;">The HAPGC will use the following local preferences.</p> <p style="color: red;">The HAPGC preferences and their points are as follows. An applicant may qualify for more than one preference but will only awarded the highest applicable preference plus the residency preference.</p> <p style="color: blue;"><u>Reorganized/Points are new</u></p> <p style="color: red;"><u>Involuntary Displaced Preference 25 Points</u></p> <p style="color: red;">This preference applies to applicants who are:</p> <p style="color: red;">(a) Victims of a natural disaster that has been declared by a local, state, or federal government entity;</p>	

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<ul style="list-style-type: none"> • Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George's County, Maryland. • Head of Household or Co-Head has paid employment of at least 30 hours per week. Documentation of paid employment for at least the past 30 days must be provided. • Head of Household or Co-Head are 62 years of age or older. 		<p>(b) Subjected to a documented action by a local, state, or federal government entity related to code enforcement; (c) Participant in State or federal Witness Protection Program;</p> <p><u>Residency Preference</u> 20 points This preference applies to applicants who, at the time of application live, work, or hired to work in Prince Georges County on a permanent basis.</p> <p><u>Working Family Preference</u> 15 Points This preference applies to applicants where (a) The head, spouse, co-head or sole member is employed fulltime at least 30 hours per week; (b) The head, spouse, co-head or sole member is a person age 62 or older or is a person with disabilities</p> <p><u>Disabled Family Member Preference</u> 10 Points This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.</p>	
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<ul style="list-style-type: none"> • Head of Household or Co-Head qualify as handicapped/disabled. • Any member of the household is medically verified as handicapped/disabled. • Veterans– Head, spouse, co-head or sole member is a veteran of the United States military with an Honorable Discharge. A person who served in the military that was dishonorably discharged is not eligible for the veteran’s preference. • Household has successfully completed a transitional housing program under Prince George’s County continuum of Care Program. • Head of Household or Co-Head is in a verified full time training or educational program with the intent of securing employment within the next twelve months as a result of completing the program. 		<p><u>Veteran Preference</u> 5 Points This preference applies where the head, spouse, co-head or sole member was honorably discharged from any branch of United States military service</p> <p><u>Transitional Housing Program Preference</u> 4 Points This preference applies to the head, spouse, co-head or sole member that has successfully completed a transitional housing program under the Prince George’s County Continuum of care Program.</p> <p><u>Educational/ Training Preference</u> 2 points This preference applies where the head, spouse, co-head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program designed to prepare enrollees for the job market.</p>	
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