

# Housing Authority Of Prince George's County

## FY 2018 Annual PHA Plan Presentation

### Public Hearings

Thursday, March 16, 2017 at 12 p.m. & 5:00 p.m.



Rushern L. Baker, III  
County Executive

Paul Rowe, Chairman  
Eric C. Brown, Executive Director  
Sharon R. Land, Deputy Director



Commissioners :  
Paul E. Rowe, Chairman  
Leonard L. Hamlin, Vice Chair

Linda Green  
Cherice Shannon  
Joseph Hamlin

Ndy Otis  
Bola Sotomi-Kuti



Eric C. Brown  
Director

# AGENDA

Welcome and Introductions

Chairman Rowe

Overview of Five Year and  
Annual Agency Plan

Eric C. Brown, Executive Director

Guiding Principles

Eric C. Brown, Executive Director

Mission Statement, Goals and  
Objectives

Sharon R. Land, Deputy Director

Significant Amendment and  
Deviation/Modification

Sharon R. Land, Deputy Director/ Substantial  
Michelle Crittenden, HCV Manager

Capital Fund Program  
Performance and Evaluation Report

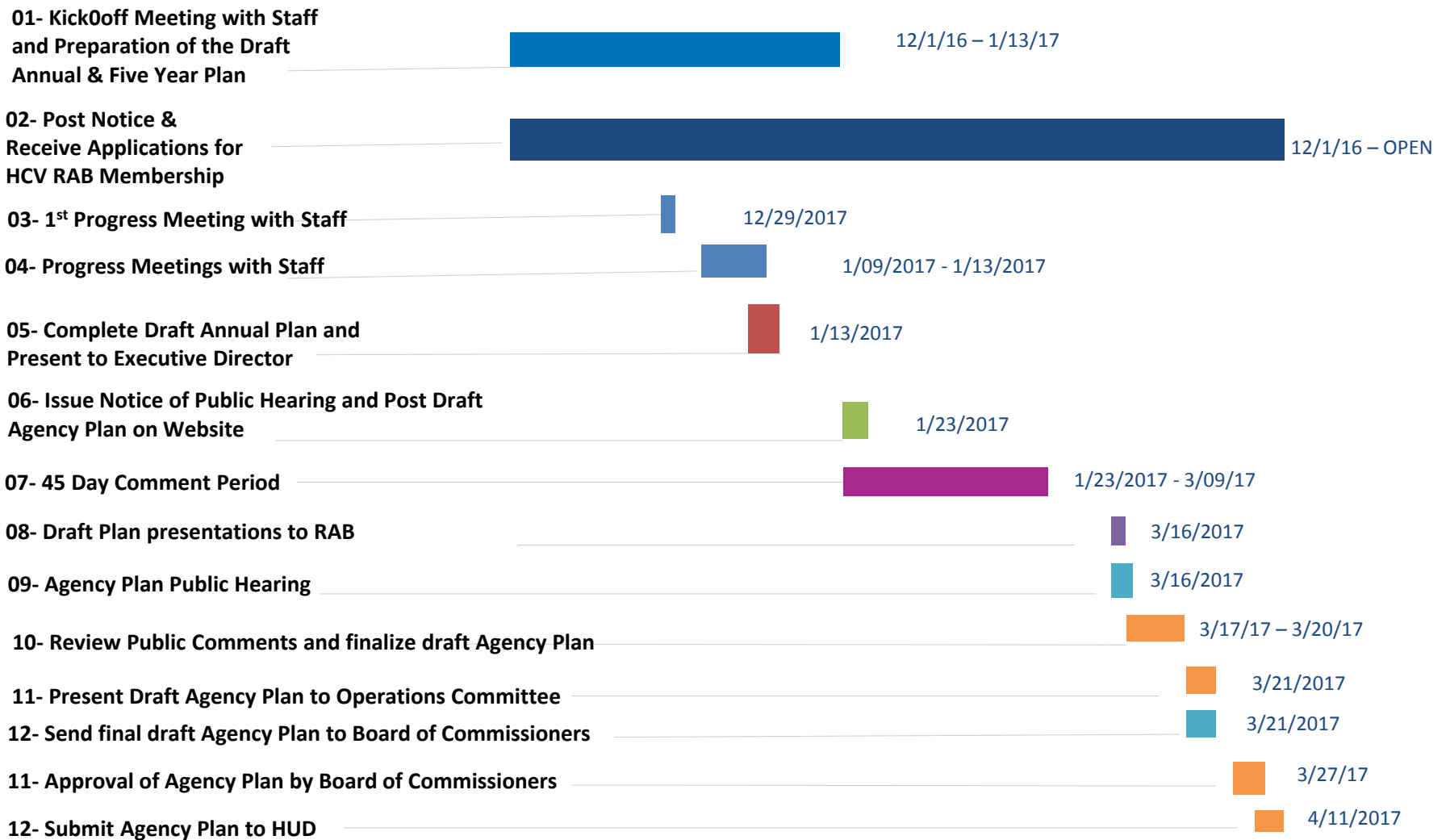
Alvin Coley, Regional Property Manager  
Michael Jackson , Project Manger

2016



2017

Today



Task(s)	12/1/2016	4/11/2017	
Duration (days)	Start Date	End Date	Description
	12/01/2016	1/13/2017	<b>01 – Kick-off Meeting with Staff and Preparation of the Draft Annual &amp; Five Year Plan</b>
	12/16/2016	OPEN	<b>02- Post Notice &amp; Receive Applications for HCV RAB Membership</b>
		12/29/2016	<b>03- Progress Meeting #1 with Staff</b>
	1/09/2017	1/13/2017	<b>04- Progress Meetings with Staff</b>
		1/13/2017	<b>05- Complete Draft Annual Plan and Present to Executive Director</b>
		1/23/2017	<b>06- Issue Notice of Public Hearing and Post Draft Agency Plan on Website</b>
52	1/23/2017	03/16/2017	<b>07 – 45 Day Comment Period</b>
1		3/16/2017	<b>08- Draft Plan presentations to RAB</b>
1		3/16/2017	<b>09- Agency Plan Public Hearing</b>
4	3/17/2017	3/20/2017	<b>10- Review Public Comments and finalize draft Agency Plan</b>
1		3/21/2017	<b>11- Present Draft Agency Plan to Operations Committee</b>
1		3/21/2017	<b>12- Send final draft Agency Plan to Board of Commissioners</b>
1		3/27/2017	<b>13- Approval of Agency Plan by Board of Commissioners</b>
1		4/11/2017	<b>14- Submit Agency Plan to HUD</b>

# Where is the Draft available?

- ▶ Public Housing Sites – Management Offices
- ▶ Rental Assistance Division
- ▶ <http://www.princegeorgescountymd.gov/sites/HousingAuthority>

# Public Hearing Dates

## ➤ Annual RAB Meeting

Date/Time: **Thursday, March 16, 2017**  
**at 12:00 p.m.**

Location: 9200 Basil Court  
5<sup>TH</sup> FL. Training Room  
Largo, Maryland 20774

## ➤ Public Hearing

Date/Time: **Thursday, March 16, 2017**  
**at 5:00 p.m.**

Location: 9201 Basil Court  
5<sup>TH</sup> FL. Penthouse  
Largo, Maryland 20774

# Overview of Five Year Plan

The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which each PHA reviews and updates once every 5th PHA fiscal year, and the Annual Plan, which is prepared by the PHA every year.

PHAs submit to HUD a PHA Plan Template, which includes specific plan elements but also information on where certain plan elements that are not required to be reviewed by HUD can be obtained locally. PHAs use the same PHA Plan Template for the 5-Year and Annual Plan. The entire PHA Plan (including all elements, not just those submitted to HUD) must be made available locally, typically at the main office of the PHA or on the PHA website.

# Why an Agency Plan

**Implemented and Required through QHWRA in 1998 includes two components:**

- ▶ **An Annual Plan**
- ▶ **Specific Housing Authority Policies**
- ▶ **Updated Financial Resources Statement**
- ▶ **Waiting List Needs Assessment**
- ▶ **A Five-Year Plan**
- ▶ **Mission Statement**
- ▶ **Long-Term Goals**
- ▶ **Specific Objectives to Meet Goals**



# Guiding Principles

HAPGC will use the following guiding principles when considering present and future initiatives:

- ▶ One-for-One replacement of affordable unit
- ▶ Minimal impact to resident (no significant increase in rental payments)
- ▶ Increase to housing stock/portfolio
- ▶ Significant community outreach and participation
- ▶ Preservation of Affordable Housing

# HAPGC Strategic 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.

# HAPGC 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**

**Implement the strategic plan that considers and optimizes the Authority's human resources and organizational structure.**

## **GOAL 4**

**Continue implementing programs that result in improved quantitative measurements.**

## **GOAL 5**

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

# Significant Change Definition

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.



# Housing Choice Voucher Program Proposed Changes

- ▶ Reasonable Accommodation
- ▶ Denial of Assistance/PH
- ▶ Violence Against Women Act (VAWA)/PH
- ▶ Portability



# Housing Choice Voucher Program Proposed Changes Cont.

## ➤ Reasonable Accommodation

### ➤ Exception Payment Standard

HAPGC has the discretion to approve exception payments standards up to 120 percent of the Fair Market Rent when requested as a reasonable accommodation.

## ➤ Denial of Assistance Terms/PH

### ➤ HAPGC has lowered our terms for to 3 years for the following:

#### ➤ Denial of Assistance

#### ➤ Criminal Activity

# Housing Choice Voucher Program Proposed Changes Cont.

- Updated Violence Against Women Act (VAWA) provisions/PH:
  - Emergency VAWA Transfers
    - Survivors need only to self-certify in order to exercise their rights under VAWA. The following are conditions for which a resident may qualify for an Emergency VAWA transfer:
      - A resident or an immediate family member is a victim of domestic violence, dating violence, sexual assault, or stalking;
      - The resident reasonably believes that harm or further violence is imminent if the resident remains in the unit;
      - Supporting documentation of the abuse is provided

# Housing Choice Voucher Program Proposed Changes Cont.

- Updated Violence Against Women Act (VAWA) provisions:
  - Notification and Victim Documentation
    - The HAPGC will supply the “Notice of Occupancy Rights’ and Certification Form under the Violence Against Women Act to each applicant and participant. These forms will be distributed during the following times:
      - At the time the individual is provided assistance or admission under the covered housing program;
      - With any notification of eviction or notification of termination of assistance.



## Housing Choice Voucher Program Proposed Changes Cont.

### ➤ Updated Violence Against Women Act (VAWA) provisions:

The applicant or participant may submit, as documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, any one of the following forms of documentation, where it is at the discretion of the tenant or applicant which one of the following forms of documentation to submit:

### ➤ The Certification of Domestic Violence , Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation form or a document:

- 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;
- 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 this subpart, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under § 5.2003; or
- A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency.

## Housing Choice Voucher Program Proposed Changes Cont.

- **Updated Violence Against Women Act (VAWA) provisions:**
  - Update the Language on Project Based Tenancy Addendum
  - Update the Language in the Admin Plan pertaining to Owner Responsibilities.
  - Update the briefing Packet.
  
- **Portability**
  - HUD has change the policy for contacting A PHA if a participants voucher has expired. The receiving HA must contact the Initial HA in order to determine there voucher term.
  - The HA will use Income limits to determine income eligibility.
  - The HA can now extend the voucher term for a incoming port.

# Public Housing Proposed Amendment to the Admission and Continued Occupancy Policy (ACOP)

- ▶ Denial of Assistance
- ▶ Violence Against Women Act (VAWA)
- ▶ Smoke Free Policy–Lease Amendment
- ▶ Paying Rent Policy

# Public Housing Proposed Lease Amendment to the ACOP Cont.

- Smoke Free Program/Policy
  - This policy establishes standards and requirements to provide a smoke-free environment for all Housing Authority of Prince George's County public housing properties. Smoking is not permitted 50 feet from building(s), anywhere in the building including dwelling units and townhomes, in accordance with the following schedule. Effective on July 01, 2017 all current tenants, guests, employees, contractors, and employees of contractors providing services at HAPGC, after this date will be prohibited from smoking within any building to include: apartment units and townhomes. Failure of any resident to follow the smoke-free policy will be considered a lease violation.

# Public Housing Proposed Lease Amendment to the ACOP Cont.

## ▶ *PAYING RENT POLICY*

- ▶ Rent and other charges are due and payable on the **first day of the month**.
- ▶ All rents should be paid at:
  - ▶ **Rent Billing**
  - ▶ **P.O. Box 73052**
  - ▶ **Baltimore, Maryland 21263**
- ▶ Make checks payable to: **Housing Authority of Prince George's County (HAPGC)**.
- ▶ Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment.
- ▶ If the rent is not paid by the **fifth (5<sup>th</sup>) of the month**, the tenant issued a late notice, an assessed a 5% late charge for payment received after the 10th. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus a non-sufficient funds **fee of \$35 for processing costs**.
- ▶ The Resident understands that the Authority will not count the Security Deposit towards the last month's rent or toward repair charges owed by the Resident while the resident resides in the unit.
- ▶ If the resident fails to pay the cost of all resident related repairs within thirty-(30) days after receipt of written notice of charges, the cost or repairs will be taken out of the next monies received. Rent payment will be applied to damage charges and fees first (1<sup>st</sup>), and then the remainder of the rent payment will be applied against the monthly rent.

# CAPITAL FUND PROGRAM

# CAPITAL FUND

## KEY COMPONENTS :

- ▶ Funding for Large Capital Projects
- ▶ Not Routine Maintenance



# Capital Funds Allocations



- ▶ Strategic Long Term Plan
  - Standardize process
  - Incorporate a Physical Needs Assessment
- ▶ Consultation with Maintenance and other staff
- ▶ Recommendations from Annual and 5-Year Plan
- ▶ Consideration of Public comments



## Accomplishments 2016 2017

PROJECT UPDATE				
Owens Road Building Water Infiltration – Excavation, Waterproofing, Drainage Correction	Owens Road	Jan	Completed	
Residential Towers – Painting of Common Areas	Cottage City/ Owens Road	April	Completed	
Residential Towers – Painting of Entrance Pavilions	Cottage City/ Owens Road	April	Completed	
Cove Base flooring replacement Public Areas – over 5,500 linear feet	Cottage City/ Owens Road	April	Completed	
Boiler Room Pipe Re-Insulation	Owens Road	April	Completed	
Purchase and Installation of Exterior Gazebo	Owens Road	April	Completed	
Purchase and Installation of 50” LED Flat Screen Monitor and DVD Player in Community Room	Cottage City	June	Completed	
ADA/ UFAS Compliant Unit Modification 2 @ each site	CC/RC	Nov	Completed	
Environmental Testing and Certifications	Kimberly Gardens Marlborough Towne Rollingcrest	August	Completed	
Elevator Upgrades and Improvements – Phase !	Owens Road	Jan	Ongoing	
Full Renovation of 10 Senior Units to include 3 accessible U FAS compliant units	Marlborough Towne	March	Ongoing	
Interior Painting of Occupied Seniors and Family Units	Marlborough Towne	March	Underway	

# 2017 Performance and Evaluation

Summary by Development Account			Original
1	Total Non-CGP Funds		
2	1406	Operations (may not exceed 20% of line 20) <sup>3</sup>	25,000.00
3	1408	Management Improvements	10,000.00
4	1410	Administration (may not exceed 10% of line 20)	38,500.00
5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	58,589.99
8	1440	Site Acquisition	
9	1450	Site Improvement	
10	1460	Dwelling Structures	154,000.00
11	1465.1	Dwelling Equipment – Non-expendable	
12	1470	Non-dwelling Structures	
13	1475	Non-dwelling Equipment	
14	1485	Demolition	
15	1492	Moving to Work Demonstration	
16	1495.1	Relocation Costs	
17	1499	Development Activities <sup>4</sup>	
18a	1501	Collateralization or Debt Service Paid by the PHA	118,415.01
19	1502	Contingency (may not exceed 8% of Line 20)	
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2 – 19)</b>		<b>404,505.00</b>
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
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		

A.	Development Number/Name	Work Statement	Work Statement	Work Statement	Work Statement	Work Statement
		Year 1	Year 2	Year 3	Year 4	Year 5
		FFY <u>2017</u>	FFY <u>2018</u>	FFY <u>2019</u>	FFY <u>2020</u>	FFY <u>2021</u>
	MD 15-2, Owens Road		\$20,934.00	\$0.00	\$0.00	\$12,000.00
	MD 15-3, Marlborough Towne		\$0.00	\$0.00	\$0.00	\$0.00
	MD 15-4, Kimberly Gardens		\$0.00	\$49,334.00	\$0.00	\$0.00
	MD 15-6, Cottage City Towers	See	\$0.00	\$70,000.00	\$0.00	\$52,000.00
	MD 15-7, Rollingcrest Village	Annual	\$40,000.00	\$0.00	\$0.00	\$12,000.00
	Agency Wide Physical Improvements		\$0.00	\$50,000.00	\$85,000.00	\$70,000.00
B.	Physical Improvements Subtotal		\$60,934.00	\$169,334.00	\$85,000.00	\$146,000.00
C.	Management Improvements (1408)		\$10,000.00	\$10,000.00	\$10,000.00	\$20,527.50
D.	HA - Wide Nondwelling Structures and Equipment (1465/1475)		\$85,000.00	\$4,268.50	\$71,743.12	\$0.00
E.	Administration (1410)		\$38,500.00	\$38,500.00	\$38,500.00	\$38,500.00
F.	Other (1430,1495, 1502)		\$10,000.00	\$4,999.12	\$4,999.12	\$4,999.12
G.	Operations		\$80,900.37	\$62,739.00	\$79,139.00	\$79,139.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capitol Fund Financing - Debt Service		\$119,170.63	\$114,664.38	\$115,123.76	\$115,339.38
K.	Total CFP Funds		\$404,505.00	\$404,505.00	\$404,505.00	\$404,505.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$404,505.00	\$404,505.00	\$404,505.00	\$404,505.00

# Financial Resources: Planned Sources and Uses

<b>1. Federal Grants</b>	<b>FY2018</b>	
a) Public Housing Operating Fund	\$1,338,552.	
a) Public Housing Capital Fund (#MD39P15501-17)	\$404,505.	
a) Annual Contributions for Housing Choice Voucher Tenant-Based Assistance	\$70,789,491.	
a) Community Development Block Grant	\$413,574.	Capital Improvements
PY40: \$313,574. PY42: \$100,000.		
<b>2. Prior Year Federal Grants</b>		
CFP (MD39P015501-16)	\$359,538	
CFP (MD39P015501-15)	\$219,858	Capital Improvements
CFP (MD39P015501-14)	\$96,747	Capital Improvements
CFP (MD39P015501-13)	\$829	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
Rental Income	\$1,373,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Vending Machine, & Late Charges	\$63,828	Public Housing Operations
<b>5. Non-federal sources (list below)</b>		
Rental Allowances Program (RAP)	\$188,325	Temporary Assistance for the Homeless
<b>Total Resources (Includes: PY42)</b>		Authority-Wide Operations
	<b>75,248,247</b>	

## Goals 2018



### Housing Assistance Division (HAD)

#### Operations:

##### Modernization & Rehabilitation:

1. Capital Fund Program grant award for 2016
  - Retro-Fit two ADA/504 Units
    - Owens/Cottage
    - Kimberly Gardens
    - Owens Road
  - Replace select HVAC systems
  - Replace Generator
2. Capital Fund Program grant for 2017 (has not posted)
  - Renovate select Kitchens & Baths
    - Marlborough Towne
    - Owens Road
  - Replace aging elevators
3. Major work to be completed
  - Kitchen & Bath renovations
    - Marlborough Towne
    - Owens & Cottage
    - Owens & Cottage
  - Water & Weather proof building exteriors
  - Paint Interior of Units

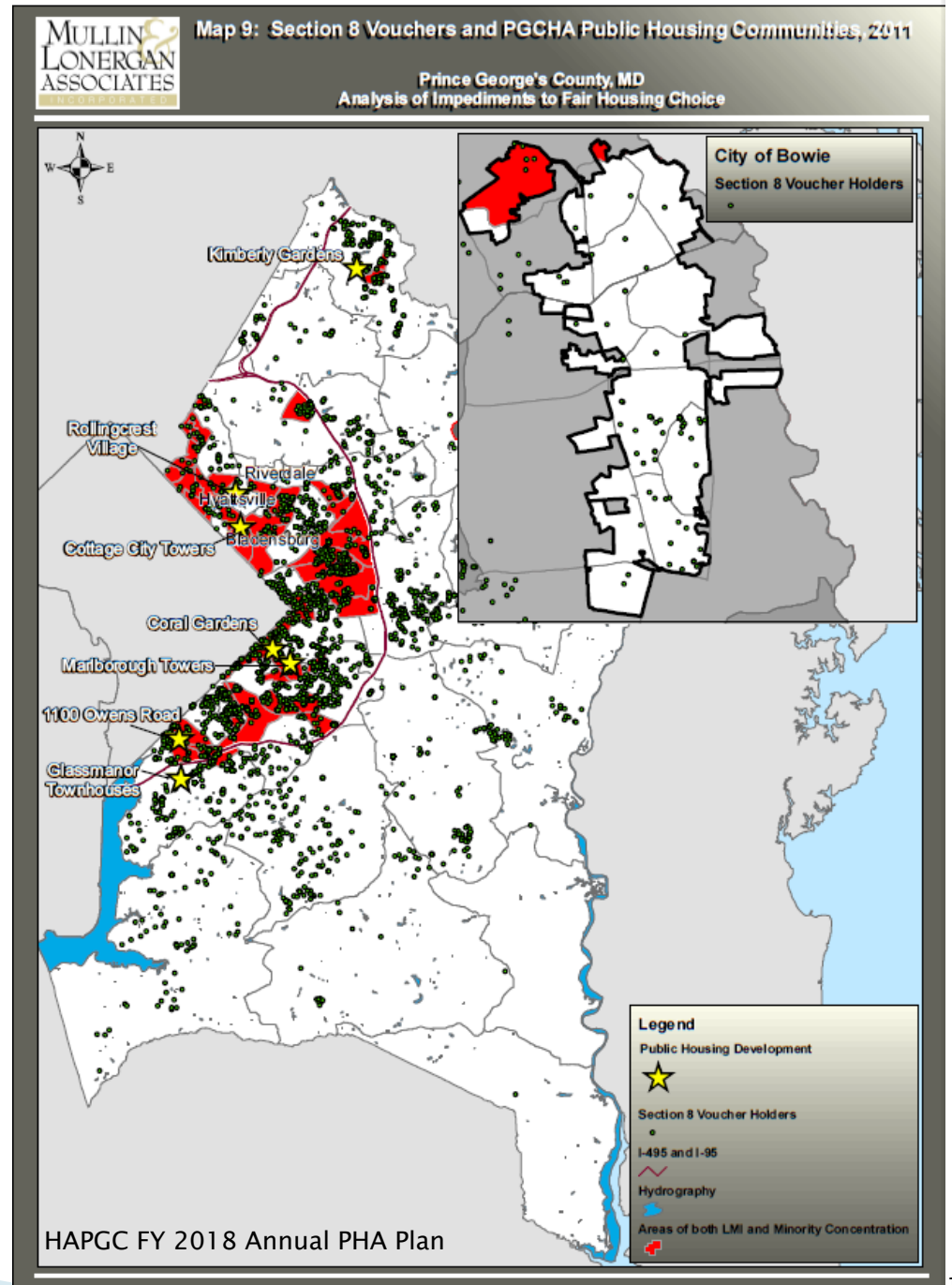
# HAPGC Owns & Administered Units

- ▶ HAPGC currently owns or administers **6,375** affordable housing units.
- ▶ 5,827 Housing Choice Voucher / Project based Units
- ▶ 376 Public Housing Units
- ▶ 172 Moderate Rehabilitation Program



# HAPGC Housing Product Location Map

- ▶ Kimberly Gardens ★
- ▶ Rollingcrest Village ★
- ▶ Cottage City Towers ★
- ▶ Marlborough Towne ★
- ▶ 1100 Owens Road ★
- ▶ Section 8 Properties ●



# 1100 Owens Road

# Property Profile



- ▶ Built in 1971
- ▶ 123 units
- ▶ 68 Zero Bedroom units
- ▶ 54 one Bedroom units
- ▶ 1 Two bedroom unit
- ▶ Operating Budget : \$805,731
- ▶ Based on 2015 GPNA, this property will have an estimated \$2,580,621 capital improvement need by 2035

Owens Road is a 7-story high-rise located in Oxon Hill. The building includes 123 apartments. The majority of the apartments are either efficiencies or one bedrooms. A single two bedroom apartment located on the first floor. The building is situated on 7.34 acres and includes ample parking for residents. The table below provides a breakdown of the apartment sizes located at the property.



# Cottage City Towers

# Property Profile



- ▶ Built in 1974
- ▶ 100 units
- ▶ 56 Zero Bedroom units
- ▶ 43 one Bedroom units
- ▶ 1 Two bedroom unit
- ▶ Operating Budget: \$679,300
- ▶ Based on 2015 GPNA, this property will have an estimated \$2,083,500 capital improvement need by 2035

Cottage City Towers is a 6-story high-rise located in Brentwood. The building includes 99 apartments. The majority of the apartments are either efficiencies or one bedrooms. A single two bedroom apartment located on the first floor. The building is situated on 3.17 acres and includes ample parking for residents. The table below provides a breakdown of the apartment sizes located at the property.

# Kimberly Gardens

## Property Profile



- ▶ Built in 1972
- ▶ 50 units
- ▶ 14 Two Bedroom units
- ▶ 26 Three Bedroom units
- ▶ 10 Four bedroom unit
- ▶ Operating Budget : \$589,022
- ▶ Based on 2015 GPNA, this property will have an estimated \$1,891,985 capital improvement need by 2035

Kimberly Gardens is a 50-unit public housing development located on Cherry Lane in Laurel. The site is approximately 5 acres. There are a total of seven dwelling buildings and one non-dwelling building located on the site. Apartment sizes include 2, 3 and 4 bedrooms. The table below provides a breakdown of the apartment sizes located in the development.

# Rollingcrest Village

# Property Profile



- ▶ Built in 1974
- ▶ 40 units
- ▶ 40 One Bedroom units
- ▶ Operating Budget: \$339,620
- ▶ Based on 2015 GPNA, this property will have an estimated \$1,106,401 capital improvement need by 2035

The Rollingcrest Village public housing development is comprised of a total of 40 apartments located on two non-contiguous sites in Hyattsville. Two buildings totaling eighteen units are located on Chillum Road. Two additional buildings totaling twenty-two units are located on Sargent Road. The Chillum Road property is situated on 1.42 acres while the Sargent Road property is slightly larger at 2.09 acres. The buildings were originally constructed in 1974 and have undergone significant modernization activities through the years.

# Marlborough Towne

# Property Profile



- ▶ Built in 1974
- ▶ 63 units
- ▶ 33 One Bedroom units
- ▶ 25 Two bedroom unit
- ▶ 5 Three Bedroom units
- ▶ Operating Budget: \$593,788
- ▶ Based on 2015 GPNA, this property will have an estimated \$2,150,421 capital improvement need by 2035

Marlborough Towne is a 63-unit public housing development located on Tanow Place in District Heights. The site covers 5.21 acres. There are a total of twenty dwelling buildings and one non-dwelling building located on the site. Apartment sizes include 1, 2, and 3 bedrooms. The table below provides a breakdown of the apartment sizes located in the development.



QUESTIONS????

# The End

