

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

PHA Plans

5 Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

(md015v06)

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Sixth Year – Annual Agency Plan Update
Agency Identification**

PHA Name: Housing Authority of Prince George's County

PHA Number: MD39-P015 (MD015)

PHA Fiscal Year Beginning: 07/2005 (07/01/2005 – 06/30/2006)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

Sixth Year – Annual Agency Plan

A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The mission of the Housing Authority of Prince George's County, is to expand access to a broad range of quality housing, create safe, well planned, attractive residential communities and enable families to become self-sufficient and communities to become stable.

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

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

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
HA has: Multi-Family Tax Exempt Bond and Second Mortgage Home Programs.

- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management:
 - Improve voucher management: (through quality control inspections)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: (McGuire)
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
 - Increase project-based vouchers – Target the elderly.

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 - Encourages 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 in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Continue affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Maintain affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING POLICY GOALS AND STRATEGIES**

Goal 1:

Create a greater balance of housing types and values throughout the County.

Objectives:

- Rehabilitate the County's existing single family and multi-family housing stock using a variety of Federal, State and local resources.

Goal 2:

Expand homeownership opportunities for all residents regardless of race, gender, color, national origin, familial status or disability.

Objectives:

- Assist households in obtaining mortgage financing; assist with down payments and closing costs necessary to purchase existing single family housing as well as new construction.
- Support mortgage-financing programs that are non-discriminatory and ensure reasonable rates.

Goal 3:

Develop a range of quality housing for all households including families, the elderly, persons with disabilities, the homeless and those with HIV/AIDS.

Objectives:

- Assist households in obtaining better housing opportunities, especially low and moderate-income households and those families, elderly and special populations on fixed incomes.
- Eliminate physical barriers to existing housing and encourage the development of universal designs in housing to enable persons with special needs to live in dignity and independence.
- Increase the supply of supportive housing for special needs populations.
- Promote self-sufficiency among residents at risk of homelessness with transitional and supportive housing.
- Promote fair housing policies and practices in the public and private housing market.

Goal 4:

Reinvest in inner-Beltway communities through housing programs and choices.

Objectives:

- Develop, redevelop, construct and rehabilitate housing through infill development, adaptive reuse, acquisition, demolition and clearance and other approaches.
- Upgrade the County's public housing stock to create safer, more attractive environments.
- Reduce the hazards of lead-based paint in the County's single and multi-family housing stock.

Goal 5:

Improve the quality of life for all residents by reducing the concentration of inferior quality, low value housing units.

Objectives:

- Reduce high concentrations of distressed, low-income rental housing by 30 private through public-private partnerships for acquisition, rehabilitation or demolition.
- Offer residents of distressed housing alternative housing in existing and newly rehabilitated properties.

Goal 6:

Build and restore vibrant communities by creating safe neighborhoods where people want to live.

Objectives:

- Improve the appearance and conditions of distressed inner-Beltway communities to encourage new economic and residential development.

Annual PHA Plan
PHA Fiscal Year 2006

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

EXECUTIVE SUMMARY

The Housing Authority of Prince George's County has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the ensuing HUD requirements and is consistent with the Prince George's County 5-Year Consolidated Plan. The Executive Summary addresses plans for the 2006 fiscal year and accomplishments for FY2005.

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 and those with HIV/AIDS
8. Create safe, well planned, attractive residential communities

As we approach the sixth year of the plan the Department continued to implement and coordinate HUD's goals and the Department's goals into its 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 Department's operations. Described in the following table are significant accomplishments and strategies that outline the direction of the Department.

FYB 2006
<p>GOAL 1 Achieve financial stability in the entire Department.</p>
<p>GOAL 2 Continue to execute our Information Technology (IT) Plan to maximize the use of our IT System so that it enables and empowers users to accomplish their tasks.</p>
<p>GOAL 3 Continue developing a strategic plan that analyzes the Department's human resources and organizational structure.</p>
<p>GOAL 4 Develop more effective communication between divisions, employees, Office of the County Executive and the general public.</p>
<p>GOAL 5 Continue implementing programs that result in improved quantitative measurements.</p>
<p>GOAL 6 Continue implementing quality single and multi-family development that improves the quality of life for the citizens of Prince George's County.</p>

HOUSING AUTHORITY – PROJECT MEASUREMENTS

1. Develop or Dispose of Authority Owned Property

- Procure development team for ten most valuable HA owned properties
- Sell less valuable properties at not less than market value
- Secure financing and development team for McGuire House

2. Execute Memorandum of Understanding between the U. S. Department Housing and Urban Development (HUD) and Prince George’s County, Maryland to include the following.

- Multi-Family Properties - Over the next five years, HUD will sell ten (10) distressed multifamily properties or Notes on distressed multifamily properties to the Housing Authority of Prince George's County.
- Single-Family Units - Over the next five years, HUD will sell the Housing Authority of Prince George's County 250 foreclosed single- family properties at a substantial discount of the as-is appraised value. The discount will amount to approximately a \$10 million total.
- Demonstration Housing Choice Voucher (HCV) Project - HUD will enter into an Annual Contributions Contract (ACC) with the Housing Authority for fifty (50) Housing Choice Vouchers for a demonstration project as part of the County's Women's Empowerment Program.

3. Improve Program Management and Administration

- Maintain High Performer rating by HUD for Housing Choice Voucher Program through continual monitoring of SEMAP indicators. SEMAP score for FYE 2004 was 104, High Performer.
- Improve HUD designated Public Housing Assessment System (PHAS) High Performance rating, in the financial area. PHAS overall score report for FYE 2004 was 78 with a designation status of Substandard Financial.
- Receive a HUD Real Estate Center (REAC) physical inspection overall score of no less than 85%.
- Review Administrative Plan and update as required. Implement Homeownership Program.
- Ensure the lease-up process is implemented to maintain a 95 - 98% compliance rate.
- Process at least 600 new applications for admission to Public housing.
- Increase landlord seminars to occur monthly instead of bi-monthly.
- Update format of the monthly report.

4. Improve Property Management

- Improve unit turn around, lease-up and make ready days by 2.5% each quarter.
- Respond and close 100% of all work orders to abate exigent conditions within 24 hours, routine within 5 days and extraordinary within 30 days.
- Process and close no less than 1,200 work orders with less than a 10% call-back rate.
- Manage completion of \$500,000 of construction/rehabilitation.
- Complete 100% of all renovation/construction projects on time and with less than a 15% variance in project budget and cost change orders.

5. Complete Staff Reorganization

- Reallocate positions that perform duties outside of the proper classification.
- Fill MTCS Program Administrator Position.
- Train SEMAP Specialists and implement SEMAP/MTCS procedures and processes.
- Fill all rental specialist positions to keep up with the increasing caseload.

6. Continue Staff Training

- Coordinate Section 8 Management Training with MAHRA for all supervisors.
- Send staff to the MAHRA fall and spring conference. Update Inspector lead-Based Paint Training.
- Provide in-house training for Rental Specialists on ECS updates and adjustments.
- Coordinate Rental Specialist certification training with providers. (Nan McKay I Quadel, NAHRO)

7. Increase Resident/Client Services

- Provide 2080 units of resident services.
- Serve 2000 hot meals at the 1100 Owens Road Nutrition Site.
- Form partnerships with HIP on performing assessment and counseling functions for FSS and Homeownership participants.
- Increase FSS participatory enrollment by 25%.
- Hold FSS graduation ceremony for successful participants.
- Apply for the Public Housing Neighborhood Network grant.
- Apply for a third Resident Opportunity and Self Sufficiency (ROSS) grant.
- Provide staff and RAB with additional resident training/seminars.
- Three Family Resource Academies are now open. The Authority also has plans to expand the academy concept at the remaining two elderly sites, during the 1Qtr and 2Qtr of FYB 2006.

8. Improve Risk Management

- Provide representation on the County-wide Strategic Risk Management Team established to develop policy and procedural recommendations to increase effectiveness in property management, accountability, and safety procedures and minimize losses and expenditures of resources subject to risk management.
- Continue to 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.
- Purchase reliable County cars and cellular phone for staff who meet Department use criterion.
- Continued staff monitoring and facility analysis and recommend cite improvements that comply with ADA regulations.

INFORMATION TECHNOLOGY:

The Authority's Market Information Technology (IT) Systems and core business applications were installed, and are operational. Citrix was installed at all remote locations. Citrix connections allow remote locations to run the same application platforms used by the central office.

Accomplishments for FY 2005 included:

- Installation of Internet Security (Web Marshal);
- Installed anti-virus software on all workstations;
- Performed "lockdown" of all workstations, including computers located at Family Resource Academies to prohibit unauthorized installation of unwanted/unlicensed software;
- Domain migration from NT to Windows 2000;
- Server upgrade to Windows 2000; and

WAITING LIST

During FY2003, the Public Housing and Section 8 Waiting List were opened using the lottery system. Of the 2800 applicants that responded, there remains a surplus of applicants on the combined waiting list. Public Housing and Section 8 applications are handled through the Central Intake Office. Due to budgetary constraints imposed by HUD the Section 8 waiting list has been closed for approximately thirty-six months. However, the Public Housing waiting list remains open for the elderly and persons with disabilities.

There is a need to open the public housing waiting list for families in need of four bedroom size units.

McGUIRE HOUSE

McGuire House, a 192-unit high-rise building for the elderly located in Oxon Hill, Maryland was removed from the public housing inventory in 1995. During a comprehensive modernization project, friable asbestos was discovered behind structural walls. Further investigations led to a massive abatement project which later necessitated relocating residents from the building to accommodate the process. Due to the nature of the work involved, the building wound up being gutted. The property has been vacant since then. Shortly after the relocation, the decision was made not to rehabilitate the property, but rather to build a new structure in its place. From then until now, efforts have been on-going to find funds to build a new structure on the site.

Using proceeds of an EDI grant, the PHA had commissioned a firm to complete design for a two hundred unit building for the elderly to replace McGuire House.

A Request for Proposals was let and a Memorandum of Understanding is being prepared to have a development team design/build a new McGuire House property. It is noted that during the plan year, the Authority will file a Disposition/Demolish Housing Replacement Factor Application to remove McGuire House from the public housing inventory.

SUPPORTIVE SERVICES

Several successful programs that helped families achieve self-sufficiency will continue and expand plans for the 2006 fiscal year and well into the five years of this plan. Selected programs/services are listed below.

PUBLIC HOUSING:

Resident Opportunity and Self Sufficiency (ROSS)

- The Housing Authority was awarded the FY 2001 and FY 2003 – Resident Opportunity and Self Sufficiency (ROSS) Grant under the Resident Service Delivery Model (RSDM). ROSS addresses issues “to ensure that seniors are able to age in place and maintain their independence as long as possible, by providing community-base services, as well as, other alternatives to institutional care. A comprehensive network of supportive services continues to be made available through collaborative efforts of several County agencies and community-based organizations. Services are targeted for at-risk seniors and individuals with disabilities at four (4) public housing properties. The ROSS Grant enhances and promotes residents’ independence thus reducing the incidence of premature institutionalization.

- ROSS was developed in consultation with public housing residents, various County agencies and community partners. The focus for supportive services includes, but are not limited to: health and personal care to meet Activities of Daily Living, housekeeping services, Congregate Services (meals, home delivery-based services, and non-profit food buying networks), and emergency response/crisis intervention. Additional services include: transportation, education/advocacy, support for primary and secondary caregivers, case management/coordination and physical improvements to site facilities as appropriate.
- Under the FY 2001 Resident Opportunity and Self Sufficiency (ROSS) Grant, Resident Service Delivery Model (RSDM), the Housing Authority constructed a commercial kitchen. Hot meals are provided to “at-risk residents” three days a week at 1100 Owens Road. Meals are provided for homebound residents on a daily basis.
- The ROSS grant awarded in FY 2001 will expire April 30, 2005. All funds are expected to be expended on time.
- The Authority has plans to compete for its third ROSS grant in FYB 2006.

Family Resource Academy (FRA)

- Operating as Family Resource Academies, the Housing Authority has converted community spaces into effective self-sufficiency programs for public housing residents. Traditional community spaces are being used to house Computer Learning Labs and full service health delivery systems. Major projects include: Activities for residents of all ages which include classes, job seminars, youth councils, health screenings, parenting classes and structured leisure and recreational pursuits.
- During FY2006, expansion of the Family Resource Academies (FRA) is expected. A growing interest in the FRA program, requires the Authority to now constantly develop curricula changes, and modify software and hardware requirements. The Kimberly Gardens campus is presently in need of additional space to accommodate an increase in participation.
- A continued goal of the Authority will be to encourage participation from all families to become involved in Academy operations. Students of the Prince George’s County Public School System are encouraged to use Community Service hours received through the FRA towards Community Service Credits required for high school graduation.

- Opened a third Family Resource Academy at 1100 Owens Road, an elderly development. The Authority also has plans to expand the academy concept to the remaining two elderly sites, during the 1Qtr and 2Qtr of FYB-2006.

Risk Management Program

- The Housing Authority of Prince George’s County participates in the Housing Authority Insurance (HAI) – Risk Management Control Program. The Risk Management component is very similar to objectives cited in the HUD’s Real-Estate Assessment Center (REAC) program. It is the policy of the Housing Authority to give priority to risk control management in all phases of program operations. This is done to protect the lives and well-being of residents and employees, and reduce exposure to liability which results in financial losses. A loss control program protects assets needed to carry out the mission of the Authority, which is to provide quality housing and community development programs to residents of Prince George’s County.
- The Housing Authority Insurance (HAI) agency has developed nine (9) core risk control standards that must be met in order to qualify for the program. HAI also conducts annual assessments/inspections to ensure compliance. The Risk Control Work Plan devised by the HAI is not a condition of insurance coverage, but is rather a means to keeping insurance premiums cost down.
- The Housing Authority has participated in this program since 2000 and continues to benefit from a ten to fifteen percent reduction in insurance premiums cost, annually.

SECTION 8:

Welfare to Work

During the past fiscal year, the Rental Assistance Division (RAD) has made significant progress towards development of its program to assist Welfare to Work (WtW) families in their efforts to achieve suitable housing with our partner, the Department of Social Services (DSS).

1. Number of Participants Briefed	10
2. Total Number of Voucher Issued	10
3. Total Number Leased	279
4. Total Number Awaiting Inspection Or Searching for Housing	00

Welfare To Work Program Achievements for 2005

The Prince George's County Welfare to Work Program expanded its support systems to include the development of a committee of referral agencies to work in conjunction with DHCD to assess:

1. Participant needs and make recommendations for client referrals to appropriate agencies.
2. Partnerships that provide local training facilities and services such as GEDs and continuing education, computer training and first time homebuyers workshops. Networks are being established with UCAP, Adam's House, Campus Opportunity, the National Trust for the Development of African-American Men, the National Campaign to Prevent Teenage Pregnancy, Even Start Literacy Program, and Mission of Love & Housing Initiative Program.
3. Mentors from various volunteer agencies to work closely with the WtW clients in their area of interest.
4. WtW clients in good standing who participate in the FSS Program as a means of establishing and monitoring their future goals of independence.

RESIDENT TRAINING

It is the intent of the Housing Authority to continue to provide residents and staff with the opportunity to participate in annual summits. Summits include: Capital Grant and public housing funds, core programs and services that impact residents. These summits are beneficial for the Authority as well as for its residents.

FY2005 - RENOVATION ACTIVITIES:

In the fifth year of the plan, 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. Accomplishments are described in the next two (2) tables.

FY2005 ACCOMPLISHMENTS - High-Rise Sites

(CFP, CDBG, Extraordinary Maintenance, Grants, etc.)

HAPGC Table A-2005

SAFETY, SECURITY & CODE REQUIREMENTS	1100 Owens Road	Cottage City Towers
	Replaced Mechanical Valves (Riser)	Replaced HVAC System
	Serviced DU Breaker Panels	Reconditioned Boilers
		Replaced Elevators (2)
		Replaced Curbs and Gutters
RESIDENT SATISFACTION	Completed Installation of Family Resource Academy	
INCREASE MARKET / CURB APPEAL	Modified Front Entrance to Meet ADA Requirements & improve Cosmetic Appearance of Building	Redesigned Main Entrance

2005 ACCOMPLISHMENTS - Garden Apartment Sites
(CFP, CDBG, Extraordinary Maintenance, Grants, etc.)
HAPGC TABLE B-2005

SAFETY, SECURITY & CODE REQUIREMENTS	Marlborough Towne	Kimberly Gardens	Rollingcrest Villages
		Replaced DU Electrical Panels	Replaced DU Electrical Panels
RESIDENT SATISFACTION	Replaced Older A/C Condenser Units		
	Installed Security Fence at Community Room		
INCREASE MARKET / CURB APPEAL			

End Summary of FYE 07/2005 Updates

Sixth Year of Annual Plan – FYB 2006

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 upcoming fiscal year beginning (FYB) July 1, 2006. The sixth year 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 sixth year Annual Plan includes:

FINANCIAL STABILITY

To meet the goal of improved financial stability, the Department plans to carry out the following tasks.

- Identify new sources of funding,
- Maximize sources of funding currently received by the Department,
- 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 Department,
- Develop a plan to dispose of surplus properties owned by the Housing Authority,
- Review the budget plan for expenditures,
- Create Department wide spending awareness plan,
- Develop Department attitude regarding financial status, and
- Fully automate procurement & inventory system modules to better control purchasing and distribution.
- Sale of Housing Authority's surplus properties.
- Entered into a Memorandum of Agreement to improve financial posture.

The Housing Authority experienced some funding reductions in the Housing Choice Voucher Program in fiscal year 2004. The reductions affected the Authority's ability to meet some planned expenditures. The reductions came at time when the Authority had increased its lease-up rate.

The Authority has assessed its financial position in light of the reductions and expects future financial results of operations to improve.

INFORMATION TECHNOLOGY:

Business applications that the Authority currently has underway and expect to be completed by FYE 2006 are:

- Material Inventory, and hand-held UPCS Inspections;
- Requisitions, Bidding Process & Contract Management
- Test and implement corrected UPCS inspections software issues. Currently testing.
- Deploy Virtual Private Network (VPN) at all public housing sites, cancel expense frame relay service and purchase new DSL.
- Convert EmPHAsys applications from DOS to Windows.

SUPPORTIVE SERVICES (FYB 2006)

PUBLIC HOUSING:

Family Resource Academy (FRA)

During FY2006, expansion of the Family Resource Academies (FRA) is expected. The program requires the Authority to constantly develop curricula changes, and modify software and hardware requirements.

A continued goal of the Authority will be to encourage participation from all families to become involved in Academy operations. Students of the Prince George's County Public School System are encouraged to use Community Service hours received through the FRA towards Community Service Credits required for high school graduation.

During FY2006, the Housing Authority plans on expanding the Family Resource Academy concept to its remaining sites for the elderly and disabled. The Kimberly Gardens campus is presently in need of additional space to accommodate an increase in participation.

Information Technology Center development at Cottage City Towers and Rollingcrest Villages is currently underway.

Resident Opportunities and Self-Sufficiency (ROSS)

The Housing Authority was awarded the FY 2001 and FY 2003 – Resident Opportunity and Self Sufficiency (ROSS) Grant under the Resident Service Delivery Model (RSDM). The Housing Authority continues to address issues to ensure that seniors are able to age in place and maintain their independence, by providing community-base services, as well as, other alternatives to institutional care.

During FY 2006, the Authority will compete for another ROSS grant in efforts to sustain existing program activities.

SECTION 8:

Family Self-Sufficiency (FSS)

The purpose of the Family Self-Sufficiency program is to promote the coordination of public housing and/or Section 8 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.

FSS coordinators 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) Currently enrolled in the Family Self-Sufficiency (FSS) Program and in compliance with the FSS contract/WtW,
- b) Graduates of the Housing Authority's FSS program, who are still enrolled in the Housing Voucher Program, and
- c) The PHA will limit homeownership to a maximum of 50 families at any given time.

FY2006 – PLANNED RENOVATION ACTIVITIES:

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. To participate in the issuance, authorities had to meet a rigorous test of management capability, previous modernization experience, obligation and expenditure history, staff competence and IRS project eligibility to meet Standard and Poor's loan underwriting criteria. The arduous process, which required volumes of documentations, certifications and an on-site physical inspection, took more than a year to complete. The PHA worked with the Maryland Department of Housing and Community Development, United States Department of Housing and Urban Development (HUD) and the Maryland Attorney General's Office to qualify the Housing Authority to participate in the bond issuance pool.

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 suffers from a fundamental design flaw inconsistent with its occupant population. The building is sited 90 ft above sea level with the parking located down a sloping hill making it difficult or impossible for most residents to use. Construction will raise the parking lot to the crest of the building entry.

The construction documents phase is complete. Application for permits to proceed with construction have been requested. The project will take 9-12 months to complete.

Parking will also be addressed at Rollingcrest Village, a 40-unit site for the elderly and disabled. There is inadequate parking for residents on the Chillum Road side of the property. The parking lot on this side of the property will be increased to accommodate the needs of residents and visitors who have cars.

The following charts describe work activities scheduled to take place during the next fiscal year (FYB 2006).

FY2006 WORK ACTIVITY PLAN - High-Rise Sites
 (CFP, CDBG, Extraordinary Maintenance, Grants, etc.)
 HAPGC Table C-2006

SAFETY, SECURITY & CODE REQUIREMENTS	1100 Owens Road	Cottage City Towers
	Construct Parking Lot	Remove Underground Oil Storage Tank
		Replace Boiler Room Mechanical Room Roof
		Upgrade Electrical Services
		Upgrade Fire Alarm System
		Upgrade Fire Sprinkler System
		Replace Emergency Generator
RESIDENT SATISFACTION		Develop Family Resource Academy
INCREASE MARKET / CURB APPEAL		Site Signage
		Landscape

FY2006 WORK ACTIVITY PLAN - Garden Apartment Sites
 (CFP, CDBG, Extraordinary Maintenance, Grants, etc.)
 HAPGC TABLE D-2006

SAFETY, SECURITY & CODE REQUIREMENTS	Marlborough Towne	Kimberly Gardens	Rollingcrest Villages
	Replace Bi-Fold Doors	Replace Rear DU Entry Doors	Construct Parking Lot
			Develop Family Resource Academy
RESIDENT SATISFACTION	Upgrade or Replace Furnace Roof Flashing	Replace Rear Concrete Patios	
		Replace Roof Flashing	
INCREASE MARKET / CURB APPEAL	Landscape	Landscape and Conduct Erosion Control	Landscape
	Site Signage	Site Signage	Site Signage

REAL ESTATE ASSESSMENT CENTER (REAC) SUBSYSTEMS

The Housing Authority Prince George's County is a *Substandard Financial Performer*. Overall scores for the Fiscal Year Ending 06/30/2004 were:

Public Housing

- Public Housing Assessment System (PHAS): 78 points out of a possible 100.

To obtain a *High Performer or Standard Performer* status, a PHA must score at least 60 percent of the points available in *each* of the four indicators and achieve an overall **PHAS** score of 60 percent or greater. The Authority's composite score was above 78. For public housing, management operations ratings were 27 out of 30 for physical condition as measured by Real Estate Assessment Center (REAC) scores, 26 out of 30 for general management, and 9 out of 10 for resident satisfaction as measured by a HUD survey; Resident Assessment Satisfaction Survey (RASS). While the aforementioned shared competent management operations, a score of 16 points out of 30 in financial management resulted in a status of financially troubled which classified the Authority's overall performance as troubled.

PHAS Score Report for FYE 06/30/2004 for Public Housing are as follows:

Housing Authority of Prince George's County			
<i>PHAS Score Report for Fiscal Year 2004</i>			
PHAS Indicator		Original Score	Maximum Score
1	Physical	27	30
2	Financial	16	30
3	Management	26	30
4	Resident Satisfaction	9	10
PHAS Total Score		78	100

Section 8

- The Prince George's County Housing Choice Voucher Program final SEMAP score for the fiscal year ended June 30, 2004, is **104**. SEMAP designation for the overall performance rating is *High Performer*. Five (5) points were awarded as bonus points.

To acquire a *High Performer* status under SEMAP, a PHA must comply with fourteen rating indicators and achieve an overall **SEMAP** score of 90 percent or

greater. High performers are afforded incentives that include relief from specific HUD requirements, public recognition and bonus points in funding competitions.

The following are scores for each SEMAP indicator.

Housing Authority of Prince George's County		
<i>SEMAP Score Report for Fiscal Year 2004</i>		
SEMAP Indicators		Score
1	Selection from the Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	5
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	NA
12	Annual HQS Inspections	10
13	Lease-up	20
14	Family Self-Sufficiency	10
15	<i>Deconcentration Bonus</i>	5

PUBLIC HEARING

A Public Hearing was held for the Annual Agency Plan on February 28th. Staff met with residents Housing Authority-wide and the RAB to discuss the Annual Plan for FYB 2006 and get their input. The main concern of residents was site and parking lots security at 1100 Owens Road and Rollingcrest Villages. Both sites are slated for major work to parking lots in this year. Staff are required to discuss with residents and receive feedback on contents of changes in policies or procedures. The following changes to the Admissions and Continued Occupancy Plan “ACOP”, as part of the Annual Plan are listed below:

DISCRETIONARY HUD CHANGES:

Admissions Screening Considerations

HUD encourages PHAs to consider circumstances and impacts of abuse on the victim and employ discretion when dealing with victims of domestic violence, and homelessness. During the upcoming fiscal year the Authority will consider partnerships between public housing and social service providers that combine Section 8 Housing Choice Vouchers with needed social services to help families achieve stable living conditions.

During FYB 2006, the Authority will consider adding preferences for homelessness and domestic violence victims in the Housing Choice Voucher Program.

Revised ACOP - Significant Changes

- ❑ Increased minimum rent from \$25.00 to \$50.00.
- ❑ Revised Recertification timeline for starting the process of notifying tenants from 90 days to 120 days prior to tenant’s Recertification anniversary date.
- ❑ Owner must include unborn children and children who are in the process of being adopted for determining family size for income limits.
- ❑ Application of rent payments will be applied to damage charges and fees first (1st), and then the remainder of the rent payment will be applied against the monthly rent.
- ❑ Fees and damage charges for disconnecting/disabling smoke detectors.
 - Proposed: \$25.00 fine plus damage, (parts plus labor) 1st offense
 - Proposed: \$50.00 fine plus damage, (parts plus labor) 2nd offense
 - Proposed: Lease Termination plus damage, (parts plus labor) 3rd offense

- ❑ Completion of Income Declaration form for applicants/residents claiming zero income. Calculations obtained will be used to set rent if it results in amount higher than the minimum rent.
- ❑ Minimum rent resulting from unstable income at the Authority's discretion will be reviewed and adjusted every ninety-(90) days.
- ❑ To increase lease-up rate for public housing for a period of one year, relax credit screening standards. Changes to include:
 - a) Track credit history 3 years from date of admission instead of 5
 - b) In addition to current disregards; medical bills, student loans, settled/satisfied judgments, voluntary repossessions and foreclosures, and overpayments on public benefits (unless result of fraud).
 - ❑ Will add: phone bills, cable, any debts/judgments under \$200.00 excluding returned checks.

HAPGC will follow rent paying habits of all residents admitted under the new policy to track on-time payments, defaults, judgments, and abandonments to determine relationship to credit history changes.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (*Included in the HAPGC Plan Text*)
- FY 2006 Capital Fund Program Annual Statement (*md015a06*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (*Included in the HAPGC Plan Text*)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans – McGuire House)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (EDSS, TOP or ROSS or other resident services grant) grant program reports (Awarded 2001 and 2003)	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Plan	Annual Plan
X	Deconcentration & Income Mixing Plan	Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s 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, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A 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	Afford- - ability	Supply	Quality	Access- - ibility	Size	Loca- - tion
Income <= 30% of AMI	21,394	5	5	NA	NA	3	NA
Income >30% but <=50% of AMI	22,092	5	5	NA	NA	5	NA
Income >50% but <80% of AMI	21,587	4	4	NA	NA	1	NA
Elderly (65 and Older)	72,640	4	4	NA	NA	NA	NA
Families with Disabilities	17,506	4*	4*	NA	NA	NA	NA
Race/Ethnicity Black	147,100	5	5	NA	NA	NA	NA
Race/Ethnicity White	105,900	3	3	NA	NA	NA	NA
Race/Ethnicity Asian	7,740	4	4	NA	NA	NA	NA
Race/Ethnicity Am. Indian	934	3	3	NA	NA	NA	NA
Race/Ethnicity Hispanic	5,700	NA	NA	NA	NA	NA	NA
Race/Ethnicity Other	14,700	NA	NA	NA	NA	NA	NA

*Persons of all ages, with physical disabilities are in need of housing. There are another 2,000 persons with mental disabilities and 516 with developmental disabilities in need of housing.

**Senior Apartments – private sector; There are also, 1,215 seniors in assisted living care.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: 1993
- Other housing market study
Indicate year: 1996 Prince George's County Household Survey

- Other sources: (list and indicate year of information)
2000 Census, one source for the Consolidated Plan
HAPGC Waiting List

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

Source: Consolidated Plan

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List Public Housing			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (03/01/2005)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1619	100%	35% (Incls: Eligibles & Ineligibles)
Extremely low income <=30% AMI	1619	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	528	31%	
Elderly families	556	33%	
Families with Disabilities + Hcap	898	55%	
Race/ethnicity Black (Hisp & Non-Hisp)	1572	97%	
Race/ethnicity White (Hisp & Non-Hisp)	44	3%	
Race/ethnicity Am. Indian	0	0%	
Race/ethnicity Asian	3	.18	
Race/ethnicity Pacific	0	0%	

**Housing Needs of Families on the Waiting List
Public Housing**

Characteristics by Bedroom Size (Public Housing Only)			
0BR	1084	67%	
1BR	07	.43	
2 BR	350	22%	
3 BR	172	11%	
4 BR	6	.37	
5 BR	NA	--	
5+ BR	NA	--	

Is the waiting list closed (select one)? No Yes
 If yes: Closed for families with children, Open for elderly and disabled
 How long has it been closed (# of months)? 30
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

**Housing Needs of Families on the Waiting List
Section 8 Tenant-Based Assistance**

Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing (Centralized)		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2215	100%	10%
Extremely low income <=30% AMI			
Very low income (>31% but <=50% AMI)	2215	100%	
Low income (>51% but <80% AMI)	NA	NA	
Families with children	1728	787	
Elderly families	160	8%	
Families with Disabilities	278	13%	
Race/ethnicity White, (Non-Hisp)	65	3%	
Race/ethnicity Black (Non-Hisp)	2139	97%	
Race/ethnicity Hispanic	22	.99	
Race/ethnicity Asian/Pacific Island	09	.40	

**Housing Needs of Families on the Waiting List
Section 8 Tenant-Based Assistance**

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 30

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) Tax-Exempt Bond Financing Program

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
Employ admissions for families displaced by government action.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

- 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
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the (FYB 2006) Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants		
a) Public Housing Operating Fund	905,024.	
b) Public Housing Capital Fund	951,088.	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	44,668,561.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants (ROSS)	260,618.	Elderly & Disabled Residents Service Delivery Model (Public Housing)

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant	238,244.	Public Housing
i) HOME	NA	NA
Other Federal Grants (list below) McGuire House EDI Grant (Closed 9/2004)	NA	Public Housing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comp Grant 'Yr.	NA	NA
3. Public Housing Dwelling Rental Income		
Rental Income	849,750.	Public Housing Operations
4. Other income (list below)		
Investment Income	4,667.	Public Housing Operations
Vending Machine, & Late Charges	3,953.	Public Housing Operations
5. Non-federal sources (list below)		
Rental Allowances Program (RAP) (Includes Bonus Award)	191,183.	Temporary Assistance for the Homeless
MD Community Development Adm Capital Fund Securitization Revenue Bond ®	1,249,327.	Architectural/Engineering, Design and Construction of Parking Lot at 1100 Owens Rd
Total Resources	\$49,322,410.	Authority-Wide Operations

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
As names comes up on the waiting list

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
Maryland Sex Offender Life Registry
Credit Report
History of Disturbing Neighbors or Destruction of Property
Federal Assistance Program fraud.

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The extent of the criminal record search depends on the residence of the applicant for the past seven (7) years. HAPGC conducts criminal background screening services through a private contractor for all PHA and Section 8 applicant. The service provider is contracted to perform {Local} Jurisdictions and State-wide court record searches. Initial screenings include Prince George's County court records for the State of Maryland, District of Columbia and Northern Virginia. Additional State record checks are processed as required in accordance with past histories.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed 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?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- [1] Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- [1] Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

Component 3, (6) Deconcentration and Income Mixing *(Revised edition)*

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) {see Step 4 at 903.2©(1)(iv)}	Deconcentration policy (if no explanation) [see step 5 at 903.2©(1)(v)]

(6) Deconcentration and Income Mixing *(was replaced by section above 2002. The old section deleted from table for the Annual Plan in FYB-2004)*

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below) Maryland Sex Offender Life Registry

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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 the HA suspects the family or family member has engaged in criminal activity or violent behavior. Focusing on the past (5) five years, the HA requests criminal background screening services through a private contractor. Maryland, Virginia, and the District of Columbia records are searched automatically for each family member aged 18 years and older. Additional State record checks are processed as required in accordance with past histories.

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

Currently, upon the written request from the owner, the Authority will share the last two owner's names, addresses and telephone numbers; if known.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based voucher program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If the family can document that their efforts and additional time can reasonably be expected to result in success or handicap accessibility conditions exist.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose Section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

[1] Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- [2]** Working families and those unable to work because of age or disability
- Veterans and veterans' families
- [1]** Residents who live and/or work in your jurisdiction
- [4]** Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- [1] Preference given to persons involuntarily displaced by Local Government Action.
- [3] Any member of the household is medically verified as disabled/handicapped.
- [5] Household has completed a Transitional Housing Program

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application (CON – Continuously Open O/I Board. List Only)
- Drawing (lottery) or other random choice technique (All Other List)

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA 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). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: **Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?**

2 If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 96th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
Any time the family experiences an income decrease

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
Fair Market Rents
Maryland Department of Human Resources – Fact Pack

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
- Market vacancy rates
- Market rents

Size and quality of units leased under the program

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: **High performing** and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	376	8%
Section 8 Vouchers	4552	10%
Section 8 Certificates	470	10%
Section 8 Mod Rehab	215	10%
Special Purpose Section 8 Certs/Vouchers (list individually)	278 WtW	10%
Public Housing Drug Elimination Program (PHDEP)	NA	--
Resident Opportunity Self Sufficiency (ROSS)	296	NA- Service Oriented
Other Federal Programs (list individually)		
Turnkey III Program	3	33%
Twenty/20 Education Communities	80	2%

Unit count does not include McGuire House @ 192 dwelling units.

C. Management and Maintenance Policies

List the PHA'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) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Continued Occupancy Policy
- Tenant Selection Plan
- House Rules
- Fair Market Rent Schedule
- Blood-Borne Diseases Policy
- Criminal and Drug Treatment, Classification, Record
- Deconcentration Policy
- Ethics (Prince George's County Government)
- Grievance Procedures
- Management Policy
- Facilities Use Policy
- Hazardous Materials Policy
- Housing Quality Standards
- Maintenance Policy
- Natural Disaster Response Guidelines
- Pest Control
- Substance Abuse (Prince George's County Government)
- Work Place Violence (Prince George's County Government)

(2) Section 8 Management: (list below)

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: **High performing** PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) md015a01

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	McGuire House
1b. Development (project) number:	MD015-008
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	TBD
5. Number of units affected:	192
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: TBD b. Projected end date of activity: TBD

Refer to the executive summary section titled McGuire house for detailed explanation of projected demolition activities. McGuire house was excluded in PIC inventory.

TBD = TO BE DETERMINED (FYB 2006)

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

Other: Designated Plan to be submitted for McGuire House when it is returned to occupancy. Designation is only applicable if McGuire House is Re-Constructed.

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>DD/MM/YY</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description (Assessment Underway)	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

Continued

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

Conversion of Public Housing Activity is not applicable at this point.

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937 - New Requirement for FYB2003

Component 10 B Voluntary Conversion Initial Assessments

a. How many of the PHA’s developments are not subject to the Required Initial Assessments? 05 (None of HAPGC’s public housing is being considered for conversion)

HUD requires that the PHA consider implications of converting public housing to tenant-based assistance during the third year of the Agency Plan. It is the opinion of HAPGC that Voluntary Conversion of Developments From Public Housing Stock is inappropriate for the Authority because removal of any development would not meet necessary conditions for voluntary conversion.

The Authority has five developments of public housing. Four of these developments are designated for the elderly and persons with disabilities. Only one of the developments (Kimberly Gardens) is a dedicated family/general occupancy site.

b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects? 3.5 (HAPGC’s public housing inventory consist of 3 elderly/disabled sites, 1 mixed community (family & elderly) and 1 family site.)

c. How many Assessments were conducted for the PHA’s covered developments? 00

d. Identify PHA developments that may be appropriate for conversion on the Required Initial Assessments: 00

Development Name	Number of Units

d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

The PHA may elect to undertake studies regarding potential voluntary conversions standards in FY2006 for the Kimberly Gardens development. However, the Authority views the following conversion account factors such as modernization needs, operating cost, and FMR levels to be irrelevant for this development.

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Glassmanor
1b. Development (project) number:	MD015-005
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	DOFA: 08/77
5. Number of units affected:	3
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development (only three(3) of the original fifty(50) units remain to be sold) <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below: Graduate of the PHA’s FSS Program.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 08/28/97 and 05/05/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Welfare To Work	279	Specific Criteria	PHA Main Office	SC8 Waiting List
Family Self-Sufficiency	103	Active Section 8	PHA Main Office	SC8 Participants
Twenty/20 Education Communities (FRAs)	80 Families	Specific Criteria	Development Office	Public Housing
Resident Opportunity Self Sufficiency Program	376	HA Occupants	Development Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 03/01/04)
Public Housing	NA	NA
Section 8	103	84

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

COMMUNITY SERVICE:

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. Upon approval of the Plan, the Authority has implemented a plan, which includes the following:

POLICY:

- Pertinent language will be developed in the lease so residents can clearly understand the community service work requirement
- Develop procedures to inform residents of the requirements and of the categories of individuals who are exempt from the requirement, track residents monthly participation and assist family members in identifying volunteer opportunities
- Implement the Community Service policy upon approval of the Plan.

RECERTIFICATIONS:

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

OPERATING GUIDELINES:

Public housing residents will be informed of the Community Service requirement by the following:

- A notification letter to each family thoroughly explaining all requirements
- A lease amendment prescribing requirements, exemptions, compliance procedures and penalties for non-compliance.

COMMUNITY SERVICE OPPORTUNITIES:

The HAPGC will coordinate with social service agencies, health departments, public schools, community colleges and other related institutions indicating a desire to serve as volunteer work placement sites for community service participants.

TYPES OF VOLUNTEER WORK ACTIVITIES AT THE PUBLIC HOUSING SITES MAY INCLUDE:

- Assisting the educational director with computer lab and other related activities at the Family Resource Academy.
- Assisting Academy staff in the coordination and chaperoning of field trips and related activities
- Assisting with supervision of clean-up and related duties at the sites
- Assisting students with homework and related projects, and
- Active participation in some capacity of the Housing Authority's Resident Council.

NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT:

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 less than 8 hours community service for three months
- The agreement shall state that the resident agrees 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.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti**
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports – Kimberly Gardens
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
Police reports

2. Which developments are most affected? (list below)

Kimberly Gardens - 1100 Owens Road - Rollingcrest Villages

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

1100 Owens Road
Kimberly Gardens
Marlborough Towne

C. Additional information as required by PHDEP/PHDEP Plan
(Under the FY2003 Plan – PHDEP Plan is No Longer Required, Subcomponent 13D)

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

PHDEP Grant was closed.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET POLICY:

Upon HUD approval of the Plan, the Authority will implement a pet policy for families who live in public housing. The residents must maintain the pet in the public housing development subject to the following requirements:

REGISTRATION:

Request to own a pet. The resident must make a written request to the Authority to own a pet. A fee of \$115.00 is required with the request. \$15.00 is a non-refundable fee, \$100.00 is security pet deposit. When the tenant terminates the lease, they will be reimbursed the \$100.00 less the cost of pet related damages to the unit or defleaing or sanitizing the unit or yard. The registration must include:

1. A certificate, signed by a state licensed veterinarian or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and local laws
2. Proof that a dog or cat has been spayed or neutered
3. Proof that a flea control program is being maintained, and
4. Picture of animal.

EXCLUSIONS FOR PET OWNERSHIP:

- Attack dog
- Guard dog
- Exotic animal
- Vicious animal
- Wild animal

RESTRICTIONS:

1. Pet ownership is restricted to one dog or cat per household
2. The adult weight of a dog or cat must not exceed 25 pounds
3. Birds must not be allowed to fly around the apartment, they must remain caged except when owners are cleaning or changing cages
4. Fish aquariums shall not exceed 15 gallons in weight
5. Pets are not allowed to roam the property unattended. When they are outside of the unit, they must be controlled by their owner on a leash or in a carrier.

6. Pets are restricted from the common areas of the building, except for entering and leaving the building under control of the owner. At each site, the common areas in which pets are restricted will be prominently posted. These areas may include the following:
 - a. elevators
 - b. hallways
 - c. laundry room
 - d. community room
 - e. lobby
 - f. dining room
 - g. kitchen
 - h. stairwells
 - i. offices
 - j. gardens, park areas, building grounds
 - k. reception/sitting areas
7. Pets other than those registered to tenants are not allowed in the building. This specifically excludes visitors or guests from bringing pets into the building.
8. Residents are prohibited from “keeping or harboring” unregistered pets in their units.
9. Pets may not be left unattended for more than 24 hours at a time. If the Authority determines that pets are left unattended for more than this time period, by virtue of the voluntary or involuntary absence of the pet owner, the Authority will contact the Humane Society or the Animal Control Facility to notify them of the presence and condition of the unattended animal. Their recommendation regarding care, attendance or disposition of the animal will prevail. The Authority accepts no responsibility or liability for pet or decision regarding removal.

PET OWNERS RESPONSIBILITIES:

1. Owners must take care to ensure that pets registered to their care do not contribute to the spread of disease or unsanitary conditions. Apartments must be kept clean and free of pet odors at all times.
2. The Authority will designate specific areas at each site where dogs may be curbed. The site will be prominently posted. Residents are free to take dogs off-site for curbing. Pet owners are responsible for cleaning up the waste left by their pets at the curbing site. Waste must be put in plastic bags, tied and placed in receptacles provided at the curbing site. Under no circumstances should animal waste be brought back into the building.
3. Cat owners must change litter boxes daily. Litter is not to be flushed down the toilet or deposited in sinks or drains in the unit. It must be placed in sealed plastic trash bags.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? (NA)
If yes, how many unresolved findings remain? 0
5. Yes No: Have responses to any unresolved findings been submitted to HUD? (NA)
If not, when are they due (state below)? (NA)

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
 - PHA Outsource Janitorial and Maintenance Services
 - New Automated Computer System and Software for LIPH and Section 8
 - Section 8 has contracted for HQS/UPCS Inspections.

3. Yes No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA MUST select one)
- Attached at Attachment (File name)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

PUBLIC HEARING

Notice of the Public Hearing was advertised in the Prince George's County Journal, the newspaper of general distribution. The hearing was held on February 28, 2005. No one from the public attended.

PERFORMANCE AND EVALUATION REPORT

RESIDENT CONSULTATION

Consultation with the Residents' Advisory Board (RAB) - the PHA actively supports and encourages Resident participation in the operation of the Public Housing Program. In furtherance of this goal, extensive consultation and development of the Plan were conducted with the RAB. A summary of pertinent comments of that group with responses by the PHA follows:

Staff in attendance at the meetings included: Elaine Reed, Modernization Coordinator, Alvin Coley, Management Specialist and the respective site managers for each property: Carlotta Wilson, (Owens Road) Mavis Quinn

(Cottage City Towers, Tonya Ford, (Rollingcrest Village & Kimberly Gardens) and Renee Harris (Marlborough Towne).

Ms. Reed explained the requirements of fund obligation and expenditures and the appropriate timetables for each. Funds remain in fiscal years, 2001, 2002 and 2003. All funds in 2001 have been obligated, but not expended. Some funds in years 2002 and 2003 have been obligated and expended. She gave an accounting of funds and work items and an update on timetables for obligation and expenditures on all open grants.

CFP Year 2001 Obligated, but not expended:

- Replacement of unit doors at Cottage City Towers and 1100 Owens Road.

Changes/ revision to the plan:

- Deletion of removal of storage tank at Cottage City.
- Deletion of funds for design services for McGuire House.

CFP Year 2002 Obligated, but not expended:

- Retrofitting of a 1-bedroom unit for 504/ADA compliance at Cottage City Towers.
- Underground utility survey at Marlborough Towne.
- Perform site improvements HA-wide landscape/erosion controls, and replace site signage.

Changes/ revision to the plan:

- Change annual statement to show electrical work done at Cottage City.

CFP FY 2003 accomplishments included:

Procured and awarded contract for installation of doors at Owens Road and Cottage City. Installation was delayed due to unavailability of door type as specified in bid documents. Installation is proceeding, project is now within completion due date.

- ❑ Installed a wooden fence adjacent to community building to enclose trash area at Marlborough Towne.
- ❑ Completion of design of renovation to community kitchen and meeting room.

- Completion of phase 1&2 (program and survey) of schematic design phase to reconfigure the parking lot at Rollingcrest Village. Awaiting specification and drawings in order to proceed to construction.

Obligated, but not expended: N/A

CFP FY 2003 accomplishments included:

Additional work projected for this fiscal year

Kimberly Gardens

- Replace rear unit entrance doors
- Replace rear patio doors
- Replace roof flashing
- Install site signage

Cottage City Towers

Kitchen and community room modernization at Cottage City Towers is in the bidding stage. Addendums have been issued for clarification and revised specifications and drawings. Bid opening date is September 10, 2004.

Fire alarm system at Cottage City Towers will be upgraded September 2004.

RESIDENTS ADVISORY BOARD COMMENTS (RAB)

Residents had few questions on the new information and had some of the questions asked in original meetings.

- **Comment:** Residents wanted to know if McGuire would ever be reconstructed.
- **Response:** HAPGC expressed concern that this remains an issue with the Authority and that disposition is expected FYB 2006.
- **Change to the Plan:** Not applicable. PHA's response addressing this matter is located in the Executive Summary of the plan.

-
- **Comment:** Residents wanted to know the finish date for the door installation at Cottage City Towers and the commencement date of door replacement at 1100 Owens Road.

- **Response:** Completion of door replacement work at Cottage City is scheduled for April 2005. Work will commence at 1100 Owens Road within the next month. At Owens Road, door jambs are encased in concrete and will have to be drilled out. More work is involved and residents will have to be out of their units during installation because of the noise and dust.
 - **Change to the Plan:** Not applicable.
-

- **Comment:** Residents of 1100 Owens Road and Rollingcrest Village requested to know the status of parking lot construction at both sites.
 - **Response:** The Authority agrees that there is inadequate parking at Rollingcrest. It is difficult for the elderly and disabled to access both properties.
Rollingcrest - Work has been finished on completion of phase 1&2 (program and survey) of schematic design phase to reconfigure the parking lot at Rollingcrest Village.
Owens Road - Plans and permits are presently under review for a new parking facility. This project is estimated to start late spring/summer 2005. Parking construction is funded through a Special Bond Program. Staff are awaiting specification and drawings in order to proceed to construction.
 - **Change to the Plan:** Not applicable.
-

- **Comment:** Residents at Marlborough Towne, Cottage City Towers, Kimberly Gardens and Rollingcrest Villages had a common interest regarding updating site signage.
 - **Response:** Signage is anticipated for all sites during FYB 2006.
 - **Change to the Plan:** Not applicable.
-

- **Comment:** Residents at Cottage City Towers and Rollingcrest expressed interest for computer installations and user training programs at their sites.
 - **Response:** Family Resource Academies are currently operating at three of the five public housing sites. During the 1st Qtr – FY 2006 facilities will be established at Cottage City Towers and Rollingcrest Villages.
 - **Change to the Plan:** Not applicable.
-

- **Comment:** Cottage City Towers residents have a continued interest in restoration of the site picnic area.
 - **Response:** Residents were informed that Federal Grants can not be used for this project. Staff has been unable to locate other funding sources.
 - **Change to the Plan:** Not applicable.
-

Written notification will be sent to the RAB noting how the PHA handled comments received during the consultation process.

RESIDENTS' ADVISORY BOARD ROSTER

Officers from the elected Councils serve as RABs

Phyllis Claiborne
President – Owens Road

Clemon Sweptson
President - Cottage City Towers

Donald Coan
Vice President – Owens Road

Robert Nelson
V-President – Cottage City Towers

Constance Newman
Treasurer – Owens Road

Katie Daniels
Secretary - Cottage City Towers

Linda Ates
Secretary - Owens Road

Geneva Wright
Treasurer - Cottage City Towers

Robert Milam
Parliamentarian

Jacob Peoples
Parliamentarian

Thelma Robinson
President - Rollingcrest Village

Sarah Hudson
President - Marlborough Towne

Gloria Stephens
V-President – Rollingcrest Village

Sarah Scott
V-President - Marlborough Towne

Delores Carmack
Secretary – Rollingcrest Village

Josephine Moore
Representative – Kimberly Gardens

Pearl Boyd
Treasury – Rollingcrest

Lachea Jenkins
Representative – Kimberly Gardens

William Beverly, Parliamentarian
Rollingcrest Village

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
Commissioner (Resident) nominated by the Head of the Local Government

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)
Nomination by Head of the Local Government

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)
Nominated By the County Executive

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **Prince George's County, Maryland**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Shared goals, Objectives and Strategies.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Certifications and other documents not transmitted electronically include:

Transmittal letter to Mr. Palman, Director Public Housing Division, HUD
Housing Authority of Prince George's County Resolution
PHA Certifications of Compliance
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
Certification Regarding Lobbying
Certification for a Drug-Free Workplace

Documents listed above are submitted to the Washington DC field office in hardcopy.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Electronic Submission 04/14/2005

End – Sixth Year Annual Plan

FY2006 CAPITAL FUND PROGRAM TABLES

Agency Plan (md015a06)

Annual Statement/Performance and Evaluation Report Capital Fund Program Part I: Summary					
PHA Name: Housing Authority of Prince George's County		Grant Type and Number Capital Fund Program Grant No: MD39 P015501-06			Federal FY of Grant: 2006
<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 Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	17,409.00	-		
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs	46,000.00 8,004.00			
4	1410 Administration	29,015.00	-		
5	1411 Audit	2,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,310.00			
8	1440 Site Acquisition		-		
9	1450 Site Improvement				
10	1460 Dwelling Structures	63,500.00			
11	1465.1 Dwelling Equipment—Nonexpendable		-		
12	1470 Nondwelling Structures	86,532.00			
13	1475 Nondwelling Equipment		-		
14	1485 Demolition		-		
15	1490 Replacement Reserve		-		
16	1492 Moving to Work Demonstration		-		
17	1495.1 Relocation Costs		-		
18	1499 Development Activities		-		
19	1501 Collaterization or Debt Service		-		
20	1502 Contingency	12,381.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	290,151.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Thomas Michael Thompson,
Executive Director

Date

FY2005CAPITAL FUND PROGRAM TABLES

Agency Plan

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program**

Part II: Supporting

PHA Name: Housing Authority of Prince George's County		Grant Type and Number Capital Fund Program Grant No: MD39 P015501-06 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.		Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	OPERATION	1406		17,409.00				
	Sub Total 1406			17,409.00	-			
	Mgmt Improvements – Soft Costs	1408		46,000.00				
	Mgmt Improvements – Hard Costs	1408		8,004.00				
	Sub Total 1408:			54,004.00				
HA-WIDE ADM	Contract Administrator – Salary	1410		22,922.00				
	Contract Administrator – Fringe	1410		6,093.00				
	Sub total 1410:			29,015.00	-			
HA-WIDE	AUDIT	1411		2,000.00	-			
	Sub Total 1411:			2,000.00				
<u>HA-WIDE FEES&COSTS</u>	<u>Advertisements</u>	<u>1430</u>		5,000.00	-			
	<u>A & E Services</u>	<u>1430</u>		20,310.00				
	Sub Total 1430:			25,310.00				
<u>MD-15-004</u>	<u>Replace Rear Unit Entry Doors</u>	<u>1460</u>		<u>51,000.00</u>	<u>-</u>			
<u>MD-15-004</u>	Sub-Total 1460:			51,000.00				
	<u>Replace Roof Flashings</u>	<u>1470</u>		<u>12,500.00</u>				
	<u>Sub-Total:</u>			12,500.00				
<u>MD-15-006</u>	Replace Emergency Generator	<u>1475</u>		<u>86,532.00</u>				
	Sub-Total:			86,532.00				
	Contingency	1502		12,381.00				
	Sub-Total			12,381.00				
	GRAND TOTAL:			290,151.00				

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: <u> 2 </u>			Activities for Year: <u> 3 </u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	MD 15-002 1100 Owens Road	Install new kitchen cabinets and countertops	\$100,000	MD 15-002 1100 Owens Road	Extend fire sprinkler System to Storage room	\$10,000
		Replace unit breaker panels	\$90,000			
	MD-15-003 Marlborough Towne	Replace furnace roof flashing	\$35,000	MD 15-003 Marlborough Towne	Install new kitchen Counter tops	\$30,000.00
				MD 15-004 Kimberly Gardens	Replace site signage	\$19,000
	MD-15-007 Rollingcrest Village	Replace roofs, gutter& downspouts	\$85,000.00	MD-15-007 Rollingcrest Village	Replace site signage	\$16,000
		Install Retaining wall/storm water maintenance	\$30,000.00			
	MD-15-003 Marlborough Towne	Replace bifold doors Replace site signage	\$25,000 \$6,000	MD-15-003 Marlborough Towne	Landscaping	\$15,000
	MD-15-004 Kimberly Gardens	Landscaping & erosion control Replace rear concrete patio	\$10,000 \$34,167			
	MD-15-006 Cottage City Towers	Landscaping	\$25,000	MD-15-006 Cottage City Towers	Upgrade electric services	\$145,000 \$75,000
					Upgrade fire sprinkle system	\$80,000
				MD-15-007 Rollingcrest Village	Landscaping	\$40,000 \$38,000
Total CFP Estimated Cost			440,167.00			468,000.00

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: <u> 4 </u>			Activities for Year: <u> 5 </u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	MD 15-002 1100 Owens Road	Replace Bi-Fold Doors	\$75,000.00	MD 15-002 1100 Owens Road	Install Interior Finishes in Foyer of Building Entrance	5,000.00
					Install Boiler Room Steps	3,000.00
	MD-15-003 Marlborough Towne	Replace Closet Doors	\$25,000.00	MD 15-003 Marlborough Towne	Landscaping	15,000.00
	MD-15-004 Kimberly Gardens	Replace Rear Concrete Patios	\$34,000.00	MD-15-004 Kimberly Gardens	Replace site signage	16,000.00
					Replace Concrete Steps and Sidewalks	80,000.00
	MD-15-006 Cottage City Towers	Upgrade electric services	75,000.00	MD-15-006 Cottage City Towers	Upgrade Fire Alarm System	80,000.00
		Replace shower stalls	100,000.00			
	MD-15-007 Rollingcrest Village	Landscaping	10,000.00			
Total CFP Estimated Cost			\$319,000.00			\$199,000.00

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

Housing Authority
of
Prince George's County,
Maryland

Department of Housing and Community Development
9400 Peppercorn Place
Largo, Maryland 20774

Revised March 2005

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THE HOUSING AUTHORITY’S MISSION STATEMENT

The mission of the Housing Authority of Prince George’s County (HAPGC) for serving the needs of the low-income, very low income, and extremely low-income families in the county, is to expand access to a broad range of quality housing, create safe, well planned, attractive residential communities and enable families to become self-sufficient and communities to become stable.

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.

STRATEGIC GOALS

The Housing Authority strives to meet HUD’s strategic goals as well as identify additional goals of its own.

HUD’s Goals	HAPGC’s Goals
Increase the availability of decent, safe, and affordable housing.	Expand the supply of assisted housing.
	Improve the quality of assisted housing.
	Create a greater balance of housing types and values throughout the County.
Improve community quality of life and economic vitality.	Provide an improved living environment.
Promote self-sufficiency and asset development of families and individuals.	Promote self-sufficiency and asset development of assisted households.
Ensure Equal Opportunity in Housing for all Americans.	Ensure equal opportunity and affirmatively further fair housing.
	Expand homeownership opportunities for all residents regardless of race, gender, color, national origin, familial status or disability.
	Develop a range of quality housing for all households including families, the elderly, person with disabilities, the homeless and those with HIV/AIDS.

OVERVIEW OF HOUSING AUTHORITY PROGRAMS, POLICIES, AND OPERATIONS

Housing Authority And Policy Purpose

The conventional public housing program is funded by the United States Department of Housing and Urban Development (**HUD**) and operated through an agreement with the local housing authority of Prince George's County. Eligibility is restricted to persons whose income is below 50% of the area median income, with rent calculated at 30% of the adjusted gross income.

The Housing Authority Of Prince George's County (**HAPGC**) is a Local Authority which provides low-rent housing in Prince George's County, Maryland for the purpose of assisting in the development or operation of decent, safe, and affordable rental housing for lower income families. Additionally, special emphasis is given to suitable living environments, and the fostering of economic and social diversity within the resident population as a whole. Family self-sufficiency is aggressively encouraged.

This policy is adopted by the Housing Authority (**HA**) in accordance with Federal, State, and local laws. Housing and Urban Development directives also contributed immensely to the formulation of this Admissions and Continued Occupancy Policy (**ACOP**). Policies mentioned herein apply to applicants, continued residents, and staff. The ACOP provides for effective operations of Prince George's County, Public Housing Program.

The purpose of the adopted ACOP is to establish the guidelines by which the Housing Authority of Prince George's County (**HAPGC**) and its applicant pool/continued occupants should follow regarding operation of the Public Housing Program. In addition, new admissions and continued occupancy standards and criteria for conventional low income housing are prescribed herein. This policy does not exclusively express all policies and agreements between the Housing Authority and residents, nor the operations of this public agency.

It is the policy of the HA to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts take into consideration the level of vacancy in the HA's units, availability of units through turnover, and waiting list characteristics. Periodic assessments of these factors are conducted in order to determine the need for and scope of any marketing efforts.

Scope Of Policy

The procedures contained herein shall apply to applicants, continued residents, administrative personnel and project management staff. Policy standards and criteria are in accordance with the U.S. Housing Act of 1937, 42 U.S.C. 1437, et seq., and the Annual Contribution Contract (**ACC**), as amended.

Applicability

This policy is intended for the admission, rent, and reexamination process for all persons involved in the selection of individuals interested in residing in apartments owned by the Housing Authority of Prince George's County.

In addition, it is the intent of the Prince George's County Public Housing Authority to provide housing assistance only to eligible, qualified families, and to assure that each family pays no more or less than its correct share of the rent in accordance with Federal law. These objectives are:

- To prevent unintentional program violations due to misunderstanding, misinformation, or a lack of information.
- To prevent and detect program violations.
- To take effective administrative, civil, or criminal action as appropriate.

PHA Policies Governing Eligibility, Selection, and Admissions

Public Housing Eligibility

Applicants on the Waiting List for public housing are presumed eligible. Screening is conducted and eligibility is verified before admission to public housing. Non-income (screening) factors that the Authority use to establish eligibility for admission to public housing include: Criminal or Drug-related activity, Rental History, Housekeeping, Federal Assistance Program fraud, Employment, Credit, and Sex Offender Life Registry.

The extent of the criminal record search goes back for the past seven (7) years.

Admission policies further restrict the admission of applicants who pose a threat to the health, welfare, safety and right to peaceful enjoyment of other residents in occupancy. There is also consideration for the safety and well being of staff and contractors on the sites carrying out official business for the PHA.

In selecting residents from among eligible applicants, the PHA will consider the needs of individual families for low-rent housing and the statutory purpose in developing and operating a socially and financially sound low income housing project, which provides a decent home, suitable living environment, and fosters economic and social diversity in the resident body as a whole. Family size and composition must be determined appropriate with the availability of the dwelling units.

Determination of applicant eligibility or ineligibility regarding new admissions and continued occupancy is based on a summary of information collected covering a range of policies including:

1. Applicant Admission,
 - Procedures for selection of applicants,
 - Verification of applicant data,
 - Verification of rental history,
 - Verification of criminal-drug related history records,
 - Communication with applicants,
 - Maintenance of the waiting list; and
 - Tenant selection and assignment,
2. Provisions for Reexamination of Family Income,
3. Housing Security, and
4. Sound Management Practices.

Organization Of The Waiting List

It is the Housing Authority of Prince George's County policy, that each applicant shall be assigned his/her appropriate place on a single County-wide waiting list in sequence based upon the date and time the application is received, suitable type or size of unit, and factors affecting preference or priority. Preference and priority factors are established in this policy in accordance with HUD regulations and are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto.

Local preference is applicable to the organization of this Admissions and Continued Occupancy Policy. Applicants are required to live and work in Prince George's County. Federal preferences are not applicable.

Exceptions to single County-wide lists will be permitted only to comply with court orders, settlement agreements, or when approved in advance by the Assistant Secretary for Fair Housing and Equal Opportunity.

The Housing Authority uses a community-wide, program based waiting list. Interested persons can obtain more information and sign up to be on the waiting list for admission to public housing at our main administrative office located at:

Department of Housing and Community Development
9400 Peppercorn Place
Suite 100
Largo, Maryland 20774
Phone: (301) 883-5501

The waiting list is currently open for persons 62 years of age or older and to persons with a disability. The waiting list is closed for families.

Admission Preferences

Established Local preferences for admission to public housing (other than date and time of application) include:

- ❑ Working families;
- ❑ Persons that are unable to work because of being elderly or disability;
- ❑ Applicants who live and/or work in the jurisdiction or those who have been hired to work in the Prince George's County; and
- ❑ Those enrolled currently in educational, training, or upward mobility programs.

Public Housing Rent Determination Policies

Income-based rents in public housing 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).

Choice of Rent

Once a year, the Housing Authority will allow each family the opportunity to choose between the two rent methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay as tenant rent either a flat rent or an income-based rent.

- Income-based rent. An income-based rent is a tenant rent that is based on the family's income and the Housing Authority's rent policies for determination of such rents.
- Flat rent. The flat rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which the Housing Authority could promptly lease the public housing unit after preparation for occupancy.

Terminations

The Housing Authority of Prince George's County, will take lease enforcement action to terminate tenancy against any household member(s), or their guest for engaging in criminal/drug activity on or near public housing premises; and for any other criminal behavior that pose a threat to other residents.

SUPPORTIVE SERVICES PROGRAMS

Programs described within outline the resources and services made available to help the families achieve self-sufficiency.

Family Resource Academies (FRAs)

The Authority partners with other public and private, and non-profit organizations to provide technology mentoring to children who attend Family Resource Academies located at two of our public housing campuses. This program is designed in an effort to provide a wide range of technological opportunities to low income children to increase their ability to exceed in school and meet educational requirements for higher learning. The Authority also has plans to expand the academy concept to the three elderly sites.

A continued goal of the Authority is to encourage participation from all families to become involved in Academy operations. Students of the Prince George's County Public School System are encouraged to use Community Service hours received through the FRA towards Community Service Credits required for high school graduation.

Required Community Service Participation

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence.

Resident Opportunity and Self Sufficiency (ROSS)

ROSS was developed in consultation with public housing residents, various County agencies and staff. Under the Resident Opportunity and Self Sufficiency (ROSS) Grant, Resident Service Delivery Model (RSDM), the Housing Authority continues to make available through collaborative efforts of several County agencies and community-based organizations services targeted for at-risk seniors and individuals with disabilities at four (4) public housing properties.

The ROSS program address issues to ensure that seniors are able to age in place and maintain their independence, by providing community-base services, as well as, other alternatives to institutional care. The focus for supportive services includes, but are not limited to: Health and Personal Care to meet activities of daily living, Housekeeping Services, Congregate Services, and Emergency Response/Crisis Intervention. Additional services include: Transportation, Education/Advocacy, Support for Primary and Secondary Caregivers, Case Management/Coordination and Physical Improvements to site facilities as appropriate.

Computer literacy will be offered through this program. Information Technology Center development is currently underway.

Capital Fund Program (CFP)

The Capital Fund Program is designed to ensure long-term physical and social viability of its public housing developments. Modernization work activities for public housing are scheduled and financed through the Capital Fund Program. The Capital Fund Program is a Five-Year Renovation Action Plan. Application is made annually.

Real Estate Assessment Center (REAC)

REAC is designed to give HUD a more comprehensive and consistent tool with which to assess its properties. REAC monitors and assesses the condition of properties for which HUD has an interest or obligation.

To adequately assess these four factors, REAC collects data from numerous sources, including:

- Physical inspections conducted on all public and HUD assisted properties,

- ❑ Independent financial audits of annual financial statement data collected electronically and scored based on project performance, financial risk, and compliance,
- ❑ Qualitative management assessments conducted on the management operations of Public Housing Agencies, and
- ❑ Resident satisfaction evaluations ensuring residents have a voice in management decisions.

Annually, REAC determines the overall performance of public housing by combining physical, financial, management and customer satisfaction assessment results under **PHAS** – Public Housing Assessment System.

HOUSING PROGRAMS AND OTHER PUBLIC COLLABORATIONS

Communication and cooperation with other housing programs and government agencies are important components of sound management. For this reason, this HA has reached agreements with other public agencies to ensure computer matching and other verifications can be performed. Information submitted in verification/participation of applicant data is not public information and is subject to statutory requirements concerning confidentiality (42 U.S.C. 1437d(q)(4)); as amended.

One Strike And You're Out Program

"The One Strike and You're Out" policy for public housing residents allows Housing Authorities to develop and enforce stricter screening and evictions as a part of anti-drug, anti-crime initiatives. Under this policy, Housing Authorities are able to:

- 1) Deny occupancy on the basis of illegal drug-related activities and alcohol abuse when abuse leads to behavior that threatens the health, safety, or peaceful enjoyment of the premises by others; and
- 2) Establish measurable security evaluation objectives for implementation of effective screening and eviction policies and other anti-crime strategies through the operation and performance of housing management.

Evictions are civil, not criminal, matters. In order to terminate a lease and evict a tenant, a criminal conviction or arrest is not necessary, and the Authority need not meet the criminal standard of "proof beyond a reasonable doubt" in eviction proceedings. Any provisions in state laws that require conviction in order to evict tenants are pre-empted by federal law.

The Housing Authority of Prince George's County reserves the right of evicting the tenant when a "covered person" engages in improper activity "on or off" the premises in the case of public housing. The concept of *covered person* includes: the tenant, guest, members of the tenant's household, and "other persons under the tenant's control.

Fraud Prevention Program

It is the policy of this HA to prevent, detect, and report fraud.

The overall goal of the HA is to combat crime and abuse of HUD programs that result in unacceptable living conditions for numbers of needy people who look to HUD and housing agencies for living accommodation assistance. Fraud in public housing programs diminishes public support and reduces the already scarce resources available to provide better living conditions to needy applicants/residents.

Section 1001 of Title 18 of the United States Code makes it a criminal offense to make willfully false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction. Obtaining public assistance by fraud is punishable under the Maryland Annotated Code, Article 27, Section 230A.

The Housing Definition of fraud shall include any definition found under any Federal or State, civil or criminal statute; as well as deliberate misrepresentation made to the PHA by the applicant, resident, or members of the household.

Family Outreach

The Housing Authority of Prince George's County will publicize the availability and nature of the Public Housing Program for extremely low-income, very and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The HA will also try to utilize public service announcements.

THE HOUSING AUTHORITY'S COMMITMENT TO INVESTIGATE MISREPRESENTATIONS AND PURSUE REMEDIES

Allegations, complaints, or other observations that indicate a family is receiving more benefits than they are entitled to will be investigated. False statements that result in favorable eligibility, tenant's paying less rent, family composition or housing need will be aggressively pursued. In the event such misrepresentations are verified, the HA will act to recover the unentitled payments including administrative actions, civil or criminal court actions, or judgments, as deemed appropriate.

An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in rejection.

If an applicant/resident is found to have made misrepresentations at any time which results in his/her being classified as eligible when, in fact, he/she was ineligible, he/she will be required to vacate, even though he/she may since have become eligible. In justifiable instances, the Housing Authority may take such other action, as it deems necessary.

The commission of fraud by any member of the household violates the lease and is grounds for termination of application eligibility or tenancy.

Applicant/Tenant Cooperation Clause

All applicants or tenants are required to cooperate in supplying all information needed to determine eligibility, level of benefits, or verification of circumstances. Cooperation includes attending pre-scheduled meetings and completing and signing needed forms. Failure or refusal of knowingly supplying false, incomplete, or inaccurate information may result in processing delays, termination of housing assistance, or eviction.

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Housing Authority of Prince George's County's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of the Housing Authority of Prince George's County to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority of Prince George's County's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of Prince George's County will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority of Prince George's County office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of Prince George's County will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority of Prince George's County will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

The PHA shall not deny any family or individual the equal opportunity to apply for or receive public housing assistance on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

The DHCD office is accessible to persons with disabilities. Accessibility for the hearing impaired is provided at TTDY number (301) 883-5428.

2.0 Reasonable Accommodation

The HA will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, and the Fair Housing Amendments Act of 1988, HA will make structural modifications to its housing and non-housing facilities, make reasonable accommodations, or combinations of the two, to permit people with disabilities to take full advantage of the housing program. In making reasonable accommodations or structural modifications for otherwise qualified persons with disabilities, HA is not required to:

- a. In existing housing programs, make each of its existing facilities accessible; or make structural alterations when other methods can be demonstrated to achieve the same effect.
- b. Make structural alterations that require the removal or altering of load-bearing structural member;
- c. Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below grade level;
- d. Take any action that would result in a fundamental alteration in the nature of the program;
- e. Take any action that would result in an undue financial and administrative burden on the Authority.

Alternative formats of communication are available for persons requiring auxiliary assistance. These may include foreign language interpreters, sign language interpretation, and oral explanations of materials by HA staff (in person or by phone), large type materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret, and explain housing materials.

American Sign Language interpreters are provided for the hearing impaired, however, the HA is not responsible for costs associated with having a foreign language interpreter.

The Authority will not permit these policies to be subverted to do personal or political favors. Accepting an applicant from a lower waiting list position before one in a higher position violates policy, federal law, and the civil rights of the other families on the waiting list.

3.0 Services For Non-English Speaking Applicants and Residents

The Housing Authority of Prince George's County will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families.

4.0 Family Outreach

The Housing Authority of Prince George's County will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Housing Authority of Prince George's County will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority of Prince George's County will also try to utilize public service announcements.

The Housing Authority of Prince George's County will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

It is the policy of the Housing Authority of Prince George's County to conduct outreach as needed to maintain an adequate applicant pool representative of the eligible population in the area. Outreach efforts will take into consideration the level of vacancy in the HA's dwelling unit stock, availability of units through turnover, and waiting list characteristics. The HA will periodically assess these factors in order to determine the need for any marketing efforts.

When the Authority opens the waiting list, it will advertise through public notice in newspapers, minority publications and media entities, noting the location(s), and program(s) for which applications are being accepted:

The Prince George's Post
15207 Marlboro Pike
Upper Marlboro, MD 20772
Phone: (301) 627-0900

The Washington Post
1150 15th St., NW
Washington, DC 20071
Phone: (202) 334-6200

The Prince George's Journal
9410 Annapolis Road
Lanham, MD 20706
20773
Phone: (301) 731-8300

The Enquirer Gazette
Post Office Box 30
Upper Marlboro, MD
20774
Phone: (301) 627-2833

EI PREGONERO
5001 Eastern Avenue
HYATTSVILLE, MD 20782
Phone: (301) 853-4504

The notice will contain:

1. The dates, times, and the locations where families may apply.
2. The programs for which applications will be taken.
3. A brief description of the program
4. Limitations, if any, on whom may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date. This accommodation can only exceed the closing date by 10 working days.

Marketing and informational materials will be subject to the following:

- a. All marketing materials will comply with the Fair Housing Act requirements with respect to wording, logo, size of type, etc.
- b. Marketing will describe the housing units, application process and waiting list accurately.
- c. An effort will be made to target all agencies that serve and advocate for potentially qualified applicants (e.g. the disabled, to ensure that accessible/adaptable units are used by people who can best take advantage of their features).
- d. Marketing materials will make clear who is eligible: individuals and families, people with both physical and mental disabilities.
- e. HA's will make reasonable accommodations to people with disabilities.

5.0 *Right to Privacy*

All adult members of both applicant and tenant households are required to sign HUD form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement. The authorization for the release of information HUD Form #9886 must be signed by applicants and participants authorizing the PHA to request the release of wage and claim information from a State Wage Information Collection Agency (SWICA).

Upon review of the application, all adult members of the family will be required to sign the following forms: Personal Declaration, Tenant Certification and Authorization for the Release of Information (HUD form #9886), and the Application for Admission form. The applicant and each member of the applicant's household, age 6 years and older, are required to disclose and verify social security numbers (SSN).

If the applicant or any member of the applicant's household has not been assigned a SSN, a certification must be executed.

Consent must be awarded for each member of an Applicant Family or Participant Family who is at least 18 years of age, including the family head and spouse regardless of age.

Penalties for failing to disclose and verify Social Security Number, and to sign consent forms are:

- Denial of assistance
- Termination of assistance or residency

Any request for applicant or resident information will not be released unless there is a signed release of information request from the applicant or resident.

6.0 Required Postings

In each of its offices, the Housing Authority of Prince George's County will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster
- L. Any current Housing Authority of Prince George's County Notices

7.0 *Taking Applications*

7.1 Applying For Admission

The policy of the Housing Authority is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. The primary purpose of the intake function is to gather information about the family, but the Authority will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

The purpose of application taking is to permit the Housing Authority of Prince George's County to gather information and determine placement on the waiting list. The application will contain questions designed to obtain pertinent program information.

Families who wish to apply for any of the PHA's programs must complete a written pre- application form when application-taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

When the waiting list is open, any family asking to be placed on the waiting list for public housing will be given the opportunity to complete a preapplication.

Applications are taken to compile a waiting list. Due to the demand for housing in the Housing Authority of Prince George's County jurisdiction, the Housing Authority of Prince George's County may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants during the period of open enrollment. The Housing Authority of Prince George's County will verify the information.

The completed application will be dated and time stamped upon its return to the Housing Authority of Prince George's County.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority of Prince George's County to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is (301) 883-5428.

Normally, the application process will involve two phases. Phase one is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's pre-application, the Housing Authority of Prince George's County will make a preliminary determination of eligibility. The Housing Authority of Prince George's County will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Housing Authority of Prince George's County determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority of Prince George's County will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Housing Authority of Prince George's County will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

Applications for Admission may be picked up or mailed upon your request from the central office. Completed application forms must be returned to the same office. The central office is also the place where interviews for perspective applicants are conducted. The address of the Housing Authority is shown below.

THE PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Housing and Community Development
Attn: Central Intake Unit, Suite 100
9400 Peppercorn Place
Largo, MD 20774
Phone: (301) 883-5501 or
TDD (For hearing impaired ONLY): (301) 883-5428

Normal business hours of operation:
Monday through Friday
8:30 a.m. to 5:00 p.m.

The central office and all development management offices are closed in observance of federal holidays.

The Authority reserves the right to suspend the acceptance of applications for a specific unit size when the demand for that unit size exceeds a number reasonably expected to be housed within the next year.

The Authority shall not, on account of race, color, creed, sex, age, or national origin, deny any family the opportunity to apply for admission to the Low-Income Housing Program. Attempts have been made to make public housing programs, facilities, and activities accessible for those persons with disabilities; in accordance with Section 504 of the Rehabilitation Act of 1973.

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination.

7.2 Receipt of Applications

All admissions to public housing shall be made on the basis of a written application. The application shall constitute the basic record of each family applying for admission. All supplemental materials pertaining to eligibility shall also be considered a part of the record. Such materials include verifications of income and family composition.

Every application constitutes the basic legal record which supports the Housing Authority's determination of eligibility status, rent, and size of the unit for which the applicant and/or resident is qualified. The Application for Admission also constitutes the basis for establishing the applicant's local or priority status, for selection.

All applications for admission shall be processed to determine eligibility. This preliminary application process is referred to as Presumptive Eligibility. Throughout the intake process, new applicants will retain tentative eligibility status until screened for admission. Only those applicants who satisfy requirements of the screening process will be qualified for admission.

8.0 Eligibility For Admission

8.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Housing Authority of Prince George's County screening criteria in order to be admitted to public housing.

8.2 ELIGIBILITY CRITERIA

A. Family status.

1. A family with or without children. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An elderly family, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A disabled family, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;

- b. Two or more persons with disabilities living together;
or
 - c. One or more persons with disabilities living with one
or more live-in aides.
- 4. A displaced family, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
 - 5. A remaining member of a tenant family.
 - 6. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

- 1. To be eligible for admission to developments that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
- 2. Income limits apply only at admission and are not applicable for continued occupancy.
- 3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Housing Authority of Prince George's County.
- 4. If the Housing Authority of Prince George's County acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
- 5. Income limit restrictions do not apply to families transferring within the Public Housing Program.

C. Citizenship/Eligibility Status

To be eligible each member of the family must be a citizen national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance.

- a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
- b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Housing Authority of Prince George's County to obtain from State Wage Information Collection Agencies (SWICAs), Upfront Income Verification (UIV)/Enterprise Income Verification (EIV), any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and

- b. A provision authorizing HUD or the Housing Authority of Prince George's County to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits via Upfront Income Verification (UIV)/Enterprise Income Verification (EIV) practices; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

8.3 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority of Prince George's County will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Housing Authority of Prince George's County employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Housing Authority of Prince George's County will consider objective and reasonable aspects of the family's background, including the following:
 - 1. History of meeting financial obligations, especially rent;
 - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 - 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the

health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Housing Authority of Prince George's County will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority of Prince George's County will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority of Prince George's County may contact law enforcement agencies where the individual had lived or request additional criminal background information;
4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

8.4 GROUNDS FOR DENIAL

The Housing Authority of Prince George's County is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within seven (7) years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within seven (7) years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- L. Have engaged in or threatened abusive or violent behavior towards any Housing Authority of Prince George's County staff or residents;
- M. Have a household member who has ever been evicted from public housing;
- N. Have a family household member who has been terminated under the certificate or voucher program;
- O. Denied for Life: If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- P. Denied for Life: Has a lifetime registration under a State sex offender registration program.

8.5

CREDIT SCREENING POLICY

Screening Applicants For Past History In Meeting Financial Obligations

The Housing Authority operating as a landlord is a grantor of credit. The lease signed with a resident is a form of promissory note. To carry out its mission to provide housing that is decent, safe and sanitary, the Authority must also operate a program that is fiscally sound.

An Authority is expected, not only to collect all rents due from its tenants, but also to do it on time. The ability to do that is determined by the extent to which residents in possession are willing to pay their rent every month when due. A reasonable predictor of which applicants may be expected to do this may be determined by how they have discharged their responsibility to meet past financial obligations, including rent. Authorization for this is derived from the code of Federal Regulations; 24 CFR 960.203(1).

The method used to carry this out will be a process of third party verification requesting rental references from previous landlords for rent paying history and a check with a national credit bureau for a credit report on each applicant who applies for admission. This will enable the Authority to make reasonable assumptions regarding how applicants may be expected to discharge their obligation to pay rent based on their past performance as measured by the credit report and the rent paying history.

For purpose of screening, staff will review for an applicant's pattern of responsibility in meeting financial obligations. The Authority will also consider the immediacy of information in the credit reporting and landlord reference. Applicant information three (3) years preceding the date of inquiry will be reviewed as part of the screening process. The Department will not count on "time payment history" and negative credit history for student loans, medical bills, settled/satisfied judgments, voluntary repossessions and foreclosures, and overpayments on public benefits (unless result of fraud) or tax liens. Additionally, the Authority will not include phone bills, cable, any debts/judgments under \$200.00; excluding returned checks. Further, consideration will be given to efforts to improve or rehabilitate credit history including, but not limited to enrollment in consumer credit counseling, voluntary repossession, and working out repayment agreements. Likewise the Department will review for bankruptcy (7years preceding the date of the screening inquiry), judgments, collections and a pattern of applicants seeking and/or obtaining new credit, pattern of bad debts, or charge-off accounts, unpaid utility charges, while failing to meet past due obligations.

Hearing Rights Of Applicants

In accordance with the established policy, applicants denied admission based on credit history will be given an opportunity to request a hearing to offer extenuating circumstances for their poor credit history. If the applicant is able to prove that poor credit history is directly attributable to circumstances beyond their control and that it does not represent a continuing pattern of non-payment of financial obligations, the Department may, at its discretion, reconsider its decision and approve admissions.

In appealing to the Authority to reverse a decision, the burden of proof shall be the sole responsibility of the applicant. It does not obligate the Authority to rely on the information presented or assist in gathering the data that the applicant wants to have evaluated. The Authority will be the final arbiter of whether the information presented meets the criteria. The most commonly accepted extenuating circumstances may include, but not be limited to the following:

1. Financial reverses that occur as a result of loss or significant change/shift of employment
2. Uncompensated accident or illness
3. Sustained period (s) of hospitalization
4. Change in family composition of primary or secondary household earner
5. Loss of significant reduction of income other than from wages.

The process of an informal hearing procedure based on denial of admission due to poor credit history will be handled in the same manner as any other reason for denial. All requests for hearings must be made in writing and received in the Department within 10 days from the date of the notice of decision to deny admission. Requests For Hearings Must Contain Original Signatures. Facsimile (Faxed) Requests Will Not Be Honored.

8.6 INFORMAL REVIEW

- A. If the Housing Authority of Prince George's County determines that an applicant does not meet the criteria for receiving public housing assistance, the Housing Authority of Prince George's County will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within ten (10) calendar days of the denial.

All requests for hearings must be made in writing and received in the Department within ten (10) calendar days from the date of the notice of decision to deny admission. Requests For Hearings Must Contain Original Signatures. Facsimile (Faxed) Requests Will Not Be Honored.

The informal review may be conducted by any person designated by the Housing Authority of Prince George's County, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Housing Authority of Prince George's County's decision. The Housing Authority of Prince George's County must notify the applicant of the final decision within ten (10) calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that the Housing Authority of Prince George's County provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

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9.0 *Managing the Waiting List*

9.1 INTRODUCTION

It is the policy of the Housing Authority Prince George's County to administer its waiting list as required by the regulations at 24 CFR 912, 913, 945, 960.211 through 960.401. Each applicant will be assigned his/her appropriate place on a single county-wide waiting list in sequence based upon date and time the application is received, suitable type or size of unit, and factors affecting preference or priority. Preference and priority factors are established in this policy in accordance with HUD regulations and are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto. Exceptions to applicant placement on Prince George's County's centralized public housing waiting list will be permitted only in instances requiring compliance with court orders, settlement agreements, or when approved in advance by the Assistant Secretary for Fair Housing and Equal Opportunity.

Only one computerized waiting list is kept on all Public Housing Applicants throughout Prince George's County's application pool. The list of applicants presumed eligible is maintained pending screening and unit assignment. Applicant position on the waiting list is determined by date of the application submission and priority ranking. Since the HA uses "*Presumptive Eligibility*", in-depth third party verifications, home visits, and other investigations will be postponed until the applicant's name is at the top of the waiting list.

The Authority will match the characteristics of the applicant to the unit available, including any priorities for admission required for designated or mixed population housing. In the selecting a family for a unit with accessible features, the HA will give preference to families that include a member with disabilities who could benefit from the unit features. The first unit assignment shall be presented to the first applicant on the waiting list that meets appropriate family composition, priority ranking (if applicable), and dwelling unit size/type.

An applicant will not be placed on the waiting list if any member of the family has been evicted from housing assisted under a 1937 Housing Act program during the past 7 years because of drug-related criminal activity.

At the time of initial intake, applicants are advised that it is the responsibility of the families to notify the Housing Authority of any change of address or phone number changes while on the waiting list. Applicants that cannot be reached will be dropped from the waiting list.

9.2 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

At the discretion of the Authority, application intake may be restricted, suspended, and the waiting lists may be closed either in whole or in part. The Housing Authority may open or close the list by local preference category.

If the Authority's highest waiting list preference category has sufficient applications to fill anticipated vacancies for the coming twelve (12) months, the Authority may elect to:

- A. Close the waiting list completely;
- B. Close the list during certain times of the year; or
- C. Restrict intake by preference, type of project, or by size and type of dwelling unit .

Decisions about closing the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a preference, and the ability of the Authority to house an applicant in an appropriate unit within a reasonable period of time.

During the period when the waiting list is closed, the Authority will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

9.3 ORGANIZATION OF THE WAITING LIST

It is the Housing Authority's policy to accept and process applications in accordance with applicable HUD regulations. Applications will be processed according to the Authority's Intake and Processing Procedures. Each applicant shall be assigned his/her appropriate place in a central pool of eligible applicants as required by the Local selection of preferences. Within these preferences the waiting list is sequenced based upon:

- A. Applicant name,
- B. Date and time the application is received,
- C. Suitable type or size of unit,
- D. Qualification of any local preference, and
- E. Range of income.

All vacancies will be filled from the waiting list. The applicant at the top of the list receives the first offer. The applicant must accept the vacancy offered within three (3) business days of the date the offer is communicated. If the applicant refuses, his/her name is moved to the bottom of the list, and the unit is offered to the next applicant. Applicants refusing a first unit assignment must provide proof of an undue hardship; otherwise, they will be dropped from the list. The process continues until an offer is accepted.

All active waiting list files shall be reviewed annually. Confirmation letters shall be sent to each applicant on the waiting list to make determination of the applicant's continued interest in the admission to a public housing apartment. The applicant must return the confirmation letter to the Central Office within ten (10) calendar days from the date of the letter. Returned confirmation letters will be placed in the applicant's admission file.

Retired applications shall be annotated with the date of retirement, the reason for retirement, and the initials of the person who makes the determination. The file shall show the dates of any telephone attempts, personal contacts made, and the results of each attempt at contact made by the housing authority.

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;

- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any contacts between the Housing Authority of Prince George's County and the applicant will be documented in the applicant file.

9.4 UPDATING AND PURGING THE WAITING LIST

The Housing Authority of Prince George's County will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Housing Authority of Prince George's County has current information, i.e. applicant's address, family composition, income category, and preferences.

Updating of Active Applicants on the Waiting List:

The HA will update the waiting list at least once a year by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone or mail. All applicants on the list should be actively seeking housing assistance. To ensure this, the Authority will update applications twelve (12) months from the anniversary of the original date of filing. Applicants must complete and return the updated form within ten calendar (10) days. Failure to return the update will cause the application to be removed from the files and made inactive.

- a) If the update indicates that the applicant still meets presumptive eligibility requirements, his/her name will remain on the active list.
- b) Changes in preference status while on the waiting list.

Changes In Preference Status While On The Waiting List

Occasionally families on the waiting list who did not qualify for a local preference at the time of application intake will experience a change in circumstances that qualifies them for a local preference. In such instances, it will be the family's duty to contact the HA so that their status may be recertified or, depending on application processing status, reverified.

To the extent that the Authority determines that the family *does* now qualify for a local preference, they will be moved up on the waiting list in accordance with their local preference or any ranking preference(s), and their date and time of application. They will then be informed in writing of how the change in status has affected their place on the waiting list.

Purging of Inactive Applicants from the Waiting List:

The HA will not remove an applicant's name from the waiting list except in accordance with these Waiting List Management procedures. Retired applications shall be annotated with the date of retirement, the reason for retirement, and the initials for the person who makes the determination. The file shall show the dates of any telephone attempts, personal contacts made, and the results of each attempt at contact made by the Housing Authority.

If the following circumstances occur as a result of the update, the applicant's name will be purged from the rolls:

- a. Letter returned by the post office as undeliverable.
- b. Applicant is no longer eligible.
- c. Applicant request that his/her number be removed.
- d. Applicant does not respond to the HA's request for additional information.

9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Housing Authority of Prince George's County will remove an applicant's name from the waiting list if:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the Housing Authority of Prince George's County will be sent a notice of termination of the process for eligibility.

The Housing Authority of Prince George's County will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Housing Authority of Prince George's County will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of Prince George's County, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of Prince George's County system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority of Prince George's County will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 Tenant Selection and Assignment Plan

10.1 LOCAL PREFERENCES

The Housing Authority of Prince George's County will select families based on the following local preferences within each bedroom size category:

- A. Head of Household or Co-head has paid employment for at least 30 hours/week.
- B. Head of Household or Co-head are 62 years of age or older.
- C. Head of Household or co-head qualifies as handicapped/disabled.
- D. Head of Household or co-head has worked at least 20 hours/week for the past six months, is less than 62 years of age and is willing to participate in the "Family Resource Academy" Program designed to end reliance on public assistance.
- E. 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 (12) months as a result of completing the training or educational program.

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, and preference B families will be offered housing before any families in preference C.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come

to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a thirty (30) day notice.

10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families.

In determining bedroom size, the Housing Authority of Prince George's County will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of two (2) will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Housing Authority of Prince George’s County will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for five (5) years or until the family size changes, whichever may occur first.
- B. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family’s own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- C. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

10.3 SELECTION FROM THE WAITING LIST

The Housing Authority of Prince George’s County shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

10.4 DECONCENTRATION POLICY

Under this policy the Housing Authority of Prince George’s County's may provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or

higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of Prince George's County will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

The Housing Authority of Prince George's County may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.6 OFFER OF A UNIT

When the Housing Authority of Prince George's County discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit.

The Housing Authority of Prince George's County will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given ten (10) business days from the date the letter was mailed to contact the Housing Authority of Prince George's County regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have three (3) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of Prince George's County will send the family a letter documenting the offer and the rejection.

10.7 REJECTION OF UNIT

If the family rejects the unit offer without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

10.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

The head of household will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Housing Authority will retain the original executed lease in the tenant's file.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to:

A. The Total Tenant Payment or \$200.00 whichever is greater or

In exceptional situations, the Housing Authority of Prince George's County reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One third shall be paid in advance, one-third with their second rent payment, and one-third with their third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit to accommodate the family's request for size accommodation.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting beyond fair wear and tear, the family shall be billed for these charges.

11.0 *Income, Exclusions From Income, and Deductions From Income*

To determine annual income, the Housing Authority of Prince George's County counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority of Prince George's County subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

11.1 INCOME

Annual income means all amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in

income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.
 - 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent

required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
 - H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

11.2 ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
 6. Temporary, nonrecurring or sporadic income (including gifts);
 7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
 8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

9. Adoption assistance payments in excess of \$480 per adopted child;

10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988,

Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:

a. Comparable Federal, State or local law means a program providing employment training and supportive services that:

- i. Is authorized by a Federal, State or local law;
- ii. Is funded by the Federal, State or local government;
- iii. Is operated or administered by a public agency; and
- iv. Has as its objective to assist participants in acquiring employment skills.

b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:

a. Families whose income increases as a result of employment of a family member who was previously

unemployed for one or more years.

- b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
- c. Families who are or were, within 6 months, assisted under a State TANF program.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 - c. Payments received under the Alaska Native Claims Settlement Act
 - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
 - e. Payments made under HHS's Low-Income Energy Assistance Program

- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of childcare under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the AmeriCorps Program
- p. Additional income exclusions provided by and funded by the Housing Authority of Prince George's County

The Housing Authority of Prince George's County will not provide exclusions from income in addition to those already provided for by HUD.

11.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual

income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

- D. For any elderly or disabled family:
 - 2. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 3. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
 - 4. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses.

12.0 Verification

The Housing Authority of Prince George's County will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

The goal of the intake process is to obtain complete and accurate information on applicants and tenants. It is the intent of the Housing Authority to provide public housing only to eligible, qualified families, and to assure that each family pays its correct share of the rent in accordance with Federal Law. Additional goals include:

- A. To prevent unintentional program violations due to misunderstanding, misinformation, or a lack of information.
- B. To prevent and detect program violations.
- C. To take effective administrative, civil, or criminal action, as appropriate.

Eligibility for Public Housing is based on two criteria:

- A. Verification of Family Status, and
- B. Verification of the Total Household Income and Assets

12.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

The primary and most preferred method of third party verification is Upfront Income Verification (UIV) or Enterprise Income Verification (EIV). This type of third party verification may be a report generated by a request from the Housing Authority of Prince George's County or automatically by another government agency, i.e. the Social Security Administration, wages and unemployment compensation.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone.

Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

Statements used to verify income and assets must be no more than one hundred twenty (120) days prior to the tenants recertification anniversary date. If third party oral verifications are used, written documentation must be entered in the records, signed and dated by the Authority's staff. If it is not possible to obtain either type of third party verification, the Authority will accept notarized statements. Under no circumstances will the Authority copy, or accept for proof, any government issued check that has been reproduced.

Any individual or organization, including any governmental organization, may be asked to release information required in the screening process.

Applicants who claim joint ownership of assets may, at the discretion of the Authority, be required to prove that joint ownership is not being claimed to evade asset or income limits, or to avoid paying fair share of rent based on total income produced.

Applicants reporting zero income will be asked to complete a family expense form. This form will be the first form completed in the interview process. The form will ask residents to estimate how much they spend on food, transportation, health care, child care, household items, debts, etc. It will also ask applicants about the status of any application or benefits through AFDC or other similar programs. If a zero income family is admitted, a redetermination of income will be performed every 90 days.

When third party verification cannot be obtained, the Housing Authority of Prince George's County will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the

Housing Authority of Prince George's County has been unable to obtain third party verification in time to meet timely admission or Recertification decision. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Housing Authority of Prince George's County will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

12.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. The Housing Authority of Prince George's County will verify all statements and circumstances which pertain to eligibility.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if	Bank deposits, other similar evidence

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	grandmother pays day care provider, the day care provider could so state)	
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion 	N/A Evidence of job start

12.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of Prince George's County will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority of Prince George's County will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Housing Authority of Prince George's County will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Housing Authority of Prince George's County determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the Housing Authority of Prince George's County will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

12.5 TIMING OF VERIFICATION

As families approach the top of the waiting list, the following items will be verified to determine eligibility for admission to public housing:

- ❑ Family Composition and Type (Elderly/Non-Elderly)
- ❑ Annual Income
- ❑ Assets and Asset Income
- ❑ Allowance Information
- ❑ Local Preferences
- ❑ Social Security Numbers of all Family Members
- ❑ Information Used in Applicant Screening
- ❑ Citizenship or Eligible Immigration Status

As a condition of admission to or continued occupancy of Public Housing, the Authority shall require the Family Head and other such Family Members as it designates, to execute a HUD approved release and consent form.

No applicant declarations will require verification prior to a unit offer. Once an offer of a unit is made, the Authority will verify all declarations which affect eligibility and suitability for admission. Applicants must cooperate fully and provide the necessary information.

Should it be proven that an applicant or tenant willfully failed to provide the necessary verification, the Authority will move to deny admission or to evict. In addition to the initial verification process for admissions, re-examinations, annual, interim, and special examinations may be conducted.

Verification information must be dated within one hundred twenty (120) days of certification or one hundred twenty (120) days of the tenant's recertification/reexamination anniversary date. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance.

In accordance with HUD policy, the income of each tenant family must be re-examined every twelve (12) months. Verification data shall be reviewed for completeness and accuracy.

12.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

13.0 Determination of Total Tenant Payment and Tenant Rent

13.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

13.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income

In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

13.3 MINIMUM RENT

The Housing Authority of Prince George's County has set the minimum rent at **\$50.00**.

13.4 THE FLAT RENT

The Housing Authority of Prince George's County has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The Housing Authority of Prince George's County determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The Housing Authority of Prince George's County will post the flat rents at each of the developments and at the central office.

13.5 CEILING RENT

The Housing Authority of Prince George's County has not set a ceiling rent for each public housing unit.

13.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority of Prince George's County will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Housing Authority of Prince George's County will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Housing Authority of Prince George's County. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

13.7 UTILITY ALLOWANCE

For Housing Authority of Prince George's County paid utilities, the Housing Authority of Prince George's County will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the Housing Authority of Prince George's County will be billed to the tenant monthly.

Requests for relief from surcharges for excess consumption of Housing Authority of Prince George's County purchased utilities may be granted by

the Housing Authority of Prince George's County on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy.

13.8 PAYING RENT

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.

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 tenth of the month, the tenant is assessed a 5% late charge (monthly rent amount) 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 an non-sufficient funds fee of \$10 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 (1st), and then the remainder of the rent payment will be applied against the monthly rent.

In the event legal proceedings are required to recover possession of the premises, the Resident will be charged with the actual cost of such proceedings, including attorney's fees payable to the attorney for the Authority.

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14.0 Community service and Community Service

14.1 GENERAL

Federal regulation provide that in order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

14.3 NOTIFICATION OF THE REQUIREMENT

The Housing Authority of Prince George's County shall identify all adult family members who are apparently not exempt from the community service requirement.

The Housing Authority of Prince George's County shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority of Prince George's County shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination for family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of Prince George's County will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Housing Authority of Prince George's County may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

14.5 THE PROCESS

Community Serviced was re-instated effective October 1, 2003 and those in non-compliance can be terminated beginning October 1, 2004. At the first annual reexamination on or after October 1, 2004, and each annual reexamination thereafter, the Housing Authority of Prince George's County will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.

- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Housing Authority of Prince George's County whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Housing Authority of Prince George's County will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

The Housing Authority of Prince George's County will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Housing Authority of Prince George's County shall take action to terminate the lease.

15.0 Recertifications

At least annually, the Housing Authority of Prince George's County will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

15.1 GENERAL

The Housing Authority of Prince George's County will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose.

During the appointment, the Housing Authority of Prince George's County will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

15.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview good causes, may be taken family to market rent that will remain in effect until the family has met the Recertification requirements. Housing Authority of Prince George's County taking eviction actions against the family.

15.3 FLAT RENTS

Annual flat rent schedules will be posted.

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent

- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three (3) years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which the Housing Authority of Prince George's County expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, Housing Authority of Prince George's County will send a reexamination letter to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Housing Authority of Prince George's County may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Housing Authority of Prince George's County representative, they may make the selection on the form and return the form to the Housing Authority of Prince George's County. In such case, the Housing Authority of Prince George's County will cancel the appointment.

15.4 THE FORMULA METHOD

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

The primary third party verification method is Upfront Verification (UIV) or Enterprise Income Verification (EIV). This type of third party verification may be report generated by a request from Housing Authority of Prince George's County or automatically by another government, i.e. the Social Security Administration, wages and unemployment compensation. Verification information must be dated within one hundred twenty (120) days of certification/reexamination.

Upon receipt of verification, the Housing Authority of Prince George's County will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

15.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report the following changes to the Housing Authority of Prince George's County between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority of Prince George's County will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority of Prince George's County will take timely action to process the interim reexamination and recalculate the tenant's rent.

15.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, the Housing Authority of Prince George's County may schedule special reexaminations every 90 days until the income stabilizes and an annual income can be determined. Minimum rent resulting from unstable income, at the Authority's discretion, will be reviewed and adjusted every ninety-(90) days.

Completion of Income Declaration form for applicants/residents claiming zero or extremely low income. Calculations obtained will be used to set rent if it results in amount higher than the minimum rent.

15.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase). Rent will take affect on the 1st day of the effective month.

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

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16.0 Unit Transfers

16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To eliminate vacancy loss and other expense due to unnecessary transfers.

16.2 CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 3: Regular administrative transfers. These transfers are made to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Housing Authority of Prince George's County when a transfer is the only or best way of solving a serious problem.

16.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

16.4 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Housing Authority of Prince George's County and the family rejects two offers without good cause, the Housing Authority of Prince George's County will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Housing Authority of Prince George's County's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, with good cause and without penalty, turn down one offer. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

16.5 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);

- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Housing Authority of Prince George's County in the following circumstances:

- A. When the transfer is needed in order to carry out rehabilitation activities; or
- B. When action or inaction by the Housing Authority of Prince George's County has caused the unit to be unsafe or inhabitable.
- C. The transfer is required to make reasonable accommodations.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

16.6 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Housing Authority of Prince George's County. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

16.7 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Housing Authority of Prince George's County may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Housing Authority of Prince George's County will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Housing Authority of Prince George's County will grant or deny the transfer request in writing within ten (10) business days of receiving the

request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

16.8 RIGHT OF THE HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

17.0 Inspections

An authorized representative of the Housing Authority of Prince George's County and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Housing Authority of Prince George's County file and a copy given to the family member. An authorized Housing Authority of Prince George's County representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any Housing Authority of Prince George's County damages to the unit.

17.1 MOVE-IN INSPECTIONS

The Housing Authority of Prince George's County and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

17.2 ANNUAL INSPECTIONS

The Housing Authority of Prince George's County will inspect each public housing unit annually to ensure that each unit meets the Housing Authority of Prince George's County's housing standards, Uniform Physical Conditions Standard (UPCS) as defined by HUD. Work orders will be submitted and completed to correct any deficiencies.

17.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

Fines and damage charges for disconnecting/disabling smoke detectors are as follows:

- 1st offense: \$25.00 fine plus damage, (parts plus labor)
- 2nd offense: \$50.00 fine plus damage, (parts plus labor)
- 3rd offense: Lease termination plus damage, (parts plus labor)

17.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Housing Authority of Prince George's County.

17.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual reexamination, or at other times as necessary, the Housing Authority of Prince George's County will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Housing Authority of Prince George's County will give the tenant at least two (2) days written notice.

17.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Housing Authority of Prince George's County has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

17.8 PRE-MOVE-OUT INSPECTIONS

When a tenant gives notice that they intend to move, the Housing Authority of Prince George's County will offer to schedule a pre-move-out inspection with the family. The inspection allows the Housing Authority of

Prince George's County to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Housing Authority of Prince George's County to ready units more quickly for the future occupants.

17.9 MOVE-OUT INSPECTIONS

The Housing Authority of Prince George's County conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

18.0 Pet Policy

Prince George's County Department of Housing and Community Development

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

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

- I. Definitions
 1. **Animal** – every non-human species of animal, both domesticated and wild, including, but not limited to dogs, cats, livestock and fowl.
 2. **Animal Control Facility** – any facility operated by or under contract with Prince George's County, Maryland, for the care, confinement, detention, or euthanasia or other disposition of animals.
 3. **Attack Dog** – any dog trained to attack on demand.
 4. **Cage** – any enclosure of limited space, enclosed on the bottom, top and all sides by a wall or otherwise, in which animals or other creatures are placed for any purpose, including confinement or display.
 5. **Cat** - domesticated feline. Term "cat" does not include wild or exotic felines.

6. **Disposition** – adoption or placement as a pet in an approved home or humane administration of euthanasia.
7. **Dog** – domesticated male or female canine.
8. **Domesticated Animal** – any animal of a species that has been bred, raised, and is accustomed to living in or about the habitation of man, and is dependent on man for food or shelter.
9. **Exotic Animal** – any animal of a species that is not indigenous to the State of Maryland, and is not a domesticated animal, including any hybrid animal, which is part exotic.
10. **Guard Dog** – dog will detect and warn its handlers that an intruder is present and/or near an area that is being secured.
11. **Keeping or Harboring** – act of permitting or sufferance by an owner or occupant of real property either of feeding or sheltering any domesticated animal on the premises.
12. **Owner** – any person who keeps, has temporary or permanent custody, possesses, harbors, exercises control over or had property right in any animal, livestock or fowl, excluding veterinary hospitals, kennels, pet shops and their employees.
13. **Pet** – domesticated animal kept for pleasure rather than utility.
14. **Public Nuisance Animal** – any animal that unreasonably (1) annoys humans, (2) endangers the life or health of other animals or persons, or (3) gives offense to human senses; or which substantially interferes with the rights of the citizens, other than its owner, to enjoyment of life or citizens other than its owner, to enjoyment of life or property. The term “public nuisance animal” shall mean and include, but is not limited to, any animal which:
 - (a) is repeatedly found at large; or
 - (b) damages the property of anyone other than its owner;
 - (c) molests or intimidates pedestrians or passersby;
 - (d) chases vehicles; or
 - (e) excessively make disturbing noise, including but not limited to, continued and repeated howling, barking, whining, or other utterances causing unreasonable

annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored; or

- (f) causes fouling of the air by odor and causing thereby unreasonable annoyance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored; or
- (g) causes unsanitary conditions in enclosures or surroundings where the animal is kept or harbored; or
- (h) by virtue of the number or types of animals maintained, is offensive or dangerous to the public health, safety, or welfare; or
- (i) attacks other domestic animals; or
- (j) has been found by the Commission for Animal Control after notice to its owner and a hearing, to be a public nuisance animal by virtue of being a menace to the public health, welfare, or safety.

15. **Sanitary** – condition of good order and cleanliness, which minimizes the probability of transmission of disease.

16. **Vaccination** – anti-rabies vaccination using a vaccine type approved by the Maryland State Department of Health and Mental Hygiene or the Maryland Public Health Veterinarian.

17. **Vicious Animal** – animal that attacks, bites or injures human beings or domesticated animals without adequate provocation, or which, because of temperament, conditioning or training, has known propensity to attack, bite or injure human beings or domesticated animals. An animal, which has on one or more occasions caused significant injury to persons, or domesticated animals may be deemed to be a vicious animal.

18. **Wild Animal** – animal, which is not included in the definition of “domesticated animal” and shall include any hybrid animal, which is part wild animal.

II. Eligibility for Pet Ownership

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

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

III. Registration

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

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

At the time of registration, staff completing certification must see the pet and sufficient information to identify it must be entered on the registration form. This is to ensure that the animal being registered will be the same as that bought on site. The information on the form may include, but not limited to heights, weight, color(s) identifying marks, name to which animal answers, and in the case of a dog, demonstration that it responds to voice

commands. The pet owner will be given a copy of the pet rules and required to sign a statement indicating that he or she has read the rules and agrees to comply with them.

IV. Restrictions

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

9. Pets may not be left unattended for more than 24 hours at a time. If the Department determines that pets are left unattended for more than this time period, by virtue of the voluntary or involuntary absence of the pet owner, the Department will contact the Humane Society or the Animal Control Facility to notify them of the presence and condition of the unattended animal. Their recommendation regarding care, attendance or disposition of the animal will prevail. The Department accepts no responsibility or liability for pet or decision regarding removal.
10. Residents are prohibited from feeding pets outside of their apartment.

V. Financial Obligations

1. As a result of residents' pet ownership, the Department incurs additional financial responsibility. Under the final rules, the Department is allowed to assess certain fees to pet owners. Pet owners will be required to pay a fee of \$100.00. This fee is made as a security deposit and is refundable upon lease termination. The fee may be accessed by the Department for damages or charges associated with the pet ownership. (The Department will publish and post in conjunction with its maintenance charges, applicable pet ownership fees, i.e. waste removal, extermination for pest infestation, property damage caused by pet, etc). In addition a one-time non-refundable registration fee of \$15.00 will be assessed.
2. At the time of registration pet owners must pay the \$115.00 fee in full.

VI. Pet Owners' Responsibilities

1. Sanitary and Health Standards

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

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

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

2. Control of Pets' Behavior/Actions

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

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

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

19.0 Repayment Agreements

When a resident owes the Housing Authority of Prince George's County back charges and is unable to pay the balance by the due date, the resident may request that the Housing Authority of Prince George's County allow them to enter into a Repayment Agreement. The Housing Authority of Prince George's County has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

20.0 Termination

20.1 TERMINATION BY TENANT

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

20.2 TERMINATION BY THE HOUSING AUTHORITY

The Housing Authority of Prince George's County after 10/1/2004 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Housing Authority of Prince George's County will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the Housing Authority of Prince George's County;

- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and
- M. Other good cause.

The Housing Authority of Prince George's County will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

20.3 TERMINATION OF LEASE UPON DEATH OR INCAPACITY OF RESIDENT

Upon the death of the Resident, or if there is more than one Resident, upon the death of all Residents, either the Authority or the personal representative of the Resident's estate may terminate this Lease upon 30 Day's written notice, to be effective on the last day of a calendar month. If full notice is not given, the Resident's estate shall be liable for rent to the end of the notice period or to the date the unit is re-rented, whichever date comes first. The termination of a Lease under this section shall not relieve the Resident's estate from liability either for payment of rent or other amounts owed prior to or during the notice period, or for the payment of amounts necessary to restore the premises to their condition at the beginning of the Resident's occupancy, normal wear and tear excepted.

If during the term of this Lease the Resident, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this Lease and the Authority cannot make a reasonable accommodation to enable the Resident to comply with the Lease; then action shall be taken. The Authority will assist the Resident or designated member(s) of the Resident's family to move the Resident to more suitable housing. If there are no family members, the Authority will work with appropriate agencies to secure suitable housing. This Lease will terminate upon the Resident moving from the unit.

The Resident may not be absent from the unit for a period more than 180 consecutive calendar days in any circumstance, or for any reason. The Authority will terminate the lease if the family is absent for more than the maximum period permitted.

20.4 PROPERTY ABANDONMENT

The Housing Authority of Prince George's County will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, an Housing Authority of Prince George's County representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If the Housing Authority of Prince George's County does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

If a Resident abandons the dwelling unit, the Authority shall take possession of the Resident's personal property remaining on the premises, and shall store and care for the property. The Authority will consider the unit to be abandoned when a resident has fallen behind in rent and has clearly indicated by words and actions an intention not to continue living in the unit. The Authority has a claim against the Resident for reasonable costs and expenses incurred in removing the property, in storing and caring for the property, and in selling the property. The Authority can collect from the Resident all these costs.

The Authority may sell or otherwise dispose of the property 60 days after the Authority receives actual notice of abandonment or 60 days after it reasonably appears to the Authority that the Resident has abandoned the premises, whichever date occurs last. At least 14 days prior to the sale, the Authority agrees to make reasonable efforts to notify the Resident of the sale by sending written notice of the sale by certified mail, return receipt requested, to the Resident's last known address or likely living quarters if that is known by the Authority. The Authority shall also post a notice of sale in a clearly visible place on the premises for at least two weeks before the sale. The Authority may use the money from the sale to pay off any debts the Resident owes the Authority. Any amount above this belongs to the Resident, if the Resident has written and asked for it.

Within ninety (90) days of learning of an abandonment, the Housing Authority of Prince George's County will either return the deposit or provide a statement of why the deposit is being kept.

20.5 RETURN OF SECURITY DEPOSIT

After a family moves out, the Housing Authority of Prince George's County will return the security deposit within 45 days or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

Interest on security deposit is paid at the rate required by state law.

The Housing Authority of Prince George's County will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within forty-five (45) days.

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21.0 PUBLIC HOUSING GRIEVANCE PROCEDURE

21.1 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

21.2 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the Housing Authority of Prince George's County's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or off such premises; or any activity resulting in a felony conviction. Nor shall this process apply to disputes between residents not involving the Housing Authority of Prince George's County or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the Housing Authority of Prince George's County or at the development management office in accordance with sections 21.3 and 21.4 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - 2. Right of the resident to be represented by counsel;
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross

examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and

4. A decision on the merits.
- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:
1. Who resides in the unit and who executed the lease with the Housing Authority of Prince George's County as lessee of the premises, or, if no such person now resides in the premises,
 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 21.3, and 21.4 (D)), shall mean within the time period indicated in a notice from Housing Authority of Prince George's County of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

21.3 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, either orally or in writing, to the Housing Authority of Prince George's County office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within ten (10) business days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

21.4 PROCEDURES TO OBTAIN A HEARING

REQUEST FOR HEARING

The resident shall submit a written request for a hearing to the Authority or the development office within ten (10) business days from the date of the mailing of the summary of the discussion pursuant to section 21.3. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

SELECTION OF A HEARING OFFICER

A grievance hearing shall be conducted by an impartial person appointed by the Housing Authority of Prince George's County other than a person who made or approved the action under review or a subordinate of such person.

The Housing Authority of Prince George's County shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The Housing Authority of Prince George's County shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

FAILURE TO REQUEST A HEARING

If the resident does not request a hearing in accordance with this section, then the Housing Authority of Prince George's County's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Housing Authority of Prince George's County's action in disposing of the complaint in an appropriate judicial proceeding.

HEARING PREREQUISITE

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 21.3 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in

accordance with section 21.3 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

ESCROW DEPOSIT

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Housing Authority of Prince George's County claims is due, the resident shall pay to the Housing Authority of Prince George's County an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Housing Authority of Prince George's County until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Housing Authority of Prince George's County may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Housing Authority of Prince George's County's disposition of his grievance in any appropriate judicial proceeding.

SCHEDULING OF HEARINGS

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Housing Authority of Prince George's County. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

21.5 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Housing Authority of Prince George's County does not make the document available for examination upon request by the resident, the Housing Authority of Prince George's County may not rely on such document at the grievance hearing.

- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Housing Authority of Prince George's County or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Housing Authority of Prince George's County and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The Housing Authority of Prince George's County shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

21.6 Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Housing Authority of Prince George's County provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

21.7 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefore, within ten (10) business days after the hearing. A copy of the decision shall be sent to the resident and the Housing Authority of Prince George's County. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Housing Authority of Prince George's County and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Housing Authority of Prince George's County who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Housing Authority of Prince George's County's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Housing Authority of Prince George's County action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Housing Authority of Prince George's County or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

22.0

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family: Includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, which are anticipated during the period for which annual income is computed and that, are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

- A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any

gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

- B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:
 - 1. Is expected to be of long-continued and indefinite duration;
 - 2. Substantially impedes his or her ability to live independently; and
 - 3. Is of such a nature that such ability could be improved by more suitable housing conditions, or
- C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

- 1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- 2. Is manifested before the person attains age 22;
- 3. Is likely to continue indefinitely;
- 4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
- 5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR 5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof), which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Self-Declaration: A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing

services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
 - 1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of:
 - a. 30% of the family's monthly adjusted income;
 - b. 10% of the family's monthly income; or
 - c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.
 - 2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment