

*Striving to Provide Quality Housing Choices
and
Affordable Communities*



***DRAFT
AGENCY PLAN/CAPITAL FUND
ANNUAL UPDATE
FY 2019***

*7477 Baltimore-Annapolis Blvd.
Glen Burnie, Maryland 21060-2817*

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY

FY2019 ANNUAL UPDATE TO THE FY2015 – FY2019 FIVE-YEAR AGENCY PLAN

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A. PHA Information

A.1 PHA Name: Housing Commission of Anne Arundel County

PHA Code: MD018

PHA Type: Standard PHA

PHA Plan for Fiscal Year Beginning: 07/2019

Public Housing Units: 672

Housing Choice Vouchers: 1,741

Total Combined Units/Vouchers: 2,413

PHA Plan Submission Type: Annual Plan

Availability of Information

The HCAAC’s FY2019 Annual Update to the FY2015 - FY2019 Five-Year Agency Plan will be displayed for public review at the following locations:

- (1) Main Administrative Office located at 7477 Baltimore-Annapolis Blvd., Glen Burnie, MD 21060
- (2) All HCAAC Development Offices
- (3) PHA website www.hcaac.org

Supporting documents for the FY2019 Annual Update to the FY2015 – FY2019 Five-Year Agency Plan are available for inspection at the Main Administrative Office.

Introduction

Established in 1968, the Housing Commission continues to provide affordable housing and related services to low and moderate income citizens of Anne Arundel County. The agency currently provides assistance to nearly 3,000 families throughout the county in effort to fulfill our mission to provide quality housing choices and affordable communities. The Commission is dedicated to strengthening communities and improving the lives of Anne Arundel County citizens focusing on the ownership, management, sustainability and preservation of affordable housing.

The Commission’s two main programs include the Public Housing and Housing Choice Voucher Programs. The Commission also operates other smaller housing programs such

as Mainstream Housing, Housing Opportunities for Persons with AIDS, Supportive Housing, Rental Allowance and Partnership Rental Housing.

Public Housing

Public Housing was established to provide decent and safe rental housing for eligible families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to high-rise apartments.

There are approximately 1.3 million households living in public housing units, managed by some 3,300 Housing Authorities in the United States. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to local housing agencies that manage the housing for residents at rents they can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.

Admission to and continued occupancy is based on a number of factors which are established by the U.S. Department of Housing and Urban Development and followed by HCAAC. This Agency Plan includes information concerning those requirements. Additional information is available by visiting the Agency's website or contacting the main office.

Currently, HCAAC operates 672 units located in five (5) developments. Those developments are:

- Meade Village** – 200 units open for occupancy to families
- Pinewood Village** – 200 units open for occupancy to elderly and disabled persons
- Pinewood East** – 90 units open for occupancy to elderly and disabled persons
- Glen Square** – 127 units open for occupancy to elderly and disabled persons
- Stoney Hill** – 55 units open for occupancy to elderly and disabled persons

Housing Choice Voucher

The Housing Choice Voucher Program provides rental assistance to help low income persons afford decent and safe rental housing. The Program is funded by HUD.

Initial eligibility and continued participation is based on a number of factors which are established by the HUD and followed by HCAAC. This Agency Plan includes a lot of information concerning those requirements. Additional information is available by visiting the Agency's website or contacting the main office.

A family participating in the Housing Choice Voucher Program is issued a rental voucher which allows them to locate a dwelling unit suitable to their needs in the private rental market. Once a unit is selected, HCAAC inspects the unit before initial leasing and at least annually thereafter to ensure that the unit meets Housing Quality Standards (HQS)

established by HUD. Once the unit passes the HQS inspection, HCAAC will enter into a Housing Assistance Payment (HAP) Contract with the Owner leasing the unit to the family. Thereafter, HCAAC pays a portion of the rent, the HAP, to the owner on behalf of the family.

Under the Housing Choice Voucher Program, a family is generally required by regulation to pay approximately 30% of adjusted monthly income toward rent and utilities.

There are currently 1,741 families receiving vouchers through HCAAC's Housing Choice Voucher Program.

As allowable under Program regulations, HCAAC has made the decision to project-base a portion of the housing choice vouchers. Currently, there are a total of 341 project-based vouchers located at seven properties. The properties include Wiley H. Bates (71), Admiral Oaks (16), Glenview Gardens (70), Heritage Crest (100), Heritage Overlook (60), The Bistro (3) and Sarah's House (21).

Mainstream Housing Voucher

This program supplements the Housing Choice Voucher Program by focusing on providing affordable housing to persons with disabilities. The Mainstream Housing Program eligibility requirements and operations mirror the Housing Choice Voucher exactly, except that applicants must be designated as a low income family whose Head or Spouse is a person with a disability.

There are currently 100 families receiving vouchers through HCAAC's Mainstream Housing Voucher Program.

Housing Opportunities for Persons with AIDS (HOPWA)

The Housing Commission currently provides this program to 41 families. The county receives funds under a grant that is offered to the entire metropolitan area. This program has been extremely successful in allowing persons struggling with AIDS/HIV to find stable and suitable rental housing, and then be allowed to focus on improved or stabilized health, services and/or employment. This program is available to persons identified by the county health department, whose head of household or spouse are diagnosed with AIDS/HIV, and are on the verge of becoming, or are, homeless.

Supportive Housing

The Housing Commission added this program during the last few years to assist with providing rental assistance to persons with disabilities who were homeless. This program is designed to provide assistance to applicants with a disability and currently reside in homeless shelters, or have no permanent fixed address. HCAAC currently issues 44 vouchers through this program.

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements

Statement of Housing Needs and Strategy for Addressing Housing Needs

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

Based upon the information contained in the County Consolidated Plan applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, 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	5,555	5	5	5	3	4	4
Income >30% but <=50% of AMI	5,395	4	4	4	3	3	3
Income >50% but <80% of AMI	6,850	3	3	3	3	2	3
Elderly	2,193	3	3	3	4	2	3
Families with Disabilities	2,378	3	4	4	5	4	4
White	8,893	3	3	3	3	3	3
Black	3,809	3	3	3	3	3	3
Hispanic	695	3	3	3	3	3	3
Native American	40	3	3	3	3	3	3
Asian	635	3	3	3	3	3	3

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/
Indicate year: FY2016-FY2020
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (2010-2014)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

To increase access to its’ Programs, HCAAC has updated its website, www.hcaac.org, to include an online application. This function allows applicants the opportunity to select the Programs and properties which most fit the applicant’s needs. The wait list information below is provided for informational purposes only and is current as of 12/14/2017.

Housing Needs of Families on the Housing Choice Voucher Waiting List			
	# of families	% of total families	Average Days Waiting
Waiting list total	2,725		989
Extremely low income (<=30% AMI)	2,070	76.0%	
Very low income (>30% but <=50% AMI)	467	17.1%	
Low income (>50% but <80% AMI)	150	5.5%	
Over Limit For Low Income (>80% AMI)	38	1.4%	
Families with children	2,282	83.7%	
Elderly families	95	3.5%	
Families with Disabilities	197	7.2%	
White	397	14.6%	
African American	1,174	43.0%	
Amer. Indian/Alaskan Native	7	0.3%	
Asian	18	0.7%	
Native Hawaiian/Other Pacific Islander	2	0.01%	
Not Assigned	1,127	41.4%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 54 months as of 12/31/2018 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Public Housing Waiting List			
	# of families	% of total families	Average Days Waiting
Waiting list total	1,144		448
Extremely low income <=30% AMI	978	85.5%	
Very low income (>30% but <=50% AMI)	141	12.3%	
Low income (>50% but <80% AMI)	25	2.2%	
Families with children	0	0.0%	
Elderly families	527	46.1%	
Families with Disabilities	617	53.9%	
White	485	42.4%	
African American	508	44.4%	
American Indian/Alaska Native	10	0.9%	
Asian	61	5.3%	
Native Hawaiian/Other Pacific Islander	9	0.8%	
Not Assigned	71	6.2%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1,055	92.2%	444
1 BR	18	1.6%	313
2 BR	71	6.2%	532
3 BR	0	0.0%	N/A
4 BR	0	0.0%	N/A
5 BR	0	0.0%	N/A
6+ BR	0	0.0%	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Prior to RAD, all applicant families were placed on a combined wait list. With the conversion to RAD, Meade Village and Freetown Village now have their own separate wait lists. In the essence of fairness, HCAAC moved all families already on the combined wait list to each separate list. Therefore, all families retained their current wait list position.

Strategy for Addressing Housing Needs

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:

- 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
- 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

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

- 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.

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

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

- 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

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

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

- Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Maintain housing that is designated for elderly occupants.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

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:

- The Housing Commission seeks to do more effective outreach to Hispanic/Latino and Korean families.
- The Housing Commission will seek to identify additional underserved populations.

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs

Deconcentration Policy and Other Policies that Govern Eligibility, Selection and Admissions

The Housing Commission of Anne Arundel County manages 672 public housing units and 1,741 housing choice vouchers. While both programs are operated under the same general eligibility, selection, and admissions requirements, each program has a separate document which covers all of these policies in detail. The Admissions and Occupancy Policy (ACOP) covers all eligibility, selection, and admissions policies for the Public Housing Program while the Administrative Plan covers these policies for the Housing Choice Voucher Program.

Each document is included with the FY2019 Annual Plan and can be found in the related Tab. There is also a summary of major changes to these documents with this year's Agency Plan.

Some of the major items covered in each document are provided on the following pages.

Public Housing

The Commission will admit, as tenants, only applicant families who, at the time of admission, satisfy the following economic and non-economic criteria.

A. Economic Criteria

Each Applicant Family shall satisfy the following maximum income and asset requirements:

Income – Adjusted family income does not exceed the applicable low income limits established by HUD for occupancy in developments constructed prior to October 1, 1981 or the very low income limits established for occupancy in developments constructed after October 1, 1981.

Assets – Net Family Assets do not exceed the applicable Maximum Assets Limits as set by HUD.

B. Non-Economic Criteria

Each Applicant Family shall satisfy the following non-economic requirements. Compliance shall be determined from information obtained from the application process. The non-economic requirements are (as defined in 24 CFR Subtitle A Section 5.403):

FAMILY

Family includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, legal custody or marital status:

- (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- (2) An elderly family;
- (3) A near-elderly family;
- (4) A disabled family;
- (5) A displaced family;
- (6) The remaining member of a tenant family; and
- (7) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Elderly family - a family whose head, spouse, or sole member is a person who is at least 62 years of age. It may include 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.

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; or 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.

Disabled family - a family whose head, spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.

Person with disabilities:

(1) Means a person who:

(i) Has a disability, as defined in 42 U.S.C. 423;

(ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:

(A) Is expected to be of long-continued and indefinite duration;

(B) Substantially impedes his or her ability to live independently, and

(C) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or

(iii) Has a developmental disability as defined in 42 U.S.C. 6001.

(2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;

(3) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and

(4) Means "individual with handicaps", as defined in Sec. 8.3 of this title, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

Displaced family - a family in which each member, or whose sole member, is 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.

Live-in aide - a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- (1) Is determined to be essential to the care and well-being of the persons;
- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary supportive services.
- (4) Meets the non-economic screening criteria listed in the ACOP.

The definition of a family includes at least one adult who is capable of meeting his or her obligations under the lease and do not pose a danger to their own health and safety or to other residents of the community or HCAAC employees.

The family's past performance and present conditions must indicate a reasonable probability that the family will meet its future financial obligations to the Commission.

The families past performance in present and prior housing should indicate a reasonable probability that the family:

- (1) Will refrain from living or housekeeping habits, practices and conduct, including criminal activity that would likely disturb neighbors, damage property, or adversely affect the health, safety or welfare of the Commission's tenants or employees.
- (2) Has not committed fraud in connection with any Federal housing assistance program.
- (3) HCAAC reserves the right to deny housing assistance if the applicant has past performance in meeting financial obligations, especially rent.
- (4) HCAAC may consider all relevant information pertaining to a history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety, or welfare of other tenants.

The procedures used for selection of residents are designed to attain a resident body in each community composed of families with a broad range of incomes and rent paying ability. The selection process or placement of an applicant in Public Housing is based upon the following factors:

- (1) Application date and time
- (2) Bedroom size
- (3) Elderly and non-elderly status
- (4) Eligibility

An Applicant shall be placed on the waitlist in the chronological order in which they apply.

When a vacancy occurs in an elderly or family housing community, no more than two (2) offers of an appropriate size unit will be made to the applicant based on type and size of the unit available and the date and time the application was received at the property where the greatest number of vacancies exists.

The Applicant is entitled to decline one offer without penalty. If the Applicant refuses the second offer of a unit for a reason other than the approved valid reasons for health hardship, the applicant will be removed from the waiting list at the date and time of refusal of the offer.

Based on the makeup of the Agency's portfolio, only one property falls under HUD's Deconcentration Policy. That property is Meade Village. The remainder of the properties are classified as elderly/disabled properties and are exempt.

Housing Choice Voucher

All persons who wish to apply for participation in the Housing Choice Voucher Program must first file a preliminary application with HCAAC's Admissions and Occupancy Department. The application must be made by the head of household, or his/her designee.

To be eligible for assistance, an applicant must meet the following criteria:

Applicant's gross family income must not exceed the income limits established for Housing Choice Vouchers.

Meet the definition of a family. Family includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, legal custody or marital status:

- (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- (2) An elderly family;
- (3) A disabled family;
- (4) A displaced family;
- (5) The remaining member of a tenant family; and
- (6) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Elderly family - a family whose head, spouse, or sole member is a person who is at least 62 years of age. It may include 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.

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; or 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.

Disabled family - a family whose head, spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.

Person with disabilities:

(1) Means a person who:

(i) Has a disability, as defined in 42 U.S.C. 423;

(ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:

(A) Is expected to be of long-continued and indefinite duration;

(B) Substantially impedes his or her ability to live independently, and

(C) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or

(iii) Has a developmental disability as defined in 42 U.S.C. 6001.

(2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;

(3) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and

(4) Means “individual with handicaps”, as defined in 24 CFR Sec. 8.3 for purposes of reasonable accommodation and program accessibility for persons with disabilities.

Displaced family - a family in which each member, or whose sole member, is 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.

Live-in aide - a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- (1) Is determined to be essential to the care and well-being of the persons;
- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary supportive services.
- (4) Meets the non-economic screening criteria listed in the Administrative Plan.

Applicants will be placed on the waitlist in the chronological order in which they apply.

A list of interested families will be maintained when immediate assistance is not available. Applicants will be placed on the waitlist in the chronological order in which they apply. All applicants must report in writing to the Admissions office any changes in address, family composition or income when changes occur. The waitlist is updated daily.

Financial Resources

The table below lists the Housing Commission of Anne Arundel County’s anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the Public Housing and Housing Choice Voucher Programs in Fiscal Year 2019.

Funding Source	Amount	Use
FY2019 PH Operating Fund	\$1,928,865	PH Operations
FY2019 Capital Fund Program	\$1,199,671	PH Modernization
FY2018 Capital Fund Program	\$1,583,123	PH Modernization
FY2017 Capital Fund Program	\$450,403	PH Modernization
Public Housing Dwelling Rent	\$2,212,749	PH Operations
Total Fee Income	\$0	PH Operations
HCV Housing Assistance Payments	\$19,412,577	HCV Operations
HCV Administrative Fee	\$1,249,336	HCV Operations
Other Income	\$273,451	PH Operations
FSS Grants – PH and HCV	\$189,288	FSS Program
Mainstream Housing Assistance Payments	\$978,677	Mainstream Vouchers
Mainstream Administrative Fee	\$74,155	Mainstream Administration
Total	\$29,552,295	

Note: The Capital Fund amounts for FY2018 and FY2017 are the unobligated amounts as of 12/31/2018. The FY2019 CFP amount is the projected amount based on FY2017 funding. The FY2018 CFP Funding was 50% larger than the previous years. This was abnormal increase and for planning purposes cannot be expected to be sustained.

Rent Determination

The total tenant payment of public housing and Housing Choice Voucher families must be the greatest of:

- a) 30% of the family's monthly adjusted income
- b) 10% of the family's monthly gross income
- c) Any Minimum Rent set by the Commission
- d) The Flat Rent established for the applicable Public Housing unit, so long as the Flat Rent does not exceed the previous three categories.

The minimum rent may not exceed \$50 and is currently set at \$0. The minimum rent may be changed at any time due to market conditions.

Operation and Management

In addition to the Admission and Occupancy Policies for each program, other management policies have been developed to help the Commission operate in a consistent and effective manner. The following includes a list of the more significant policies adopted by the Commission:

Applicant Review	Banning Procedures
Cash Handling	Cash Management and Handling
Disposition of Property	Insurance
Lease Violation	Repayment Agreement
Maintenance	Resident Advisory Board
Performance Evaluation	Safety
Procurement	Non-Smoking

Because the Commission owns the Public Housing properties, it is important to ensure they are properly maintained. Each public housing property has a maintenance staff onsite which is responsible for completing work orders in a timely fashion. Because the maintenance staff is assigned to a particular area, they become familiar with that property and can offer recommendations to management concerning improving the property.

To ensure sanitary conditions are maintained, periodic pest control visits are made to all apartments.

Grievance Procedures

Public Housing

All Public Housing residents have the right to appeal decisions or actions of the Housing Commission through application of the Grievance Procedure. The full Grievance Procedure is part of the ACOP and is included in that Tab.

The Grievance Procedure cannot be used in cases of criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees and any drug-related criminal activity on or near the premises.

Applicants are afforded an informal review process if they believe they have been wrongly denied eligibility to the Program. The informal review process provides the applicant with an opportunity to present new information or refute existing information. The informal review process is covered in the ACOP.

Housing Choice Voucher

HCAAC must give an applicant to the HCV Program an opportunity for an informal review of the decision to deny assistance to the applicant.

In addition, HCAAC must give a participant of the HCV Program an opportunity for an informal hearing to consider whether certain decisions relating to the individual circumstances of the participant are in accordance with the law, HUD regulations and HCAAC policies.

The process for conducting an informal review and informal hearing are included in the HCV Administrative Policy.

Homeownership Programs

Public Housing

HCAAC does not plan to sell any public housing units as part of a homeownership program in the upcoming Fiscal year.

Section 8 Tenant Based Assistance

The Housing Choice Voucher Homeownership Program provides the opportunity for current voucher holders, the ability to expand their housing opportunities beyond the rental market and use their assistance to purchase homes in the communities of their choice.

The program provides potential homebuyers with assistance towards the repayment of a mortgage loan for a maximum period of 15 years. All participating families must meet the HUD established requirements for admission and participation in the Housing Choice Voucher Rental Program prior to exercising the homeownership option as well as meet all regulatory and discretionary program requirements as set forth by HUD and HCAAC.

The steps to achieving homeownership through HCAAC's HCV voucher program are as follows:

- Decide to become a homeowner
- Successfully complete the HCAAC Family Self Sufficiency Program and indicate the pursuit of homeownership as one of your final goals. (Disabled and elderly families are exempt from this step)
- Complete Homeownership Counseling.
- Obtain financing.
- Enter into a contract of sale on your home of choice.
- HCAAC will conduct a HQS Inspection.
- Conduct an independent Inspection.
- Settle on property.
- Move In.

The HCV FSS Manager provides assistance during all of these steps. Families have the right to select the Realtor, Lender, and Title Company of their choice. However, the FSS Manager may make recommendations based on previous experiences with real estate professionals.

Community Service and Self-Sufficiency Programs

The Housing Commission offers many programs to residents which help with attaining self-sufficiency. Some of the programs available to public housing residents and Housing Choice Voucher holders are listed below. Contact information regarding each program can be found on the Agency's website, www.hcaac.org.

Family Self-Sufficiency

The Family Self Sufficiency (FSS) program was designed to help individuals within the Housing Choice Voucher and Public Housing Programs to achieve self-chosen goals that will help them to support themselves with decreasing dependence upon public services. The HCAAC helps participants of the FSS program to achieve these goals.

HCAACs FSS Program helps families in many ways, including:

- Job Training/Employment Counseling
- Increased Education
- Substance/Alcohol abuse treatment/counseling
- Transportation
- Child Care Assistance
- Enhanced Quality of Life
- Homeownership Counseling
- Credit Counseling
- Money Management
- Self Esteem
- Cash Reward via Escrow Account*

* The escrow account is established when the participant's rent increases because of an increase in their EARNED INCOME (Increased Employment Earnings Only). The escrow account accrues interest, and is maintained by the Housing Commission until the participant has successfully completed their contracted goals of participation.

To become an FSS participant, a person must take the following steps:

- Step 1 – Attend an FSS Orientation
- Step 2 – Submit a FSS Survey, Application, and Sign a Contract of Participation
- Step 3 – Develop and accomplish the Goals of an Individual Training and Services Plan
- Step 4 – Maintain frequent contact with your FSS coordinator and give updates on your progress
- Step 5 – Graduation – At this point, any escrow money earned will be dispersed

Youth Services

In an effort to continue to support the children in our HCAAC communities, we offer direct contact to the following clubs and organizations:

Boys & Girls Clubs - Located in Meade and Freetown Villages, the Boys & Girls Clubs offer various programs that address today's most pressing youth issues including: alcohol and drug prevention; teen pregnancy prevention; education, careers and athletics. Additionally, the Clubs offer

computer labs, book clubs, homework assistance, sport leagues and social activities.

Early Enrichment Program for Young Children - The Head-Start Program is provided in support for preparing parents and children for the school years. The program encourages parents to be active participants in their child's life-long learning process. This program is offered at Freetown and Meade Villages. The Program services include: Goal-Oriented Curriculum; Language-Centered Programs; Gross and fine motor skills; Multi-Choice Activities; Sensory areas-Quiet and Activity; Outdoor and Indoor activity areas; Quiet Area and Focus on self-esteem. Additional special services include nutritious menus, field trips.

Special Needs

The Housing Commission is dedicated to providing a variety of rental subsidy programs to persons and families with disabilities. Since 1995, the agency has strived to create, design and fund several programs that allowed us to be the premier provider for those with special needs. A vital component of our overall mission is to continue to find avenues for additional programs and services.

Housing Opportunities for Persons with AIDS

The Housing Commission has provided this program to approximately 35 families each year. The county receives funds under a grant that is offered to the entire metropolitan area. This program has been extremely successful in allowing persons struggling with AIDS/HIV to find stable and suitable rental housing, and then be allowed to focus on improved or stabilized health, services and/or employment. This program is available to persons identified by the county health department, whose head of household or spouse are diagnosed with AIDS/HIV, and are on the verge of becoming, or are, homeless.

Mainstream Housing Program

This program is a supplemental program to the Housing Choice Voucher program that maintains a focus on persons with disabilities. The Mainstream Housing Program mirrors the Housing Choice Voucher exactly, except for the limitation on eligibility. Eligible applicants must be designated as a low income family, whose Head or Spouse is a person with disability.

Supportive Housing Programs

The Housing Commission added these programs during the last few years to assist in providing rental assistance to persons with disabilities who were homeless. This program is designed to provide assistance to applicants with disabilities who currently reside in homeless shelters, or have no permanent fixed address.

Community Service Requirement

As required by Federal Regulations, the Commission ensures that all non-exempt public housing residents perform eight (8) of community service each month. Each resident is made aware of the requirement during lease briefings. Management has set up a data base of all non-exempt residents and tracks their progress in meeting the requirement. Any resident who does not meet the requirement is given an opportunity to catch up. If the resident does not get back on schedule, the Commission reserves the right not to renew their lease.

Safety and Crime Prevention

The Housing Commission of Anne Arundel County (HCAAC) recognizes that the presence of crime and illegal drug activity in its communities pose a serious threat to the health, safety and well-being of its residents, and is committed to providing our residents with safe and vibrant neighborhoods free from crime and disorder.

In the past few years, to help combat crime and drug-related activity in its communities, HCAAC was awarded a HUD Grant to upgrade the security/surveillance cameras at the Freetown and Meade Village sites. Since that Grant, the Agency has installed additional security cameras to help deter crime. Grant funds also allowed the Commission to replace the outdated telephone entry/card access system at Pinewood Village.

In addition, HCAAC continues to rely on its continuing partnership with the Anne Arundel County Police. Police have reintroduced the PACT (Police and Community Together) program, and have assigned officers to the Freetown Village and Meade Village communities. HCAAC has provided office space at each community to support efforts to build ties with residents, forge relationships with community leaders, and focus on quality of life issues that help to reduce crime and disorder in the area.

Lastly, Housing Commission staff work in close concert with specialized enforcement units within the police department to develop and implement innovative strategies to combat drug-related crime and violence in our neighborhoods.

Pet Policy

The Commission has adopted a Pet Policy setting the guidelines under which pets will be permitted in public housing. The Policy addresses the type and number of pets allowed by each family residing in public housing. The Policy also includes general rules that each pet owner must follow in keeping a pet. A full copy of the Pet Policy is kept on file at the Commission's Main Office as well as all development offices.

Asset Management

The Housing Commission's seven (7) public housing properties have been grouped into five (5) Asset Management Projects (AMPs). The AMPs were determined using various factors including proximity, number of units, etc. Each AMP operates as though it is a separate entity with on-site management and maintenance. Each AMP has its own budget which is monitored very closely.

Management continually assesses all properties to determine how to keep operating costs down and extend the property life by addressing capital improvement needs. Also, as some properties begin to reach the end of their useful life, management will need to determine what can be done to help keep the properties affordable for low-income residents.

Substantial Deviation

A "Substantial Deviation" from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority's Goals and Objectives. This includes changing the Authority's Goals and Objectives.

Significant Amendment

A "Significant Amendment or Modification" to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items in excess of 10% of total Capital Fund Program budget (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

B.2 New Activities

Hope VI or Choice Neighborhoods

HCAAC does not plan to submit an application for a Hope VI Grant in the upcoming Fiscal Year.

Mixed Finance Modernization or Development

HCAAC does not plan to submit an application or proposal for a Mixed Finance Modernization or Development in the upcoming Fiscal Year.

Demolition and/or Disposition

HCAAC reserves the right to use Section 18 Demolition/Disposition at Meade Village in the upcoming year if the situation arises where either or both becomes feasible.

Designated Housing for Elderly and Disabled Families

The Housing Commission does not plan to designate any additional public housing for occupancy by elderly and/or disabled families in the upcoming Fiscal Year.

Conversion of Public Housing to Tenant-Based Assistance

There are no plans to convert Public Housing to Tenant-Based Assistance in the upcoming Fiscal Year.

Conversion of Public Housing to Project-Based Assistance using RAD

In 2015, HUD approved a portfolio conversion of HCAAC's Public Housing properties under the Rental Assistance Demonstration (RAD) Program. As part of this process, HCAAC has completed the required Physical Condition Assessments of each property. In addition, HUD has issued CHAPs for all properties. HCAAC will be converting to Project-Based Rental Assistance under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Rental Assistance, the Commission will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.7.B & 1.7.C of PIH Notice 2012-32, REV-1. These resident rights, participation, waiting list and grievance procedures are included with this Plan. Additionally, HCAAC is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement. Currently, HCAAC has fully converted Freetown Village to RAD. Meade Village is in process while the remaining properties are planned to be converted in late 2019 or 2020.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HCAAC with access to private sources of capital to repair and preserve its affordable housing assets. Upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that HCAAC may also borrow funds to address additional capital

needs. At this time it is unclear exactly how much will need to be contributed out of the HCAAC's Operating and Capital Fund to support conversion. This will be finalized after the Physical Condition Assessments are completed. HCAAC currently has debt under the Capital Fund Financing Program and is working to address this outstanding debt issue, which may result in additional reductions of capital funds. Also, HCAAC has satisfied the debt from the existing Energy Performance Contract.

HCAAC provided information concerning the RAD conversion to residents through tenant meetings. To date, there have been a total of fifteen meetings held. While most of the meetings were held at Meade Village and Freetown Village, at least one meeting has been held at each property. For any residents who have further questions, the Agency's website, www.hcaac.org, includes detailed information on the conversion.

Please see additional information related to each individual development located on the following pages.

<u>Name of Public Housing Development:</u> Meade Village	<u>PIC Development ID:</u> MD01800002	<u>Conversion type (i.e., PBV or PBRA):</u> Project-Based Voucher Assistance or Section 18 Demolition/Disposition	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 200	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Family units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$267,600
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	0	0	No Change
One Bedroom	20	20	No Change
Two Bedroom	60	60	No Change
Three Bedroom	84	84	No Change
Four Bedroom	20	20	No Change
Five Bedroom	12	12	No Change
Six Bedroom	4	4	No Change
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Stoney Hill	<u>PIC Development ID:</u> MD01800007	<u>Conversion type (i.e., PBV or PBRA):</u> Project-Based Rental Assistance	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 55	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Elderly units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$73,590
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	14	14	No Change
One Bedroom	41	41	No Change
Two Bedroom	0	0	No Change
Three Bedroom	0	0	No Change
Four Bedroom	0	0	No Change
Five Bedroom	0	0	No Change
Six Bedroom	0	0	No Change
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Pinewood East	<u>PIC Development ID:</u> MD01800005	<u>Conversion type (i.e., PBV or PBRA):</u> Project-Based Rental Assistance	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 90	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Elderly units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$120,420
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	10	10	No Change
One Bedroom	78	78	No Change
Two Bedroom	2	2	No Change
Three Bedroom	0	0	No Change
Four Bedroom	0	0	No Change
Five Bedroom	0	0	No Change
Six Bedroom	0	0	No Change
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Pinewood Village	<u>PIC Development ID:</u> MD01800003	<u>Conversion type (i.e., PBV or PBRA):</u> Project-Based Rental Assistance	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 200	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Elderly units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$267,600
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	96	96	No Change
One Bedroom	100	100	No Change
Two Bedroom	4	4	No Change
Three Bedroom	0	0	No Change
Four Bedroom	0	0	No Change
Five Bedroom	0	0	No Change
Six Bedroom	0	0	No Change
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

<u>Name of Public Housing Development:</u> Glen Square	<u>PIC Development ID:</u> MD01800006	<u>Conversion type (i.e., PBV or PBRA):</u> Project-Based Rental Assistance	<u>Transfer of Assistance:</u> No (if yes, please put the location if known, and # of units transferring)
<u>Total Units:</u> 127	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u> Elderly units	<u>Post-RAD Unit Type if different (i.e., Family, Senior, etc.)</u> No changes	<u>Capital Fund allocation of Development: (Annual Capital Fund Grant, divided by total number of public housing units in PHA, multiplied by total number of units in project)</u> \$169,926
<u>Bedroom Type</u>	<u>Number of Units Pre-Conversion</u>	<u>Number of Units Post-Conversion</u>	<u>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)</u>
Studio/Efficiency	12	12	No Change
One Bedroom	110	110	No Change
Two Bedroom	5	5	No Change
Three Bedroom	0	0	No Change
Four Bedroom	0	0	No Change
Five Bedroom	0	0	No Change
Six Bedroom	0	0	No Change
<u>(If performing a Transfer of Assistance):</u>	Not applicable		

Resident Rights, Participation, Waiting List and Grievance Procedures

Sections 1.7 B and 1.7 C of PIH-2012-32 REV-1 are incorporated as part of this Plan. Please see the Tab related titled Conversion to Rental Assistance Demonstration.

Site Selection and Neighborhood Standards Review

No Transfer of Assistance is planned. Therefore, this section is not applicable.

Relocation Plans

The renovations planned to be completed as part of the conversion to RAD should not cause tenants to be relocated. Therefore, no relocation plans are necessary at this time.

Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), the Housing Commission is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- c. Changes to the financing structure for each approved RAD conversion.

Occupancy by Over-Income Families

Federal Regulations allow that a PHA that owns or operates less than 250 public housing units may lease a unit to an over-income family provided that certain criteria are met. Since HCAAC's portfolio includes more than 250 public housing units, this section is not applicable.

Occupancy by Police Officers

If it is deemed necessary to increase security for public housing residents, a PHA may allow police officers who are not otherwise eligible for the Public Housing Program, to

live in a public housing dwelling unit. At this time, HCAAC has decided not to allocate any dwelling units for this purpose.

In an effort to increase security at Freetown Village and Meade Village, HCAAC provides local law enforcement access to a dwelling unit at each site. The use of these two units for this purpose is approved by HUD.

Non-Smoking Policies

To promote a healthier living environment for residents and to eliminate the harmful effects of second hand smoke and increased fire hazards, HCAAC has instituted a Non-Smoking Policy. This policy made all properties owned by the Agency Non-Smoking effective July 1, 2016.

The full Policy is included as part of the Admissions and Continued Occupancy Policy (ACOP) and can be found in Section 5 of the Agency Plan.

Project-Based Vouchers

The Housing Commission currently has Project-Based Voucher contracts at seven locations including: Wiley H. Bates (71), Admiral Oaks (16), Glenview Gardens (70), Heritage Crest (100), Heritage Overlook (60), The Bistro (3) and Sarah's House (21). HCAAC intends to increase the number of Project-Based Vouchers to add units under contract to owners for Homeless Service Providers for Transitional Housing who provide housing and supportive services to consumers with disabilities who meet specific eligibility criteria outlined in a Request for Proposals. The initial units will be limited to less than 100 additional vouchers. This will help the rents to stay affordable for low income families.

Details regarding the implementation of Project-Based Vouchers are outlined in an addendum attached to the HCV Administrative Plan which is included with the Agency Plan.

Units with Approved Vacancies for Modernization

At certain times, a PHA may have a need to request the approval from HUD for vacancies in which to complete significant modernization work. At this time, HCAAC does not have a need to request this approval from HUD. HCAAC reserves the right to request approval if a need should arise during the upcoming Fiscal Year.

Other Capital Grant Programs

Currently, HCAAC is not receiving funding through any other Capital Grant Programs such as the Capital Fund Facilities Grants or Emergency Safety and Security Grants. HCAAC reserves the right to apply for funding through these grants should they become available during the upcoming Fiscal Year.

B.3. Civil Rights Certification

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, is submitted as an electronic attachment to the FY2019 Annual Plan. This Form is signed by the Chairman of the Board of Commissioners. Please see the Certification Tab.

B.4 Most Recent Fiscal Year Audit

The most recent Fiscal Year Audit covers FYE June 30, 2018 and is in the process of being finalized. For the meantime, the Audit for the Fiscal Year ending June 30, 2017 is included with the Agency Plan. There were no findings in the Audit for the FYE June 30, 2017. A copy of the full Audit is included in the Fiscal Audit Tab.

B.5 Progress Report

Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Progress: Over the last few years, HCAAC has applied for and received additional rental vouchers through the Veterans Affairs Supportive Housing Program (VASH). The Commission received 15 vouchers in 2015, an additional 5 in 2016 and 8 more in 2018 bringing the current total to 28.

Acquire or build units or developments

Progress: HCAAC had planned to build additional units on the Freetown Village and Meade Village sites through the conversion to RAD. These plans were thwarted by various outside agencies.

The Commission continues to analyze the acquisition of properties or constructing new units as opportunities arise.

Explore additional partnerships for the development of housing for working families, i.e., School Board, County, etc.

Progress: HCAAC continues to receive funds through the Choices Program with Anne Arundel County. HCAAC receives \$200,000 annually to expand the Family Self-Sufficiency Program including adding a part-time mobility counselor.

Purchase deteriorating properties in need of rehabilitation and bring them up to current living standards.

Progress: While this remains an on-going goal, HCAAC has not been able to complete the purchase of any properties of this nature due to the rise in real estate values over the last few years.

Continue to apply for HOPWA and Supportive Housing Programs.

Progress: HCAAC has submitted applications to continue to receive funding for these programs. These projects will likely continue to renew annually.

Goal: Improve the quality of assisted housing

Objectives:

Increase customer satisfaction:

Progress: HCAAC continues to utilize more effective tracking and resolution of client-related issues. Providing excellent Customer Service remains a key focus of the Agency.

Renovate or modernize public housing units: Continue to promote curb appeal at all developments; housing stock should continue to be perceived as private housing stock that blends into and remains a valuable asset to the community.

Progress: Along with using funds from the Capital Fund Program to renovate public housing units, the Agency is moving forward

with the conversion to Rental Assistance Demonstration (RAD) or RAD/Section 18 combination. This will allow the Agency to leverage funding and resources to provide more complete renovations to existing properties.

Freetown Village closed in May 2018 and renovations and construction are in progress. Meade Village will be closing in late 2019 while Glen Square, Stoney Hill, Pinewood Village, Pinewood East and Crilley Road will close in late 2019 or 2020.

Once closed, renovations will begin in 2020.

Possible work items to be completed are included in the FY2019 – FY2023 Capital Fund Five-Year Action Plan which is included as part of the Agency Plan.

Regain High Performer status on the Public Housing Assessment System and Maintain High Performer status on the Section Eight Management Assessment Program.

Progress: HCAAC is no longer receiving PHAS ratings for public housing due to the conversion process described above.

The HCV Program continues to maintain High Performer status with a SEMAP score of 100 for the Fiscal Year Ending June 30, 2018.

Goal: Increase assisted housing choices

Objectives:

Enhance services to private landlords who are interested in the Housing Choice Voucher Program including listing properties for rent, sending out newsletters and including downloadable documents on the HCAAC's website.

Progress: HCAAC staff continues to host landlord forums which provides education concerning program requirements and benefits. These forums have been highly beneficial in building strong relationships between HCAAC and landlords.

Staff continues to work with current landlords to resolve any concerns as efficiently as possible.

Convert public housing via RAD or a similar vehicle to a voucher or voucher-like funding base.

Progress: All public housing properties will be converted to RAD by late 2020. Freetown Village closed in 2018, Meade Village will close in 2019 and the remaining properties will close in 2020.

Locate new/alternative funding sources and continue development of the partnership with secondary lending partner on homeownership initiatives.

Progress: HCAAC is actively seeking lenders to provide secondary homeownership financing to eligible program participants.

Goal: Provide an improved living environment

Objectives:

Continue partnerships with current service providers and potential expansion as new housing alternatives are developed, i.e. working family services such as daycare, training, education, after school care, etc.

Progress: HCAAC's CEO continues to participate in all County core service meetings. Participating in these meetings helps to better integrate services by improved communication.

In addition, HCAAC has opened a Boys and Girls Club at the Heritage Overlook property.

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

Objectives:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Progress: HCAAC is partnering with the Office of Aging in a Hospital-to-Home Program which will place licensed clinicians on site at Pinewood Village, Pinewood East and Glen Square.

Increase participation in the Family Self-Sufficiency Programs for Public Housing and Section 8.

Progress: HCAAC received a new grant effective January 1, 2018, to fund the FSS Programs. With this grant and additional funding from the County through the Choices Program, HCCAC hopes to increase participation in the upcoming year by being able to provide additional resources to clients.

Continue to provide the Housing Choice Voucher Program Homeownership Program by working with those clients who have the best chance of succeeding in the purchase of a home.

Progress: Finding eligible and willing participants has been a challenge over the last few years due to the rising prices in the local housing market. The Agency will continue to promote the Homeownership Program.

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Implement Federal Regulations related to admissions and occupancy in a consistent manner.

Progress: HCAAC continues to follow HUD rules and regulations concerning participation in our Programs. After many changes over the last few years, the ACOP and Administrative Plans are up-to-date with current regulations and no changes are necessary this year.

The Agency has thoroughly reviewed the Affirmatively Furthering Fair Housing Rule and is reviewing all policies for compliance and improvement. The Agency has posted a nine-page draft statement regarding this policy on its website.

- Enhance ability to effectively provide service to the Latino and Korean communities by including information on the website in Spanish and Korean and providing documents in those languages as well. Also, have HCAAC staff attend Spanish classes to increase verbal communication skills.

Progress: HCAAC's website can be converted to a number of different languages. In addition, some of the more critical forms used in the housing programs have been converted into Spanish and Korean.

Other PHA Goals and Objectives: (list below)

- Use existing equity in current public housing properties to develop new affordable housing opportunities for low income residents of Anne Arundel County.

Progress: The Agency continues to look for ways meet this goal. There is a possibility that the conversion to RAD will involve leveraging existing equity to develop new affordable housing opportunities.

- As feasible opportunities arise, attempt to convert portion of tenant-based vouchers into project-based vouchers.

Progress: The Agency received approval to complete project-based voucher contracts by competition with service providers to the disabled.

- Redevelop existing properties to better meet the needs of the current population.

Progress: All properties have been redeveloped or will be by 2020.

- Analyze staff needs for training and develop schedule as needed.

Progress: HCCAC employees continue to receive training on an as needed basis. Because HCAAC is a NAHRO Training Center, employees receive complimentary seats in training seminars given by NAHRO.

- Continue to explore additional areas to decrease operating cost by increasing efficiencies through contracting certain tasks and functions.

Progress: On-going.

- Diversify revenue stream by performing management and maintenance functions for private housing, i.e., condominium management.

Progress: Due to cuts in funding, the Commission has not been able to pursue this option at this time. It remains a long-term goal.

- Continue to educate stakeholders and the general public that the Housing Commission of Anne Arundel County does more than just provide public housing to low-income families.

Progress: The Agency hosted symposiums and created a video to showcase the Family Self-Sufficiency Program. This effort will be continued into the future.

HCAAC's CEO has completed speaking tours in the county to educate citizens about programs offered by the Agency.

- Explore shared housing opportunities with other local housing providers, i.e., SRO/Transitional Housing.

Progress: Since 2015, several housing providers began using Single Room Occupancy Housing with HCAAC. Also, the Agency has completed several small project-based voucher contracts w/ service providers to sustain units that would have been lost.

B.6 Resident Advisory Board Comments

HCAAC staff will meet with the Resident Advisory Board to discuss the FY2019 Annual Agency Plan Update. Comments and recommendations from that meeting will be included in the final Plan submitted to HUD.

B.7 Certification by State or Local Officials

HCAAC submitted Form HUD-50077 SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, to the appropriate local official for their signature. The signed form is being submitted to HUD as an electronic attachment to the FY2019 Annual Update. Please see the Certifications Tab.

B.8 Troubled PHA

The Housing Commission of Anne Arundel County is *not* a Troubled PHA. Therefore, this section is not applicable.

C. Statement of Capital Improvements

C.1 Capital Improvements

The most recent Capital Fund Five-Year Action Plan was submitted with the FY2018 Annual Update to the FY2015 – FY2019 Five-Year Agency Plan and was approved by HUD on June 30, 2017.

The Capital Fund Five-Year Action Plan covering the years FY2019 – FY2023 will be discussed in the same Public Hearing as the FY2019 Agency Plan Annual Update. A copy of the FY2019 – FY2023 Capital Fund Five-Year Action Plan will be available for review during the 45-day Public Hearing notice period.

Comments on the Moving to Work Demonstration Program

Moving to Work (MTW) is a demonstration program for public housing authorities (PHAs) that provides the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW gives PHAs exemptions from many existing public housing and voucher rules and more flexibility with how they use their Federal funds. MTW agencies are expected to use the opportunities presented by MTW to inform Housing and Urban Development (HUD) about ways to better address local community needs.

In becoming an MTW agency, HCAAC can seek exemption from existing Public Housing and Housing Choice Voucher program rules in pursuit of three objectives:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs to assist people to obtain employment and become economically self-sufficient; and
- Increase housing choice for low-income families.

Some activities that MTW agencies have implemented include:

- Block grant approach -- combining public housing operating and capital funds with voucher funds and use them interchangeably depending on the housing needs of the service area.
- Extending FSS Escrow accounts to public housing residents
- Increased case management services
- Linking rental assistance with supportive services
- Streamlining and redesigning processes/forms
- Simplified rent calculations
- Developing mixed-income and tax credit properties
- Expansion of mortgage assistance and homeownership programs.

Becoming an MTW agency would allow HCAAC to expand on implementation of innovative policies and strategies that will help those families and individuals most in need (such as in homeless recovery programming), expand avenues and opportunities for family self-sufficiency and use resources to best serve Anne Arundel County constituents. The creation of any future HCAAC MTW work plan would require resident/tenant participation and feedback, partner agency input, and guidance from the Board of Commissioners.

Currently, there are only 39 PHAs participating in the MTW Program. But, HUD is expanding the Program and is looking for more PHAs to apply for MTW status. HCAAC reserves the right to submit an application to enter the Program if it is feasible.