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County Executive



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Director

PRINCE GEORGE'S COUNTY ANNUAL ACTION PLAN FY 2016, AS AMENDED - FINAL

COMMUNITY DEVELOPMENT



AFFORDABLE
HOUSING



HOUSING
COUNSELING &
HOMEOWNERSHIP
ASSISTANCE

RENTAL
&
SPECIAL
NEEDS
HOUSING



NEIGHBORHOOD
STABILIZATION &
REVITALIZATION



HOUSING
REHABILITATION



HOMELESSNESS
PREVENTION
SERVICES



EQUAL HOUSING
OPPORTUNITY

Prepared by: Prince George's County Department of Housing and Community Development

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Prince George’s County, Maryland
FY 2016 Annual Action Plan for
Housing and Community Development

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Executive Summary

The Prince George's County Annual Action Plan (AAP) is a document that describes actions, activities and programs proposed for Fiscal Year (FY) 2016 to address priority needs and specific objectives identified in the County's approved FY 2016-2020 Consolidated Plan for Housing and Community Development¹.

The Consolidated Plan for FY 2016 - 2020 provides the rationale and strategy to utilize an estimated \$38 million of federal entitlement funds only, including Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) Programs, to employ strategies for building and preserving affordable housing, creating economic development opportunities and to improve the quality of life for low-to-moderate income (LMI) persons and communities.

The County submits an AAP to the U.S. Department of Housing and Urban Development (HUD) each year to receive CDBG, HOME, ESG and HOPWA funds.

The federal entitlement programs (CDBG, HOME, ESG and HOPWA) are intended to provide critical funding in support of housing and community development activities to benefit low to moderate income (LMI) households with the goal of producing and preserving decent housing, sustaining suitable living environments, and expanding economic opportunities. The following goals define the County's priorities:

- Improve housing opportunities by creating and preserving affordable, accessible rental and homeowner housing in close proximity to transit, employment and public services.
- Enhance the County's economic stability and prosperity by increasing opportunities for job readiness and investing in economic development programs including non-profit organization's capacity building.
- Strengthen neighborhoods by investing in the County's public facilities and infrastructure.
- Assist individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing transitional/supportive housing and wrap around social services.
- Invest in public services with maximum impact by providing new and/or increased access to programs that serve LMI families and special needs populations (i.e. elderly, veterans and disabled persons).
- Meet the needs of persons with special needs (i.e. HIV/AIDS and their families) through the provision of housing, health and support services.

¹ <http://www.princegeorgescountymd.gov/sites/DHCD/Resources/PlansAndReports/Pages/default.aspx>

Evaluation of Past Performance

According to the FY 2011-2015 Consolidated Plan, the County projected approximately 5,450 households will receive new or improved housing, at least 189,975 residents will receive new or improved services, nearly 230 jobs will be created and/or retained and 670 small businesses will be assisted.

Specific objectives were developed to address the County's priority needs. Each objective was identified by a number and contains proposed accomplishments, the time period and annual program year numeric goals.

The following tables summarize the activities and accomplishments as reported in the County's FY 2011-2014 Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER can be reviewed on DHCD's website.²

Decent Housing

The County considers renters with income between 0-50 percent and owners with income between 0-80 percent of the Area Median Income (AMI) a high priority and renters between 51-80 percent AMI a medium priority. These households experience more "housing problems" such as "cost burden" greater than 30 percent of the AMI and overcrowding and substandard housing conditions. The County does not address the housing needs for middle to high-income households (greater than 80 percent AMI) because it does not meet the national objective criteria described by HUD and is therefore not eligible for HUD funds (e.g., HOME, American Dream Downpayment Initiative (ADDI), CDBG, Section 8, etc.).

During FY 2011 - 2015, the County used its federal, state, local, and private funds for activities (e.g., homeowner rehabilitation loans, down payment and closing cost assistance, rental subsidies, etc.) that addressed the "unmet needs" of households identified as high priority between 51-80 percent AMI. As highlighted below, the most recent CAPER shows:

- The County assisted 1,883 homeless and non-homeless with special needs populations, representing 59 percent of its 5-year goal.
- The County increased housing options for 3,221 households, representing 168 percent of its 5-year goal.
- The County helped to retain decent and affordable housing for 1,295 LMI renters and owners, representing 330 percent of its 5-year goal.

² <http://www.princegeorgescountymd.gov/sites/DHCD/Resources/PlansAndReports/Pages/default.aspx>

Table 1 - Summary of Specific Objectives (Affordable Housing)

Availability/Accessibility of Decent Housing (DH-1) – Homeless and Non-homeless with Special Needs							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH1.1	Assist homeless persons to obtain permanent housing.	HOPWA, CDBG, HOME, Sect 202 Grant, HUD Predevelopment Grant, State RAD	2011	No. brought from substandard to standard condition	779	741	23%
			2012		704	470	15%
			2013		677	231	7%
			2014		524	441	14%
	Assist persons at risk of becoming homeless to obtain affordable housing.	2015	No. qualified as Energy Star	529		%	
Assist persons with special needs to obtain affordable housing.		No. occupied by elderly					
		No. of units made accessible for persons w/disabilities					
		No. of households assisted					
		No. with rental assistance					
MULTI-YEAR GOAL					3213	1883	59%
Affordability of Decent Housing (DH-2) – Low to Moderate Income Renters and Owners							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH2.1	Increase affordable housing options for low to moderate income households.	CDBG, ADDI, HOME, General Funds, Section 8	2011	No. affordable	375	615	32%
			2012		395	1147	60%
			2013		345	862	45%
			2014		395	597	31%
			2015		395		%
		No. qualified as Energy Star					
		No. of first-time homebuyers					
		No. receiving down-payment assistance/closing cost					
MULTI-YEAR GOAL					1905	3221	168%
Sustainability of Decent Housing (DH-3) – Low to Moderate Income Renters and Owners							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH3.1	Retain the affordable housing stock.	CDBG	2011	No. of units brought from substandard to standard condition	125	32	8%
			2012		152	735	188%
			2013		25	387	98%
			2014		45	141	36%
			2015		45		%
		No. qualified as Energy Star					
MULTI-YEAR GOAL					392	1295	330%

Source: FY 2014 CAPER

Suitable Living Environment

Public Facilities and Infrastructure

The cost of public facilities and infrastructure improvements (street resurfacing, sidewalks, sewer, community centers, health facilities, etc.) is significant for 34 communities in the County, particularly those in the established communities due to the need for repairs. The goal was to leverage CDBG funds to improve and/or expand access to facilities and infrastructure to at least 149,119 residents of the County by FY 2015. To date, the County assisted 212,847 households, which is 142 percent of its 5-year goal.

Public Services

Public services address the health and safety concerns of the County's LMI and other populations such as at-risk children, youth and families, seniors and frail elderly, persons with disabilities, immigrants, homeless individuals and families, and ex-offenders re-entering to the County.

The goal was to leverage CDBG funds to support activities and programs essential to improving the quality of life for at least 54,164 residents by FY 2015. To date, the County has achieved 119 percent of its 5-year goal by providing new and/or improved services to 64,210 individuals.

Table 2 - Summary of Specific Objectives (Public Facilities and Infrastructure)

Sustainability of Suitable Living Environment (SL-3) Public Facilities and Infrastructure							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
SL3.1	Improve or expand public facilities and infrastructures in areas with high concentrations of low to moderate-income.	CDBG	2011	No. of persons assisted with new or improved access to a facility or infrastructure	40,239	38,403	26 %
			2012		27,220	67,335	45%
			2013		27,220	14,107	9%
			2014		27,220	93,002	62%
			2015		27,220		%
			MULTI-YEAR GOAL				149,119
Availability/Accessibility of Suitable Living Environment (SL-1) Public Services							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
SL1.1	Improve or expand needed public services for low to moderate-income residents.	CDBG	2011	No. of persons assisted with new or improved access to a service	11,064	25,346	47%
			2012		10,775	10,680	20%
			2013		10,775	20,860	38%
			2014		10,775	7,324	14%
			2015		10,775		%
			MULTI-YEAR GOAL				54,164

Source: FY 2014 CAPER

Economic Opportunities

There is a need to improve the delivery of technical information and financing for small businesses and new entrepreneurs. Both small and medium sized businesses need a trained work force. The County proposed to leverage CDBG funds to expand employment opportunities for at least 230 residents, increase affordable options for at least 343 existing and new businesses, and stabilize and expand 670 small businesses in revitalization areas by FY 2015. To date, the County has created and/or retained 627 jobs, exceeding its 5-year goal, assisted 177 small businesses, representing 51 percent of its 5-year goal, and stabilized 342 existing and new businesses in revitalization areas.

Table 3 - Summary of Specific Objectives (Economic Development)

Availability/Accessibility of Economic Opportunity (EO-1)							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO1.1	Expand access to employment opportunities for low and moderate-income residents.	CDBG	2011	Jobs Created or Retained:	46	85	37 %
			2012		46	291	126%
			2013	Employer-sponsored health care	46	1	0%
			2014		46	250	109%
			2015	Type of jobs created Employment status before taking the job created	46		%
			MULTI-YEAR GOAL				
Affordability of Economic Opportunity (EO-2)							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO2.1	Increase affordable options for new and existing businesses.	CDBG	2011	Businesses assisted	163	43	13 %
			2012	New and existing businesses assisted	45	29	8%
			2013		45	1	0%
			2014	DUNS number(s) of businesses assisted	45	104	30%
			2015		45		%
			MULTI-YEAR GOAL				
Sustainability of Economic Opportunity (EO-3)							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO3.1	Support community revitalization strategies that will stabilize and expand small businesses (including micro-businesses).	CDBG	2011	Businesses assisted	142	139	21 %
			2012	New and existing businesses assisted	132	9	1%
			2013		132	0	0%
			2014	DUNS number(s) of businesses assisted	132	194	29%
			2015		132		%
			MULTI-YEAR GOAL				

Source: FY 2014 CAPER

1. Development of the Annual Action Plan (AAP)

1.1 Lead and Responsible Agencies

The Department of Housing and Community Development (DHCD) is the lead agency responsible for the administration of federal entitlement programs on behalf of HUD – including CDBG and HOME. ESG is the only program not administered by DHCD. It is administered by the Department of Social Services. In addition to administering the programs, DHCD is responsible for the preparation of the Consolidated Plans, Annual Action Plans (AAPs), and Consolidated Annual Performance and Evaluation Reports (CAPERs).

Table 4 – Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	Prince George's County	Department of Housing and Community Development
Community Development Block Grant Administrator	Prince George's County	Department of Housing and Community Development
HOME Investment Partnerships Administrator	Prince George's County	Department of Housing and Community Development
Emergency Solutions Grant Administrator	Prince George's County	Department of Social Services

The CDBG Program is one of the longest-running programs of the U.S. Department of Housing and Urban Development, used to fund local community development activities, notably affordable housing, economic development, infrastructure, and public services. HOME is the largest program to state and local governments designed to create affordable housing for LMI households, expand the capacity of non-profit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private sector participation in housing projects. ESG supports outreach to and shelters for homeless individuals and families as well as provide supportive programs that prevent homelessness.

Annual Action Plan Public Contact Information

Questions or comments regarding the 2016 Annual Action Plan may be directed to:

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1.2 Consultation

Overview

The DHCD launched a comprehensive and collaborative effort to consult with County departments, community stakeholders, and beneficiaries of entitlement programs to introduce and develop the priorities and strategies contained within the FY 2016 Annual Action Plan. The County utilized the Citizen Participation Plan to facilitate outreach to public and assisted housing providers, private and governmental health, mental health and service agencies, and stakeholders that utilize funding for eligible activities, projects and programs.

Face-to-face and phone interviews were conducted with nine stakeholders as listed below and agencies providing health services and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.

- Department of Social Services
- Homeless Services Partnership – Continuum of Care
- Housing Authority of Prince George’s County
- Greater Washington Urban League, Inc.
- Family Crisis Center
- Department of Family Services – ADA Coordinator
- Department of Family Services – Aging Services Division
- Prince George’s County Health Department – Division of Environmental Health
- Human Relations Commission

1.3 Citizen Participation

HUD requires entitlement jurisdictions to provide for citizen participation in developing the Annual Action Plan. The County’s citizen participation process plan is largely centered on community forums, public hearings, and public comment periods.

Public Hearing/Community Forums

To encourage citizen participation in the annual planning process, the County holds at least two public hearings (informal and formal) each year. The public hearings provide an opportunity for all Prince George’s County residents, non-profit organizations, and other community stakeholders to communicate their views and needs to the County.

The first public hearing was held on January 27, 2015 at the Hyattsville Public Library located at 6530 Adelphi Road, Hyattsville, MD from 6:00 pm to 8:30 pm to solicit public comments on the 2016-2020 Consolidated Plan process and the 2016 Annual Action Plan. A second public hearing was held on January 30, 2015 at the Wayne Curry Sports and Learning Complex located at 8001 Sheriff Road, Landover, MD from 6:00 pm to 8:30 pm. Approximately 27 individuals attended the informal public hearings. Public comment was encouraged at the hearings or could be submitted in writing to Shirley E. Grant, segrant@co.pg.md.us. A summary of all public comments will be included in the final Annual Action Plan, along with the County’s response to the comments, if any.

Public notices were published at least 14 days prior to the public hearings in three local newspapers, Enquirer Gazette, Prince George's Post, and The Sentinel. A Spanish version of the public notice was also posted on the Prince George's County Department of Housing and Community Development's website.

In addition to the public notices published in three local newspapers, over 500 email notifications were sent to the County's network of service delivery providers inviting them to attend. Those included network providers that provide services to low-to-moderate income persons, minorities, non-English speaking persons and persons with disabilities.

The proposed FY 2016-2020 Consolidated Plan and FY 2016 Annual Action Plan was posted on the County's website, distributed to service organizations upon request, and presented at a third public hearing scheduled for April 14, 2015 at the County Administration Building hosted by the County Council located at 14741 Governor Oden Bowie Drive, Upper Marlboro, MD. A comment period of no less than 30-days was provided for citizens and other interested parties to solicit comments on the proposed Consolidated and Annual Action Plans. The 30-day comment period began on March 19, 2015 and ended April 17, 2015. Prior to submitting the final Consolidated and Annual Action Plans to HUD, the County will give consideration, incorporate necessary changes and, if appropriate, provide responses to the comments received during the public comment period. Final summary comments are included in the Appendix F of the FY 2016 Annual Action Plan.

The Community Forums discussion evidenced the following needs: affordable housing for homeless, specifically single mothers with children; affordable childcare; jobs; financial assistance for elderly to maintain ownership of their homes; quality housing stock for low-to-moderate income persons; reexamination of process for selecting developers; de-concentration of the poor within certain areas; foreclosure prevention; and services and affordable housing for the re-entry population.

Technical Assistance

Prince George's County provides technical assistance to participating municipalities, nonprofit organizations, community groups, special interest groups and citizens developing proposals for Community Development Block Grant funding. DHCD's Community Planning and Development Division (CPD) can assist with needs identification, proposal concept development, budget development, general project and financial management. Technical assistance can be arranged by contacting CPD at (301) 883-5540.

In 2014, seven technical assistance sessions and workshops were held for the FY 2014-2015 grant cycle, as listed below:

- One-on-One Technical Assistance – August 20, 2014
- One-on-One Technical Assistance – September 16, 2014
- One-on-One Technical Assistance – September 18, 2014
- One-on-One Technical Assistance – September 30, 2014
- Notice of Funding Availability Workshop – October 1, 2014
- 2 Sub-recipient Workshops – November 14, 2014

2. FY 2016 Annual Action Plan

2.1 Expected Resources

The following table identifies the entitlement allocations and anticipated program income to address priority needs and specific objectives identified in the strategic plan for FY 2016:

Table 5 – Expected Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Housing Economic Development Public Improvements Public Services	\$4,307,176	\$237,116	-	\$4,544,292	\$18,177,168	The expected amount available for all years is based on a three-year average of prior federal allocations.
HOME	public-federal	Acquisition Homebuyer Assistance Homeowner Rehabilitation Multifamily Rental Rehab	\$1,433,959 *Pending Voluntary Repayment Plan: (\$522,919)	\$556,735	-	\$1,467,775	\$5,871,100	The expected amount available for all years is based on a three-year average of prior federal allocations. HUD is currently reviewing the County's Voluntary Grant Reduction Plan resulting from findings cited in the FY 2012 HOME HUD OIG Report 2012-PH-1001.
ESG	public-federal	Rapid Re-housing Rental Assistance Transitional Housing	\$389,196	-	-	\$389,196	\$1,556,784	The expected amount available for all years

Table 5 – Expected Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
								is based on a three year average of prior federal allocations.
HOPWA	public-federal	Permanent Housing TBRA Supportive Services Transitional Housing	\$2,014,129	-	-	\$2,014,129	\$8,056,516	The expected amount available for all years is based on a three year average of prior federal allocations.

Leverage from additional resources (private, state and local funds) including matching requirements:

HOME Investment Partnerships Program (25% Match Requirement) - The County uses multi-family bond proceeds, State funds, and waivers and/or deferment of State and local taxes, charges or fees, as contributions to housing total development costs pursuant to matching requirements.

Emergency Solutions Grant Program (100% Match Requirement) - The ESG Program requires the County to provide a match of not less than 100 percent of the ESG funds. Other funds include Local (General Funds), State (Emergency & Transitional Housing Services), Department of Family Services Special Funds, and Private Funds.

Other CDBG Resource: Section 108 – The DHCD is currently exploring the application of the Section 108 Program which is the loan guarantee component of the Community Development Block Grant (CDBG) Program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Local governments borrowing funds guaranteed by HUD through the Section 108 program must pledge current and future CDBG allocations as security for the loan.

Non entitlement resources include:

- Low-Income Housing Tax Credits (LIHTC): The federal Low Income Housing Tax Credit Program (LIHTC) is the principal funding source for the construction and rehabilitation of affordable rental homes. The County currently projects a total of 246 units will be built utilizing this federal source in FY 2016, totaling approximately \$20,508,691.
- Section 8/HCV: The Housing Authority of Prince George’s County administers the Section 8/Housing Choice Voucher Program (HCV) for the County which provides rent subsidies to 4,700 low income households. The County anticipates allocating \$74,171,051 in FY 2016.
- Public Housing: The U.S. Department of Housing and Urban Development provides funding to support management of the County's public housing sites: Owens Road (123 units), Marlborough Towne (63 units), Kimberly Gardens (50 units), and Cottage City (100 units). The County anticipates allocating \$1,428,211 in FY 2016.
- Triple Play Program: The Triple Play Program will leverage \$6 million dollars to draw over \$100 million in State funding to provide down payment and closing cost assistance to new homebuyers. The Program began in FY 2015 and projections anticipate spending totaling \$2 million for FY 2016 and 2017.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The County does not plan to use publically owned land or property located within its jurisdiction to address the needs identified in the AAP for FY 2016.

2.2 Annual Goals and Objectives

The County’s priorities for FY 2016 are consistent with the FY 2016 - 2020 Consolidated Plan for Housing and Community Development.

The following table highlights the County’s FY 2016 - 2017 program goals and outcomes. The methodology used included: (1) review and analysis of past performance outcome indicators (FY 2011 - FY 2014 CAPER; Prince George’s County’s Charter for Change OMB Report) and (2) anticipated funding resources (*see Appendix A for Goals Methodology*).

Table 6 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase supply of new affordable rental housing	FY16	FY17	Affordable Housing	LMI concentrated areas Countywide	Expand Affordable, Accessible Housing Opportunities	HOME: \$327,974	Rental units constructed: 10³ new rental units Physically accessible housing units: 5
2	Preserve existing affordable rental housing	FY16	FY17	Affordable Housing	LMI concentrated areas Countywide	Affordable Housing Preservation	HOME: \$327,974 CDBG ⁴ : \$1,674,576	Rental units rehabilitated: 261 units
3	Provide new and/or improved public services	FY16	FY17	Non-Housing Community Development	LMI concentrated areas Countywide	Public Services	CDBG: \$646,076	Public service activities other than LMI housing benefit: 16,915 persons assisted
4	Provide job training and economic development assistance	FY16	FY17	Non-Housing Community Development	LMI concentrated areas Countywide	Economic Development and Public Services	CDBG: \$580,000	Jobs created/retained: 159 jobs Businesses assisted: 127 businesses
5	Rehabilitation of owner-occupied housing	FY16	FY17	Affordable Housing	LMI concentrated areas Countywide	Affordable Housing Preservation	HOME: \$136,656 CDBG: \$1,674,576	Homeowner housing rehabilitated: 50 units
6	Increase access to affordable owner housing	FY16	FY17	Affordable Housing	LMI concentrated areas Countywide	Expand Affordable, Accessible Housing Opportunities	HOME: \$327,975	Direct financial assistance to homebuyers: 94 households
7	Improve and maintain public facilities and infrastructure	FY16	FY17	Non-Housing Community Development	LMI concentrated areas Countywide	Public Facilities and Infrastructure	CDBG: \$739,745	Public facility or infrastructure activities other than LMI housing benefit: 36,766 persons assisted
8	Provide housing and supportive	FY16	FY17	Homeless	LMI concentrated areas	Homelessness	ESG: \$389,196	Homeless prevention: 230 persons assisted

³ Currently, the DHCD pipeline includes the production of approximately 15 newly constructed HOME funded rental units. The HOME program provides gap financing which will leverage an additional 61 units of rental housing for a total of 76 in FY 2016. The total unit mix will be comprised of HOME program, tax credit and market rate units.

⁴ CDBG and HOME funding amounts may be duplicated subject to relationship between affordable housing program goals.

Table 6 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
	services to homeless and at-risk homeless				Countywide			TBRA/Rapid Re-housing: 61 households assisted
9	Provide HIV/AIDS housing, healthcare and support services	FY16	FY17	Non-Homeless Special Needs	LMI concentrated areas Countywide	Affordable Housing Preservation Public Services	HOPWA: \$2,014,129	Housing for people with HIV/AIDS: 185 units HIV/AIDS Housing Operations: 185 households

2.3 Project Summaries

Prince George’s County is an urban county entitled to receive federal funds. The entitlement funds are appropriated by the U.S. Congress annually and distributed on a formula basis to participating jurisdictions. The Annual Action Plan is a prerequisite for consideration of federal funding.

The following describes the program funds expected to be available during FY 2016.

CDBG – Program Year 41

HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, populations, housing overcrowding, the age of housing and population growth lag in relationship to other areas. Prince George’s County is eligible to receive \$4,307,176 under the formula allocation for FY 2016.

The Department of Housing and Community Development (DHCD) solicits partnerships with nonprofit organizations, municipalities, local government agencies, and private investors to develop projects or activities to achieve its overall goal in providing decent housing, sustaining a vibrant and suitable living environment and expanding economic opportunities to meet the needs of LMI income persons.

DHCD notifies the general public when the CDBG funds are available and solicits proposals from nonprofit organizations, local government agencies, and municipalities to be considered for funding.

A Proposal Advisory Group (PAG) is established to review applications. The PAG includes staff from the Department of Housing and Community Development (DHCD), Public Housing Authority (PHA) and the Redevelopment Authority (RA). Each proposal is reviewed by at least two PAG reviewers. The PAG Reviewer’s scores are averaged, yielding an average PAG score for each applicant.

An independent technical review is conducted by the DHCD Community Planning & Development (CPD) Administrator for compliance with: (1) one of three CDBG National Objectives; and (2) other technical elements including the HUD Matrix Code, eligibility of proposed scope and budget line items, and “Good Standing” status within the State of Maryland.

A threshold is established for each category, as illustrated below. Applicants that did not meet the threshold were not recommended for funding. Based on the threshold, applications are placed in a “Tier” system. All Tier I applications are recommended for funding. An explanation of each tier follows:

- Tier I – The Applicant scored at or above threshold. The applicant met federal and local requirements.
- Tier II – The Applicant scored below the threshold. The Applicant was considered eligible for funding based on the HUD Matrix Code and was in “Good Standing”.
- Tier III – The applicant scored below the threshold; activity is ineligible for funding; or applicant has outstanding balances from previous program years.

HOME – Program Year 24

HOME Program funds are allocated to units of general local government on the basis of a formula that considers each jurisdiction’s housing supply, incidence of poverty, fiscal distress, and other factors. Prince George’s County is eligible to receive \$1,433,959 under the formula allocation for FY 2016. However, the County has proposed to a Voluntary Grant Reduction Plan resulting in the reduction of HOME funds by 33% for each of the next five years.

Financial assistance is provided to eligible projects and beneficiaries in several forms: interest bearing loans or advances; deferred loans (forgivable and repayable); grants; interest subsidies; equity investments; and loan guarantees. The form of financial assistance is determined by the type of activity, underwriting criteria applicable to the project, and a determination of conformance with HOME Program Subsidy Limits.

To ensure that HOME investments yield affordable housing over the long term, the County requires that the minimum or greater affordability period for each type of eligible activity is incorporated into each project. The County requires each HOME-funded project to adhere with Federal lead-based paint regulations of the Housing and Community Development Act of 1992.

ESG – Program Year 28

The Emergency Solutions Grant (ESG) is a formula-funded program that uses the CDBG formula as the basis for allocating funds to eligible jurisdictions. Prince George’s County is eligible to receive approximately \$389,196 under the formula allocation for FY 2016 and must provide an estimated \$389,196 in matching funds.

The Prince George’s County Department of Housing and Community Development (DHCD) is the administering agency of the ESG Program. DHCD subcontracts to the Prince George’s County Department of Social Services (DSS) to implement the ESG Program. Through contracts with private non-profit agencies in the County, DSS currently uses ESG funds to provide emergency shelter, homeless prevention and rapid re-housing services. Services are provided through the provider network used for implementation of the Homeless Prevention and Rapid Re-Housing Program (HPRP) and all financial assistance funds are issued by DSS. Funding priorities for services are determined using several factors: (1) Priority areas identified in the County 10 Year Plan to Prevent and End Homelessness, (2) Alignment with Homeless Emergency and Rapid Transition to Housing Act of 2009 (Pub. L. 111-22) (HEARTH Act) and ESG regulations, (3) Level of need documented in Homeless

Management Information System (HMIS) (annual CAPER report), and (4) Funds currently available for similarly situated activities.

HOPWA – Program Year 22

HUD distributes HOPWA Program funds using a statutory formula based on AIDS statistics from the Center for Disease Control and Prevention (CDC). Three quarters of HOPWA formula funding is awarded to qualified states and metropolitan areas with the highest number of AIDS cases. One quarter of the formula funding is awarded to metropolitan areas that have a higher-than-average per capita incidence of AIDS. Prince George’s County is eligible to receive approximately \$2,014,129 under the formula allocation for FY 2016.

The District of Columbia Department of Health (DOH), HIV/AIDS Administration (HAA) is the Regional Grantee on behalf of the Washington, D.C. Eligible Metropolitan Area (EMA). The Washington, D.C. EMA comprises the District of Columbia and neighboring counties, suburban and rural Maryland, Northern Virginia, and rural West Virginia.

The Housing Authority of Prince George’s County is the administrative agent for Suburban Maryland. This region includes Prince George’s County, Calvert County, and Charles County.

Suburban Maryland jurisdictions operate HOPWA programs in collaboration with nonprofit organizations that help clients meet their daily needs for housing, mental health, substance abuse, and other supportive services. Each HOPWA agency assists participants towards self-sufficiency by providing referrals for job training and rehabilitation programs. All HOPWA agencies in Suburban Maryland participate in their respective County’s *Continuum of Care (CoC) Plan*. The priorities and allocations of the Suburban Maryland region correlate with those of the Washington, D.C. Eligible Metropolitan Area.

All rental units in Suburban Maryland are available to individuals with HIV/AIDS provided the rents are reasonable as defined by the HUD Fair Market Rents (FMRs) and as required by federal HOPWA regulations. The most common type of housing units available for rent in Suburban Maryland are in apartment buildings, single family homes, and townhomes.

CDBG, HOME, and ESG Projects:

The CDBG, HOME, and ESG project descriptions are listed in Appendix C: HUD Table 3Cs. These activities address the County’s annual goals and objectives for FY 2016 and are consistent with the FY 2016 - 2020 Consolidated Plan. The HOPWA projects are described in Section 2.10: Program Specific Requirements.

2.4 Geographic Distribution

The County will invest entitlement funds in high priority areas with concentrations of at least 51% LMI persons. Several of the County’s LMI census areas are located in the Inner Beltway communities and the Transforming Neighborhoods Initiative (TNI) communities. These geographic areas should benefit from multiple revitalization activities occurring in a concentrated and coordinated manner.

The following maps illustrate geographically targeted investments that will occur for FY 2016 - 2020.

Figure 1 – Very Low to Moderate Household Income

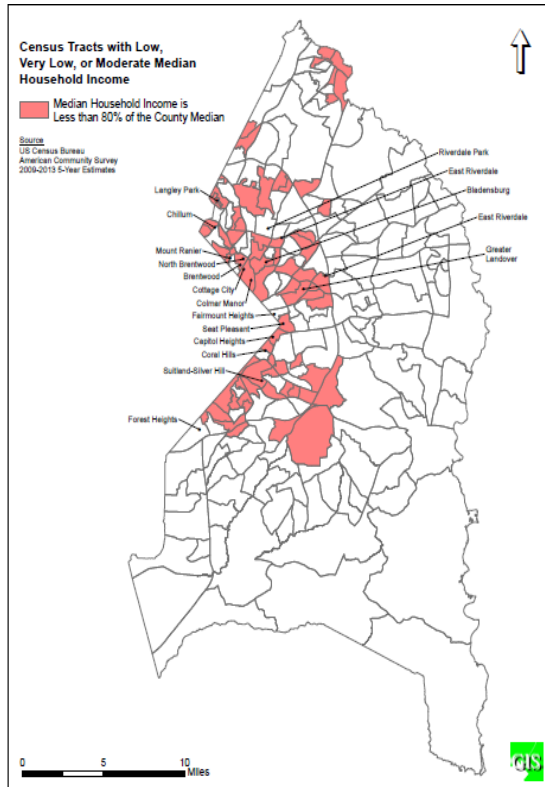
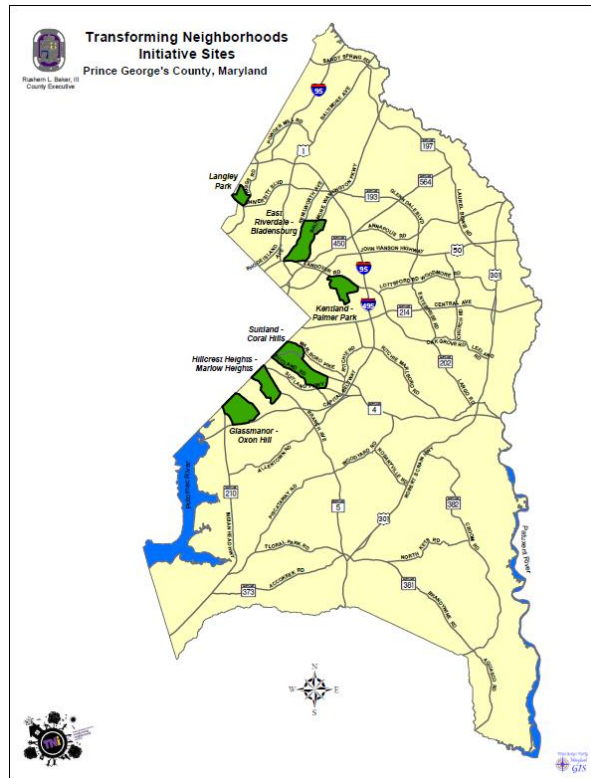


Figure 2 – TNI Areas and Nearby Municipalities



General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

As stated, the Housing Authority of Prince George’s County (HAPGC) is the Administrator for the HOPWA Program in Suburban Maryland, including Prince George’s, Charles, and Calvert counties. The HAPGC has contracted with the Greater Washington Urban League, Inc. (GWUL) and the Suburban Maryland Tri-County Community Action Committee to administer the Program.

Suburban Maryland jurisdictions operate HOPWA programs in collaboration with nonprofit organizations to assist clients with housing, mental health, substance abuse treatment, and other supportive services to enable participants to attain self-sufficiency.

All HOPWA agencies in Suburban Maryland participate in their respective County’s *Continuum of Care (CoC) Plan*. The priorities and allocations of the Suburban Maryland region correlate with those of the Washington, D.C. Eligible Metropolitan Statistical Area.

Transforming Neighborhoods Initiative (TNI)

The Transforming Neighborhoods Initiative (TNI) is an effort by the County to focus on uplifting six neighborhoods in the County that face significant economic, health, public safety and educational challenges. The neighborhoods are presented in the maps (Figure 1 and 2 above). They include: Langley Park, East Riverdale/Bladensburg, Suitland/Coral Hills, Hillcrest Heights/Marlow Heights, Kentland/Palmer Park, and Glassmanor/Oxon Hill.

The County has determined that conditions in these communities require a variety of policies and targeted responses to concurrently address the challenges and achieve the desired improvements. Recent trends show that albeit the County, on an ongoing basis, invests in community improvements, the challenges remain. One likely reason is that programs have not be coordinated effectively. The TNI concept addresses the interconnection between housing and the wide range of community indicators. It seeks to align departments and agencies efforts, focus resources, and maintain organizational efficiency.

Through the TNI, the County aims to target resources to improve indicators such as, reduction in violent and property crime, improvement in 3rd and 5th grade reading and math scores, reduction in school absentee rates, reduction in foreclosure rates, reduction in concentrations of Section 8 housing, increase in incomes, reduction in pedestrian fatalities and injuries, and reduction in residents on Public Assistance. Ultimately, the vision is to establish a thriving economy, great schools, and safe neighborhoods with quality healthcare. The demographic and housing conditions in the TNI communities are presented later in this AAP.

2.5 Affordable Housing

According to Title II of the Cranston - Gonzalez National Affordable Housing Act, as amended, Prince George's County must describe the projected number of households that could meet the Section 215 Qualifications as Affordable Housing requirements with federally-funded programs (CDBG, HOME, ESG, and HOPWA). The accepted definition of affordability for a household is generally described as spending no more than 30 percent of annual income on housing (including rental and owner housing).

In FY 2016, the annual goal is to assist 410 LMI individuals/families (homeless, non-homeless, and with special needs) in the production of new units, rehabilitation of existing units, homebuyer assistance, and/or rental assistance.

The following tables provide the projected number of households the County expects to serve with the use of CDBG, HOME, ESG, and HOPWA funds.

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless (at least 25% for disabled persons)	50
Non-Homeless (at least 25% for disabled persons)	193
Special-Needs	167
Total	410

(see Appendix B for Goals Methodology)

Table 8 – One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	300
Production of New Units	39
Rehab of Existing Units	35
Acquisition of Existing Units	36
Total	410

(see Appendix B for Goals Methodology)

The County plans to use CDBG, HOME, ESG and HOPWA funds in FY 2016 to provide affordable housing options to LMI households utilizing the following strategies:

- Rental Assistance – The County anticipates CDBG, ESG, and HOPWA funds will assist in providing rental assistance benefiting approximately 300 LMI families. Of the 300, fifty (50) are for homeless individuals/families, 100 are for individuals/families at-risk of homelessness, and 150 are for persons with special needs (i.e. persons living with HIV/AIDS and their families).
- Production of New Units – The County anticipates HOME funds will assist in the production of 126 multi-family affordable housing units. Of the 126, approximately 22 units will be designated as HOME units with 5 targeting very-low income families, and 18 units targeting low-income families. In addition, the County anticipates HOME funds will assist in the production of 120 senior affordable housing units. Of the 120, approximately 17 units will be designated as HOME units with 4 targeting very-low income families, and 13 units targeting low-income families. Of the total 39 units, 17 are for persons with special needs (i.e., seniors).
- Rehab of Existing Units – The County anticipates CDBG funds will assist in the rehabilitation of existing single-family homes, benefiting approximately 35 LMI families. All 56 units are for non-homeless individuals/families.
- Acquisition of Existing Units – The County anticipates CDBG and HOME funds will be used to acquire and/or rehabilitate homes in efforts to preserve affordable housing for approximately 6 LMI families. In addition, approximately 30 first-time homebuyers will be offered down payment loans and closing cost assistance. All 36 units are for non-homeless individuals/families.

2.6 Public Housing

The Housing Authority of Prince George’s County (HAPGC) owns and manages 376 units of conventional public housing, constructed in the mid-1970s with Federal financing. Of these, 296 units are reserved for elderly and families with disabilities, and 80 units are for families with children. The family units are located at Kimberly Gardens in Laurel and Marlborough Towne in District Heights. All HAPGC units meet HUD’s required Uniform Physical Condition Standards (UPCS).

All residents are offered a well-managed living environment. The needs of both the resident and property are addressed in an expeditious manner, and residents are consistently informed and directed to all available resources that offer social services. The HAPGC’s strategies include, but are not limited to the following:

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

- Bridging the affordability gap;
- Employing effective maintenance and management policies to minimize the number of public housing vacancies;
- Reducing turnover time for vacated public housing units;
- Reducing time to renovate public housing units;
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required; and
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies.

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

- Applying for additional Section 8 Vouchers subject to availability; and
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance.

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

- Adopting rent policies to support and encourage work.

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

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

Strategy 5: Target available assistance to Families with Disabilities by:

- Carrying out the modifications needed in public housing based on the Section 504 Rehabilitation Act Needs Assessment for Public Housing;
- Identify voucher eligible applicants should non-elderly and disabled vouchers become available from the waiting list; and
- HAPGC is continuing its longstanding relationships with a variety of County agencies and programs representing “special needs” populations including the Mental Illness and Disabilities Program, Veterans Assistance Program, and Veterans Affairs Supportive Housing. HAPGC will continue to expand housing opportunities for these groups through referrals from advocacy groups and targeting of groups in existing assisted housing programs. Case management by advocates is an integral part of these housing opportunities. Advocates include the Department of Social Services, Veteran Affairs Medical Center and the Department of Family Services.

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

- Complying with Fair Housing Plans in accordance with HUD.

In FY 2016, the Housing Authority of Prince George’s County plans to address the needs to public housing as explained below.

Restoration and Revitalization needs of public housing units

Considerable funding has been expended for public housing renovations involving building systems, building exteriors, site improvements (including accessibility), parking, and drainage. Standard renovations for all properties include bathroom and kitchen renovations, replacement of flooring and painting. A summary of renovation needs at each public housing development within the next few years are as follows:

Table 9 - Summary of Revitalization Needs

Public Housing Development	Revitalization Needed:
Cottage City Towers	<ul style="list-style-type: none"> ▪ Replace/Upgrade duplex elevators; ▪ Upgrade fire alarm systems; ▪ Replace sewer lines underneath foundation; ▪ Repair asphalt drive; ▪ Renovate baths and kitchens; ▪ Replace flooring; and ▪ Paint units.
Owens Road	<ul style="list-style-type: none"> ▪ Replace/Upgrade duplex elevators; ▪ Waterproof basements; ▪ Upgrade fire alarm systems; ▪ Repair exterior concrete walls; ▪ Renovate baths and kitchens; ▪ Replace flooring; and ▪ Clean exhaust ducts.
Marlborough Towne	<ul style="list-style-type: none"> ▪ Replace select HVAC systems and hot water heaters; ▪ Renovate baths and kitchens; ▪ Replace flooring; and ▪ Paint units.
Rollingcrest Villages	<ul style="list-style-type: none"> ▪ Replace exterior doors with mail slots; ▪ Renovate baths and kitchens; ▪ Replace flooring; and ▪ Paint units.
Kimberly Gardens	<ul style="list-style-type: none"> ▪ Renovate baths and kitchens; ▪ Replace flooring, and ▪ Paint units.

HAPGC recently addressed all compliance findings, as identified by HUD; however, the need to increase the number of accessible units was not required. To satisfy the Section 504 Rehabilitation Act Voluntary Compliance Agreement, the HAPGC executed the following actions in 2014:

- Installed fire doors;
- Maintained ramps for accessibility and performed routine inspections;
- Performed a self-evaluation of current policies and practices, and executed corrective steps to remedy any discrimination, as appropriate;

- Subject to approval of its Reasonable Accommodation Policy, posted a copy of the Policy and provided notice to tenants ;
- Provided a copy of complaint and grievance procedures to tenants, subject to approval;
- Provided training to all employees with direct contact to tenants, including maintenance staff regarding the Federal Fair Housing Act, Section 504, and the American with Disabilities Act; and
- Displayed fair housing posters in all locations where business is conducted.

The HAPGC executes the following actions to increase resident involvement:

A. Resident Boards & Councils

- Board meetings are periodically held at public housing properties as a mechanism for increasing resident involvement.
- Monthly Resident Advisory Board and Resident Council meetings are held by the residents.

B. Resident Services

- Resident Services staff team members work to provide a comprehensive network of supportive services through collaboration with County agencies and community-based organizations. Services are targeted for at-risk seniors and individuals with disabilities at four (4) public housing properties.
- Operating as Family Resource Academies, the HAPGC has converted community spaces into effective enrichment activities primarily geared to school age children. Major projects include: computer classes with trained certified instructors, youth councils, and structured leisure and recreational activities.

Is the public housing agency designated as troubled under 24 CFR part 902?

The HAPGC is designated as a standard performer. A Plan to remove the “troubled” designation is not applicable.

2.7 Homeless and Other Special Needs Activities

Homeless

Prince George’s County’s Ten Year Plan to Prevent and End Homelessness was developed with input from a diverse group of public and private stakeholders with technical assistance from the National Alliance to End Homelessness. The Ten Year Plan is a comprehensive homeless services system overhaul for the County based on national best practices. The underlying premise of the, Ten Year Plan commits the County to:

- Prevent homelessness whenever possible;
- Ensure easy access to communitywide, culturally competent, safe and effective housing and homeless services;
- Ensure people transition from homelessness as quickly as possible;
- Connect people to communities and the resources needed to thrive; and
- Build and sustain the political commitment and community support needed to end homelessness.

The County's homelessness strategies follow:

Street Outreach: The County currently engages the homeless through the annual Point in Time (PIT) Count, the Veterans Stand Down and Homeless Resource Day (VSDHRD), the SSI/SSDI Outreach, Access and Recovery (SOAR) team, crisis response teams, faith ministries, Warm Nights (the County's hypothermic church-based shelter), soup kitchens, and other individual outreach to known encampments. While these efforts help homeless service providers to develop relationships with the homeless, the Prince George's County *Continuum of Care (CoC)* currently lacks sufficient funding for this effort.

The Prince George's County *Continuum of Care (CoC)* for homeless persons is coordinated through the County's Homeless Services Partnership (HSP). The HSP is responsible for needs assessments, gap analysis, service coordination, resource development, drafting and adoption of policy, and system performance evaluation of all homeless services. The HSP is the local Homeless Advisory Board for the County Executive, and the Prince George's County Department of Social Services (PGCDSS) serves as the lead administering agency and oversees the emergency and transitional shelters.

Centralized intake and assessment / Homeless Hotline: The County's coordinated entry is managed through the Homeless Hotline and it provides additional opportunities to identify homeless persons or persons at imminent risk of becoming homeless. These services are available 7 days a week, 24 hours a day.

The CoC has identified expansion of this system as one of its key strategic goals and is currently engaged in the implementation of a coordinated assessment component that will provide the County with a single standardized process for all diversion/prevention activities, shelter, transitional housing, rapid re-housing, permanent supportive housing and other related services. This new process provides an in-depth and individualized analysis of each homeless household and establishes a uniform manner for the CoC to evaluate and identify individual service needs. Finally, the CoC is developing a plan for a multi-service homeless solutions facility – Freedom Center. The Freedom Center will provide one-stop access to resources for individuals and families experiencing homelessness.

Addressing the emergency and transitional housing needs of homeless persons

The County currently operates 226 regular emergency shelter beds (118 for families, 44 for individuals, 14 for unaccompanied youth, and 50 overflow for individuals and families during the hypothermic season), 53 domestic violence survivor emergency shelter beds (all for families), and 258 transitional shelter beds (140 for families, 48 for individuals, 15 for veterans and 55 for unaccompanied youth). As stated, while this network is strong, it is insufficient to meet the daily demands of persons in crisis.

The CoC has identified four strategic priorities to help actualize the transformation of the emergency and transitional components of its shelter response system, all of which are essential to long term success: (1) centralized triage to facilitate timely assessment and placement in the quickest route to permanency (this would include development of the Freedom Center combined with a year round overnight shelter operation); (2) significantly increased funding for prevention and rapid re-housing that provide decreasing subsidies on a medium to long term basis (up to 24 months) and creation of strong trusting relationships with landlords; (3) system wide retraining of the emergency shelter workforce in an Emergency Shelter Function (ESF 6) model of intervention and integration of new staff with skill sets in negotiation, housing location and Landlord/tenant relations; and (4) redesign of the emergency shelters and conversion of traditional transitional housing programs to Rapid Re-Housing (RRH) models where the CoC deems appropriate.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The County's Ten Year Plan To Prevent and End Homelessness contains a range of options to reduce the time a household remains homeless, and to expedite their transition to permanent housing and independence, and prevent recidivism. This part of the County's Plan focuses on two key strategies: (1) Rapid Re-Housing (RRH), and (2) Permanent Housing (PH). Additionally accommodations were made for five (5) subpopulations identified by the CoC as presenting unique challenges under these two strategies: (1) unaccompanied youth; (2) veterans; (3) chronically homeless, mentally ill, substance abusing or dually diagnosed persons and/or disabled individuals; (4) domestic violence survivors; and, (5) returning residents. The CoC created subcommittees charged with designing and implementing additional sustainable strategies to address the unique barriers to permanent housing for their particular sub-population.

Rapid Re-Housing (RRH): In FY 2014, the County's RRH funding serviced the needs of less than 2% of all households. Keys to the success of this approach include, but are not limited to: a well-developed housing barrier assessment process, good relationships with landlords, the presence of staff skilled in negotiation, housing location, case management, and the availability of funds for short-to-medium rental and utility subsidies, as well as other related housing costs.

Permanent Housing: The longer a household remains in a state of homelessness, the less likely they are to prevent the cycle from re-occurring and the greater risk for recidivism. Therefore, timely and appropriate intervention is critical. While all housing solutions are important, the County's Ten Year Plan focuses on two priority areas of permanent housing: (1) subsidized housing, and (2) permanent supportive housing (PSH) - both of which are designed to address the complex needs of those identified as least likely to be successful without a long-term sustainable housing solution and for whom multiple RRH interventions have failed.

Special Populations: Permanent Housing for these populations presents a unique set of barriers that further complicate services to persons who are homeless and require additional strategies that are customized to remove these challenges and facilitate transition to permanency.

Unaccompanied youth and young adults: The County has developed the Homeless Youth Work Group (a sub-committee of the CoC) to lead its efforts for servicing this population. Selected activities include development of a Strategic Plan, conducted 3 annual housing instability counts, created 14 beds of emergency shelter, created 65 beds of transitional housing, participated on a statewide task force to study housing and supportive services for unaccompanied homeless youth and made recommendations for action by the Maryland General Assembly and State executive agencies⁵, and helped pass related legislation to service this population.

Chronically homeless, mentally ill, substance abusing, dually diagnosed and/or disabled individuals: The County's strategic efforts to provide permanent housing for this subpopulation include: development of a registry of all homeless individuals who are chronic and/or experiencing a behavioral health crisis that prevents them from maintaining housing stability without intense intervention and support; Countywide implementation of the vulnerability index and multidisciplinary review panel to determine placement prioritization; and expanded housing options including Housing First Permanent Supportive Housing (PSH), Safe Haven and a drop in center.

Veterans: Prince George's County has the largest number of veterans in the State. The County has established collaborative relationships with the Veterans Administration, community colleges, workforce organizations, housing developers and service providers to take advantage of upcoming housing and related services for veterans.

Re-Entry: Approximately 4,000 inmates are released from the Department of Corrections each year and without a structured reentry plan, additional demands are generated on the service systems. The County's plan calls for a collaboration of criminal justice agencies, community organizations and service providers to promote successful re-integration of returning citizens confronting homelessness.

Domestic Violence Survivors: There is a significant lack of emergency shelter beds for domestic violence survivors and a complete lack of specialized shelter for survivors. The County's Ten Year Plan includes strategies designed to address challenges of domestic violence survivors and ensure all persons, as needed, have a safe, secure place to reside.

Shelter Diversion: This strategy is focused on at-risk households seeking shelter to identify alternative housing options (avoiding entry into a shelter) and to offer support services that will help them stabilize until a permanent housing opportunity becomes available. Shelter diversion is handled through the coordinated intake process and is used in cases where it is a safe and practical alternative to a shelter.

Prevention: Prevention assistance, usually in the form of immediate and short-term rental and/or utility assistance, provides a means of preserving permanent housing situations and saving households from entering the homeless assistance system. Prevention and diversion programs are of critical importance to keeping people from becoming homeless in the face of a personal crisis and the County's Ten Year Plan includes creation of a publicly and privately funded and coordinated intervention system focused on preventing homelessness and maximizes the effectiveness of this limited pool of resources.

⁵ Report of the SB764/HB823 Task Force to Study Housing and Supportive Services for Unaccompanied Homeless Youth, Governor's Office for Children, November 1, 2013.

Prince George's County envisions a comprehensive housing crisis response system through which homelessness can be prevented, and as required, homelessness can be quickly ended. The plan is designed to identify and align homeless support systems to meet the distinct needs of people at risk of, or experiencing homelessness, make additional affordable housing resources available either through development and/or subsidy programs, realign existing resources with prevention and rapid re-housing initiatives, and target permanent supportive housing for those deemed most vulnerable.

Non-Homeless Special Needs

Overview:

The special needs populations include the non-homeless elderly and the frail elderly, persons with a disability (developmental, physical or mental), persons with HIV/AIDS, and victims of domestic violence.

Describe the characteristics of special needs populations in your community: What is the housing and supportive service needs of these populations and how are these needs determined?

Elderly and Frail Elderly

HUD defines elderly as age 62 and older, and frail elderly as those persons requiring assistance with three or more activities of daily living such as eating, bathing, walking, and performing light housework. According to the 2007 - 2011 Comprehensive Housing Affordability Strategy (CHAS) Data, 24% of households (67,523) in the County contain at least one person that is 62 years old or older. In addition, the elderly population is the fastest growing age group in Prince George's County.

While they are the fastest growing population, the elderly households are more likely to be low-income, with 40% of households (27,111 households) containing at least one person age 62 years old or older being extremely low-income, very low-income or low-income. Elderly households are particularly vulnerable to a competitive housing market with increasing market rents, especially for those with fixed incomes. This vulnerability is attributed to lower household incomes and a higher occurrence of housing cost burdens. According to the Prince George's County Department of Family Services, Aging Services Division, for Fiscal Year 2015, there is a waiting list of 840 persons for the Senior Care Program, and a waiting list of 80 persons for the Senior Assisted Living Subsidy Program. Given the number of persons on the waiting list for both services, there is obviously a high demand for supportive services to seniors.

The Prince George's County Advisory Committee on Aging is comprised of twenty-four members appointed by the County Executive to advise on issues related to aging. The members are citizen leaders representing the public and private sectors. The Committee's mission is to support and advocate the promotion of choice, independence and dignity for all older Prince Georgians and their families. In addition, the Committee has oversight of all aging programs, including review of the Aging Area Plan to ensure that goals and objectives are met and reflect the needs of senior citizens.

Persons with Disabilities

HUD defines disability as a physical or mental impairment that substantially limits one or more of the major life activities for an individual. According to the 2013 American Community Survey 1-Year Estimates, 8.7% of residents in the County (77,102 individuals) are disabled. The largest number of disabled persons is found in the 18-64 year old age groups (42,262 individuals). However, 30.9% of disablement is found among 65 and older age group. The most common disablement among those aged 18-64 years old is ambulatory difficulty (3.7%), followed by cognitive difficulty (2.7%) and independent living difficulty (2.1%).

Those with a disability face many disadvantages when searching for employment. In reviewing the 2013 American Community Survey 1-Year Estimates, 3.7% of the working-age (18-64) disabled individuals are employed, compared to 86.9% of non-disabled employed individuals. In addition, those with disabilities earn less, with the median earnings for an individual with a disability at \$32,296 compared to \$37,335 for an individual with no disability.

As a subpopulation of persons with a disability group, veterans are faced with greater challenges. During the time period of 2009 - 2011 American Community Survey Estimates, data reflects that there are 60,570 veterans 18 years and older. Given the number of veterans, 2,168 have income below the poverty level and of those, approximately 826 have a disability.

With employment challenges and earning wages lower than the median income, persons with disabilities often live on a fixed income. Based on an affordable housing focus group conducted January 7, 2015 affordable housing, affordability and accessibility are significant factors for those with disabilities.

Prince George's County established the Commission for Individuals with Disabilities in 1986 which consists of twenty (20) volunteer members, appointed by the County Executive for a two-year term. Representatives include consumers with disabilities, employees of public and private agencies providing services to the disabled community and interested citizens. These volunteers bring together a collective expertise evaluating services for the disabled, providing advisement pertaining to the implementation of the Americans with Disabilities Act (ADA), and ensuring that all County services -- employment, housing, transportation and recreation -- are fully accessible.

Victims of Domestic Violence

Domestic violence is used by one person in a relationship to control the other person. Victims of domestic violence can be of any age, sex, race, culture, religion, education, socioeconomic or marital status; however, 1 in 4 women are victims.

Given the most recent data available, in 2009, 1,073 domestic violence cases were reported in the County; the fifth highest number among all Maryland Counties. While the number of domestic violence related deaths in the County has steadily declined every year since July 2006, between July 1, 2007 and June 30, 2010, 21 individuals died as a result of domestic violence. In a four year time span, the Domestic Violence Advocate Unit at the Prince George's County Sheriff's Department witnessed a significant increase in the number of domestic violence victims seeking services, from 274 in 2007 to 3,675 in 2010.

The Family Crisis Center of Prince George's County is a non-profit organization operating The Safe Passage Emergency Shelter. This shelter provides residential services for battered women and children fleeing abusive relationships. Clinicians provide individual and group counseling, case management, life skills workshops, employment training, and referrals to various services needed. This organization also has a 24-hour crisis hotline to call if there is an emergency.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

Table 10 – Characteristics of HIV/AIDS Population

Based on data from the Maryland Department of Health and Mental Hygiene, as of September 30, 2014, it is reported that Prince George’s County⁶ has 6,212 HIV/AIDS cases. Of this total, 53% are persons living with AIDS and 47% are persons living with HIV.

Current HOPWA Formula Use:	
Cumulative cases of AIDS reported	6,212
Area incidence of AIDS	9%
Number of new cases prior year (3 year data)	568
Rate per population	836.7
Current HIV Surveillance Data:	
Number of Persons living with HIV (PLWH)	2,936
Area Prevalence (PLWH per population)	395.5
Number of PLWA (AIDS only)	3,276
Number of new HIV cases reported last year	1,172

The supply of affordable rental units is very limited. Declines in vacancy rates and increases in average rents create an affordability barrier for residents. Individuals who do not receive rent subsidy have difficulty finding appropriate places to live.

Apartments are generally too expensive for many low-income residents. Renters in this region often incur housing cost burdens.

It is projected that the need for services will continue to increase as the life span of persons living with HIV/AIDS continues to improve. Every effort must be made to stabilize adequate living conditions to prevent homelessness and premature placement of dependent children into foster care. Through the HOPWA Program, tenant-based rental assistance and housing related short-term assistance are offered to individuals and families living in shelters or who are in imminent danger of becoming homeless. HOPWA provides ongoing housing assistance to households with family members affected by the virus. It also provides emergency assistance on a case-by-case basis for HIV/AIDS-affected households.

As stated, the Housing Authority of Prince George’s County is the Administrator for Suburban Maryland. This region includes Prince George’s County, Calvert County, and Charles County. The Housing Authority has contracted with Greater Washington Urban League, Inc. and the Suburban Maryland Tri-County Community Action Committee to administer the HOPWA program. Suburban Maryland jurisdictions operate HOPWA programs in collaboration with nonprofit organizations that help clients meet their daily needs for housing, mental health, substance abuse treatment, and other supportive services. Each HOPWA agency assists participants toward self-sufficiency by providing referrals to job training and rehabilitation programs. All HOPWA agencies in Suburban Maryland participate in their respective County’s *Continuum of Care (CoC) Plan*. The priorities and allocations of the Suburban Maryland region correlate with those of the Washington, D.C. Eligible Metropolitan Statistical Area.

All rental units in Suburban Maryland are available to individuals with HIV/AIDS as long as the rents are reasonable as defined by the HUD Fair Market Rents (FMRs) and as required by federal HOPWA regulations. The most common type of housing units available for rent in Suburban Maryland are in apartment buildings, single-family homes, and townhomes.

⁶ Maryland HIV/AIDS Quarterly Update Third Quarter 2014. Center for HIV Surveillance, Epidemiology and Evaluation Infectious Disease Bureau Prevention and Health Promotion Administration Maryland Department of Health and Mental Hygiene

Unmet Need/Gap

Table 11 – HIV/AIDS Housing Needs

It is anticipated that each fiscal year with the use of available HOPWA funds, 183 individuals and families will receive housing assistance. Approximately 126 individuals and families will receive tenant-based rental assistance and 57 individuals and

	Prior Estimates	Source
TBRA	126	HOPWA PY 21 Annual Performance Report (APR)
PH in facilities	N/A	
STRMU	57	HOPWA PY 21 Annual Performance Report (APR)
ST or TH facilities	N/A	
PH Placements	N/A	

families will receive housing related short-term assistance (short-term rent, mortgage, and utility assistance). This determination was based on the HOPWA PY 21 Annual Performance Report. Currently, Suburban Maryland does not use HOPWA funds for supportive services due to funding availability. However, Suburban Maryland provides a link to supportive services.

Currently, there are 182 clients on the waiting list for housing. The housing gaps are emergency housing, transitional housing, long-term housing facilities, and supportive services. The County considers this need a “high priority”. Therefore the five-year goal is to provide housing opportunities for 182 additional persons with HIV/AIDS and their families and to provide supportive services for existing and new clients.

2.8 Barriers to Affordable Housing

Negative Effects of Public Policies on Affordable Housing and Residential Investment

Prince George’s County affirmatively furthers Fair Housing as required by the Housing and Community Development Act of 1974, as amended. The County’s *Analysis of Impediments (AI) to Fair Housing Choice* as adopted under County Council Resolution (CR-116-2013) is a review of impediments to fair housing choice in the public and private sector. Impediments to fair housing choice consist of any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status or national origin. Policies, practices or procedures that appear neutral on their face but which operate to deny or adversely affect the provision of housing to persons of a particular race, color, religion, sex, disability, familial status, and national origin may constitute such impediments.⁷

The AI identified barriers to affordable housing. The public policies of Prince George’s County affect the cost of housing by:

- Discouraging high density, affordable or workforce oriented housing in mixed-use development. Historically, Prince George’s County promoted high cost, low density residential development as a tax revenue enhancement strategy. As such, a policy that encouraged high cost, low density and high value development stimulated the Developing and Rural Tiers, and disfavored high density, affordable and mixed-use development, which affected the Developed Tier⁸.

⁷ Prince George’s County 2012 Analysis of Impediments to Fair Housing Choice.

⁸ The Developed Tier comprises an 86 square mile area located between the County’s boundary with Washington, D.C. and the Capital Beltway. The area is comprised of mostly medium- and high-density developments (including ¼ of the County’s multi-family developments) and greater access to public transportation.

Prince George's County has lost approximately 47,000 affordable rental units (priced under \$750 monthly) through price increase, demolition, conversion, etc. The lack of affordable housing options disproportionately affects disabled individuals and minimum wage earners. Additionally, Black and Hispanic households have had greater difficulty becoming homeowners due to wage stagnation and underperforming job sectors. Contributing to this phenomenon was the increase in high cost home values just after the housing market crash of 2008 with a corresponding 5.2% decrease in income level.

The public policies of Prince George's County that affect the incentives to develop, maintain, or improve affordable housing are as follows:

- TRIM: Tax Cap Ordinance. Tax Reform Initiative by Marylanders (TRIM) is an ordinance that caps property tax increases, and as a result decreases the ability of government to manage periods of strained revenue growth. This ultimately prevents the County from generating sufficient revenue to improve the school system.
- Lack of Development of Affordable Housing Options.
- Underdevelopment of Affordable Housing Near Public Transit.
- Within the private sector, mortgage loan denials and high-cost lending disproportionately affect minority applicants in Prince George's County. Foreclosure events, totaling 4,265 occurring during 2012 represented 25 percent of the state's total. Of the 40 zip codes in the County, 29 were categorized as severe or very high foreclosure hot spots during the same year, depressing housing demand, destabilizing communities and straining County resources. Proactively mitigating the foreclosure crisis will need to remain a County priority.
- Prince George's County Council approved CB-21-2012, which established a Housing Investment Trust Fund, specifying the purposes and use of the Fund. A dedicated source of revenue or one-time funding is needed for this fund in order to expand the number of affordable housing options in the county for low and moderate-income households, seniors, and persons with disabilities.
- Development barriers in some communities, including permit processing times, height restrictions, and community opposition Not in My Back Yard (NIMBY).
- The Prince George's County Human Relations Commission (HRC) Lacks Enforcement Authority – The majority of fair housing complaints filed through HUD in Prince George's County involved race and disability as the bases for discrimination. The Prince George's County Human Relations Commission (HRC) lacks enforcement authority over alleged acts of discrimination and many only conduct an informal investigation of the facts and attempt to resolve them through mediation, or be referring the complaint to a State or federal agency for resolution. A highly publicized local process for responding to fair housing complaints would be a valuable commodity in the County.
- Section 504 of the Rehabilitation Act Fails to Include 2% Set Aside of Individuals with Sensory Disabilities.

- Finally, the County has experienced difficulty in attracting business tax revenue, which could potentially provide funding to remove historic barriers to affordable housing.

2.9 Other Actions

Actions Planned to Address Obstacles to Meeting Underserved Needs

Households with extremely low-income (0-30 percent of their median family income) and who spend more than half of their income on housing, are considered under-served and have the “worst-case needs.” The majority of these households are renters.

Funding remains the largest obstacle to meeting these under-served needs. To address this issue, the County leverages limited resources by encouraging and forming partnerships with many nonprofit and for-profit organizations, applying to HUD for grants, and by accessing the State of Maryland funding sources for economic development projects, homeownership, housing rehabilitation, public services and homeless services. In FY 2016 projects will include:

Housing Choice Voucher Program (HCV)

The Housing Authority of Prince George’s County, (HAPGC) Rental Assistance Division (RAD) administers the HUD-funded Housing Choice Voucher (HCV) Program. Eligible participants are issued vouchers to secure affordable housing for their families.

Family Unification Program (FUP)

The Family Unification Program (FUP) provides Housing Choice Voucher rental assistance to reunite families when children are placed in foster care or when parents are in imminent danger of separation from their children due to a lack of adequate housing. Clients are accepted on a referral basis from the Department of Social Services.

Family Unification Program Foster Care Program (FUPFC)

The FUP Foster Care Program is a HUD Housing Choice Voucher Program. This Program provides housing for youth who are leaving foster care and are between the ages of 18 to 21 years old. The Program provides 18 months of rental assistance as they transition to living independently. Clients are accepted on a referral basis from the Department of Social Services.

Family Self-Sufficiency Program (FSS)

Family Self-Sufficiency (FSS) is a voluntary Program for eligible Housing Choice Voucher families to achieve economic independence and self-reliance. The FSS Coordinator assists families in planning goals and objectives during a five (5) year period. Resources and supportive services are made available to help the families achieve self-sufficiency. As participants reach their established goals and their earned income increases, escrow accounts are established and dispersed to families who successfully complete the Program. These funds are often used for homeownership, continuing education, and business start-up expenses.

Housing Choice Voucher Homeownership Program

The HAPGC administers a Housing Choice Voucher Homeownership Program pursuant to Section 8(y) of the United States Housing Act of 1937, as implemented in 24 C.F.R. § 982. Housing Choice Voucher assistance is used toward the monthly homeownership expenses of eligible families participating in this Program.

The target populations for the Homeownership Program are the Family Self-Sufficiency (FSS), and Housing Choice Voucher participants. The minimum gross earned income for eligibility is \$30,000. There is no minimum income requirement for elderly (62+) and/or disabled.

The Program is designed to assist Housing Choice Voucher participants who meet certain income and work history requirements with transition from rental to homeownership. Additionally, every participant must be a first time homebuyer.

The Housing Authority will continue to work cooperatively with other agencies to provide short and long-term homeownership counseling, which includes home maintenance, budgeting, credit counseling and credit repair, required of participants.

The Rental Allowance Program (RAP)

The Rental Allowance Program (RAP) is funded by the State of Maryland and administered through the Maryland Department of Housing and Community Development, Community Development Administration (CDA). Prince George's County has been awarded grants since 1990 and the Housing Authority of Prince George's County (HAPGC) administers the local program. The following describes various programs funded under RAP:

- The Department of Social Services (DSS): Operates a Transitional Housing Program with partial funding provided through a HUD Supportive Housing Program grant. The Program offers up to 24 months of housing assistance with supportive services, job skills and life skills training, parenting education, mental health services, substance abuse treatment and transportation assistance.
- Laurel Advocacy and Referral Services (LARS): Contract with DSS to operate a Transitional Housing Program in the northeast corner of the County. The Program offers up to 24-months of housing assistance with supportive services, job skills and life skills training, parenting education, mental health services, substance abuse treatment and transportation assistance.
- United Communities Against Poverty (UCAP): Developed the Progressive Path Program, also with the use of a HUD Supportive Housing Program grant, to provide transitional housing for disabled residents or families with a disabled household member. The Program provides comprehensive supportive services that include resident advocacy, case management, GED classes, computer training, mental health counseling, and substance abuse counseling.

Housing Choice Voucher Portability

Portability refers to the transfer of a household from one jurisdiction to another using the Housing Choice Voucher. The decision to move is made by the Housing Choice Voucher participant.

Veteran Housing Assistance Program (VET)

This Program provides permanent supportive housing to eligible military veterans who are issued Housing Choice Vouchers to rent units in the private market. The goals of the VET Program are to help veterans: (a) obtain and remain in permanent housing, (b) increase their skills and/or income, and (c) achieve greater self-determination. This Program is coordinated with the U.S. Department of Veterans Affairs and Prince George's County Department of Social Services.

Veterans Affairs Supportive Housing Program (VASH)

The VASH Program is tenant based federal rental assistance for military veterans. This Program is administered by local public housing agencies (PHAs) that have partnered with local Veterans Affairs Medical Center (VAMC). The VAMC screens all families for eligibility and makes a written referral to the HAPGC.

Violence Against Women Act (VAWA)

The VAWA Program provides federal rental assistance for victims of domestic violence who are faced with imminent homelessness and for whom rental assistance will help place them in a safe environment. Clients are accepted on a referral basis from the Department of Family Services, the Department of Social Services and the Family Crisis Center.

Mental Illness and Disabilities Program (MIAD)

The Rental Assistance Division's Mental Illness and Disability Program (MIAD) provides federal rental assistance to mentally ill and disabled residents of Prince George's County at risk of becoming homeless due to insufficient income. Mentally ill and disabled residents regularly cycle in and out of homelessness, reflecting the basic instability of their housing situation due to a lack of adequate wages, affordable housing and poor health. Families undergo a comprehensive screening and are referred to the HAPGC by the Department of Family Services for housing assistance.

Actions Planned to Foster and Maintain Affordable Housing

As stated, the County is committed to executing actions to affirmatively further fair housing. The list below identifies programs and policies to address the barriers to affordable housing in Prince George's County:

- Provision of homeownership programs;
- Passage of Ban the Box Legislation (County Council Bill – 78 – 2014);
- Increasing the minimum wage;
- Formation of the Department of Permitting, Inspections, and Enforcement (DPIE) as a new agency;
- Encouraging mixed-use development zones⁹;
- Encouraging mixed-use development around public transportation;
- Conducting investigation of municipalities prior to receipt of entitlement funds;
- Granting authority to the Prince George's County Human Relations Commission to apply for status as a Fair Housing Assistance Program Agency with the U.S. Department of Housing and Urban Development (HUD);
- Providing tax credits, financial assistance, zoning, and other tools to promote the development of higher-density housing in transit-oriented, mixed-use communities;
- Promoting and supporting public-private partnerships, nonprofit housing providers, expanding existing housing programs, and pursuing state and federal funding to rehabilitate and maintain the existing affordable housing stock; and
- Attracting high value commercial development of properties like MGM Casino at the National Harbor, and the Westphalia and Konterra mixed-use development projects currently under construction.

⁹ Prince George's County General Plan 2035

- Implementing the Right of First Refusal Law (County Council Bill – 27-2013) to target the conversion of rental housing when appropriate to stabilize, preserve, and promote housing opportunities for low and moderate-income households, seniors, and persons with disabilities.

Prince George’s County has made significant strides in its policies towards promoting homeownership. The County has assisted nearly 1,300 homebuyers purchase homes in the County. In 2014, the County provided 267 loans to first-time homebuyers, through the Homebuyer’s Program which generated over \$2,133,300 in property, recordation and transfer taxes. Additionally, the County entered into a unique partnership with the Maryland Department of Housing and Community Development and the Maryland Attorney General’s Office to assist families purchase a home in the County by offering the Maryland Mortgage Program¹⁰ (MMP Triple Play Initiative), a \$100 million initiative which could help an estimated 500 families own a home. Through the initiative, all eligible Maryland Mortgage Program borrowers purchasing in Prince George’s County receive a .25 percent discount on the existing low rates of the regular Maryland Mortgage Program and \$10,000 down payment assistance in the form of an interest-free, deferred loan, good for the life of the loan. The State will waive its fee on the Maryland Home Credit, allowing homebuyers to claim a federal income tax credit of up to \$2,000 for as long as the Maryland Mortgage Program loan is outstanding.¹¹

In 2014, the County passed CB-078-2014 (known as Ban the Box), which makes it illegal for employers to inquire into an applicants’ criminal background or arrest records until after a conditional offer of employment has been extended. The ordinance seeks to expand job opportunities for the unusually high number of County residents with negative criminal histories, most of which are minor offenses. Also, in an effort to promote affordable housing, the County passed legislation to require employers to incrementally increase the minimum wage from \$7.25 per hour to \$11.50 per hour by 2017.

To consolidate and reduce the time and cost associated with the permitting and inspection process for developers, the County formed DPIE (the Department of Permitting, Inspections and Enforcement). Currently, County leaders are encouraging mixed-use and mixed income development, incentivizing developers to build quality high density housing in commercial projects. Plans are underway to negotiate with the Washington Metropolitan Area Transit Authority and other landowners for development to occur around public transportation nodes and subway sections. Housing in walkable, mixed-use communities near public transportation is one method to make housing more affordable for families; it reduces transportation costs and provides access to amenities and retail.

The Human Relations Commission (HRC) is seeking status as a Fair Housing Assistance Program (FHAP) Agency with the Department of Housing and Urban Development (HUD). This designation enables HRC to assist individuals with housing discrimination in their efforts to seek federal protection. The County has its own housing discrimination code enforced by HRC; however, it includes lower damage awards than if HRC was an FHAP agency.

The County has also sought to increase its business tax base by attracting large-scale commercial and mixed-use project development for the National Harbor, like the building of the MGM Casino at the

¹⁰ As of May 5, 2015, the MMP has utilized all funds. Currently, DHCD is collaborating with the State of Maryland to identify a new source of funds for this program.

¹¹ Prince George’s County Department of Housing and Community Development
<http://www.princegeorgescountymd.gov/sites/dhcd/Pages/default.aspx>

National Harbor. It is anticipated that the project will generate over 2,700¹² stable, well-paying jobs, \$11,119,577.00 annually in property tax revenue¹³ and millions annually for education¹⁴ and County infrastructure improvements, among other benefits.

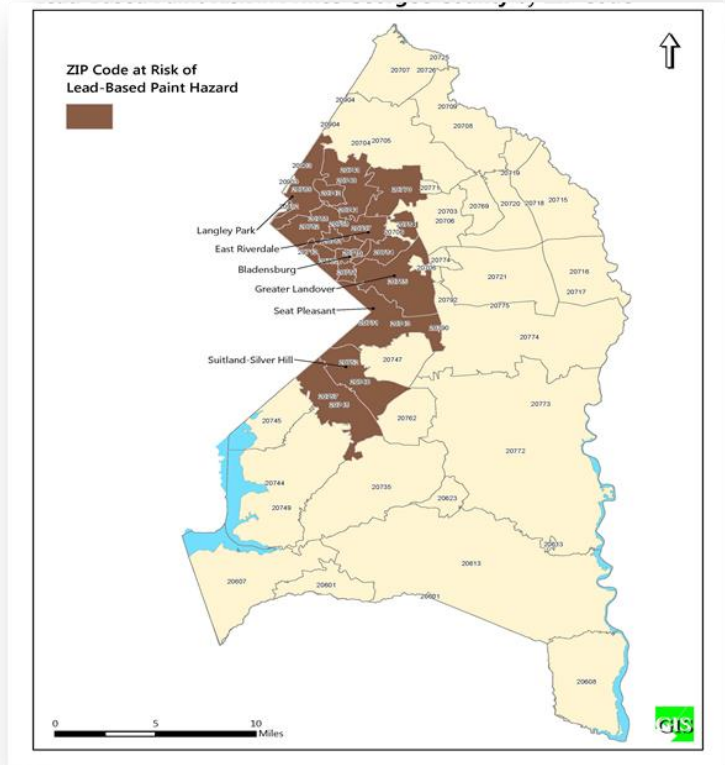
Actions Planned to Reduce Lead-Based Paint Hazards

Currently, the State of Maryland has no statewide requirement for universal blood lead testing of children. However, in accordance with Maryland’s “Targeting Plan for Areas At-Risk for Childhood Lead Poisoning,” children are required to have a blood lead test at one and two years of age subject to any of the following criteria: (1) Live in an identified “at-risk” zip code, (2) Participate in Maryland’s “MEDICAID” Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Program, and (3) Have a positive response to the “Risk Assessment Questionnaire” conducted at regular medical checkups on children up to six years of age.

Additionally, the County’s Health Department participates with Maryland’s State Elimination Plan, which calls for zero new cases of blood lead levels of ≥ 10 ug/dL¹⁵. The Plan focuses on secondary and tertiary prevention efforts in the State.

Primary prevention requires owners of pre-1950 rental dwelling units (Affected Properties) to reduce the potential for child exposure to lead paint hazards by performing specific lead risk reduction treatments prior to each change in tenancy. As a result, there is a continued reduction in children

Figure 3 - Lead-Based Paint Risk by Zip Code



¹² According to “The Prince George’s County, Maryland Fiscal Impact Analysis of Proposed Gaming Projects”, Appendix 1-MGM National Harbor Overall Analysis Assumptions (December 18, 2013), the estimated operating jobs will be 2,726, of the available 5,729 Prince George’s County residents.

¹³ Id. at Appendix 2-MGM National Harbor Estimated Real Estate and Personal Property Tax Revenue.

¹⁴ Id. at 13. There is an education fund, financed by the gaming tax which will generate approximately \$217,756,710.00 in the first year of the project for the State of Maryland. It is anticipated that Prince George’s County will generate approximately \$29,893,041.00 in gaming tax funds. A percentage or portion of funds from these revenues will go towards education in Prince George’s County, but the numbers have yet to be quantified.

¹⁵ The U.S. Centers for Disease Control and Prevention (CDC) defines a blood lead of 10 micrograms (ug) per deciliter of blood (dL) as a level of concern. The threshold of 10 ug/dL was established because scientists studying large populations observed adverse health effects, including problems with learning and behavior, in groups of children with blood lead elevations at or above this level. For children with persistent blood lead levels above 10 ug/dL, CDC recommends further testing along with steps to reduce ongoing lead exposure.

identified with blood lead levels in compliant “Affected Properties” that have met the required risk reduction standards required at the change of tenancy.

The second element of the State Elimination Plan is to identify children who may be at risk of lead exposure. Children ages one and two, due to their mouthing behavior, are most likely to be exposed to lead. The State of Maryland requires testing children at the ages of one and two.

The last element, tertiary prevention, involves well-established case management guidelines and environmental investigation follow up protocols for children with elevated blood lead levels.

How are the actions listed above related to the extent of lead poisoning and hazards?

Children living in “at-risk” areas, or areas with a high proportion of pre-1950 housing units, are more likely to be exposed to lead than children living in other areas. The State of Maryland has a targeted plan that identifies “At-Risk” areas; in Prince George’s County, the targeted zip codes identified in the map are shaded in brown.

How are the actions listed above integrated into housing policies and procedures?

In 2012, the Maryland General Assembly passed House Bill 644. This Bill requires owners of rental properties built before 1978, when the use of lead paint was prohibited, to register their properties and take steps toward reducing the risk of lead poisoning beginning January 2015. The legislation also allows the Maryland Department of the Environment (MDE) to seek delegation to administer a U.S. Environmental Protection Agency rule that regulates training of contractors, renovations, repairs, and painting in rental and occupied homes built before 1978. The regulations also apply to pre-1978 facilities with young children.

As an entitlement jurisdiction, the County must enforce 24 C.F.R. Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act for all federally funded acquisition, rehabilitation, maintenance and construction activities. Landlords in Prince George’s County must comply with Maryland’s Reduction of Lead Risk in Housing law, which requires owners of rental properties built before 1950 to register the units with the Maryland Department of the Environment (MDE), distribute specific educational materials, and meet specific lead paint risk reduction standards at certain triggering events.

Applicants for federal funding assistance, tenants and prospective purchasers of property built before 1978 are notified of the following, before rehabilitation, purchase or rental of federally-assisted housing:

- That the property may contain lead-based paint;
- The hazards of lead-based paint;
- The symptoms and treatment of lead-based paint poisoning;
- The precautions to be taken to avoid lead-based paint poisoning (including maintenance and removal techniques for removing such hazards);
- The advisability and availability of blood lead level screening for children under six-years old; and

- In the event lead-based paint is found on the property, appropriate abatement measures must be undertaken and are an eligible use of federal funds.

Programs and Services to Address Lead-Based Paint Hazards

- The County operates a Housing Rehabilitation Assistance Program (HRAP) administered by a third party entity to provide funding to repair health and safety hazards in the homes of low- and moderate-income homeowners. The HRAP offers deferred loans of up to \$60,000 to qualified homebuyers.
- CDBG funds may be used to support code enforcement activities (both residential and commercial), as implemented by a sub-recipient. These activities seek to monitor and maintain properties in deteriorated areas, including TNI communities and other low-to-moderate income neighborhoods.
- The Prince George's County Health Department provides several services to residents as part of the Lead and Healthy Homes Program, including:
 - Nursing case management for children with high lead levels in their blood and testing for uninsured children;
 - Environmental assessments of residences for the presence of lead, in response to confirmed medical reports of elevated blood levels in children and adults;
 - Referrals to the Maryland Occupational Safety and Health (MOSH) Program, as necessary, when adult lead exposure is suspected in the workplace;
 - Educational programs concerning potential lead exposure and safe lead paint abatement techniques;
 - Telephone consultations on asthma triggers, mold and other indoor air contaminants; and
 - Telephone consultations regarding lead in drinking water.

Actions Planned to Reduce the Number of Poverty-Level Families

The Office of Management and Budget (OMB) Statistical Policy Directive 14 and the Census Bureau uses a set of money-income thresholds based on family size and composition to determine poverty. If a family's total income is less than the family's threshold, that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically; they are updated for inflation using the Consumer Price Index (CPI-U). The official poverty definition uses money-income before taxes and does not include capital gains or non-cash benefits (such as public housing, Medicaid, and food stamps).

Nine percent (9.4%) of Prince George's County's population have incomes below the poverty level, which affects almost 70,000 people. With the exception of the District of Columbia where more than 101,000 of the population (18.2 %) have incomes below poverty, the incidents of poverty is severe in the County compared to our other neighbors.¹⁶ To address poverty and help families and individuals

¹⁶

<http://www.princegeorgescountymd.gov/sites/SocialServices/Services/CommunityServices/EmergencyShelter/Pages/default.aspx>

move toward self-sufficiency, the County works with local service providers to pursue resources and innovative partnerships to support the development of affordable housing, homelessness prevention and emergency food and shelter. The County administers programs that aim to mitigate poverty and its associated problems. Among others, these programs include public housing for seniors, a Section 8 Housing Voucher Program, and rental assistance through Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) funding.

The intergovernmental resources include the Prince George's County Department of Housing and Community Development (DHCD) that serves as the grantee of federal funds (CDBG, ESG, and HOME), where funds are awarded to eligible activities that meet the needs of LMI persons and households and areas. DHCD partners with organizations that provide services to the neediest children and families, the homeless, ex-offenders, low-income seniors, at-risk youth, individuals with disabilities, and other disadvantaged and underserved populations.

Prince George's County Council adopted legislation, CB-112-2012, to amend the provisions of the County's Five-Year Consolidated Housing and Community Development and Annual Action Plans by adding requirements pertaining to Section 3 of the Housing and Urban Development Act of 1968, as amended (**Please see Appendix D - CB-112-2012, and Appendix E – CB-67-2014**). As a result, the Five-Year Consolidated Housing and Community Development Plan shall include a Section 3 Action Plan that addresses policies and procedures for all HUD covered activities such as: 1) programs that may include multiple contracts, contracts with parts of HUD funding of public or residential construction projects; 2) services and professional service activities generated by construction, such as roads, sewers, sidewalks, community centers, etc; and 3) all public housing authority covered activities such as maintenance, development, modernization, and operations.

Prince George's County has a strong commitment to adhere to Section 3 requirements and is currently working to implement a range of activities designed to facilitate compliance with all covered activities. For its CDBG program, DHCD includes Section 3 information in all of its covered bid documents and holds mandatory pre-construction meetings to review Section 3 requirements with subrecipients. Training and technical assistance is provided on an as-needed basis to interested contractors. Technical assistance includes showing contractors how to determine whether subcontractors have existing relationships which may be Section 3 eligible and assisting contractors to obtain certification. Pending the final adoption of HUD's Section 3 proposed rule change (24 C.F.R. § 135)¹⁷, the County will incorporate new rules into its Section 3 Action Plan, as appropriate.

The County also seeks to strengthen its current Section 3 policies with the addition of a Section 3 certification registry program, to review and certify contractors for a one-year period. The DHCD also seeks opportunities to partner with County agencies and stakeholders including Prince George's Community College, Prince George's County Housing Authority, Office of Central Services' Supplier Diversity Division, and the County Chamber of Commerce. Additionally, DHCD seeks to partner with the Prince George's County Economic Development Corporation's (EDC) Workforce Services Division to assist contractors identify eligible Section 3 residents for covered projects. EDC's Workforce Services

¹⁷ March 27, 2015, HUD's Section 3 Proposed Rule 24 C.F.R. § 135 - <https://www.federalregister.gov/articles/2015/03/27/2015-06544/creating-economic-opportunities-for-low--and-very-low-income-persons-and-eligible-businesses-through>

Division functions as the County’s Workforce Exchange and provides training and referral services, including the State Maryland Workforce Exchange system, an on-line registration system.

The Department of Housing and Community Development shall submit amendments to strengthen its Section 3 policies and Section 3 Action Plan for County Council consideration in accordance with the schedule in Table 12.

Table 12 – Timeline for the Development of Section 3 Action Plan

Date	Task Number	Tasks
May 2015	1	DHCD will meet with HAPGC and RDA to ascertain their Section 3 compliance status with respect to public housing funds, or the CDBG, HOME, NSP and RAD programs.
	2	DHCD will contact partner agencies including the Office of Central Services and Economic Development Corporation’s Workforce Development Program to review current efforts and identify opportunities for collaboration pertaining to a Section 3 Action Plan.
June 2015	3	DHCD will conduct outreach to resident organizations, local unions, minority and women-owned businesses, Chamber of Commerce, Prince George’s Community College, community development corporations, and employment and training organizations to discuss the utilization of the Section 3 program goals, preferences, and employment and contracting opportunities.
July 2015	4	Research and identify recommendations for lead agency and collaborative partners.
	5	Prepare draft Section 3 Action Plan.
August 2015	6	Prepare Section 3 Action Plan legislative package for submittal to Prince George’s County Executive’s Office and the Prince George’s County Council.

In addition to the DHCD, the Prince George’s County Department of Social Services (DSS) has direct contact with LMI persons and households seeking assistance and provides temporary cash assistance, food supplement programs, medical assistance and emergency assistance (shelter, rental and utilities assistance), which is funded in part through state, local, and CDBG and ESG funds. DSS ensures a coordinated Continuum of Care system and a 24-hour Homeless Hotline which is toll free in the State of Maryland. DSS has also sought to reduce the poverty level by promoting workshops, such as the Prince George’s County Veterans Stand Down & Homelessness Resource Day, to inform local veterans available resources. Ultimately, this program is part of DSS’s mission to provide opportunities for residents of the County to become independent, responsible and stable members of the community, which is accomplished by identifying the barriers to independence and then providing resources for individuals affected by them.¹⁸

The Prince George’s County Department of Family Services (DFS) provides programs to strengthen families and individuals, to enhance their quality of life. The DFS is comprised of three administrations that serve the aging, mentally-ill, disabled, children, youth, families, and veterans in need of support and resources. DFS’s focus on reducing the poverty-level of families include programs such as the Healthy Families Prince George’s Program, a voluntary program that provides support to first-time mothers under the age of 25, and to the children’s fathers. Services include prenatal support, and intensive home visiting and mentoring services. The Healthy Families Prince George’s Program is

¹⁸<http://www.princegeorgescountymd.gov/sites/SocialServices/Services/CommunityServices/EmergencyShelter/Pages/default.aspx>

designed to improve birth outcomes, promote healthy child development and enhance family functioning through the provision of supportive services that synchronize existing prenatal, pediatric and mental health service delivery and assist the child and parents to realize their potential. Healthy Families Prince George's works with parents until the child reaches the age of five. In support of the Healthy Families Prince George's Program, Adam's House provides medical assessment, treatment, job training, parenting classes and other support to fathers. This Program helps strengthen the family structure and provide a better long term prognosis for the success of these families traditionally affected most by poverty.¹⁹

The Prince George' County Health Department – Health Improvement Plan 2011 to 2014 and *Beyond A Blueprint For a Healthier County* reaches into year 2020 by listing priorities to build a comprehensive, integrated community-oriented health care system that meets the needs of all County residents. The County Health Improvement Plan includes policies and strategies which provide a planning framework for improving the health status of County residents and promotes a high level of communication among a diverse constituency involved in health-related activities. In order to gain greater access to care, the Health Department partnered with Greater Baden Medical Services (GBMS), a federally qualified health center (FQHC) with its headquarters in the County, to provide comprehensive primary care medical services in locations of LMI areas. To date, GBMS has provided care to approximately 5,200 uninsured patients. This program is particularly useful towards eradicating poverty-level families because a number of County residents are forced into poverty due to an inability to pay medical bills or an inability to work due to medical disability of a family member. The County seeks to provide more resources to families like this by removing the barrier of lack of access to health care and promote independence and economic opportunity. The Health Improvement Plan also lists County-specific health priorities: (1) by 2015 enhance the health information technology infrastructure of Prince George's County in order to increase reimbursements for care; (2) improve patient care; and (3) address disparities; by 2020, build a comprehensive integrated community-oriented health care system that meets the needs of all County residents.²⁰

The Prince George's County Human Relations Commission (HRC), through education and affirmatively furthering fair housing, engages and educates the public through outreach efforts. The HRC's work includes: hosting and participating in housing fairs and fair housing seminars for mortgage and foreclosure counselors, attending community sponsored events and collaborating with organizations like CASA de Maryland (CASA), a non-profit organization whose mission is to improve the quality of life and legal justice for Latinos and low-income families through education, training and advocacy services. The HRC's goal, through effective, quick investigation and adjudication of discrimination complaints, is to eliminate all discrimination, particularly in employment, housing, and education all of, which are the area's that, if left unimpacted, actually exacerbate and spur poverty among vulnerable populations and ethnic minority groups, seeking to raise their income. Individuals protected under the County's civil rights ordinance are aided in addressing some of the issues of poverty prior to them taking root with the families and in neighborhoods within Prince George's County.²¹

¹⁹ <http://www.princegeorgescountymd.gov/sites/family/Pages/default.aspx>

²⁰

<http://www.princegeorgescountymd.gov/sites/Health/About/Pages/Our%20Vision,%20Mission%20and%20Strategic%20Plan.aspx>

²¹ <http://www.princegeorgescountymd.gov/sites/humanrelations/Pages/default.aspx>

<http://www.princegeorgescountymd.gov/sites/DHCD/Resources/PlansAndReports/Pages/default.aspx>

United Communities Against Poverty, Inc. (UCAP) is the U.S. Department of Health and Humans Services approved community action agency in Prince George’s County whose primary mission is to address poverty. The County continues to support and provide federal funds to UCAP for programs designed to address the needs of low-to-moderate income persons.

The combined efforts of all the above listed programs work to eliminate poverty through increasing the affordability of housing, increasing the wherewithal of residents to afford more house in relation to their income, stemming neighborhood decline and blight, thus helping residents grow value in their owned or rented real estate assets, and by protecting vulnerable populations and minority communities from predatory financial lending practices and discrimination. These programs meet the various needs of individuals and families as they progress toward financial self-sufficiency.

Actions Planned to Develop Institutional Structure

The Prince George’s Department of Housing and Community Development (DHCD) is the administrator of the entitlement funds allocated to the jurisdiction. The DHCD established a competitive process for the award of CDBG and HOME entitlement funds based on a Notice of Funding Availability (NOFA). A NOFA is issued annually for the CDBG Program. The DHCD accepts HOME Program applications on a rolling basis. Upon the receipt of applications, a Proposal Advisory Group (PAG) evaluates each application to determine eligibility. Under the CDBG Program, applicants must provide a detailed project description, project budget, and implementation schedule. Recommendations for project funding are forwarded to the County Executive and County Council for approval. All Prince George’s County projects are described in the Annual Action Plan, and reported in the Consolidated Annual Performance Evaluation Report (CAPER).²²

The Emergency Solutions Grant (ESG) program, is administered by the Prince George’s County Department of Social Services (DSS). The DSS oversees the Continuum of Care (CoC) for the homeless and coordinates the County’s Homeless Services Partnership Program (HSP).

Table 123, below, reflects the entities, government offices and non-profit organizations, which comprise the institutional delivery system for the County’s CDBG Program.

Table 13 – Institutional Delivery

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Prince George’s County Department of Community and Housing Development	<u>Government</u>	<u>Affordable Housing</u> <u>Economic Development</u> <u>Homelessness</u> <u>Non-Homeless Special Needs</u> <u>Planning</u> <u>Public Facilities</u> <u>Public Services</u>	Countywide
Prince George’s County Department of Social Services Homeless Services Partnership (HSP)	<u>Government</u> <u>Sub-recipient</u>	<u>Homelessness</u>	Countywide

²² Prince George’s County Department of Housing and Community Development Policies and Procedures Manual – Community and Planning Development Programs.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Housing Authority of Prince George's County	<u>Government</u>	<u>Affordable Housing</u>	Countywide
Housing Initiative Partnership	<u>Sub-recipient</u>	<u>Affordable Housing</u> <u>Public Services</u>	Countywide
Independence Now, Inc.	<u>Sub-recipient</u>	<u>Affordable Housing</u>	Countywide
Prince George's County Redevelopment Authority	Sub-recipient	Affordable Housing	Countywide
United Communities Against Poverty, Inc.	Sub-recipient	Affordable Housing Public Services	Countywide
Casa de Maryland, Inc.	Sub-recipient	Public Services Economic Development	Langley Park
City of District Heights	Municipality	Infrastructure	District Heights
Gateway Community Development Corporation	Sub-recipient	Economic Development	Brentwood
Hyattsville Community Development Corporation	Sub-recipient	Economic Development	Hyattsville
City of New Carrollton	Municipality	Infrastructure	New Carrollton
The Training Source, Inc.	Sub-recipient	Economic Development	Countywide
University of Maryland - Branch Ave in Bloom	Sub-recipient	Economic Development	Countywide
Human Services Coalition of Prince George's County	Sub-recipient	Planning	Countywide
Neighborhood Design Center	Sub-recipient	Planning	Countywide
Addiction Recovery, Inc.	Sub-recipient	Public Facilities	Countywide
Town of Bladensburg	Municipality	Infrastructure	Bladensburg
Town of Capitol Heights	Municipality	Infrastructure	Capitol Heights
City of Greenbelt	Municipality	Public Facilities	Greenbelt
City of Seat Pleasant	Municipality	Infrastructure	Seat Pleasant
The Tabernacle of Laurel, MD, Inc.	Sub-recipient	Public Facilities	Laurel
Greater Baden Medical Services	Sub-recipient	Public Facilities	Countywide
The Arc of PGC	Sub-recipient	Public Facilities	Countywide
Vesta, Inc.	Sub-recipient	Public Facilities	Countywide
Baltimore Neighborhoods, Inc.	Sub-recipient	Public Services	Countywide
Capital Scholars, Inc.	Sub-recipient	Public Services	Countywide
Court Appointed Special Advocates	Sub-recipient	Public Services	Countywide
Community Builders, Inc.	Sub-recipient	Public Services	Countywide
Community Crisis Center	Sub-recipient	Public Services	Countywide
Community Crisis Services, Inc.	Sub-recipient	Public Services	Countywide
First Generation College Bound, Inc.	Sub-recipient	Public Services	Countywide
Greater Washington Urban League	Sub-recipient	Public Services	Countywide
Housing Options & Planning Enterprises, Inc.	Sub-recipient	Public Services	Countywide
LARS, Inc.	Sub-recipient	Public Services	Countywide
Prince George's Child Resource Center, Inc.	Sub-recipient	Public Services	Countywide
Prince George's County	Government	Public Services	Countywide

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Department of Social Services			
Sowing Empowerment and Economic Development, Inc.	Sub-recipient	Public Services	Countywide
St. Ann's Center for Children, Youth and Families	Sub-recipient	Public Services	Countywide
Take Charge Juvenile Diversion Program, Inc.	Sub-recipient	Public Services	Countywide
Top Banana Home Delivered Groceries, Inc.	Sub-recipient	Public Services	Countywide

Assessment of Strengths and Gaps in the Institutional Delivery System

The institutional structure for this Annual Action Plan is predicated upon compliance with the County's citizen participation process, requiring public input and notification. Local approval of the Plan is subject to the County Executive's Office review and submission to the County Council for final approval. As a participating jurisdiction under HUD's entitlement programs, the County has a history of coordinating with government offices, municipalities, agencies and nonprofits organizations, comprising its institutional delivery system. The DHCD believes the institutional system does not have major gaps in service delivery; instead, it continues to seek opportunities to enhance and strengthen existing partnerships.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Table 14 – Homeless Prevention Services Summary

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	x	x	x
Legal Assistance	x	x	
Mortgage Assistance	x		x
Rental Assistance	x	x	x
Utilities Assistance	x		x
Street Outreach Services			
Law Enforcement	x		
Mobile Clinics	x	x	x
Other Street Outreach Services	x	x	x
Supportive Services			
Alcohol & Drug Abuse	x	x	
Child Care	x		
Education	x		
Employment and Employment Training	x	x	x
Healthcare	x	x	x
HIV/AIDS	x	x	x
Life Skills	x	x	
Mental Health Counseling	x	x	
Transportation	x		
Other			
Youth Services	x	x	x

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The DHCD is the sub-grantee and coordinator for the Housing Opportunities for Persons with Aids (HOPWA) Program and works collaboratively with nonprofit sub-recipients. The District of Columbia Department of Health (DOH) HIV/AIDS Hepatitis/STD/TB Administration (HAHSTA) is the Regional Grantee on behalf of the Washington, D.C. Eligible Metropolitan Area (EMA). The Washington, D.C. EMA is comprised of the District of Columbia and neighboring counties: Suburban and Rural Maryland, Northern Virginia, and Rural West Virginia.²³ The Housing Authority of Prince George’s County is the HIV/AIDS Administrator for Suburban Maryland. This region includes Prince George’s County, Calvert County and Charles County.²⁴ HOPWA provides funding to community-based organizations and support a continuum of dedicated housing units designed to assist people with HIV/AIDS access housing.

The Prince George’s County Continuum of Care (CoC) for homeless persons is coordinated through the County’s Homeless Services Partnership (HSP). A detailed narrative pertaining to the program and

²³<http://doh.dc.gov/page/hiv-services-district-columbia>

²⁴

<http://www.princegeorgescountymd.gov/sites/DHCD/FederallyFundedPrograms/HOPWA/Pages/default.aspx>

service delivery system for homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth can be found under Section 5.6 Homeless Facilities and Services in the 2016-2020 Consolidated Plan.²⁵

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The County has a network of hypothermic, emergency, transitional, and permanent supportive housing facilities designed to provide a coordinated and systemic response to homeless persons. A centralized intake and assessment system has been established, ensuring prioritization of the most vulnerable among this group. However, this system, as stated, is insufficient to meet the demands of persons in crisis. Additionally, the County established a broader network of non-traditional partnerships to expand its capacity to service this population.

Based on the Needs Assessment Focus Groups and Community Forums, the following is a list of service delivery gaps for this population:

- Need for additional homeless shelters;
- Insufficient affordable housing and rental subsidies;
- Lack of assistance to locate and find accessible affordable housing;
- Inadequate housing options for families and persons with special needs; and
- Transportation for youth services.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The DHCD seeks to collaborate with government agencies, non-profit housing developers, private social welfare organizations, and municipalities. The DHCD will encourage consistent and timely communications, information sharing, and execute required program monitoring, ensuring that the resources committed to programs achieve maximum outcomes. Further, the County's strategic Ten Year Plan to Prevent and End Homelessness, derived from national best practices, is based on a comprehensive system to reduce homelessness. As stated, the system includes six key strategic components: coordinated entry; prevention assistance; shelter diversion; rapid re-housing; permanent housing; and improved data collection and performance measures. Complimenting these strategies, accommodations have been designed for six (6) subpopulations that have distinct needs requiring separate exploration, including: homeless or at-risk unaccompanied youth; Veterans; chronically homeless; mentally ill persons; substance abusing or dually diagnosed persons and/or disabled individuals; domestic violence survivors; and returning residents.

These strategies are designed to reduce the incidents of homelessness. They collectively form a plan, aligning the County's services with federal goals, representing a fundamental shift from "shelter" to "housing", prioritize programming for special populations, enhance system accountability, build on current success, and provide new flexibility and opportunity. This effectiveness of the system is evaluated consistently to address and make adjustments in service delivery, as appropriate.

²⁵ <http://www.princegeorgescountymd.gov/sites/DHCD/Resources/PlansAndReports/Pages/default.aspx>

2.10 Program Specific Requirements

Community Development Block Grant (CDBG) – Program Year (PY) 41

The DHCD administers the CDBG program. The federal CDBG program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for LMI persons.

Categories of Funding and Budget Overview

Prince George’s County qualifies as an urban County eligible to receive \$4,307,176 in CDBG funds. In Fiscal Year (FY) 2016, the County anticipates a total of \$237,116 CDBG program income. Table 15 describes the categories of funding, budget overview and projects planned by category with the use of CDBG funds expected to be available during FY 2016. The projects are identified in Appendix C: HUD Table 3Cs.

Table 15 - Uses of CDBG Funds by Category and Budget

Categories	PY 41 Funds	Percent of Total
CDBG Program Income: Multi-family Commercial Loan and Lead Identification Field Testing (LIFT)	\$104,487.00	2%
Affordable Housing*	\$1,674,576.00	37%
Economic Development	\$580,000.00	13%
Planning & Administration	\$799,408.00	18%
Public Facilities & Infrastructure	\$739,745.00	16%
Public Services	\$646,076.00	14%
Total:	\$4,544,292.00	100.0%
Anticipated CDBG Funds PY 41		
CDBG Entitlement	\$4,307,176.00	
CDBG Program Income: Multi-family Commercial Loan and Lead Identification Field Testing (LIFT)	\$104,487.00	
*CDBG Program Income: Single Family Rehabilitation Loan Program included	\$132,629.00	
Total:	\$4,544,292.00	

CDBG Program Year (PY) 41 Activities

The CDBG activities proposed for Program Year 41 address the County’s annual goals and objectives, which are consistent with the FY 2016 - 2020 Consolidated Plan. For a description of proposed activities, refer to Appendix C: HUD Table 3Cs.

Affordable Housing Activities for FY 16

Affordable housing activities for FY 16 may include: acquisition of real property; disposition of real property acquired with CDBG funds; residential rehabilitation; clearance and demolition; removal of architectural barriers and handicapped accessibility.

Economic Development Activities for FY 16

Economic development activities for FY 16 may include: job creation and job retention; where at least fifty-one percent (51%) of the jobs computed on a full time basis; involve the employment of low and moderate-income persons; assistance to for-profit businesses; assistance to a micro-enterprise; and construction or rehabilitation of commercial or industrial property.

Public Facilities and Infrastructure Activities for FY 16

Public facilities and infrastructure activities for FY 16 may include: storm water improvements; reconstruction of streets, sidewalks and parking areas, and improvements in street lighting as a crime deterrent; rehabilitation of community centers and other buildings used to provide services to the public; accessibility improvements that remove architectural barriers to public facilities such as streets, playgrounds and public buildings.

Public Services Activities for FY 16

Public services activities for FY 16 may include: health; transportation; crime awareness; substance abuse prevention; employment training; youth services; literacy training; housing counseling; services for immigrants; elderly and frail elderly; persons with disabilities; homeless families and at-risk children and youth; victims of domestic violence; and substance abuse.

CDBG Administration for FY 16

The County uses up to twenty percent (20%) of CDBG funds for planning and administrative costs.

The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.

The County anticipates it will earn \$237,116 in CDBG Program Income, which must be disbursed before any new entitlement funds are used. Up to twenty percent (20%) of the program income received may be, as allowed under the regulations, deposited into DHCD's account(s) for administrative related costs.

The County anticipates program income will be generated from the following sources in FY 2016:

- Housing Rehabilitation Assistance Program (HRAP): The County anticipates \$132,629 in program income will be generated from the Housing Rehabilitation Program;
- Multi-family and Commercial Loans: The County anticipates \$20,941 in program income will be generated from CDBG commercial loans. The program income will be used for eligible affordable housing, economic development, public facilities and infrastructure, planning and administration and public services activities; and
- Lead Identification Field Testing (LIFT): The County anticipates \$83,546 in program income will be generated from any CDBG commercial loans will be used for eligible affordable housing, economic development, public facilities and infrastructure, planning and administration and public services activities.

The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee’s strategic plan.

The DHCD is currently exploring the application of the Section 108 Program which is the loan guarantee component of the Community Development Block Grant (CDBG) Program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Local governments borrowing funds guaranteed by HUD through the Section 108 program must pledge current and future CDBG allocations as security for the loan.

DHCD has identified two potential Section 108 Loan activities that, as required, meet CDBG national objectives and will be used to support projects located in the Transforming Neighborhoods Initiative (TNI) communities. They include: 1) establishment of a commercial business loan fund; and 2) the preservation of affordable housing and new construction of mixed-income and mixed-use housing development. Below is a brief synopsis of both activities:

1. Commercial Business Loan Fund

The County will lend the proceeds of the Section 108 Guaranteed Loan to the Prince George’s Financial Service’s Corporation (FSC First, Inc.), through a sub-recipient agreement, to establish a commercial business loan fund. The fund will make individual loans to small businesses principally headquartered in the County’s Transforming Neighborhoods Initiative (TNI) areas, assisting them in carrying out economic development projects including but not limited to façade improvement and building renovations. The fund will increase leveraging opportunities and encourage private investment for the revitalization of distressed neighborhoods. The Section 108 Loan Guarantee will be repaid from the loan repayments which may also provide, subject to program design, funding to support a Revolving Loan Fund (RLF) for future commercial loans.

2. Preserve Affordable Housing/Develop Mixed-Income Housing

The County seeks to use the Section 108 Guaranteed Loan for the preservation (acquisition and rehabilitation) of affordable housing and new construction of mixed-income and mixed-use housing development in the County’s Transforming Neighborhoods Initiative (TNI) areas. The new construction projects will contain a combination of residential units for low-to-moderate income persons, market rate units and ground floor commercial space for lease to retailers as well as small, TNI area businesses. Priority will be given to those projects that leverage a variety of private, federal, state and local funds for the primary purpose to stabilize depressed neighborhoods. All projects must be capable of supporting debt service repayments.

The Section 108 Loan Guarantee Program requires the County to meet all program regulations as outlined under 24 C.F.R. §570.700 through 24 C.F.R. §570.711.

The amount of surplus funds from urban renewal settlements.

The County does not have surplus funds from urban renewal settlements.

The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.

The County does not have any CDBG funds returned to a line of credit for which the planned use has not been included in a prior statement or plan.

The amount of income from float-funded activities.

The County does not have any float-funded activities.

Other CDBG Requirements

The amount of urgent need activities.

The County will not use CDBG funds in PY 41 for activities that are considered an “Urgent Need.”

Affordable Rent Policy

The purpose of an Affordable Rent Policy is to define how the affordability of rents will be maintained for rental units funded with CDBG funds. This Affordable Rent Policy is required under the CDBG regulation, 24 C.F.R. § 208(a)(3).

The policy will apply to tenants of rental units funded with CDBG funds with gross household income, adjusted for family size, that is eighty percent (80%) or below the area median income, or low to moderate income persons (LMI).

Maximum Allowable Rent – CDBG Funded Rental Units

Existing Occupied Units

It is DHCD’s practice to review the rent structure of projects requesting funding for housing-related activities at the beginning of the application process. For existing units that are occupied by LMI tenants, the maximum allowable rent will be equal to the lesser of the rent and utility amount being paid by the tenant at the time an application for funding is submitted, or a rent amount that does not exceed thirty percent (30%) of the adjusted income of a family whose annual income equals to sixty-five percent (65%) of the median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit.

If the rehabilitation involves conversion of utility type or transfer of utility payment from owner to tenant, an adjustment will be made based on the schedule listed in Section 8 Existing Housing Allowances for Tenant-Furnished Utilities and Other Services (in effect when the rent is calculated). This maximum allowable rent shall remain in effect for a period of one year after the final inspection of CDBG funded units is completed by Community Planning and Development staff.

Thereafter and for a period of four (4) additional years, the maximum allowable rent including utilities, shall be the *lesser* of Fair Market Rent or a rent amount that does not exceed thirty percent (30%) of the adjusted income of a family whose annual income equals to sixty-five percent (65%) of the median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit.

Vacant Units occupied between funding application and Project Completion

Units vacant and occupied between the period the funding application is submitted and project completion, must be filled by LMI households. The maximum allowable rent including utilities for these units shall not exceed the Fair Market Rent (in effect when the rent is calculated) with an adjustment for utility allowance based on the Section 8 Existing Housing Allowances for Tenant-Furnished Utilities and Other Services (in effect when the rent is calculated). The Fair Market Rent will be maintained for a period of one year after the final inspection for project completion by Community Planning and Development staff.

Thereafter and for a period of four (4) years, the maximum allowable rents including utilities will be the *lesser* of the Fair Market Rent or a rent amount that does not exceed thirty percent (30%) of the adjusted income of a family whose annual income equals to sixty-five percent (65%) of the median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit.

Vacant Units occupied after Project Completion

For a period of five (5) years after project completion, vacant CDBG funded units must be occupied by LMI tenants. The maximum allowable rents including utilities will be an amount that is the *lesser* of the Fair Market Rent or a rent that does not exceed thirty percent (30%) of the adjusted income of a family whose annual income equals sixty-five percent (65%) of the median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit.

HOME Investment Partnerships (HOME) – Program Year (PY) 24

Financial assistance is provided to eligible projects and beneficiaries in several forms: interest bearing loans or advances; deferred loans (forgivable and repayable); grants; interest subsidies; equity investments; loan guarantees and loan guarantee accounts. The form of financial assistance is determined by the type of activity and underwriting criteria applicable to the project and in accordance with the HOME Subsidy Limits.

To ensure that HOME investments yield affordable housing over the long term, the County requires that the minimum or greater affordability period for each type of eligible activity be incorporated into each project. The County requires each HOME-funded project to be in compliance with Federal lead-based paint regulations of the Housing and Community Development Act of 1992.

Categories of Funding and Budget Overview

Prince George’s County qualifies as an urban county eligible to receive entitlement funds for the HOME Program in the amount of \$1,433,959 for PY 24. The County anticipates it will earn a total of \$556,735 in HOME Program Income, which must be disbursed before any new entitlement funds are used. The HOME Program Income will be used for the new reconstruction or rehabilitation of affordable and/or workforce housing opportunities.

Table 16 - Uses of HOME Funds by Category and Budget

Categories	PY 24 Funds	Percent of Total
HOME Program Income Activities	\$556,735.00	38%
Homebuyer Activities	\$327,975.00	22%
Multi-Family Rental Housing Construction and Rehabilitation Program	\$327,974.00	22%
CHDO Set-Aside Activities	\$136,656.00	9%
CHDO Operating Assistance	\$27,331.00	2%
HOME Administration	\$91,104.00	6%
Total:	\$1,467,775.00	100.0%
Anticipated HOME Funds PY 24		
HOME Entitlement	\$1,433,959.00	
HOME Pending Voluntary Grant Reduction Plan	(\$522,919)	
HOME Program Income:	\$556,735.00	
Total:	\$1,467,775.00	

Activities to be Undertaken in PY 24

The HOME activities proposed for PY 24 address the County’s annual goals and objectives, which are consistent with the FY 2016 - 2020 Consolidated Plan.

Homebuyer Activities – FY 16

The DHCD administers one homebuyer program, the My HOME Program. The My Home Program will assist income-eligible first-time homebuyers to purchase eligible residential properties by providing homeownership assistance. The My HOME Program homeownership assistance will be zero percent (0%) interest, deferred payment of up to five (5%) of the purchase prices as needed, for mortgage principle reduction, and/or down payment and/or closing costs. Applicants must comply with monthly housing costs burden and total debt ratio requirements set administratively by the Department of Housing and Community Development. All properties must pass a Housing Quality Standards (HQS) Inspection.

The property assisted with HOME funds must remain affordable for a minimum period, depending on the amount of HOME funds provided. Prince George’s County requires the following minimum affordability terms for each project:

Table 17 – Homebuyer Affordability Period

HOME Funds Provided	Affordability Period
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years

The required minimum affordability period for HOME assisted housing, is ensured through a regulatory agreement or covenant recorded in the land records of Prince George’s County.

Multi-Family Rental Housing Construction and Rehabilitation Program FY 16

HOME funds are generally used as gap financing to enhance the financial feasibility of multi-family projects funded with local or State issued tax-exempt bond financing, federal low income housing tax credits, and private financing. Major project selection criteria includes, but is not limited to:

- Consistency with Consolidated Plan and Annual Action Plan Goals;
- Leveraging of other private and public funds;
- The number of affordable units produced;
- The readiness of the project;
- The proposed project’s development team capacity;
- Council member and Community support; and
- The project’s impact on the surrounding community.

HOME funds cannot be used to refinance multi-family loans made or insured by any other Federal program, including CDBG.

The County requires the minimum affordability terms for each multi-family project, as stated in Table 17.

Table 18 – Multi-Family Affordability Period

Activity	Average Per-Unit HOME Funds	Minimum Affordability Period
Rehabilitation or Acquisition of Existing Housing	Less than \$15,000	5 years
	\$15,000 - \$40,000	10 years
	More than 40,000	15 years
Refinance of Rehabilitation Project	Any Amount	15 years
New Construction or Acquisition of New Housing	Any Amount	20 years

Community Housing & Development Organization (CHDO) Set-Aside Activities FY 16

The County sets aside a minimum of 15 percent (15%) of the HOME allocation for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of the housing. Eligible activities include technical assistance, acquisition, rehabilitation and new construction of rental housing;

acquisition, rehabilitation and new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO. Funding allocation decisions are based on the CHDO's project development capacity, the need to increase the development capacity of existing CHDOs, project readiness, and consistency of a proposed project with Consolidated Plan and Annual Action Plan goals and objectives.

Eligible applicants for this program must be certified CHDOs. For FY 16, certified CHDO's or those who are in the process of re-certifying include:

- Housing Initiative Partnership, Inc.

CHDO Operating Assistance FY 16

Up to five percent (5%) of the HOME allocation can provide general operating assistance to CHDOs receiving set-aside funds. The activity must be ready, under a dated written agreement, to receive set-aside funds within twenty-four (24) months. Assistance for operating expenses in each fiscal year will not exceed the greater of \$50,000, or fifty percent (50%) of the CHDO's total annual operating expenses for that year. CHDO Operating Assistance can only be used for reasonable and necessary costs for the operation of the CHDO.

CHDOs are permitted to retain any proceeds generated from the CHDO development activity, under the condition that they be used only for HOME-eligible activities.

HOME Administration FY 16

The County will use ten percent (10%) of the HOME allocation for reasonable administrative and planning costs. Also, ten percent (10%) of all program income will be deposited in the HOME account during the program year and will be used for administrative and planning costs. The DHCD, Housing Development Division administers the HOME Program.

Tenant-Based Rental Assistance (TBRA) Program FY 16

The Tenant-Based Rental Assistance (TBRA) program is designed to assist residents in finding a rental unit that they can afford, so that they are not in imminent danger of becoming homeless.

In FY 2016, the County will not use PY 24 HOME funds to operate a TBRA Program.

A description of other forms of investment being used beyond those identified in 24 C.F.R. § 92.205 is as follows:

Prince George's County does not use HOME funds in any other manner than those described in 24 C.F.R. § 92.205.

A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 24 C.F.R. § 92.254, is as follows:

When using HOME funds in any County program involving homebuyer activities, the County will incorporate the following provisions as appropriate:

Recapture Provision

For all programs providing a direct HOME subsidy to enable the homebuyer to buy a housing unit, the recapture provision will be enforced. Direct HOME subsidy includes down payment, closing costs, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduces the purchase price from fair market value to an affordable price.

If the HOME recipient decides to sell the house within the affordability period, based upon the direct HOME subsidy provided to the homebuyer which enabled the homebuyer to purchase the unit, the County will require recapture all or a portion of the direct HOME subsidy. However the amount recaptured by the County cannot exceed what is available from net proceeds. Net proceeds are defined as the sales price minus superior loan repayments (other than HOME funds) and any closing costs. Under no circumstances will the County recapture more than is available from the net proceeds of the sale.

The County enforces the recapture provision with a HOME Regulatory Agreement, Declaration of Covenants and Deed of Trust to be recorded in the County's land records. For all homebuyer assistance programs providing a direct HOME subsidy, the County will execute and record similar legal documents to enforce the recapture provision.

NOTE: Exception: Development subsidies (i.e., the difference between the cost of producing the unit and the fair market value of the unit) are not subject to recapture as the homebuyer does not realize a direct benefit from these funds. For properties that receive development subsidies only, and there is no direct financial assistance to the homebuyer, the resale requirements below will apply.

Resale Provision

Subject to underwriting, certain County programs, specifically those involving newly constructed or substantially rehabilitated HOME-assisted units must remain affordable over the entire affordability term, and therefore those units will be designated as "affordable units." If a unit is so designated, and is sold during the affordability period, the sale must meet the following criteria:

- The new purchaser must be low-income, defined as a family at seventy to eighty percent (70% to 80%) of area medium income paying no more than thirty percent (30%) of income for principal, interest, property taxes and insurance.
- The new purchaser must use the property as the family's principal residence and agree to assume the remainder of the original affordability period.
- The sales prices will be controlled by the County so as to be "affordable" to the new purchaser.
- The original homebuyer, now the home seller, must receive a "fair return" on their investment, as defined by the County.
 - Fair return will be measured by the percentage change in the Consumer Price Index (CPI) over the period of ownership.
 - The basis for calculating fair return will include a return on 1) the HOME-assisted buyer's original investment, plus 2) capital improvements made by the original buyer

based on the actual costs of the improvements as documented by the homeowner's receipts.

- These improvements will include: window and roof replacements; electrical and plumbing systems upgrades; infrastructure improvements; kitchen and bathroom remodels; finishing of basement and energy efficient upgrades.
- In some instances, it may be necessary for the County to provide HOME assistance to the subsequent purchaser to ensure that the original buyer receives a fair return and the unit is affordable to the low-income population, as defined.
- The County will use deed restrictions and land covenants to enforce the resale restrictions.

A description of the guidelines for resale or recapture that ensures affordability of units acquired with HOME funds? See 24 C.F.R. § 92.254(a) are as follows:

The County will enforce the recapture/resale guidelines during the applicable affordability with a deed restrictions and land covenants to be recorded in the County's land records.

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 C.F.R. § 92.206(b), are as follows:

Prince George's County does not use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Other HOME Requirements

Matching and Leveraging of HOME Funds

A premise of the National Affordable Housing Act, which authorized the HOME Program, is that providing affordable housing to low-income persons is the responsibility of all levels of government. Therefore, matching contributions are required as the State and local government stake in the HOME Program. The match is the local, non-Federal, permanent contribution to affordable housing, and is not counted toward the leveraging requirements.

The HOME Program requires the County to provide a match of not less than twenty-five percent (25%) of the HOME funds drawn down for project costs. Eligible sources of match include:

- Cash or cash equivalents from a non-Federal source.
- Value of waived taxes, fees or charges associated with HOME projects.
- Value of donated land or real property.
- Cost of infrastructure improvements associated with HOME projects.
- A percentage of the proceeds of single or multi-family housing bonds issued by the State, a state instrumentality or local government.
- Value of donated materials, equipment, labor and professional services.
- Sweat equity.
- Direct costs of supportive services to residents of HOME projects.
- Direct costs of homebuyer counseling to families purchasing homes with HOME assistance.

Affirmative Marketing Policy and Procedures

The County follows prescribed affirmative marketing policies and procedures for HOME projects. The projects include: distributing fair housing flyers to local libraries and government offices; using fair housing language symbols in advertisements; fair housing mailings to potential property owners; and including language on fair housing laws in all financial and construction documents.

The County requires property owners, developers and non-profits to include fair housing symbols in their advertising and publications; post fair housing signs; provide verbal and written instructions to employees; and inform applicants on DHCD's waiting list of available properties and vacancies.

Special outreach methods are established to solicit applications from persons in the housing market area who are not likely to apply for units. Religious groups, employment centers, housing counseling and referral agencies, social service agencies and organizations serving persons with disabilities are among the groups contacted.

In addition, all contracts and agreements pertaining to the development and construction of housing contain an affirmative marketing requirement and the necessary forms are also included.

Minority Business Enterprise (MBE) Outreach

The County's Office of Central Services, Minority Business Development Division (MBDD) is the agency charged under the County's Laws to serve the interests of the Minority Business Enterprises.

The County's Office of Central Services, MBDD has an extensive annual training program designed to provide educational and industry training focusing on the overall development of MBEs. For example, some seminars and workshops have included proposal writing, bonding and insurance, and financing. These seminars and workshops are offered free to the participant and instructors are consultants and subject experts. The seminars and workshops are held monthly with the exception of August and December.

In addition, all agencies are required to make a good – faith and documented effort to utilize minority and local businesses. These agencies are required to report on their efforts and monitored as to their compliance with such Federal MBE and Local Business requirements.

Ensuring Long-term Compliance with Housing Codes

HOME-assisted housing must meet all applicable local and State codes, rehabilitation standards, and housing quality standards in 24 C.F.R. § 982.401.

The County inspects and monitors all HOME units during construction and upon completion and also inspects all HOME assisted units.

Prince George's County, Maryland Income Limits

The Department of Housing and Urban Development (HUD) is required by law to set income limits that determine the eligibility of applicants for HUD's assisted housing programs. HUD's standard that is

typically used to judge income types in the County is based on a percentage of area median income (AMI) established by HUD using the base 2014 median family income (MFI) for Prince George’s County.

The income limits are as follows:

Table 19 - Prince George’s County, Maryland Income Limits

Household Size	EXTREMELY LOW INCOME (30% AMI)	VERY LOW INCOME (50% AMI)	60% AMI	LOW INCOME (80% AMI)	2014 Uncapped Income Limits
1	\$22,500	\$37,450	\$44,940	\$47,950	\$59,950
2	\$25,700	\$42,800	\$51,360	\$54,800	\$68,500
3	\$28,900	\$48,150	\$57,780	\$61,650	\$77,050
4	\$32,100	\$53,500	\$64,200	\$68,500	\$85,600
5	\$34,700	\$57,800	\$69,360	\$74,000	\$92,450
6	\$37,250	\$62,100	\$74,520	\$79,500	\$99,300
7	\$39,850	\$66,350	\$79,620	\$84,950	\$106,150
8	\$42,400	\$70,650	\$84,780	\$90,450	\$113,000

Source: U.S. Department of Housing and Urban Development (<http://www.huduser.org>)

Prince George’s County uses the “uncapped” income limits to determine applicant eligibility to participate in the County’s homeowner rehabilitation and homebuyer assistance programs administered with CDBG and/or HOME funds.

Emergency Solutions Grant (ESG) – Program Year (PY) 28

The DHCD is the administering agency of the Emergency Solutions Grant (ESG) program. The DHCD subcontracts to the Prince George’s County Department of Social Services (DSS) to implement the ESG program.

Categories of Funding and Budget Overview

The County is entitled to receive \$389,196 in ESG funds, and HUD requires a match at 100 percent (100%).

Table 20 – Use of ESG Funds by Category and Budget

ESG Activities	Budget Amount	Match Summary	Source Summary
Match County		\$354,196.00	
Match State		\$35,000.00	
Match Federal		\$0.00	
Total Match		\$389,196.00	
FY 2016 Detailed Budget Table		REQUIRED MATCH	Source of Match
Grant Amount	\$389,196.00		
Total Administration	\$27,243.00		
Eligible Activities	Activity Amount	Activity Amount	
Emergency Shelter**	\$242,991.00	\$308,615.00	
Renovation**	\$0.00	\$0.00	

ESG Activities	Budget Amount	Match Summary	Source Summary
Operation**	\$91,730.00	\$0.00	
Essential Service**	\$151,261.00	\$308,615.00	County Funds
URA Assistance**	\$0.00	\$0.00	
Street Outreach - Essential Services**	\$10,000.00	\$0.00	
HMIS	\$13,962.00	\$45,581.00	County Funds
Rapid Re-housing	\$65,000.00	\$25,000.00	
Housing Relocation & Stabilization Services	\$15,000.00	\$25,000.00	State Funds
Tenant-Based Rental Assistance	\$50,000.00	\$0.00	
Project-Based Rental Assistance	\$0.00	\$0.00	
Homelessness Prevention	\$30,000.00	\$10,000.00	
Housing Relocation and Stabilization Services	\$10,000.00	\$10,000.00	State Funds
Tenant-Based Rental Assistance	\$20,000.00	\$0.00	
Project-Based Rental Assistance	\$0.00	\$0.00	
Administration	\$27,243.00	\$0.00	
Emergency Solutions Grant Total	\$389,196.00	\$389,196.00	

Activities to be undertaken in PY 28

In PY 28, ESG funds, federal homeless assistance program funds, State funds, and other resources will be used to provide the following shelter and supportive services.

Emergency Shelter – Operation & Essential Services – FY 16

The County operates a seven (7) days a week, twenty-four (24) hours per day hotline. The hotline is for calls related to homelessness and five (5) emergency shelter projects serving individuals and families that are homeless; 1) 100-bed shelter for single women and women with children (boys age 11 & under), 2) 24-bed shelter for single men, 3) 38-bed shelter for parents with children that include boys over age 11, childless couples, and intact families, 4) ten (10) beds for unaccompanied homeless youth and young adults, and 5) 50-bed hypothermia shelter for individuals and families. Each resident is provided with basic shelter amenities as well as employment, case management, health care, and housing placement assistance. Approximately 5,000 unique callers will be triaged through the hotline and 1,000 will benefit from the shelter programs.

Street Outreach – FY 16

The County is developing a formal street outreach system to consistently and frequently engage with the street homeless in an effort to develop the relationships and trust that are critical to getting these individuals to accept shelter and permanently end their pattern of homelessness. This team is responsible for creation and maintenance of the County’s registry of all chronically homeless persons and utilizes a Vulnerability Index that prioritizes them for permanent housing and other needed services. Approximately one-hundred (100) individuals will benefit from this program.

Homeless Management Information System (HMIS) – FY 16

The Prince George’s County Department of Social Services is the County’s HMIS Lead Agency and is responsible for: hosting and maintaining all HMIS data; ensuring data quality; reporting; training; technical user support; custom report design; and other HMIS data activities.

Rapid Re-housing – Housing Relocation and Stabilization Services – FY 16

Supportive services are provided to homeless persons to help them obtain and maintain housing, including but not limited to outreach and engagement, case management, housing search and placement, and follow-up.

Rapid Re-housing – Tenant-Based Rental Assistance – FY 16

Provision of financial assistance to homeless individuals and families to secure and maintain stable housing; including, but not limited to payment of security deposits and first month’s rent. Approximately fifteen (15) individuals will benefit from this program.

Homelessness – Housing Relocation and Stabilization Services – FY 16

Supportive services are provided to persons at imminent risk of homelessness to help them maintain stable housing, including but not limited to outreach and engagement, case management, and follow-up.

Homelessness Prevention – Tenant-Based Rental Assistance – FY 16

Provision of financial assistance to individuals and families at imminent risk of homelessness to preserve and maintain stable housing; including, but not limited to payment of rental arrearages and ongoing rental support. Approximately fifteen (15) individuals will benefit from this program.

ESG Administration FY 16

Five percent (5%) of the ESG funding is used for administrative costs. The DSS administers the ESG program.

Include written standards for providing ESG assistance.

Written standards to be used in administering ESG activities have been developed in partnership with DHCD, DSS, and the CoC (HSP) and ensure:

- Consistent evaluation of individual and family eligibility for assistance in accordance with the definitions of homeless and at risk of homelessness (24 C.F.R. §576.2) as well as with recordkeeping requirements;
- Coordinated and integrated service delivery among all impacted providers;
- Clear and distinct eligibility requirements in place for homelessness prevention versus rapid re-housing assistance;
- Single mechanism for prioritizing applicants who are eligible for assistance;
- Matrix that identifies what percentage and/or amount (or range thereof) each participant must pay, if any, while receiving assistance, how long a single participant may receive assistance (including maximum number of months or times a participant may receive assistance), and adjustments in percentage and/or amount (or range thereof) the participant must pay (including the maximum amount of assistance a participant may receive), if any; and

- Compliance with all ESG rules and regulations.

In the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Prince George's County *Continuum of Care (CoC)* for homeless persons is coordinated through the County's Homeless Services Partnership (HSP). The HSP is responsible for needs assessments, gap analysis, service coordination, resource development, drafting and adoption of policy, and system performance evaluation of all homeless services. Membership includes over one-hundred (100) public and private agencies, faith-based organizations, service providers, mainstream programs, consumers and concerned citizens which meet monthly and work collaboratively to establish strategic priorities, assess progress, and oversee full implementation of the County's Ten Year Plan to Prevent and End Homelessness. The HSP is the local Homeless Advisory Board for the County Executive and the Prince George's County Department of Social Services (PGCDSS) serves as the lead administering agency and oversees the emergency and transitional shelters.

Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Through direct operations, as well as contracts with private non-profit agencies in the County, DSS currently uses ESG funds to provide emergency shelter, street outreach, HMIS, and homeless prevention and rapid re-housing services. Services are provided through the HSP provider network and all financial assistance funds are issued by DSS. Funding priorities for services are determined using several factors: (1) Priority areas identified in the County Ten Year Plan to prevent and end homelessness, (2) Alignment with HEARTH and ESG regulations, (3) Level of need documented in HMIS (annual CAPER report), and (4) Funds currently available for similarly situated activities.

If the jurisdiction is unable to meet the homeless participation requirement in 24 C.F.R. § 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The County meets the homeless participation requirement. Several members of the HSP are individuals who were homeless or formerly homeless.

Describe performance standards for evaluating ESG.

Written performance standards to be used to evaluate ESG activities have been developed in partnership with DHCD, DSS, and the CoC (HSP) and are aligned with the outcome and performance measures finalized in the Ten Year Plan and Section 427 of the McKinney-Vento Act Homeless Assistance as amended by the HEARTH Act.

Housing Opportunities for Persons with AIDS (HOPWA) – Program Year (PY) 22

The District of Columbia Department of Health (DOH), HIV/AIDS Administration (HAA) is the Regional Grantee on behalf of the Washington, D.C. Eligible Metropolitan Area (EMA). The Washington, D.C. EMA comprises the District of Columbia and neighboring counties: Suburban and Rural Maryland, Northern Virginia, and Rural West Virginia.

The Housing Authority of Prince George’s County is the administrative agent for Suburban Maryland. This region includes Prince George’s County, Calvert County, and Charles County.

Suburban Maryland jurisdictions operate HOPWA programs in collaboration with nonprofit organizations that help clients meet their daily needs for housing, mental health, substance abuse, and other supportive services. Each HOPWA agency assists participants towards self-sufficiency by providing referrals to job training and rehabilitation programs. All HOPWA agencies in Suburban Maryland participate in their respective County’s *Continuum of Care (CoC) Plan*. The priorities and allocations of the Suburban Maryland region correlate with those of the Washington, D.C. Eligible Metropolitan Area.

All rental units in Suburban Maryland are available to individuals with HIV/AIDS as long as the rents are reasonable as defined by the HUD Fair Market Rents (FMRs) and as required by federal HOPWA regulations. The most common type of housing units available for rent in Suburban Maryland are in apartment buildings, single family homes, and townhomes.

Categories of Funding and Budget Overview

In FY 2016, the County will receive approximately \$2,014,129.01 in HOPWA funds to serve persons and their families living with HIV/AIDS. Ten-percent (10%) of the total amount of HOPWA funds received will be used for administrative costs. A budgetary chart is featured on the following page.

Table 21 - Uses of HOPWA Funds by Category and Budget

CATAGORIES	HOPWA Funds	Percent of Total
Rental Assistance and Short-term/Emergency Housing Payment Programs	\$1,812,294.00	90
Total Projects	\$1,812,294.00	90%
HOPWA Administration	\$201,835.00	10%
Total HOPWA Budget	\$2,014,129.00	100%

Activities to be Undertaken

The Suburban Maryland jurisdictions administer tenant-based rental and emergency assistance programs.

Rental Assistance and Short-term/Emergency Housing Programs FY 22

The Rental Assistance Program provides tenant-based rental assistance for approximately one-hundred fifty (150) persons living with HIV/AIDS.

The Short-term/Emergency Housing Program provides housing related short-term assistance for approximately sixty (60) persons living with HIV/AIDS.

HOPWA Administration FY 22

Ten percent (10%) of the HOPWA funds are used for administrative costs. The Housing Authority of Prince George's County administers the HOPWA program for Suburban Maryland (Prince George's County, Calvert County, and Charles County).

Institutional Structure and Coordination

The HOPWA program is coordinated and promoted through each local Continuum of Care network, which serves homeless people. The Housing Authority of each jurisdiction refers clients who already receive rental subsidy but may need services from their HOPWA operating agency. Local agencies administering the Temporary Assistance for Needy Families (TANF) and the local child welfare agencies responsible for the care of minors facing out-of-home placements also provide referrals to HOPWA agencies.

The Health Department in each Suburban Maryland jurisdiction promotes the prevention of HIV/AIDS through strategies like: increasing awareness and providing effective instruction about HIV/AIDS.

A network of government and private, nonprofit agencies in Suburban Maryland provide services to individuals with HIV/AIDS. Each HOPWA agency collaborates with these entities creating a continuum of care for clients. Funding is also available to persons served by HOPWA under the Ryan White Care Act, Titles I and II. These services allow clients to live independently in their own homes. Service providers offer family and individual counseling, transportation assistance, food donations, and housekeeping support to eligible clients. A growing number of nursing homes are increasingly providing skilled care for persons living with HIV/AIDS. Hospice and home-based hospice care are other essential links in the institutional system.

Community based organizations like the Family Services Foundation, Prince George's County Department of Health, Prince George's County Department of Social Services, Prince George's County Department of Corrections, the Regional Veterans Services, and other local providers receive information on the HOPWA program goals and achievements.

Through the distribution of the Suburban Maryland HOPWA "Program Summary," these community organizations are invited to consult on current and future program operations. This process of citizen participation and consultation established the priorities for the HOPWA program.

Overview of Barriers

The primary obstacle facing HOPWA participants in Suburban Maryland is the scarcity of affordable housing. The supply of affordable rental units is very limited. Declines in vacancy rates and increases in average rents create an affordability barrier for residents. Individuals who do not receive rent subsidy have difficulty finding appropriate places to live. Apartments in the Suburban Maryland region are too expensive for many low-income residents. Renters in this region often incur housing cost burdens. Currently one-hundred fifty-five (155) applicants are on the Prince George's County waiting list for HOPWA funds.

Improvements Needed to Overcome Barriers

Because of the program's high degree of confidentiality, barriers and obstacles facing persons with HIV/AIDS are generally not due to HIV/AIDS but to other social issues. Common factors are discrimination based on race, bad credit history, family size and the number of children in the household.

The Housing Authority of Prince George's County designed a Strategic Housing Plan for individuals and families with HIV/AIDS to protect them from being evicted from their homes and from having their utilities disconnected. Through HOPWA, short-term rent, mortgage, and utility payments are offered to individuals and families living in shelters or who are in imminent danger of becoming homeless. Participants can get help finding places to live near health clinics, public transportation, and other needed services.

The Suburban Maryland program will continue to provide tenant-based rental assistance to persons with HIV/AIDS and their families. It is projected that the need for services will continue to increase as the life span of persons living with HIV/AIDS continues to improve. Housing providers have changed the priority from helping people at the end of their lives to assisting them transition to living with a chronic illness. Many Suburban Maryland persons with HIV/AIDS are living in family units. Every effort must be made to stabilize currently adequate living conditions to prevent homelessness and premature placement of dependent children into foster care.

To meet the gap in services, additional funding through Federal, State and local resources will be sought.

To address the issue of increasing foreclosures among this population, a Countywide workshop has been proposed to familiarize HOPWA homeowners with foreclosure procedures and processes, and to assist these households in meeting the challenges of the actual foreclosure procedure. Assistance and referrals will also be provided in an effort to stay the actual foreclosure.

3. Monitoring

Monitoring is an integral management control technique and a Government Accountability Office (GAO) standard. It is an ongoing process that assesses the quality of a program participant's performance over a period of time. Monitoring provides information about program participants that is critical for making informed judgments about program effectiveness and management efficiency. It also helps in identifying instances of fraud, waste, and abuse.

Prince George's County's Consolidated Plan for Housing and Community Development is implemented through County departments and agencies, municipalities, private nonprofit organizations and for-profit entities using Federal, State, County and private financing. The following describes the complex undertaking, policies and procedures for the regular monitoring of the performance of operating agencies and their compliance with the federal laws and CPD program regulations.

Monitoring Objectives

The County's Monitoring and Compliance objectives are to ensure:

- Compliance with Federal statutory and regulatory requirements for the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, the Housing Opportunity Program for People with HIV/AIDS (HOPWA) and the Emergency Solutions Grant (ESG) Program
- Consolidated Plan funds are used for the purposes for which they were made available
- General administrative and financial management capabilities by providing a mixture of training, orientation and technical assistance to grantees

Monitoring Standards

Standards governing activities listed in the *Consolidated Plan* shall be those set forth in HUD's monitoring guidebooks for each covered program (CDBG, HOME, HOPWA and ESG). Basic monitoring will address the following:

- National objectives/eligibility
- Program progress
- Overall management systems
- Personal property management
- Sub-recipients and third party contractors
- Financial management/audits
- Allowable costs/cost principles
- Program income/program disbursements
- Records maintenance and activity status reporting
- Davis-Bacon Wage Rates
- Reversion of assets
- Real property inventory and reporting
- Matching, level of effort and earmarking requirements
- Anti-discrimination, affirmative action, and equal employment opportunity
- Religious and political activity
- Conflict of interest
- Procurement standards and methods
- Environmental compliance
- Lead-based paint abatement
- Confidentiality
- Terms applicable to assistance over time

Specific emphasis will be placed on assurance of compliance with certifications submitted with the *Consolidated Plan* to the U.S. Department of Housing and Urban Development. These include, but are not limited to, the following:

- Affirmatively furthering fair housing

- Acquisition, anti-displacement and relocation assistance
- Drug-free workplace
- Section 3
- Excessive force
- Anti-lobbying
- Program-specific certifications for CDBG, HOME, HOPWA and ESG

Sub-recipient Monitoring Procedures

The County's approach to Sub-recipient monitoring involves several areas of focus through a scheduling process as follows:

1. Orientation, Training, and Technical Assistance

- Orientation: A sub-recipient orientation workshop is held prior to the commencement of each program year, and after adoption of each Annual Action Plan to provide sub-recipients with an overview of the County's expectations for their performance in carrying out activities under contract. The workshop includes a briefing on basic rules and requirements, panel presentations by sub-recipient peers on issues and solutions, and separate roundtable discussions for review of more specific programmatic requirements under CDBG, HOME, and ESG. The intent is to ensure full awareness and understanding of performance expectations, especially by new discussion and peer-interaction.
- Training: Training of sub-recipients is conducted throughout the program year, and will address technical matters such as eligible costs and compliance with the Office of Management and Budget (OMB) circulars. Its purpose will be to enhance sub-recipient performance, encourage capacity building, and increase sub-recipient effectiveness and efficiency in delivering benefits to the community.
- Technical Assistance: Technical assistance is offered to sub-recipients to correct a specific weakness identified through monitoring a particular funded activity, or through review of required reports.

Further risk assessments will be conducted early in the program year to assist sub-recipients detect potential problems before they occur, and offer workable solutions. Technical assistance is also be available in response to sub-recipient requests.

2. Program and Records Management

The maintenance of the documentation on sub-recipient performance in implementing activities under contract is the cornerstone of the County's Consolidated Plan monitoring efforts. File documentation to be maintained on site is specified in contract provisions. The following describes the type of documentation maintained in the project files:

- **Project Files:** Separate six-sided files are maintained on each funded activity per program year and program. These files include:
 - Approved applications for CDBG, HOME, HOPWA or ESG funding;

- Award notifications, grant agreements, and contracts executed between the County and its sub-recipients, and between sub-recipients and their contractors;
 - Correspondence between the County and its sub-recipients concerning questions they have about eligible costs, substantial changes in the uses of CDBG, HOME, HOPWA or ESG funds. Such correspondence may address amendments, eligible costs, and qualifying basis;
 - Financial and audit reports;
 - Reports requested from sub-recipients concerning activities undertaken with CDBG, HOME, HOPWA and ESG funds;
 - Copies of requests for payment or reimbursement submitted by sub-recipients or their contractors; and
 - Any records pertaining to monitoring reviews and follow-up.
- Program Management: A tracking system, using a data base compatible with HUD's IDIS software will be used to record the current status of each funded activity as it moves through the contract development and approval process, as well as all financial transactions up to project close out. The tracking system will also permit retrieval of beneficiary characteristics including numbers of persons served, race and ethnicity, socio-economic data, and others as appropriate and required by HUD for reporting purposes.

3. On-Site Comprehensive Monitoring

An on-site monitoring schedule is developed annually upon HUD's formal release of the County's entitlement funds associated with each program (CDBG, HOME, HOPWA and ESG). In addition, a risk assessment will be conducted at the outset to identify sub-recipients for onsite monitoring which are most likely to encounter problems in complying with program requirements. A risk assessment is a methodology used to identify and analyze the relative risk that program participants pose to the Department.

Priority in selections will be afforded as follows:

- Sub-recipients new to the covered Federal programs, who may not be familiar with their compliance and performance requirements;
- Sub-recipients experiencing turnover in key staff positions performing functions relating to funded activities;
- Sub-recipients with previous compliance or performance problems, where follow-up monitoring is expected;

- Sub-recipients with high-risk activities, such as economic development projects requiring extensive reporting and file management; and
- Sub-recipients presenting evidence that funds allocated are not being obligated or expended in a timely or appropriate fashion consistent with Federal performance guidelines.

4. Compliance and Monitoring Procedures for DHCD Programs

The Monitoring and Compliance Unit monitors the all programs for Prince George’s County. The purpose of the onsite monitoring visit is to ensure program activities are carried out in compliance with applicable federal laws and DHCD program regulations. Areas reviewed include meeting national objectives, financial management systems, and general program administration. The monitoring unit also reviews compliance with Fair Housing and Equal Employment Opportunity, Section 504 of the Rehabilitation Act/ADA Labor standards, and Section 3 of the Housing and Urban Development Act of 1974.

Program monitoring involves reviewing the scope of services and onsite records to ensure compliance with eligible activities meeting a national objective and program beneficiaries are low and moderate-income. The monitoring team reviews the level of accomplishment, remaining balance of funds and monthly activity reports to ensure the activity is progressing timely. The team reviews onsite project records and interviews staff to determine if the activity is progressing as described in the operating agreement.

Financial monitoring consists of reviewing accounting policies and procedures, systems for internal control and reimbursement requests for allowable costs. Financial monitoring also involves maintaining complete and accurate files on each activity. DHCD staff reviews the recordkeeping systems to determine if each activity is eligible, the program beneficiaries are low and moderate-income and project files support the data provided in the monthly activity reports. When problems are identified in a monitoring report and an action plan is requested to cure the concerns/ and or findings.

The following is the proposed on-site monitoring schedule for FY 2016.

Table 22 – FY 2016 Proposed On-site Monitoring Schedule

Federal Program	Number of Visits	Proposed Month/Year
HOME Development Projects	40	7/1/2015 thru 6/30/2016
HOME CHDOs	1	7/1/2015 thru 6/30/2016
CDBG	5	3/1/2016 thru 6/30/2016
ESG	1	6/1/2016 thru 6/30/2016
HOPWA	2	6/1/2016 thru 6/30/2016

4. Appendices

Appendix A – Goals Methodology

UoM	new rental construction units	rental rehab units			SF rehab units		businesses assisted	jobs created	Public Facilities & Infrastructure/ persons assisted	Public services/ persons assisted	Direct financial assistance to homebuyers/ households assisted	Housing for people with HIV/AIDS added	Homeless prevention	TBRA/rapid-rehousing	
		HOME	HOME	CDBG	CDBG	HOME								CDBG	CDBG
Funding Source	HOME	HOME	CDBG	CDBG	HOME	CDBG	CDBG	CDBG	CDBG	HOME	HOPWA	ESG	HOME	ESG	
2011	60	0	17	56	0	171	96	38403	25346	58	225	336	50	0	
2012	0	511	392	28	0	38	291	67335	10680	189	200	440	0	0	
2013	0	0	30	21	2	0	1	14107	20860	92	173	43	0	15	
2014	0	98	0	56	10*	298	250	27220	10775	40	142	102	0	184	
average	15	152	109	40	10	127	159	36766	16915	94	185	230	12	49	
Total projected FY16-20*	75	1305		250		635	795	183,830	84,575	470	925	1150		305	
source used	Charter for Change														
	CAPER														
	*average x 5														
*HIP/CHDO set aside															

Appendix B: Goals for Affordable Housing Methodology

Rental Assistance	Activity	Proposed HHs	Type of HHs
CDBG	DSS – HPRP Initiative	100	*Non-Homeless
ESG	TBRA	50	*Homeless
HOPWA	TBRA	150	Special Needs
Total		300	

Production of New Units	Activity	Proposed HHs	Type of HHs
HOME	Multi-Family Activity	22	*Non-Homeless
HOME	Multi-Family Activity	17	Special Needs
Total		39	

Rehab of Existing Units	Activity	Proposed HHs	Type of HHs
CDBG	HRAP	3	*Non-Homeless
CDBG	RA – Suitland Model Block & Sustainable Streets	32	*Non-Homeless
Total		35	

Acquisition of Existing	Activity	Proposed HHs	Type of HHs
CDBG	HIP – Single Family Acquisition	4	*Non-Homeless
CDBG	UCAP – Acquisition Rehab	2	
HOME	My HOME	30	*Non-Homeless
Total		36	

*Note: at least 25% for disabled persons

Appendix C: HUD Table 3C– FY 2016 Annual Action Plan Projects

The HUD Table 3C used in the FY 2016 Annual Action Plan is from a former HUD Consolidated Plan requirement. However, the Department of Housing and Community Development will upload each project into the HUD Integrated Disbursement and Information System (IDIS) consistent with the new HUD IDIS format.

APPENDIX C

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction’s Name: Prince George’s County, MD - Dept. of Housing and Community Development

Priority Need

Owner Occupied Housing

Project Title

CDBG - Housing Rehabilitation Assistance Program

Description

The Department of Housing and Community Development will use CDBG funds to provide approximately three (3) income-qualified residents with an affordable rehabilitation loan for the purpose of upgrading the quality of deteriorated dwellings to contemporary minimum property standards, including the elimination of all housing code violations. The majority of the applicants are households with special needs (seniors, disabled, etc.), on a fixed-income, who cannot afford the upkeep of their property. The rehabilitation entails in most cases, roofing, plumbing, electrical, carpentry, window replacements, interior and exterior painting, doors, etc.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct, Suite 306 Largo, MD 20774 / Target Area: Community-wide

Objective Number 5	Project ID
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government Agency	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of housing units rehabilitated	Annual Units 3 - Households
Local ID AH-1-5-41	Units Upon Completion 3 - Households

Funding Sources:

CDBG
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding: Program	132,629
Income
Total	132,629

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Dept. of Housing and Community Development

Priority Need

Owner Occupied Housing

Project Title

CDBG - Housing Rehabilitation Assistance Program Administration

Description

The Department of Housing and Community Development will use CDBG funds to provide administrative oversight of a third party entity administering the Housing Rehabilitation Assistance Program. This Program provides income-qualified residents with an affordable rehabilitation loan for the purpose of upgrading the quality of deteriorated dwellings to contemporary minimum property standards, including the elimination of all housing code violations, and to physically revitalize declining neighborhoods and communities. The Program anticipates reviewing and receiving approximately sixty (60) loan applications for program eligibility and rehabilitating at least twenty-seven (27) housing units, of which three (3) will be funded from CDBG Program Income received in FY 2016, the other twenty-four (24) loans will be funded from the existing program.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct, Suite 306 Largo, MD 20774 / Target Area: Community-wide

Objective Number 5	Project ID
HUD Matrix Code 14H	CDBG Citation 570.202
Type of Recipient Local Government Agency	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of housing units rehabilitated	Annual Units 3 - households
Local ID AH-2-5-41	Units Upon Completion 3 - households

Funding Sources:

CDBG	478,492
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	478,492

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Housing Initiative Partnerships, Inc.

Priority Need

Owners

Project Title

Single Family Acquisition

Description

The Housing Initiative Partnerships, Inc. (HIP) will use CDBG funds to acquire four (4) vacant or distressed properties. HIP will substantially renovate each home and then sell them to first-time homebuyers.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 6525 Belcrest Rd., Ste 555, Hyattsville, MD 20782 / Target Area: Community-wide

Objective Number 6	Project ID
HUD Matrix Code 14G	CDBG Citation 570.202
Type of Recipient Non-Profit Organization	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of housing units acquired & rehabilitated	Annual Units 4 - households
Local ID AH-4-6-41	Units Upon Completion 4 - households

Funding Sources:

CDBG	299,759
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding:
Total	299,759

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Redevelopment Authority of Prince George's County

Priority Need

Owner Occupied Housing

Project Title

Suitland Model Blocks & Sustainable Streets

Description

The Redevelopment Authority of Prince George's County will use CDBG funds to provide an additional thirty-two (32) eligible homeowners with resources to invest in exterior renovations, environmental and stormwater management techniques, code compliance updates, landscaping and curb appeal improvements to their home.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9201 Basil Court, Ste 524, Largo, MD 20774 / Target Area: Suitland

Objective Number 5	Project ID
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government Agency	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of housing units rehabilitated	Annual Units 32 - households
Local ID AH-5-5-41	Units Upon Completion 32 - households

Funding Sources:

CDBG	200,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	200,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Redevelopment Authority of Prince George's County

Priority Need

Owner

Project Title

My HOME Homeownership Assistance Program Operating Support

Description

The Redevelopment Authority of Prince George's County will use CDBG funds for staff and operational support for the County's My HOME Homeownership Assistance Program. Approximately thirty (30) households will be assisted. The My HOME is a HOME-assisted activity.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9201 Basil Court, Ste 524, Largo, MD 20774 / Target Area: Community-wide

Objective Number 6	Project ID
HUD Matrix Code 14J	CDBG Citation 570.202
Type of Recipient Local Government Agency	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of affordable units	Annual Units 30 - households
Local ID AH-6-6-41	Units Upon Completion 30 - households

Funding Sources:

CDBG	313,696
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	313,696

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - UCAP, Inc.

Priority Need

Owner Occupied Housing

Project Title

Acquisition Rehabilitation

Description

United Communities Against Poverty, Inc. (UCAP) will use CDBG funds to acquire, rehabilitate and re-sell two (2) blighted single-family homes in the troubled inner beltway community.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 1400 Doewood Ln., Capitol Heights, MD 20743 / Target Area: Community-wide

Objective Number 5	Project ID
HUD Matrix Code 14G	CDBG Citation 570.202
Type of Recipient Non-Profit Organization	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of housing units acquired & rehabilitated	Annual Units 2 - households
Local ID AH-8-5-41	Units Upon Completion 2 - households

Funding Sources:

CDBG	200,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	200,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - UCAP, Inc.

Priority Need

Owner Occupied Housing

Project Title

Rehabilitation Administration

Description

United Communities Against Poverty, Inc. (UCAP) will use CDBG funds to acquire, rehabilitate and re-sell two (2) blighted single-family homes in the troubled inner beltway community. The CDBG funds will be used for delivery costs associated with the UCAP Acquisition Rehabilitation Program.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 1400 Doewood Ln., Capitol Heights, MD 20743 / Target Area: Community-wide

Objective Number 5	Project ID
HUD Matrix Code 14H	CDBG Citation 570.202
Type of Recipient Non-Profit Organization	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of housing units acquired & rehabilitated	Annual Units 2 - households
Local ID AH-9-5-41	Units Upon Completion 2 - households

Funding Sources:

CDBG	50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - CASA de Maryland, Inc.

Priority Need

Economic Development

Project Title

Langley Park Small Business Development Project

Description

CASA de Maryland, Inc. (CASA) will use CDBG funds to support the Langley Park Small Business Development Project. This project is aimed at increasing the capacity of twenty-four (24) Langley Park small and micro-business owners to successfully operate their businesses. CASA will conduct individual needs assessments and counseling sessions, along with group workshops on business development topics. CASA will also assist Langley Park Business Association in developing a "Buy Local" marketing plan.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 8151 15th Ave, Langley Park, MD 20783 / Target Area: Langley Park

Objective Number 4	Project ID
HUD Matrix Code 18B	CDBG Citation 570.203(b)
Type of Recipient Non-Profit Organization	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of jobs created/retained and no of businesses assisted	Annual Units 24 Jobs
Local ID ED-1-4-41	Units Upon Completion 24 Jobs

Funding Sources:

CDBG	50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - Hyattsville Community Development Corp.

Priority Need

Economic Development

Project Title

Hyattsville CDC Economic Development & Organization Capacity Building Program

Description

The Hyattsville Community Development Corporation (CDC) will use CDBG funds to support the core economic development programming through which rundown commercial properties are converted to vibrant new businesses that create jobs for LMI individuals. The program's goal is to assist fifty (50) businesses and create and/or retain seventy (70) jobs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 4312 Hamilton St., Hyattsville, MD 20781 / Target Area: Hyattsville

Objective Number 4	Project ID
HUD Matrix Code 19C	CDBG Citation 570.201(p)
Type of Recipient Non-Profit Organization	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of businesses assisted and no of jobs created/retained	Annual Units 70 Jobs
Local ID ED-3-4-41	Units Upon Completion 70 Jobs

Funding Sources:

CDBG	100,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	100,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - Hyattsville Community Development Corp.

Priority Need

Economic Development

Project Title

Phase Three of the Commercial Facade Improvement Program: Three Brothers Shopping Center

Description

The Hyattsville Community Development Corporation (CDC) will use CDBG funds to support the ongoing facade improvement of the Three Brothers Shopping Center in Bladensburg, Maryland. Approximately six (6) businesses will be assisted and seventy (70) jobs created and/or retained.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 4312 Hamilton St., Hyattsville, MD 20781 / Target Area: Hyattsville

Objective Number 4	Project ID
HUD Matrix Code 14E	CDBG Citation 570.202
Type of Recipient Non-Profit Organization	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of businesses assisted and no of jobs created/retained	Annual Units 70 Jobs
Local ID ED-4-4-41	Units Upon Completion 70 Jobs

Funding Sources:

CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	100,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - City of New Carrollton

Priority Need

Economic Development

Project Title

New Carrollton Transportation Hub: Economic Development and Job Growth Project

Description

The City of New Carrollton will use CDBG funds for commercial/industrial improvements to help transform the New Carrollton Annapolis Road Corridor. Approximately two (2) jobs will be created and/or retained and one-hundred seventeen (117) businesses assisted.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 6016 Princess Garden Parkway, New Carrollton, MD 20784 / Target Area: New Carrollton

Objective Number 4	Project ID
HUD Matrix Code 17D	CDBG Citation 570.203(a)
Type of Recipient Municipality	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of businesses assisted and no. of jobs created and/or retained	Annual Units 2 Jobs
Local ID ED-5-4-41	Units Upon Completion 2 Jobs

Funding Sources:

CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	100,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - Town of North Brentwood

Priority Need

Economic Development

Project Title

Rehabilitation and Redevelopment of 4510 and 4516 41st Ave

Description

The Town of North Brentwood will use CDBG funds for rehabilitation and redevelopment of the combined properties of 4510 and 4516 41st Avenue. Approximately one (1) business will be assisted and three (3) jobs created and/or retained.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 4009 Wallace Road, North Brentwood, MD 20722 / Target Area: North Brentwood

Objective Number 4	Project ID
HUD Matrix Code 14E	CDBG Citation 570.202
Type of Recipient Municipality	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date mm/dd/yyyy) 06/30/16
Performance Indicator No. of businesses assisted and no. of jobs created and/or retained	Annual Units 3 Jobs
Local ID ED-6-4-41	Units Upon Completion 3 Jobs

Funding Sources:

CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	100,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - Reid CDC

Priority Need

Economic Development

Project Title

Community Business Entrepreneurial/Incubator Project

Description

Reid Community Development Corporation (CDC) will use CDBG funds to assist thirty (30) prospective new and existing businesses in creating or expanding their capacity to provide job opportunities for communities Countywide. Reid will assist with establishing entrepreneurship and business development programs. Approximately six (6) jobs will be created and/or retained.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 12150 Annapolis Rd., Suite 314, Glenn Dale, MD 20769 / Target Area: Community-wide

Objective Number 4	Project ID
HUD Matrix Code 18C	CDBG Citation 570.201(o)
Type of Recipient Non-Profit Organization	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of businesses assisted and no. of jobs created and/or retained.	Annual Units 6 Jobs
Local ID ED-9-4-41	Units Upon Completion 6 Jobs

Funding Sources:

CDBG	50,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, Maryland - The Training Source, Inc.

Priority Need

Economic Development

Project Title

Staffing & Retention Technical Assistance for Employers

Description

The Training Source, Inc. will use CDBG funds to provide technical assistance, management, and employee development training to assist small businesses with low to moderate-income employee needs to effectively recruit, orient, train, develop, evaluate, and promote staff, resulting in the creation and/or retention of seventy (70) jobs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 59 Yost Place, Seat Pleasant, MD 20743 / Target Area: Seat Pleasant

Objective Number 4	Project ID
HUD Matrix Code 18B	CDBG Citation 570.203(b)
Type of Recipient Non-Profit Organization	CDBG National Objective LMJ
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of businesses assisted and no. of jobs created and/or retained	Annual Units 70 Jobs
Local ID ED-12-4-41	Units Upon Completion 70 Jobs

Funding Sources:

CDBG	80,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	80,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Dept. of Housing and Community Development

Priority Need

Planning and Administration

Project Title

CDBG Administration

Description

The Department of Housing and Community Development administers the CDBG program (including oversight, monitoring, compliance and technical assistance). The Division coordinates and prepares the County's 5-year Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports as required by HUD to receive Federal funds. The CDBG funds are used for reasonable administrative and planning costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency Location: 9200 Basil Ct., Suite 306, Largo, MD 20774 /Target Area: Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date(mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID PA-CDBG-1-41	Units Upon Completion N/A

Funding Sources:

CDBG	618,591
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	618,591

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Human Services Coalition of Prince George's County

Priority Need
Planning

Project Title
Non-profit Capacity Building Strengthening the Sector Initiative

Description
The Human Services Coalition of Prince George's County will use CDBG funds to provide capacity building services for over one-hundred twenty-five (125) County nonprofits that serve low-income or disadvantaged families and individuals, through ideas and information luncheons, training workshops and affinity groups.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency Location: 8181 Professional Pl., Ste 210, Landover, MD 20785 /Target Area: Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21C	CDBG Citation 570.206
Type of Recipient Non-Profit Organization	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of Organizations Assisted	Annual Units 125 - Organizations
Local ID PA-NA-2-41	Units Upon Completion 125 - Organizations

Funding Sources:

CDBG	75,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding:
Total	75,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - The Neighborhood Design Center, Inc.

Priority Need

Planning

Project Title

Community Design and Planning Assistance

Description

The Neighborhood Design Center (NDC) will use CDBG funds to help strengthen community revitalization efforts by providing planning and design assistance to thirty-two (32) projects located in the older established communities of the County. NDC staff will recruit at least twenty-five (25) volunteer design professionals to provide \$60,000 in pro-bono project planning and design (professional services CDBG eligible groups could not otherwise afford). NDC also reaches out and engages over 150 community members to be directly involved in planning and organizing these physical revitalization projects.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency Location: 6103 Baltimore Ave., #102, Riverdale Park, MD 20737 / Target Area: Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 20	CDBG Citation 570.206
Type of Recipient Non-Profit Organization	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. of Organizations Assisted	Annual Units 32 - Organizations
Local ID PA-NA-3-41	Units Upon Completion 32 - Organizations

Funding Sources:

CDBG	105,817
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding:	
Total	105,817

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Community Outreach & Development (CDC)

Priority Need

Public Facilities and Infrastructure

Project Title

Labor of Love Learning Center, Phase II

Description

Community Outreach and Development (CDC) will use CDBG funds to assist with the final stages of renovation of the Labor of Love Learning Center (LLC) in Capitol Heights. The project includes: HVAC, flooring, and classroom equipment. Approximately one-hundred (100) individuals will benefit from this project. LLC provides public services to infants, toddlers, and before-and after-school children.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 4719 Marlboro Pike, Capitol Heights, MD 20743 / Target Area: Capitol Heights

Objective Number 7	Project ID
HUD Matrix Code 03M	CDBG Citation 570.201(c)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 100 People
Local ID PF-4-7-41	Units Upon Completion 100 People

Funding Sources:

CDBG	50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Compass, Inc.

Priority Need

Public Facilities and Infrastructure

Project Title

Residential Facility Modifications and Rehabilitations for Health, Safety, Code Compliance, and Improved Accessibility for Individuals with Disabilities

Description

Compass, Inc. will use CDBG funds to remodel bathrooms for accessibility, reinforce bathroom walls for proper and safe installation of grab bars and easier access to showers for individuals with limited mobility. The Agency will also use funds to install a sprinkler system in a group home for individuals with mobility impairments for fire safety, and install permanent ramps for accessible egress and replace cracked patio slab to remove trip and slip hazards. Approximately eighteen (18) individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 12400 Kiln Court, Suite A, Beltsville, MD 20705 / Target Area: Community-wide

Objective Number 7	Project ID
HUD Matrix Code 03	CDBG Citation 570.201(c)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 18 People
Local ID PF-5-7-41	Units Upon Completion 18 People

Funding Sources:

CDBG	36,207
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	36,207

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Town of Cottage City

Priority Need

Public Facilities and Infrastructure

Project Title

Sidewalks and Walkway Repair

Description

The Town of Cottage City will use CDBG funds to repair and renovate sidewalks that are buckled, lifted, cracked and broken in the Cottage City area. Approximately 1,105 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 3820 40th Ave., Cottage City, MD 20722 / Target Area: CT: 8044.00 BG: 2

Objective Number 7	Project ID
HUD Matrix Code 03L	CDBG Citation 570.201(c)
Type of Recipient Municipality	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 1,105 People
Local ID PF-6-7-41	Units Upon Completion 1,105 People

Funding Sources:

CDBG	50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Greater Baden Medical Services, Inc.

Priority Need

Public Facilities and Infrastructure

Project Title

Oxon Hill Relocation and Expansion

Description

Greater Baden Medical Services will use CDBG funds to build-out a new medical office space in Oxon Hill to increase medical services for approximately 3,000 low and moderate-income individuals.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 7450 Albert Rd., Brandywine, MD 20613 / Target Area: Oxon Hill

Objective Number 7	Project ID
HUD Matrix Code 03P	CDBG Citation 570.201(c)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 3,000 People
Local ID PF-7-7-41	Units Upon Completion 3,000 People

Funding Sources:

CDBG	141,915
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	141,915

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - City of Greenbelt

Priority Need

Public Facilities and Infrastructure

Project Title

Springhill Drive Street Improvements

Description

The City of Greenbelt will use CDBG funds for reconstruction of a portion of Springhill Drive from Edmonston Road to Springhill Lane. This project will include curb and gutter repair/replacement, base repair, milling, resurfacing, sidewalk and driveway apron replacement, handicapped access ramps, concrete bus pads, landscape improvements, tree trimming and traffic calming. Approximately 6,640 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 25 Crescent Rd., Greenbelt, MD 20770 / Target Area: CT: 8067.13 BG: 1,2 CT: 8067.14 BG: 1,2

Objective Number 7	Project ID
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient Municipality	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 6,640 People
Local ID PF-8-7-41	Units Upon Completion 6,640 People

Funding Sources:

CDBG	75,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	75,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name; Prince George's County, MD - City of Mount Rainier

Priority Need

Public Facilities and Infrastructure

Project Title

Mount Rainier Street Improvement & Neighborhood Revitalization Program

Description

The City of Mt. Rainier will use CDBG funds for street improvements, art, landscaping, bus shelters, signage, and lighting to improve the beautification of the City. Approximately 1,105 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: One Municipal Pl., Mt. Rainier, MD 20712 / Target Area: CT: 8044.00 BG: 2

Objective Number 7	Project ID
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient Municipality	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 1,105 People
Local ID PF-9-7-41	Units Upon Completion 1,105 People

Funding Sources:

CDBG	139,965
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	139,965

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Redevelopment of Prince George's County

Priority Need

Public Facilities and Infrastructure

Project Title

Langley Park Infrastructure Improvements

Description

Redevelopment of Prince George's County will use CDBG funds on behalf of Department of Public Works and Transportation to support construction of streetscape improvements along Langley Way, 14th Avenue, and 15th Avenue. Approximately 4,955 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

**Agency: Redevelopment Authority of Prince George's County, MD 20774 / Target Area: CT: 8056.02
 BG: 1,2**

Objective Number 7	Project ID
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient Local Government Agency	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 4,955 People
Local ID PF-10-7-41	Units Upon Completion 4,955 People

Funding Sources:

CDBG	40,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	40,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - The Tabernacle of Laurel, MD, Inc.

Priority Need

Public Facilities and Infrastructure

Project Title

The City of Refuge Rehabilitation Project

Description

The Tabernacle of Laurel, MD, Inc. will use CDBG funds to repair the facility overhang of the gymnasium roof, connecting hallway, and roof of adjacent meeting room. The Agency serves disadvantaged and low-income community residents. Approximately 165 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 11601 South Laurel Dr., Laurel, MD 20708 / Target Area: Laurel

Objective Number 7	Project ID
HUD Matrix Code 03	CDBG Citation 570.201(c)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 165 People
Local ID PF-12-7-41	Units Upon Completion 165 People

Funding Sources:

CDBG	34,100
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	34,100

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - The Arc of Prince George's County

Priority Need

Public Facilities and Infrastructure

Project Title

Residential Facility Modifications and Rehabilitations for Health, Safety, Code Compliance, and Improved Accessibility for Individuals with Special Needs

Description

The Arc of Prince George's County will use CDBG funds to rehabilitate four (4) residential homes located in Lanham, Laurel, Clinton, and Temple Hills to become adequate living environments for seventeen (17) individuals with disabilities.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 1401 McCormick Dr., Largo, MD 20774 / Target Areas: Lanham, Laurel, Clinton, Temple Hills

Objective Number 7	Project ID
HUD Matrix Code 03	CDBG Citation 570.201(c)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 4 - Facilities / 17 People
Local ID PF-13-7-41	Units Upon Completion 4 - Facilities / 17 People

Funding Sources:

CDBG	72,558
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	72,558

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - The Ivy Community Charities of Prince George's County, Inc.

Priority Need

Public Facilities and Infrastructure

Project Title

The Ivy Youth and Family Center Renovation and Improvement Project - Phase III

Description

The Ivy Community Charities of Prince George's County, Inc. will use CDBG funds to continue renovation and improvement efforts at the Ivy Youth and Family Center to provide a safe environment for approximately 150 youth and their families. The Agency provides educational, cultural, health and other resources to at-risk students.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 6118 Walton Ave., Suitland, MD 20746 / Target Area: Suitland

Objective Number 7	Project ID
HUD Matrix Code 03	CDBG Citation 570.201(c)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/ New Access No. w/Improved Access	Annual Units 150 People
Local ID PF-14-7-41	Units Upon Completion 150 People

Funding Sources:

CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	100,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Baltimore Neighborhoods, Inc. (BNI)

Priority Need
Public Services

Project Title
Tenant-Landlord Program

Description
The Baltimore Neighborhoods, Inc. (BNI) will use CDBG funds to provide a tenant landlord hotline, and community outreach to over 2,500 households. The program documents Fair Housing inquiries and complaints for review to BNI's program.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 2530 North Charles St., Ste 200, Baltimore, MD 21218 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05K	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 2,500 People
Local ID PS-1-3-41	Units Upon Completion 2,500 People

Funding Sources:

CDBG	24,663
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	24,663

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - CASA de Maryland, Inc.

Priority Need
Public Services

Project Title
Workforce Development Program at Prince George's Welcome Center

Description
CASA de Maryland, Inc. will use CDBG funds to support its Workforce Development Program. The program provides employment-related programming with social, legal, and financial literacy services to approximately 500 low-income residents.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 8151 15th Ave., Hyattsville, MD 20783 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 500 Individuals
Local ID PS-2-3-41	Units Upon Completion 500 Individuals

Funding Sources:

CDBG	29,595
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - CASA de Maryland, Inc.

Priority Need
Public Services

Project Title
SOMOS Langley Park

Description
CASA de Maryland, Inc. will use CDBG funds to support SOMOS Langley Park. SOMOS Langley Park provides interrelated community needs, including access to high quality education, safe and stable homes, family financial stability through employment paying a living wage, and access to services that promote healthy lifestyles. Approximately 13,500 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 8151 15th Ave., Hyattsville, MD 20783 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 13,500 Individuals
Local ID PS-3-3-41	Units Upon Completion 13,500 Individuals

Funding Sources:

CDBG	24,663
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	24,663

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Catholic Charities of the Archdiocese of Washington, Inc. - McCarrick Center Medical Clinic

Priority Need
Public Services

Project Title
Primary Health Care for Low-Income, Uninsured Adults and Children

Description
Catholic Charities of the Archdiocese of Washington, Inc. will use CDBG funds to improve and expand public health care services to approximately 528 low-income residents of Prince George's County. Services include: primary care, sub-acute ambulatory care, health education, and chronic disease management. The project will enable uninsured, low-income members of the Latino and immigrant community to access essential and comprehensive primary care and public health services.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 12247 Georgia Ave., Silver Spring, MD 20902 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05M	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 528 Individuals
Local ID PS-4-3-41	Units Upon Completion 528 Individuals

Funding Sources:	
CDBG	24,663
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	24,663

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Community Builders LTD

Priority Need
Public Services

Project Title
Summer Learning Enrichment Program

Description
Community Builders LTD will use CDBG funds to provide a free summer educational enrichment program to approximately seventy (70) low and moderate-income youth ages 7-12 in Hillcrest Heights.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 1220 Swan Harbour Circle, Ft. Washington, MD 20744 / Target Area: District Heights

Objective Number 3	Project ID
HUD Matrix Code 05D	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 70 Individuals
Local ID PS-5-3-41	Units Upon Completion 70 Individuals

Funding Sources:

CDBG	22,163
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	22,163

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Community Builders LTD

Priority Need
Public Services

Project Title
Gang and Violence Prevention for At-Risk Youth

Description
Community Builders LTD will use CDBG funds to conduct intervention with middle school youth along with tutoring for community youth in the Hillcrest Heights and Marlow Heights area. Approximately eighty (80) individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 1220 Swan Harbour Circle, Ft. Washington, MD 20744 / Target Area: District Heights

Objective Number 3	Project ID
HUD Matrix Code 05D	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 80 Individuals
Local ID PS-6-3-41	Units Upon Completion 80 Individuals

Funding Sources:	
CDBG	22,163
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	22,163

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Court Appointed Special Advocate/Prince George's County, Inc.

Priority Need
Public Services

Project Title
Improving Outcomes for Transitioning Youth

Description
The Court Appointed Special Advocate (CASA)/Prince George's County, Inc. will use CDBG funds to assist one-hundred (100) Prince George's County foster care youth who are at risk of becoming homeless when they emancipate, by ensuring they have actionable Transition Plans to obtain affordable housing. CASA will provide volunteer advocates with specialized case support and training.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6811 Kenilworth Ave., Suite 402, Riverdale, MD 20737 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05N	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date mm/dd/yyyy 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 100 Youth
Local ID PS-10-3-41	Units Upon Completion 100 Youth

Funding Sources:

CDBG	29,595
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DanceMakers, Inc.

Priority Need
Public Services

Project Title
One Step Forward: Expanding After School Enrichment Services

Description
DanceMakers, Inc. will use CDBG funds to support the One Step Forward (OSF) Program. This Program helps youth improve academic performance, standardized test performance, personal character, self-esteem and physical fitness. Approximately seventy-five (75) individuals will be assisted.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 9901 Business Parkway, Suite L, Lanham, MD 20706 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 75 People
Local ID PS-11-3-41	Units Upon Completion 75 People

Funding Sources:

CDBG	20,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	20,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: End Time Harvest Ministries, Inc.

Priority Need
Public Services

Project Title
Pathways to Career Success Program

Description
End Time Harvest Ministries, Inc. will use CDBG funds to support the Pathways to Career Success Program. This Program is designed to improve academic performance, and health and economic sufficiency for 9th - 12th graders at Bladensburg High School. Approximately one-hundred (100) individuals will be assisted.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 5808 Harland St., New Carrollton, MD 20784 / Target Area: Bladensburg

Objective Number 3	Project ID
HUD Matrix Code 05D	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date mm/dd/yyyy 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 100 Youth
Local ID PS-14-3-41	Units Upon Completion 100 Youth

Funding Sources:

CDBG	39,460
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	39,460

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - First Generation College Bound, Inc.

Priority Need
Public Services

Project Title
First Generation College Bound, Inc.

Description
The First Generation College Bound, Inc. Program will use CDBG funds to provide: 1) homework clubs for students grades 1-12; 2) pre-college access services for 8th graders; 3) college access services to 12th graders, and 4) college retention services for participating students who gain admission and matriculate to post secondary education. Approximately 600 students will benefit from this program.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 8101 Sandy Spring Rd., Suite 230, Laurel, MD 20707 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 600 People
Local ID PS-15-3-41	Units Upon Completion 600 People

Funding Sources:

CDBG	50,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Greater Washington Urban League

Priority Need
Public Services

Project Title
Housing Counseling

Description
The Greater Washington Urban League will use CDBG funds to continue its' housing counseling services provided in Prince George's County. The program will provide pre-occupancy and mortgage default services to one-hundred (100) low and moderate income residents. Residents will also receive assistance in matters concerning predatory lending and fair housing.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 5012 Rhode Island Ave., Ste 103, Hyattsville, MD 20781 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 100 People
Local ID PS-18-3-41	Units Upon Completion 100 People

Funding Sources:

CDBG	29,595
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Housing Initiative Partnership, Inc. (HIP)

Priority Need
Public Services

Project Title
Foreclosure Prevention and Financial Coaching Program

Description
HIP Services, Inc. will use CDBG funds to help approximately 400 struggling Prince George's County homeowners to secure affordable mortgage payments and to achieve financial health required to maintain those new payments.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6525 Belcrest Rd., Ste 555, Hyattsville, MD 20782 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 400 People
Local ID PS-19-3-41	Units Upon Completion 400 People

Funding Sources:

CDBG	29,595
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Housing Options & Planning Enterprise, Inc.

Priority Need
Public Services

Project Title
Keeping the Homeowners in their Homes: The H.O.P.E. Home Keepers Plan

Description
Housing Options and Planning Enterprise, Inc. (HOPE) will use CDBG funds to assist approximately 250 persons at risk of becoming homeless to obtain affordable housing. Services include: foreclosure intervention, financial literacy, and mediation.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6188 Oxon Hill Rd., Ste. 700, Oxon Hill, MD 20745 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 250 People
Local ID PS-20-3-41	Units Upon Completion 250 People

Funding Sources:

CDBG	29,595
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Housing Options & Planning Enterprise, Inc.

Priority Need
Public Services

Project Title
Economic Development - Employment and Training

Description
Housing Options and Planning Enterprise, Inc. (HOPE) will use CDBG funds to support the Economic Development - Employment and Training Program by providing job readiness and job retention training to approximately twenty-three (23) low and moderate-income residents of Prince George's County and assist approximately forty (40) individuals who are pursuing entrepreneurialship.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6188 Oxon Hill Rd., Ste. 700, Oxon Hill, MD 20745 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05H	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 63 People
Local ID PS-21-3-41	Units Upon Completion 63 People

Funding Sources:

CDBG	19,730
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	19,730

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Korean Community Service Center of Greater Washington

Priority Need
Public Services

Project Title
Asian Minority Outreach and Service (AMOS)

Description
Korean Community Service Center of Greater Washington will use CDBG funds to promote the self-sufficiency and overall well-being of approximately 1,120 Asian Americans through outreach, linkage to affordable health care services, elderly living assistance, and crisis intervention.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6410 Kenilworth Ave., Riverdale, MD 20737 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 1,120 People
Local ID PS-22-3-41	Units Upon Completion 1,120 People

Funding Sources:

CDBG	14,798
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	14,798

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - LARS, Inc.

Priority Need
Public Services

Project Title
LARS-Eviction Prevention and Community Support

Description
Laurel Advocacy and Referral Services, Inc. (LARS) will use CDBG funds to assist approximately 120 individuals and families from Prince George's County who are facing eviction or are in need of first month's rent and security deposit to maintain or secure permanent housing.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 311 Laurel Ave., Laurel, MD 20707 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 120 People
Local ID PS-23-3-41	Units Upon Completion 120 People

Funding Sources:

CDBG	29,595
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Mission of Love Charities

Priority Need
Public Services

Project Title
Workforce Development/Life Skills Program

Description
Mission of Love Charities will use CDBG funds to provide a three-month program that recruits, enrolls, and provides employment training for at least forty (40) unemployed and/or hard-to-place individuals per year.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6180 Old Central Ave, Capitol Heights, MD 20743/ Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05H	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 40 People
Local ID PS-25-3-41	Units Upon Completion 40 People

Funding Sources:

CDBG	18,853
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	18,853

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Prince George's Child Resource Center, Inc.

Priority Need
Public Services

Project Title
Family Literacy Program

Description
Prince George's Child Resource Center, Inc. will use CDBG funds for continuation of the Family Support Centers' Family Literacy Program. This program serves one-hundred twenty (120) families annually by helping parents obtain higher education levels, acquire better-paying jobs, and to actively participate in their children's education.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 9475 Lottsford Rd., Ste. 202, Largo, MD 20774 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 120 People
Local ID PS-26-3-41	Units Upon Completion 120 People

Funding Sources:

CDBG	9,865
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	9,865

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services

Priority Need
Public Services

Project Title
Elder and Vulnerable Adult Abuse - Respite Care and Emergency Placement Services

Description
The Department of Social Services will use CDBG funds to provide short-term comprehensive services to Prince George's County residents who are sixty-two (62) years or older, have a physical and/or mental disability which is permanent or chronic, and are determined to be at-risk of abuse, neglect, or exploitation. Approximately 246 individuals will benefit from this project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05A	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date mm/dd/yyyy 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 246 People
Local ID PS-27-3-41	Units Upon Completion 246 People

Funding Sources:

CDBG	34,444
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	34,444

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services

Priority Need
Public Services

Project Title
Homeless Prevention and Rapid Re-Housing Initiative

Description
The Department of Social Services will use CDBG funds to provide assistance to persons who are homeless or at risk of homelessness. Funds will be used for security deposits, 1st month's rent, rent/mortgage, limited utilities and moving/storage for families at fifty percent (50%) of AMI or below. Approximately one-hundred (100) households will benefit.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05Q	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date mm/dd/yyyy 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 100 People
Local ID PS-28-3-41	Units Upon Completion 100 People

Funding Sources:

CDBG	29,595
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Sowing Empowerment & Economic Dev.

Priority Need
Public Services

Project Title
SEED Education, Counseling & Capability Program

Description
Sowing Empowerment and Economic Development, Inc. (SEED) will use CDBG funds to increase homeownership and foreclosure prevention. The Agency will provide counseling, financial management, wealth building and foreclosure prevention to approximately 600 individuals.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 6201 Riverdale Rd., Ste. 200, Riverdale, MD 20737 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 600 People
Local ID PS-31-3-41	Units Upon Completion 600 People

Funding Sources:

CDBG	29,595
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Take Charge Juvenile Diversion, Inc.

Priority Need
Public Services

Project Title
Crime Awareness, Prevention, and Reduction in TNI Glassmanor/Oxon Hill

Description
Take Charge Juvenile Diversion, Inc. will use CDBG funds to address issues such as: bullying, weapons in school, and anger management raised in the Glassmanor/Oxon Hill area.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 7610 Pennsylvania Ave., Forestville, MD 20747 / Target Area: Glassmanor/Oxon Hill

Objective Number 3	Project ID
HUD Matrix Code 05I	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 2,500 People
Local ID PS-33-3-41	Units Upon Completion 2,500 People

Funding Sources:

CDBG	29,594
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	29,594

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Top Banana Home Delivered Groceries, Inc.

Priority Need
Public Services

Project Title
Grocery Shopping with Home Delivery for Elderly and Disabled

Description
Top Banana Home Delivered Groceries, Inc. will use CDBG funds to address basic needs of the County's elderly, disabled, chronically ill, and convalescing residents by providing supportive grocery shopping and home delivery to vulnerable people who lack the strength, stamina and mobility to grocery shop for themselves. Approximately one-hundred ten (110) low to moderate-income elderly/disabled will be served.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 14100 Brandywine Rd., Brandywine, MD 20613 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05A	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 110 People
Local ID PS-35-3-41	Units Upon Completion 110 People

Funding Sources:

CDBG	24,662
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	24,662

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - United Communities Against Poverty, Inc.

Priority Need
Public Services

Project Title
Housing Counseling

Description
United Communities Against Poverty, Inc. will use CDBG funds to provide counseling to 150 first-time homebuyers , and homeowners facing foreclosure or who have delinquent mortgages, as well as post-purchase counseling, and basic and intermediate financial literacy to approximately 400 individuals.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 1400 Doewood Lane, Capitol Heights, MD 20743 / Target Area: Community-wide

Objective Number 3	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Non-Profit Organization	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator No. w/New Access No. w/Improved Access	Annual Units 400 People
Local ID PS-38-3-41	Units Upon Completion 400 People

Funding Sources:

CDBG	29,595
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	29,595

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

HOME Program Income

Description

The Department of Housing and Community Development (DHCD) will use HOME Program Income for new construction or rehabilitation of affordable and/or workforce housing opportunities. Up to ten percent (10%) of program income received into its local account will be used for administrative purposes.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / Target Area: Community-wide

Objective Number 1, 2, 5, 6	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID AH-1-PI-24	Units Upon Completion N/A

Funding Sources:	
CDBG	
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding: HOME Program Income	556,735
Total	556,735

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

Homebuyer Activities

Description

The Department of Housing and Community Development (DHCD) administer the My HOME,Program. In FY 2016, the Department plans to use HOME funds for approximately thirty (30) low-income households through these Programs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Suite 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number 6	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator Number of Homebuyers Assisted	Annual Units 30
Local ID AH-2-6-24	Units Upon Completion 30

Funding Sources:	
CDBG	
ESG	
HOME	327,975
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	327,975

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need
Rental Housing

Project Title
Multi-Family Rental Housing Construction and Rehabilitation Program

Description
HOME funds will be used as gap financing to enhance the financial feasibility of multi-family projects funded with local or state issued tax-exempt bond financing, federal low income housing tax credits, and private financing. Applications are accepted on a "rolling" basis.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number 1,2	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator Number of Rental Units Constructed or Rehabilitated	Annual Units 11
Local ID AH-3-1-2-24	Units Upon Completion 11

Funding Sources:	
CDBG	
ESG	
HOME	327,974
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	327,974

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

CHDO Set-Aside Activities

Description

The County sets aside a minimum of 15 percent (15%) of the HOME allocation for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of the housing. Eligible activities include technical assistance, acquisition, rehabilitation, and new construction of rental housing; acquisition, rehabilitation, and new construction of homeowner properties, and direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by CHDO.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct.,Ste. 306, Largo, MD 20774 / Target Area: Community-wide

Objective Number 1,2,5,6	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient CHDO Organization	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator Rental Units Constructed or Rehabilitated, Homeowner Housing Rehabilitated, Homebuyers Assisted	Annual Units 2
Local ID AH-4-1-2-5-6-24	Units Upon Completion 2

CDBG	
ESG	
HOME	136,656
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	136,656

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

CHDO Operating Assistance

Description

Five percent (5%) of the HOME allocation provides general operating assistance to CHDOs receiving set-aside funds.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21I	CDBG Citation N/A
Type of Recipient CHDO Organization	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID AH-5-1-2-5-6-24	Units Upon Completion N/A

Funding Sources:	
CDBG	
ESG	
HOME	27,331
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	27,331

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

HOME Administration

Description

The County uses 10 percent (10%) of the HOME allocation for reasonable administrative and planning costs. In addition, ten percent (10%) of all program income is deposited into the HOME account during the program year and is used for administrative and planning costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21H	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID PA-HOME-6-24	Units Upon Completion N/A

Funding Sources:	
CDBG	
ESG	
HOME	91,104
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding:	
Total	91,104

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Emergency Shelter

Project Title

Shelters Operation - FY 16

Description The County operates a 24/7/365 hotline for calls related to homelessness and five (5) emergency shelter projects serving individuals and families that are literally homeless: 1) 100 bed shelter for single women and women with children (boys age 11 & under); 2) 24 bed shelter for single men; 3) 38 bed shelter for parents with children that include boys over age 11, childless couples, and intact families; 4) 10 beds for unaccompanied homeless youth and young adults (*under development*); and 5) 50 bed hypothermia shelter for individuals and families. Each resident is provided with basic shelter amenities as well as employment, case management, health care, and housing placement assistance. Approximately 5,000 unique callers will be triaged through the hotline and 1,000 will benefit from the shelter programs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code 03T	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons in Overnight Shelter No. of Beds Created	Annual Units 1,000 individuals
Local ID HP-1-8-28	Units Upon Completion 1,000 individuals

Funding Sources:

CDBG
ESG	91,730
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	91,730

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Emergency Shelter

Project Title

Essential Services - FY 16

Description The County operates a 24/7/365 hotline for calls related to homelessness and five (5) emergency shelter projects serving individuals and families that are literally homeless: 1) 100 bed shelter for single women and women with children (boys age 11 & under); 2) 24 bed shelter for single men; 3) 38 bed shelter for parents with children that include boys over age 11, childless couples, and intact families; 4) 10 beds for unaccompanied homeless youth and young adults (*under development*); and 5) 50 bed hypothermia shelter for individuals and families. Each resident is provided with basic shelter amenities as well as employment, case management, health care, and housing placement assistance. Approximately 5, 000 unique callers will be triaged through the hotline and 1,000 will benefit from the shelter programs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code 05	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date mm/dd/yyyy 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons in Overnight Shelter	Annual Units See Project ID HP-1-8-28
No. of Beds Created	
Local ID HP-2-8-28	Units Upon Completion See Project ID HP-1-8-28

Funding Sources:

CDBG
ESG	151,261
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	308,615
Total	459,876

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Street Outreach

Project Title

Street Outreach - Essential Services - FY 16

Description

The Department of Social Services will use ESG funds to develop a formal street outreach system to consistently and frequently engage with the street homeless in an effort to develop the relationship and trust are critical to getting individuals to accept shelter and permanently end their pattern of homelessness. This team is responsible for creation and maintenance of the County's registry of all chronically homeless persons, and utilizes a Vulnerability Index that prioritizes them for permanent housing and other needed services.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons in Overnight Shelter	Annual Units
No. of Beds Created	
Local ID HP-3-8-28	Units Upon Completion

Funding Sources:

CDBG
ESG	10,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	10,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need
HMIS

Project Title
Homeless Management Information System (HMIS) - FY 16

Description
The Department of Social Services is the County's Homeless Management Information System (HMIS) Lead Agency and is responsible for hosting and maintaining all HMIS data, ensuring data quality, reporting, training, technical user support, custom report design, and other HMIS data activities.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons in Overnight Shelter	Annual Units N/A
No. of Beds Created	
Local ID HP-4-8-28	Units Upon Completion N/A

Funding Sources:

CDBG
ESG	13,962
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	45,581
Total	59,543

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction’s Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Rapid Re-Housing

Project Title

RRH - Housing Relocation and Stabilization Services – FY 16

Description Supportive services are provided to homeless persons to help them obtain and maintain housing, including but not limited to outreach and engagement, case management, housing search and placement, and follow-up.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator N/A	Annual Units See Project ID HP-6-8-28
Local ID HP-5-8-28	Units Upon Completion See Project ID HP-6-8-28

Funding Sources:

CDBG
ESG	15,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	25,000
Total	40,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Rapid Re-Housing

Project Title

RRH - Tenant-Based Rental Assistance - FY 16

Description

Provision of financial assistance to homeless individuals and families to secure and maintain stable housing, including, but not limited to payment of security deposits and first month's rent. Approximately twenty-five (25) households will be assisted.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons in Overnight Shelter No. of Beds Created	Annual Units 25 households
Local ID HP-6-8-28	Units Upon Completion 25 households

Funding Sources:

CDBG
ESG	50,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	50,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Homelessness Prevention

Project Title

HP - Housing Relocation and Stabilization Services - FY 16

Description

Supportive services are provided to persons at imminent risk of homelessness to help them maintain stable housing, including but not limited to outreach and engagement, case management, and follow-up.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator	Annual Units See Project ID HP-8-8-28
Local ID HP-7-8-28	Units Upon Completion See Project ID HP-8-8-28

Funding Sources:

CDBG
ESG	10,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding	10,000
Total	20,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Homelessness Prevention

Project Title

HP - Tenant-Based Rental Assistance - FY 16

Description

Provision of financial assistance to individuals and families at imminent risk of homelessness to preserve and maintain stable housing, including, but not limited to payment of rental arrearages and ongoing rental support. Approximately twenty-five (25) households will be assisted.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date mm/dd/yyyy 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons diverted from entering the shelter system	Annual Units 25 households
Local ID HP-8-8-28	Units Upon Completion 25 households

Funding Sources:

CDBG
ESG	20,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	20,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Homelessness Prevention

Project Title

HP - Tenant-Based Rental Assistance - FY 16

Description

Provision of financial assistance to individuals and families at imminent risk of homelessness to preserve and maintain stable housing, including, but not limited to payment of rental arrearages and ongoing rental support. Approximately twenty-five (25) households will be assisted.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date mm/dd/yyyy 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator No. of Persons diverted from entering the shelter system	Annual Units 25 households
Local ID HP-8-8-28	Units Upon Completion 25 households

Funding Sources:

CDBG
ESG	20,000
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	20,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - Department of Social Services (DSS)

Priority Need

Homelessness Prevention

Project Title

HP - Tenant-Based Rental Assistance - FY 16

Description

The Department of Social Services uses 7.5% of the ESG funds for administrative costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd., Landover, MD 20785 / Target Area: Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective N/A
Start Date mm/dd/yyyy 07/01/15	Completion Date (mm/dd/yyyy) 06/30/17
Performance Indicator N/A	Annual Units N/A
Local ID PA-ESG-9-28	Units Upon Completion N/A

Funding Sources:

CDBG
ESG	27,243
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	27,243

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2012 Legislative Session

Bill No. CB-112-2012

Chapter No. 94

Proposed and Presented by Council Member Franklin

Introduced by Council Member Franklin

Co-Sponsors _____

Date of Introduction October 23, 2012

BILL

1 AN ACT concerning

2 Five-Year Consolidated Housing and Community Development Plan

3 For the purpose of amending the provisions of the County's Five-Year Consolidated Housing
4 and Community Development and Annual Action Plans by adding requirements under Section 3
5 of the Housing and Urban Development Act of 1968, as amended; and generally relating to
6 housing and community development in the County.

7 BY repealing and reenacting:

8 SUBTITLE 15A. CONSOLIDATED HOUSING

9 AND COMMUNITY DEVELOPMENT PLAN.

10 Sections 15A-103, 15A-104, 15A-105 and 15A-106

11 The Prince George's County Code

12 (2007 Edition, 2010 Supplement).

13 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
14 Maryland, that Section 15A-103, 15A-104, 15A-105 and 15A-106 of the Prince George's County
15 Code be and the same is hereby repealed and reenacted:

16 **SUBTITLE 15A. CONSOLIDATED HOUSING**

17 **AND COMMUNITY DEVELOPMENT PLAN.**

18 * * * * *

1 **Sec. 15A-103. Five-Year Consolidated Housing and Community Development Plan, [and]**
 2 **Annual Action Plan and Section 3 Action Plan.**

3 (a) Pursuant to applicable Federal regulations the County Executive shall prepare on
 4 behalf of Prince George's County and submit to the County Council for approval:

5 (1) A Five-Year Consolidated Housing and Community Development Plan,
 6 commencing in July 1995 and each fifth year thereafter; and

7 (2) An annual Action Plan and Statement of Community Development Objectives
 8 and Projected Use of Funds, which shall constitute the County's Housing and Community
 9 Development Program and activities to address the needs of the homeless, and applications for
 10 securing federal funds under the terms of the Housing and Community Development Act of
 11 1974, as amended, the Cranston-Gonzalez National Affordable Housing Act of 1990, and the
 12 Stewart B. McKinney Homeless Assistance Act of 1988.

13 (3) A Section 3 Action Plan, to implement Section 3 of the Housing and Urban
 14 Development Act of 1968 as amended, (12 U.S.C. 1701u and implementing regulations at 24
 15 CFR 135), which shall establish the strategies and goals to be followed to ensure that the
 16 objectives of Section 3 are met in the use of applicable federal funds in the County, including the
 17 objectives of promoting local economic development, neighborhood economic development,
 18 local hiring and employment, local procurement opportunities and individual self-sufficiency.
 19 The purpose of Section 3 is to ensure that employment and other economic opportunities
 20 generated by certain HUD financial assistance shall, to the greatest extent feasible , and
 21 consistent with existing Federal, State and local laws and regulations, be directed to very low,
 22 low and moderate income persons living in Prince George's County, particularly those who are
 23 (1) recipient of government assistance for housing, and (2) to business concerns which provide
 24 economic opportunities to very low and low income persons. The mission of Section 3 is to
 25 utilize existing federal programs to maximize economic for very low, low and moderate income
 26 persons. A Section 3 Action Plan when properly crafted at the grantee level can help address
 27 unemployment, underemployment, and economic poverty. Section 3 as national policy addresses
 28 issues such as housing affordability, employment status, and individual earnings. Section 3
 29 requirements apply to HUD grantees and applies to all contractors and subcontractors performing
 30 work in connection with projects and activities funded by federal community development
 31 assistance covered by Section 3. The enactment of a Section 3 Action Plan is not a requirement

1 of Section 3 of the Housing and Urban Development Act of 1968, but is a tool to assist
 2 jurisdictions in facilitating its implementation.

3 **Sec. 15A-104. Consolidated Housing and Community Development Plan -- content.**

4 (a) The Five-Year Consolidated Housing and Community Development Plan shall include,
 5 but is not limited to, the following:

6 (1) A comprehensive assessment of housing and community development needs
 7 within appropriate subareas of the County (such as neighborhoods, census tracts, or other
 8 convenient statistical areas), including consideration of such factors as the distribution of
 9 residents with limited incomes (as defined by Federal regulations), over-crowded housing
 10 conditions, and substandard housing units, as well as areas of racial and ethnic concentration;
 11 and

12 (2) A comprehensive strategy for meeting the neighborhood revitalization, housing,
 13 and economic development needs including:

14 (A) A housing and homeless needs assessment that addresses the needs of
 15 households that are of low and moderate income, and homeless households and individuals with
 16 special needs;

17 (B) A housing market analysis that describes the number and type of housing
 18 units available to persons of limited income, as well as the homeless and special needs
 19 populations;

20 (C) Strategic plans for adequate housing, homeless households, persons with
 21 special needs, persons living in public housing;

22 (D) Strategic plans for community development including criteria for
 23 establishing priority needs and rationale for selecting priority projects in the areas of public
 24 facilities improvements, economic development, and public service activities; and

25 (E) The priorities for the use of federal entitlement funds under such programs
 26 as Community Development Block Grant, HOME Investment Partnerships, Emergency
 27 Solutions Grant, Housing Opportunities for Persons with Aids, Neighborhood Stabilization
 28 Grant Program, and HUD Section 108 Loan Guarantee Program.

29 (3) An identification, by name and geographical boundaries, of the areas
 30 recommended for concentrated improvement efforts, together with statements of justification for
 31 each of the areas recommended for improvement;

(4) Legible maps that shall show such information as:

(A) The distribution of low and moderate income households;

(B) Extent and location of households experiencing housing cost burdens;

(C) The location of all [proposed block grant funded] federal community development assistance projects and other federally-funded projects which show a coordinated use of federal funds;

(D) Geographic targeting of federal funds in neighborhood strategy areas.

(b) Beginning in 2015 the Five-Year Consolidated Housing and Community Development Plan shall include a Section 3 Action Plan that addresses policies and procedures for all HUD covered activities such as: (1) programs that may include multiple contracts, contacts with parts of HUD funding of public or residential construction projects; (2) services and professional services activities generated by construction, such as roads, sewers, sidewalks, community centers, etc; and (3) all public housing authority covered activities such as maintenance, development, modernization, and operations.

Sec. 15A-105. Annual Housing and Community Development Action Plan -- content.

(a) The annual Housing and Community Development Action Plan shall be generally consistent with the Strategic Plans contained in the Five-Year Consolidated Housing and Community Development Plan and the Annual Statement of Community Development Objectives and shall include:

(1) A detailed description of recommended housing and community development activities proposed for implementation during the succeeding program year;

(2) The estimated cost of each project proposed in the subject program year, and the total cost to bring the project to completion if it is a multiyear project, together with an identification of the sources of such funds;

(3) The geographical boundaries, locations, and targeting where applicable;

(4) Identification of the agency or combination of agencies responsible for administering and/or implementing the recommended activities;

(5) Identification of priority housing activities and federal resources to address the needs of low and moderate income households, as well as special needs populations;

(6) Identification of priority activities in areas that address underserved housing needs which include, but are not limited to: maintaining adequate housing; removing barriers to

1 adequate housing; evaluating and reducing lead-based paint hazards; reducing the number of
 2 poverty level families; developing institutional structures; enhancing coordination between
 3 public and private housing, and social services agencies; and fostering public housing
 4 improvements and resident initiatives; and

5 (7) Submission of a combined application for use of federal entitlement funds for
 6 programs such as Community Development Block Grant, HOME Investment Partnerships, and
 7 Emergency Shelter Grant, Neighborhood Stabilization Grant Program, and HUD Section 108
 8 Loan Guarantee Program.

9 **Sec. 15A-106. Review and approval of the Five-Year Consolidated Housing and**
 10 **Community Development Plan and Annual Action Plan.**

11 (a) The County Executive shall forward each proposed Five-Year Consolidated Housing
 12 and Community Development Objectives Plan, the Section 3 Action Plan, and each Annual
 13 Action Plan and Statement of Community Development Objectives to the County Council on or
 14 before March 15. Upon receipt, the County Council shall cause to be published, in the county
 15 newspapers of record, notice of one or more public hearings to be held on the proposed
 16 Consolidated Housing and Community Development Plan and each Annual Action and Section 3
 17 Action Plan. After the public hearing(s), the County Council may amend any part of the
 18 Consolidated Housing and Community Development Plan or Annual Action Plan and the Section
 19 3 Action Plan and shall act by resolution on each Consolidated Housing and Community
 20 Development Plan, each Annual Action Plan and the Section 3 Action Plan not later than sixty
 21 (60) calendar days after receipt thereof. Following approval, the County Council shall forward
 22 each approved Consolidated Housing and Community Development Plan and each approved
 23 Annual Action Plan and the Section 3 Action Plan to the County Executive who shall furnish
 24 copies thereof to all agencies of government having responsibility for administering and/or
 25 implementing activities identified therein. In submitting the annual expense budget, capital
 26 budget, and capital program to the County Council for the succeeding fiscal year following the
 27 date of approval of each Annual Action Plan, the County Executive shall state to what extent
 28 said documents implement each approved annual plan and shall identify related budgetary and
 29 capital program items.

1 (b) Upon approval of each five-year plan, each Annual Action Plan and the Section 3
2 Action Plan, the County Executive shall transmit them to the designated federal and state
3 agencies for review and approval together with other necessary documentation and certifications.

4 * * * * *

5 SECTION 3. BE IT FURTHER ENACTED that the provisions of this Act are hereby
6 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,
7 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of
8 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining
9 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this
10 Act, since the same would have been enacted without the incorporation in this Act of any such
11 invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.

12 SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
13 calendar days after it becomes law.

Adopted this 20th day of November, 2012.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Andrea C. Harrison
Chair

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Rushern L. Baker, III
County Executive

KEY:
Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.
Asterisks *** indicate intervening existing Code provisions that remain unchanged

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2014 Legislative Session

Bill No. CB-67-2014

Chapter No. 64

Proposed and Presented by Council Members Franklin, Davis, and Turner

Introduced by Council Members Franklin, Davis, Turner and Harrison

Co-Sponsors _____

Date of Introduction October 7, 2014

BILL

1 AN ACT concerning

2 Local Economic Opportunity

3 For the purpose of enhancing the County’s economic development by expanding the
4 applicability of procurement assistance for County-based minority businesses, County-based
5 businesses, and minority businesses; establishing a “County-located business” certification; and
6 prescribing requirements and assistance for certified County-located businesses.

7 BY repealing and reenacting with amendments:

8 SUBTITLE 10A. PURCHASING.

9 Sections 10A-101, 10A-114, 10A-115, 10A-136, 10A-
10 160, and 10A-164,

11 The Prince George's County Code
12 (2011 Edition; 2013 Supplement).

13 BY adding:

14 SUBTITLE 10A. PURCHASING.

15 Sections 10A-173, 10A-174, and 10A-175,

16 The Prince George's County Code
17 (2011 Edition; 2013 Supplement).

18 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
19 Maryland, that Section 10A-101, 10A-114, 10A-115, 10A-136, 10A-160, and 10A-164 of the
20 Prince George's County Code be and the same are hereby repealed and reenacted with the
21 following amendments:

DIVISION 1. ADMINISTRATIVE PROCEDURES.

Sec. 10A-101. Definitions.

(a) The words defined in this Section shall have the meanings set forth below whenever they appear in this Subtitle unless the context in which they are used clearly requires a different meaning or a different definition is prescribed for a particular provision.

* * * * *

(4.3) Certified County-based minority business enterprise participation means the percentage of total contract dollars paid to County-based businesses certified as minority business enterprises by the Supplier Development and Diversity Division.

(4.4) Certified County-located business participation means the percentage of total contract dollars paid to businesses certified as County-located businesses.

(4.5) Certified minority business enterprise participation means the percentage of total contract dollars paid to businesses certified as minority business enterprises by the Supplier Development and Diversity Division.

(4.6)[(4.3)] Certified sheltered workshop means an agency that is:

- (A) Organized under the laws of the United States or the State of Maryland;
- (B) Certified as a sheltered workshop by the Wage and Hour Division of the United States Department of Labor;
- (C) Accredited by the Division of Vocational Rehabilitation of the Maryland Department of Education;
- (D) Operated in the interest of individuals who have a mental or physical disability, including blindness, that constitutes a substantial handicap to employment and prevents the individual from engaging in normal competitive employment; and
- (E) The net income of which does not inure wholly or partially to the benefit of any shareholder or other non-disabled individual.

* * * * *

(13.2) County-based minority business enterprise means a business that is both:

- (A) a minority business enterprise as certified by the Supplier Development and Diversity Division; and
- (B) a County-based business.

1 (13.3)[(13.2)] **County-based small business** means a business that meets the
 2 requirements of Section 10A-161(b) and whose application for certification as a County-based
 3 small business is approved by the Purchasing Agent.

4 (13.4) **County-located business** means a business, subject to certification by
 5 the Prince George’s County Office of Central Services in accordance with Section 10A-174,
 6 that:

7 (A) has a County Office, but is not a County-based business; and

8 (B) either:

9 (i) has at least five (5) FTE (“full-time equivalent”) employees in the
 10 County Office for the full duration of the County Office’s lease; or

11 (ii) has at least three (3) FTE employees in the County Office, with at
 12 least two (2) of the FTE employees being County Residents, for the full duration of the
 13 County Office’s lease; or

14 (iii) if such business has an ownership interest in the building containing
 15 the County Office, has at least three (3) FTE employees in the County Office for the full
 16 duration of the business’s ownership interest in the building.

17 (13.5)[(13.3)] **County or The County** means Prince George’s County, Maryland.

18 (13.6)[(13.4)] **County agency** means any department, office, division, administrative
 19 unit, or agency of the Prince George’s County government or any other entity created or
 20 authorized to be created, whether expressed or implied, by the Charter or the Code, including any
 21 council, board, bureau, commission, institution, tribunal, government corporation, public
 22 authority, or other instrumentality thereof or thereunder.

23 (14) **County funds** means any monies received by the County or appropriated or
 24 approved by the Council or to which the County may at any time have legal or equitable title.

25 (14.1) **County Office** means a place of operation of a business physically located
 26 within the County that:

27 (a) has a lease in which the business is obligated for at least three (3) years; or

28 (b) has a lease in which the business is obligated for at least one (1) year and the
 29 place of operation is at least three thousand (3,000) square feet in size; or

30 (c) has an ownership interest in such place of operation.

1 (14.2)[(14.1)] **County resident** means a person whose domicile is located in Prince
2 George’s County, Maryland, as determined by standards set forth by the Purchasing Agent, and
3 who either:

4 (A) Filed a Maryland state income tax return that establishes a Prince George’s
5 County domicile for the most recent full calendar year;

6 (B) Is claimed as a dependent on a Maryland state income tax return that
7 establishes a Prince George’s County domicile for the most recent full calendar year filed by the
8 person’s parent, legal guardian, or spouse; or

9 (C) Was not required to file a federal or Maryland state income tax return for the
10 most recent calendar year because the person was not legally liable for income tax pursuant to
11 Section 10-809, Tax-General Article, Annotated Code of Maryland, but was legally domiciled in
12 Prince George’s County for the most recent full calendar year, and signs an attestation under oath
13 to this effect on a form provided by the Purchasing Agent.

14 The County Executive, the County Executive’s designee, and the Purchasing
15 Agent are authorized to verify a person’s County residency status pursuant to this definition in
16 relation to Division 7 of this Subtitle.

17 * * * * * * * *

18 **DIVISION 2. AWARD OF CONTRACTS.**

19 **Sec. 10A-114. Contract negotiation.**

20 * * * * * * * *

21 (b) Any contract authorized under this Section shall be awarded (including at renewal or
22 extension) with at least forty percent (40%) certified County-based business participation, unless
23 the Purchasing Agent exercises the waiver determination and procedure set forth in Section 10A-
24 161(b). Contracts authorized under this Section are subject to the same provisions of Section
25 10A-164 applicable to contracts subject to County-based business participation requirements
26 under Section 10A-161.

27 * * * * * * * *

28 **Sec. 10A-115. Small purchases.**

29 * * * * * * * *

30 (d) For contracts that use a simplified purchase procedure prescribed in Subsection (a), the
31 Purchasing Agent or the Purchasing Agent’s designee shall reserve such contracts for County-

1 based businesses, provided, that the Purchasing Agent or the Purchasing Agent’s designee shall
2 not be required to reserve the contract if the Purchasing Agent or the Purchasing Agent’s
3 designee determines in writing that

4 * * * * *

5 (2) a County-based business cannot offer a reasonable price for the contract. In this
6 Section, “reasonable price” means within twelve percent (12%) above the best price on the open
7 market. Prior to this determination being made, the lowest bidding County-based business shall
8 be given the opportunity to win the procurement by offering a bid or proposal price less than
9 twelve percent (12%) higher than the best price on the open market identified by the Purchasing
10 Agent or the Purchasing Agent’s designee. In determining bid or proposal price in this Section,
11 applicable bid or price preferences authorized under this Subtitle shall be applied.

12 * * * * *

13 **DIVISION 6. SPECIAL PROVISIONS.**

14 **SUBDIVISION 1. MINORITY BUSINESS OPPORTUNITIES PROGRAM.**

15 **Sec. 10A-136. Assistance to minority business enterprises; certification and decertification.**

16 * * * * *

17 (c) In determining the lowest responsible and responsive bidder, [for contracts valued at
18 One Million Dollars (\$1,000,000) or less,] the Purchasing Agent shall adjust the bid or proposal
19 price(s) submitted by a County-based [M]minority [B]business [E]enterprise or a minority
20 business enterprise as certified by the Supplier Development and Diversity Division, for the
21 purposes of evaluation and award only, by reducing the bid price(s) of such firm by the
22 application of bonus factors according to the following schedule:

BID OF LOWEST RESPONSIVE BIDDER	MINORITY BUSINESS ENTERPRISE	PRINCE GEORGE'S BASED MINORITY BUSINESS ENTERPRISE BONUS FACTOR
Factored by:	.05	.15

23 [(d) For contracts valued greater than One Million Dollars (\$1,000,000), the Purchasing
24 Agent shall adjust the bid price submitted by a County-based Minority Business Enterprise or a
25 Minority Business Enterprise for the purpose of evaluation and award only by reducing the bid
26 price(s) of such firm by the application of an Evaluation Bonus according to the following
27 schedule:]

1 (1) Apply a bid or proposal preference of ten percent (10%) to any County-based
2 business that submits an approved certification as set forth in Section 10A-163(a) and fifteen
3 (15%) percent to any County-based small business that submits an approved certification as set
4 forth in Section 10A-163(b).

5 (2) For bids or proposals that are not made entirely by County-based businesses,
6 apply a bid or proposal preference at an increasing rate of one percent (1%) for every ten percent
7 (10%) increment of certified County-based business participation. Bids or proposals with one
8 hundred percent (100%) certified County-based business participation shall receive the
9 maximum ten percent (10%) bid preference.

10 (3) For bids or proposals that are not made entirely by County-based small
11 businesses, apply a bid or proposal preference at an increasing rate of one and a half percent
12 (1.5%) for every ten percent (10%) increment of certified County-based small business
13 participation. Bids or proposals with one hundred percent (100%) certified County-based small
14 business participation shall receive the maximum fifteen percent (15%) bid preference.

15 (4) Award [B]bids or proposals [are entitled to receive] the greater of the preference
16 points or percentages allowed for a business under either this Section or Section 10A-136, as
17 applicable. The preferences allowed under this Section and Section 10A-136 shall not be applied
18 cumulatively for the same business.

19 * * * * *

20 **Sec. 10A-164. Enforcement of County-based business assistance.**

21 * * * * *

22 (d) The Purchasing Agent shall make compliance with this Subdivision a condition of any
23 contract or agreement for a procurement funded by a County agency or the County government
24 or any such contract or agreement shall be void. [This requirement does not apply to
25 procurements awarded pursuant to Section 10A-114.]

26 * * * * *

27 SECTION 2. BE IT ENACTED by the County Council of Prince George's County,
28 Maryland, that Sections 10A-173, 10A-174, and 10A-175 of the Prince George's County Code
29 be and the same are hereby added:

30 **DIVISION 7. ECONOMIC DEVELOPMENT**

SUBDIVISION 3. COUNTY-LOCATED BUSINESS ASSISTANCE.

Sec. 10A-173. County-located business preferences.

(a) On any procurement for which a County agency or the County government secures competitive bids or proposals, including, but not limited to, competitive bids secured pursuant to Section 10A-112, competitive proposals pursuant to Section 10A-113, or small purchases pursuant to Section 10A-115, the Purchasing Agent shall:

(1) Apply a bid or proposal preference of seven percent (7%) to any County-located business that submits an approved certification as set forth in Section 10A-174.

(2) For bids or proposals that are not made entirely by County-located businesses, apply a bid or proposal preference at an increasing rate of seven tenths of one percent (0.7%) for every ten percent (10%) increment of certified County-located business participation. Bids or proposals with one hundred percent (100%) certified County-located business participation shall receive the maximum seven percent (7%) bid preference.

(3) Award bids or proposals the greater of the preference points or percentages allowed for a business under either this Section or Section 10A-136, as applicable. The preferences allowed under this Section and Section 10A-136 shall not be applied cumulatively for the same business.

(b) The Purchasing Agent may determine not to apply a bid or proposal preference under this Section if the Purchasing Agent certifies that such a preference would result in the loss of federal or state funds, subject to the approval of the County Executive. The Purchasing Agent shall transmit a copy of any such determination to the County Council no later than thirty (30) calendar days following the date of the procurement award.

(c) The requirements of this Section shall apply to the procurement of vendors retained by a County agency or the County government to assist in the financing and sale of County government debt. The requirements of this Section shall also apply to the procurement of brokerage firms, investment banking firms, investment management firms, consultants, and other vendors retained to manage or invest funds controlled or administered by a County agency or the County government. The application of this Subsection is subject to the requirements and restrictions of federal and state law.

(d) A business may opt to not receive a County-located business preference under this Section.

1 (e) For the purposes of this Division, the term “competitive bids or proposals” means any
 2 bids or proposals for procurement funded or administered by a County agency or the County
 3 government except for procurement awards made pursuant to Section 10A-114.

4 (f) Bids or proposals awarded preferences for certified County-located business
 5 participation are subject to the same provisions in Section 10A-164 applicable to bids or
 6 proposals that receive preferences for certified County-based business participation.

7 **Sec. 10A-174 – County-located business certification requirements.**

8 (a) A business that seeks to be certified as a County-located business shall make
 9 application to the Purchasing Agent on a form provided by the Purchasing Agent. Such an
 10 application shall not be approved by the Purchasing Agent unless the business

11 (1) Submits documentation requested by the Purchasing Agent verifying that the
 12 business meets the definition of a County-located business as prescribed in Section 10A-
 13 101(13.3), including

14 (A) Leasing or ownership documents,

15 (B) Payroll information,

16 (C) Property and income tax information,

17 (D) Information regarding office dimensions, and

18 (E) Any other documentation or information requested by the Purchasing Agent
 19 to verify compliance with the definition of County-located business set forth in Section 10A-
 20 101(13.3);

21 (2) Files a written certificate that the business is not delinquent in the payment of any
 22 County taxes, charges, fees, rents or claims; and

23 (3) Files documentation showing that during the preceding twelve (12) months the
 24 business has continuously maintained a valid business license or permit.

25 (b) Once an application for certification is approved under this Section by the Purchasing
 26 Agent, a copy of the approved application shall be expeditiously transmitted to the County
 27 Auditor.

28 (c) Nonprofit entities that satisfy the applicable requirements of this Section are eligible to
 29 be certified as County-located businesses.

30 (d) A business that is certified as a County-located business shall meet the requirements of
 31 certification under this Section continuously after the date the business’s application for

1 certification is approved by the Purchasing Agent or the business's certification shall be void. In
 2 such instances, the business must re-apply pursuant to the requirements of this Section to be
 3 certified as a County-located business.

4 **Sec. 10A-175. Regulations authorized.**

5 The County Executive may promulgate regulations to govern the implementation of this
 6 Subdivision, provided that such regulations are consistent with the provisions of this
 7 Subdivision. Any such regulations must be approved by the County Council.

8 SECTION 3. BE IT FURTHER ENACTED that the provisions of this Act are hereby
 9 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,
 10 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of
 11 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining
 12 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this
 13 Act, since the same would have been enacted without the incorporation in this Act of any such
 14 invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.

15 SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
 16 calendar days after it becomes law.

Adopted this 12th day of November, 2014.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Mel Franklin
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Rushern L. Baker, III
County Executive

KEY:
Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.
Asterisks *** indicate intervening existing Code provisions that remain unchanged.

Appendix F: FY 2016 AAP Citizen Comments Summary

Public Meeting: Community Forums

Date: January 27, 2015

Time: 6:00 p.m.

Place: Hyattsville Public Library – 6530 Adelphi Rd, Hyattsville, MD

Date: January 30, 2015

Time: 6:00 p.m.

Place: Wayne Curry Sports and Learning Complex – 8001 Sheriff Rd, Landover, MD

The purpose of the Community Forum was to provide residents of Prince George’s County an overview of the Annual Action Plan for FY 2016, the planning process, and to obtain comments on the annual goals and objectives.

A public notice regarding the Community Forum was published in the local newspapers (The Sentinel, The Enquirer Gazette, and The Prince George’s Post), on the County’s website, and by e-blast.

The following is a summary of comments received from the County’s public meetings held on January 27, 2015 and January 30, 2015.

All comments received to date have been accepted and considered in the development of the FY 2016 – FY 2020 Consolidated Plan and the FY 2016 Annual Action Plan.

The federal entitlement programs (CDBG, HOME, ESG and HOPWA) are intended to provide low to moderate income households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. The County’s FY 2016 - 2020 Consolidated Plan is the strategic plan for allocating and leveraging entitlement funds. The Plan utilizes qualitative and quantitative data gathered through citizen participation, a market analysis, and a needs assessment to identify the highest priority needs. The following goals were developed to meet high priority needs of County residents:

- Improve housing opportunities by creating and preserving affordable, accessible rental and homeowner housing in close proximity to transit, employment and public services.
- Enhance the County’s economic stability and prosperity by increasing opportunities for job readiness and investing in economic development programs including capacity building in non-profit organizations.
- Strengthen neighborhoods by investing in the County’s critical public facility and infrastructure needs.
- Assist individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing transitional /supportive housing and wrap around social services.

- Invest in public services that maximize impact by providing new and/or increased access to programs that serve low-moderate income families and individuals as well as special needs populations (i.e. elderly, veterans and disabled persons).
- Meet the needs of persons with special needs (i.e. HIV/AIDS and their families) through the provision of housing, health and support services.

Public Meeting: County Council Public Hearing

Date: April 14, 2015

Time: 7:00 p.m.

Place: Council Hearing Room, First Floor, County Administration Building, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772

The purpose of the Public Hearing was to give all interested parties an opportunity to express their views regarding the FY 2016 Annual Action Plan including the proposed projects and funding allocations.

A public notice regarding the Community Forum was published in the local newspapers (The Sentinel, The Enquirer Gazette, and The Prince George’s Post), on the County’s website, and by e-blast. Copies of the draft Annual Action Plan were made available March 26, 2015 for a period of 30 days on the County’s website, at the Department of Housing and Community Development and available upon request.

The following is a summary of comments received from the County’s public meeting held on April 4, 2015.

CR-008-2015 – Consolidated Plan

Rachelle Harrod

Representing: Independence Now, Inc.

- Stated that more subsidized, affordable, and accessible housing is needed in the Transit Oriented Development areas.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Maryann Dillion

Representing: Housing Initiative Partnership

- Stated Montgomery County and the District of Columbia invest local funds into affordable housing and Prince George’s County does not. Prince George’s County is in need of affordable housing and recommends using local funds.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Regina Lee

- Housing Choice Voucher recipient and unable to use voucher.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Alicia Silva

- Stated there is a need for code enforcement in the Langley Park area. There is also a need for inspectors that speak Spanish.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Claudia Sacramento

- Lives in Langley Park and stated the housing strategy is moving in the right direction due to the bad housing conditions in Langley Park.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Cheryl Court

- Stated there is a need to focus on the housing stock in the County. Also stated that Prince George's County needs to use local funds to make affordable housing in addition to using a Housing Trust Fund and the First Right of Refusal Law.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Starshama White

- Concerned about Public Housing units at Owens Road being turned into a Seniors only building and others being displaced.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

CR-009-2015 – Annual Action Plan

The Honorable Vernon Archer, Mayor

Representing: Town of Riverdale Park

- Applied for CDBG funding but was not recommended; would like to be reconsidered for infrastructure funding.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Steve Beavers

Representing: City of College Park

- Applied for CDBG funding but was not recommended; would like to be reconsidered for infrastructure funding.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Ji-Young Cho

Representing: Korean Community Service Center of Greater Washington

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Dr. Jacquelyn Henry

Representing: Mission of Love

- Applied for CDBG funding but was not recommended; would like to be reconsidered for funding.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan. Mission of Love was reconsidered awarded CDBG funds.

Andrea Kolp

Representing: Compass, Inc.

- Applied for CDBG funding but was not recommended; would like to be reconsidered for funding.

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Emily Kleeman

Representing: Laurel Advocacy and Referral Services

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Cheryl Garnette

Representing: The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Daniel Corradi

Participant @ The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Gabriella Corradi

Participant @ The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Mellanese Sims

Participant @ The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Elliot Sims

Participant @ The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Rachel Sims

Participant @ The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Raymond Harrod

Representing: First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Marissa Jagarnath

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Fitsume Mulugeta

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Kaylae Dozier

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Carltonae Colding-Gordon

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Michael Oye Adeniran

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Samiah Swann

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Daisha Lathan

Member at First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Saran Baker

Representing: The Ivy Community Charities of Prince George's County

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Kelly Okleson

Representing: The Neighborhood Design Center

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Kim Rhim

Representing: The Training Source, Inc.

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Joseph Fisher

Representing: First Generation College Bound

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Tonya Hedgepeth

- In support of CR-009-2015

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Stuart Eisenberg

Representing: Hyattsville Community Development Corporation

- In support of CR-009-2015
- There is a need for more Economic Development funds

DHCD Response: All comments received have been accepted and considered in the development of the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan.

Appendix G-1

PROJECT INFORMATION SHEET

Arnold Gardens
2521 Ewing Avenue
Suitland, Maryland 20746

COUNCILMANIC DISTRICT 7

PROJECT DESCRIPTION: The Arnold Gardens project involves the acquisition and rehabilitation of sixty-eight (68) apartment units. The apartment units are located in three (3) garden-style buildings, situated on 3.12 acres of land. Each apartment building has three (3) floors.

OWNER: 2521 Ventures Investors, LLC

DEVELOPER: Gragg Cardona Partners, LLC

CONTACT: Juan Cardona, Principal
7603 Georgia Avenue N.W., Suite 303
Washington, D.C. 20012

NEIGHBORHOOD/LOCALITY: The Arnold Gardens project is located in Councilmanic District 7, at the intersection of Ewing Avenue and Arnold Road in Suitland Maryland 20746.

UNIT MIX: The unit mix is: thirty-four (34) units with one bedroom and one bathroom; twenty-seven (27) units with two bedrooms and one bathroom; and seven (7) units with three bedrooms and one bathroom.

PROPOSED RENTS: \$1,150 - \$1,545 per month

Appendix G-2

PROJECT INFORMATION SHEET

**Arnold Gardens
2521 Ewing Avenue
Suitland, Maryland 20746**

COUNCILMANIC DISTRICT 7

PROJECT DESCRIPTION:

2521 Ventures Investors, LLC proposes to acquire and renovate the property known as Arnold Gardens. Arnold Gardens was constructed in 1971, and is composed of sixty-eight (68) apartment units. The apartment units are located in three (3) garden-style apartment buildings, each with three (3) floors, and situated on 3.12 acres of land. The property fronts Ewing Avenue on the west side, Arnold Road on the north side and Whitehall Street on the east side. Ewing Avenue and Arnold Road provide access to Maryland Route 218, which serves as the neighborhood's commercial corridor. The Suitland Federal Center, which houses the most employees in the Suitland area, is located one block away from Arnold Gardens. The property is about one-half mile away from the Suitland Metro Station, and is located in a Transforming Neighborhoods Initiative ("TNI") area and Transit Oriented Development ("TOD") neighborhood. Additionally, the property is situated in a R-T Zone (Townhouse) where Arnold Gardens is a nonconforming use.

Arnold Gardens is under a Housing Assistance Payments (HAP) Contract, pursuant to Section 8 of the Housing Act of 1937, which applies to fifty-five (55) of the sixty-eight (68) units, and will be extended by the U.S. Department of Housing and Urban Development (HUD) for an additional twenty (20) years. The remaining thirteen (13) units will be restricted to income-qualified families under the Low Income Housing Tax Credit (LIHTC) Program. The unit mix is: thirty-four (34) units with one bedroom and one bathroom; twenty-seven (27) units with two bedrooms and one bathroom; and seven (7) units with three bedrooms and one bathroom.

The Arnold Gardens project strives to: correct all building code violations; make the property more accessible to persons with disabilities; and update the property's design, amenities and energy efficiency. The construction budget for each unit is approximately fifty-six thousand

dollars (\$56,000). The renovations will be performed with the residents in place. The renovations will involve: retrofitting units to comply with the Uniform Accessibility Standards (UFAS), with a minimum of five percent (5%) of the units that are mobility accessible (4 units) and a minimum of two percent (2%) of the units that are sensory accessible (2 units); constructing a new UFAS compliant leasing office; and adding additional parking spaces.

Interior renovations may include improvements to various parts of each unit. For example, kitchen renovations may include: new paint, flooring, cabinets, countertops, sinks, garbage disposals, faucets, Energy Star refrigerators, Energy Star electric ranges, Energy Star dishwashers and range hoods. Bathroom renovations may include: new paint, new flooring, new water-saver toilets, new faucets and fixtures (12 bathtubs will be replaced and 56 resurfaced), new ceramic tub surrounds and new bath accessories. Ceiling fans will be added to all living rooms. New flooring will be installed in all unit foyers. Minor repairs will be made to parquet flooring in thirty-four (34) units. Window blinds will be replaced in all units. Damaged interior doors and bi-folds will be replaced. All entry doors and frames will be painted, weather stripping and thresholds will be replaced, and new lever hardware will be installed. Entry door hardware will be replaced in fifty (50) units.

Other renovations may include: upgraded one hundred (100) amp service electrical panels in all units; new Energy Star light fixtures in units and common areas; new outlets and switches; new hardwired smoke detectors; new fire alarms; and the replacement of two (2) gas hot water heaters. Additionally, heating and air conditioning combo units will be replaced in thirty-eight (38) units and a direct ventilation system will be installed in all units to improve energy efficiency.

Exterior improvements may include: new sixty (60) mil Thermoplastic Polyolefin (“TPO”) roofing with a twenty (20) year warranty; new metal roofing over building entrances; new energy efficient windows and new sliders (in lieu of balcony sliding glass doors), parking pad and concrete walkways will be repaired and accessibility features added throughout; new project signage; landscape improvements; a new playground; a new trash enclosure; new perimeter fencing; new store fronts at all buildings with controlled access; and all brick facades will be repainted and washed down. The construction will follow the Enterprise Green Communities Criteria, and the Better Buildings Challenge, an initiative of HUD and the U.S. Department of Energy.

In addition to a UFAS compliant rental office, new amenities will include a business center and free wireless Internet access to each unit and the business center. Tenant Services will include: the Arnold Gardens Community Scholarship Fund (\$5,000 a year); community gardening with the Suitland Action Team; bi-annual dentist check-ups for children; passive services to residents through the Management Company and the Suitland Action Team.

Community Support will include a one thousand dollar (\$1,000) annual donation to Suitland High School; a two thousand dollar (\$2,000) annual donation to the Center for the Visual and Performing Arts at Suitland High School; a one thousand dollar (\$1,000) annual donation to Suitland Elementary School; and a one thousand dollar (\$1,000) annual donation to Drew Freeman Middle School.

Appendix G-3

PROJECT FINANCING ESTIMATE

**Arnold Gardens
2521 Ewing Avenue
Suitland, Maryland 20746**

COUNCILMANIC DISTRICT 7

SOURCES	AMOUNT	%
Private Loan – FHA 221(d)4 Loan – Love Funding – Tranche A	7,648,900.00	53.97%
Private Loan – FHA 221(d)4 – Pilot Tranche	1,139,800.00	8.04%
LIHTC	3,586,437.00	25.31%
Deferred Dev. Fee	384,040.00	2.71%
Prince George's County HOME Loan	975,000.00	6.88%
Other	438,374.00	3.09%
TOTAL	14,172,551.00	100.00%

USES	AMOUNT	%
Acquisition Costs (includes transfer tax & recordation)	6,225,338.00	43.93%
Construction Costs	3,803,380.00	26.84%
Construction Contingency	380,338.00	2.68%
Fees Related to Construction	368,600.00	2.60%
Financing Fees and Charges	1,244,661.00	8.78%
Developers Fee	1,498,481.00	10.57%
Syndication Related Costs	64,798.00	0.46%
Guarantees and Reserves	492,955.00	3.48%
Relocation Costs	94,000.00	0.66%
TOTAL	14,172,551.00	100.00%

Appendix H – New ESG Activity: Sunset Emergency Shelter Operations

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction’s Name Prince George’s County, MD - Department of Social Services (DSS)

Priority Need

Emergency Shelter

Project Title

Sunset Emergency Shelter Operations

Description: The Prince George’s County Department of Social Services (DSS) plans to administer the County’s Sunset Emergency Shelter Operations project. This project involves basic shelter amenities as well as employment, case management, health care, and housing placement for approximately one thousand (1,000) homeless individuals and families, located in Prince George’s County. The ESG funds will be used for operational costs associated with the Sunset Emergency Shelter Operations project.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 805 Brightseat Rd, Landover, MD 20785 / Target Area: Community-wide

Objective Number 8	Project ID
HUD Matrix Code 03T	CDBG Citation N/A
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 05/01/16	Completion Date (mm/dd/yyyy) 09/30/16
Performance Indicator No of Persons in Overnight Shelter	Annual Units 1,000 individuals
No of Beds Created	
Local ID ESGHP-1-8-28R	Units Upon Completion 1,000 individuals

Funding Sources:

CDBG
ESG	72,179.92
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding: General	72,179.92
Funds
Total	144,359.84

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need
Other

Project Title
HOME Program Income

Description
The Department of Housing and Community Development (DHCD) will use HOME Program Income for new construction or rehabilitation of affordable and/or workforce housing opportunities. Up to ten percent (10%) of program income received into its local account will be used for administrative purposes.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / Target Area: Community-wide

Objective Number 1, 2, 5, 6	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID AH-1-PI-24	Units Upon Completion N/A

Funding Sources:	
CDBG	
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding: HOME Program Income	556,735
Total	556,735

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

Homebuyer Activities

Description

The Department of Housing and Community Development (DHCD) administer the My HOME,Program. In FY 2016, the Department plans to use HOME funds for approximately thirty (30) low-income households through these Programs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Suite 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number 6	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator Number of Homebuyers Assisted	Annual Units 30
Local ID AH-2-6-24	Units Upon Completion 30

Funding Sources:	
CDBG	
ESG	
HOME	644,746
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	644746

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need
Rental Housing

Project Title
Multi-Family Rental Housing Construction and Rehabilitation Program

Description
HOME funds will be used as gap financing to enhance the financial feasibility of multi-family projects funded with local or state issued tax-exempt bond financing, federal low income housing tax credits, and private financing. Applications are accepted on a "rolling" basis.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number 1,2	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator Number of Rental Units Constructed or Rehabilitated	Annual Units 11
Local ID AH-3-1-2-24	Units Upon Completion 11

Funding Sources:	
CDBG	
ESG	
HOME	403393
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	403393

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

CHDO Set-Aside Activities

Description

The County sets aside a minimum of 15 percent (15%) of the HOME allocation for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of the housing. Eligible activities include technical assistance, acquisition, rehabilitation, and new construction of rental housing; acquisition, rehabilitation, and new construction of homeowner properties, and direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by CHDO.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct.,Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number 1,2,5,6	Project ID
HUD Matrix Code N/A	CDBG Citation N/A
Type of Recipient CHDO Organization	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator Rental Units Constructed or Rehabilitated, Homeowner Housing Rehabilitated, Homebuyers Assisted	Annual Units 2
Local ID AH-4-1-2-5-6-24	Units Upon Completion 2

CDBG	
ESG	
HOME	215094
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	215094

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

CHDO Operating Assistance

Description

Five percent (5%) of the HOME allocation provides general operating assistance to CHDOs receiving set-aside funds.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21I	CDBG Citation N/A
Type of Recipient CHDO Organization	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID AH-5-1-2-5-6-24	Units Upon Completion N/A

Funding Sources:	
CDBG	
ESG	
HOME	27331
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	27,331

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: Prince George's County, MD - DHCD

Priority Need

Other

Project Title

HOME Administration

Description

The County uses 10 percent (10%) of the HOME allocation for reasonable administrative and planning costs. In addition, ten percent (10%) of all program income is deposited into the HOME account during the program year and is used for administrative and planning costs.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Agency: 9200 Basil Ct., Ste. 306, Largo, MD 20774 / **Target Area:** Community-wide

Objective Number N/A	Project ID
HUD Matrix Code 21H	CDBG Citation N/A
Type of Recipient County Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/15	Completion Date (mm/dd/yyyy) 06/30/16
Performance Indicator N/A	Annual Units N/A
Local ID PA-HOME-6-24	Units Upon Completion N/A

Funding Sources:	
CDBG	
ESG	
HOME	143395
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding:	
Total	143395

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs



Rushern L. Baker, III
County Executive



Eric C. Brown
Director

PRINCE GEORGE'S COUNTY FY 2016-2020 SECTION 3 ACTION PLAN – FINAL



**AFFORDABLE
HOUSING**



**HOUSING
COUNSELING &
HOMEOWNERSHIP
ASSISTANCE**

**RENTAL
&
SPECIAL
NEEDS
HOUSING**



**NEIGHBORHOOD
STABILIZATION &
REVITALIZATION**



**HOUSING
REHABILITATION**



**HOMELESSNESS
PREVENTION
SERVICES**



EQUAL HOUSING
OPPORTUNITY

Prepared by: Prince George's County Department of Housing and Community Development

Final: 5-17-16

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1. EXECUTIVE SUMMARY

The Prince George's County Department of Housing and Community Development ("Department") is comprised of three (3) governmental agencies: the Department of Housing and Community Development (DHCD), the Housing Authority of Prince George's County (HAPGC), and the Redevelopment Authority of Prince George's County (RDA).

The DHCD uses federal funds to solicit partnerships with non-profit organizations, municipalities, local government agencies, and private investors to develop projects providing decent housing, a vibrant and suitable living environment, and expanding economic opportunities to meet the needs of low- and moderate-income residents.

The HAPGC administers federal rental assistance and public housing programs benefiting low- and very low-income residents.

The RDA receives federal, state, and local funds for neighborhood revitalization, infill development, and mixed-income housing activities.

The mission of the Department is to expand access to a broad range of quality affordable housing, and to create safe, well planned, attractive communities which enable families to become stable and self-sufficient.

Prince George's County qualifies as an urban county eligible to receive federal funds from the United States Department of Housing and Urban Development (HUD). The County's annual apportionment of HUD funds received each fiscal year is approximately \$80 million and provides housing and community development assistance to low- and moderate-income residents of the County. A significant portion of these funds are used to carry out construction, reconstruction, conversion or rehabilitation of housing, and other public construction activities which may require training, employment, contracting and other economic opportunities benefiting low- and very low-income residents and local businesses. These activities are defined by HUD as "Section 3" covered projects.¹

Thus, the purpose of this document is to present the County's Section 3 Action Plan, ensuring that local low- and very low-income residents and local businesses, to the "greatest extent feasible," are beneficiaries of Section 3 covered projects administered by the County, specifically the Department of Housing and Community Development, the Housing Authority of Prince George's County and the Redevelopment Authority of Prince George's County.

The County may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the following HUD numerical goals:

1. Employ qualified Section 3 residents, as thirty percent (30%) of aggregate number of new hires resulting from contracts and subcontracts on a covered activity;

¹ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.5

2. Award to Section 3 business concerns at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work; and
3. Award to Section 3 business concerns at least three percent (3%) of the total dollar amount of all Section 3 covered contracts for non-construction work.

This document examines federal regulations, County legislation and policies and procedures as administered by various County departments, impacting its Section 3 compliance and performance measures.

Specifically, Subtitles 10A and 15A of the Prince George's County Code are intimately related to this Section 3 Action Plan. Subtitle 15A of the Prince George's County Code requires the Department to develop a Section 3 Action Plan within its 2016-2020 Consolidated Plan for Housing and Community Development.² Subtitle 10A of the Prince George's County Code, within the broad context of economic development and local employment establishes a First Source Hiring Program requiring "best efforts" for meeting a certain local hiring percentage goal for positions on certain procurement projects funded by the County.³

The Section 3 Action Plan outlines the Department's policies and procedures, ensuring that both low- and very low-income citizens and local businesses benefit from this resource. The enactment of a Section 3 Action Plan is not a requirement of Section 3 of the Housing and Urban Development Act of 1968, as amended; instead it is a tool to assist the Department with facilitating its implementation.

Development of the Section 3 Action Plan

In July 2015, the Department partnered with other County agencies to assist with the development of the Section 3 Action Plan. These efforts go beyond the normal employment and contracting procedures by developing strategies that specifically target Section 3 residents and businesses. The strategies also help to strengthen the County's "best efforts" for meeting certain local preferences and hiring requirements. As part of the administration of this Section 3 Action Plan, the Department shall enter into a Memorandum of Understanding (MOU) with the following County agencies:

- Office of Central Services – Supplier Development and Diversity Division (OCS-SDDD), and
- Prince George's County Economic Development Corporation – Workforce Services Division (PGCEDC-WSD).

The Department's Section 3 Action Plan describes federal requirements (i.e., responsibilities, goals and objectives, monitoring and reporting, etc.) pertaining to local government agency the DHCD, HAPGC, and RDA. It also describes the action steps for

² December 6, 2012, Prince George's County Maryland Code, Chapter No. 94, Subtitle 15A. Consolidated Housing and Community Development Plan

³ November 15, 2011, Prince George's County Maryland Code, Chapter No. 37, Subtitle 10A. Purchasing, Sections 10A-157

implementing Section 3 requirements, local preferences, and participation for County-based businesses, County-based small businesses and local hiring requirements.

The Section 3 Action Plan serves as a guide for sub-recipients, contractors, and subcontractors awarded HUD funds to undertake Section 3 covered projects. It includes an economic opportunity toolkit to assist awardees to achieve their Section 3 hiring and contracting goals. The Section 3 Action Plan includes a performance measurement system to track the Department's performance in meeting its Section 3 and local goals. It also describes training opportunities for prospective entitlement program applicants who administer and implement Section 3 covered projects.

2. BACKGROUND ON SECTION 3

Section 3 of the Housing and Urban Development Act of 1968, as amended

Section 3 is a provision of the Housing and Urban Development Act of 1968, as amended that fosters local economic development, neighborhood improvement and individual self-sufficiency.

The purpose of Section 3 is to ensure training, employment, contracting and other economic opportunities generated by HUD financial assistance shall, to the "greatest extent feasible," be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

As a jurisdiction in receipt of Federal funds, the County, under its Annual Action Plan (AAP) certifies it will comply with the Section 3 of the Housing and Urban Development Act of 1968, as amended.

Section 3 Interim Rule 24 C.F.R. § 135

In 1994, the U.S. Department of Housing and Urban Development (HUD) established interim regulations in 24 C.F.R. § 135 to provide the standards and procedures to ensure the objectives of Section 3 are met.⁴

The Section 3 interim regulations are divided into two operational components:

- Public and Indian Housing programs and other HUD assisted housing and community development programs; and
- The identification of individuals and businesses that are the intended beneficiaries of the economic opportunities generated by HUD funds, and the establishment of the order of preference in which these individuals should be recruited for employment and other economic opportunities.

⁴ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135

Section 3 Proposed Rule 24 C.F.R. § 135

Since 1994, the Section 3 program has been governed by an interim regulation. In March 2015, HUD proposed a new rule that will expand opportunities for public housing residents and low- and very low-income workers and increase contracting opportunities for local businesses.⁵

The Section 3 proposed rule seeks to: (1) clarify obligations for public housing authorities and other grantees; (2) incorporate HUD programs that have been created since the publication of the current regulation; and (3) codifies “best practices” that have proved successful for providing employment and contracting opportunities.

The Department's Section 3 Action Plan will be amended when HUD's Section 3 proposed rule is finalized to reflect any revisions in the new regulation.

3. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

The Department of Housing and Community Development (DHCD) is the County's lead agency responsible for the administration of Federal entitlement programs on behalf of the United States Department of Housing and Urban Development (HUD).

As an entitlement jurisdiction and recipient and a requirement under Section 3, the County receives more than \$200,000 annually from housing and community development programs.⁶ The following is a list of Section 3 covered entitlement programs administered by the County:

- Community Development Block Grant (CDBG),
- HOME Investment Partnerships (HOME),
- Emergency Solutions Grant (ESG),
- Housing Opportunities for Persons with AIDS (HOPWA),
- Neighborhood Stabilization Program Grants (NSP 1, 2, and 3),
- Section 108 Loan Guarantee Program,
- Lead-Based Paint Hazard Control Grant Program (LBPHC),
- Lead Hazard Reduction Demonstration Grant Program (LHRD), and
- CDBG Disaster Recovery Grant (CDBG-DR).

⁵ March 27, 2015, Section 3 Proposed Rule 24 C.F.R. § 135

⁶ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.3

Table 1 identifies the designated agencies and divisions responsible for implementing Section 3 requirements.

Table 1 – Section 3 Covered Activities and Responsible Agencies and Divisions

DHCD Programs	Lead Department/Agency
Community Development Block Grant (CDBG)	Department of Housing and Community Development/Community Planning and Development Division
HOME Investment Partnerships (HOME)	Department of Housing and Community Development/Housing Development Division
Emergency Solutions Grants (ESG)	Department of Housing and Community Development/Department of Social Services
Housing Opportunities for Persons with AIDS (HOPWA)	Department of Housing and Community Development/Community Planning and Development Division
Neighborhood Stabilization Program Round 3 (NSP3)	Department of Housing and Community Development/Redevelopment Authority of Prince George's County
Section 108 Loan Guarantee Program (Section 108)	Department of Housing and Community Development/Housing Development Division
Lead-Based Paint Hazard Control Grant Program (LBPHC) and Lead Hazard Reduction Demonstration Grant Program (LHRD)	Department of Housing and Community Development/Community Planning and Development Division
CDBG Disaster Recovery Grant (CDBG-DR)	Department of Housing and Community Development/Community Planning and Development Division

DHCD Program Descriptions

The following is a general description of DHCD programs which includes Section 3 covered activities.

- Community Development Block Grant (CDBG) - the CDBG Program is used to fund local community development activities, notably affordable housing, economic development, infrastructure, and public services, including housing rehabilitation, and public construction (i.e., street repairs, water and sewer, etc.)⁷
- HOME Investment Partnerships (HOME) - the HOME Program is designed to create affordable housing for low-to-moderate (LMI) households, expand the capacity of non-profit housing providers, strengthen the ability of State and local governments to provide housing, and leverage private sector participation in housing projects.⁸
- Emergency Solutions Grants (ESG) – the ESG supports outreach to and shelters homeless individuals and families as well as provide supportive programs which prevent homelessness. ESG funds may also be used for renovating buildings to

⁷ December 15, 2015, CDBG Interim Final Rule 24 C.F.R. § 570

⁸ July 24, 2013, HOME Final Rule 24 C.F.R. § 92

be used as emergency shelter for homeless families and individuals, and operating emergency shelters.⁹

- Housing Opportunities for Persons with AIDS (HOPWA) - the HOPWA Program is used to provide tenant-based rental assistance and housing related short-term assistance to individuals and families living in shelters or who are in imminent danger of becoming homeless. HOPWA funds may also be used for construction or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities.¹⁰
- Neighborhood Stabilization Program Round 3 (NSP3) – the NSP3 Program is used to assist the County with the acquisition, rehabilitation, resale, rental and demolition of abandoned and foreclosed homes, residential and commercial properties.¹¹
- Section 108 Loan Guarantee Program (Section 108) – the DHCD is currently exploring the application of the Section 108 Program, the loan guarantee component of the CDBG Program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Local governments borrowing funds guaranteed by HUD through the Section 108 Program must pledge current and future CDBG allocations as security for the loan.¹²
- Lead-Based Paint Hazard Control Grant Program (LBPHC) and Lead Hazard Reduction Demonstration Grant Program (LHRD) – the LBPHC and LHRD programs identify and control lead-based paint hazards in eligible privately owned rental or owner-occupied housing. Funds may be used for activities such as: renovation, remodeling, housing rehabilitation, property maintenance, and weatherization.¹³
- CDBG Disaster Recovery Grants (CDBG-DR) – the CDBG-DR appropriations are used for necessary expenses for activities related to disaster relief, long-term recovery, restoration of infrastructure and housing and economic revitalization in the most impacted and distressed areas.¹⁴

3.1 General Policy Statement

DHCD implements its Section 3 Policy through the executing of contracts to sub-recipients, contractors, and subcontractors to create new employment and business

⁹ December 5, 2011, ESG Final Rule 24 C.F.R. § 576

¹⁰ December 28, 1992, HOPWA Final Rule 24 C.F.R. 574

¹¹ December 15, 2015, CDBG Interim Final Rule 24 C.F.R. § 570

¹² December 15, 2015, CDBG Interim Final Rule 24 C.F.R. § 570

¹³ June 21, 2004 Lead-Based Paint Poisoning Prevention in Certain Residential Structures Final Rule 24 C.F.R. § 35

¹⁴ December 15, 2015, CDBG Interim Final Rule 24 C.F.R. § 570

opportunities for residents of the County and other qualified low- and very low-income persons residing in Prince George's County.

Section 3 Policy shall, to the "greatest extent feasible," result in the recruitment, employment, and contracting opportunities for Section 3 residents and business concerns for Section 3 covered contracts partially or wholly funded with federal funds.

Section 3 applies to training, employment, contracting and other economic opportunities arising in connection with HUD-funded Housing and Community Development (i.e., CDBG, HOME, ESG, HOPWA, NSP3, Section 108, LBPHC, LHRD, and CDBG-DR) projects related to housing rehabilitation, housing construction, and other public construction implemented with housing and community development assistance.

3.2 Economic Opportunities for Section 3 Residents and Businesses

The Section 3 provision seeks to ensure employment and other economic opportunities generated by HUD financial assistance shall, to the "greatest extent feasible," be directed to low- and very low-income persons particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low- and very low-income persons.¹⁵

This also means recipients of Section 3 covered financial assistance should make every effort possible to meet the regulatory requirements. This could mean that the effort may have to go beyond the normal employment and contracting procedures by developing strategies specifically targeting Section 3 residents and businesses for these types of economic opportunities.

Any employment or contracting opportunities generated by the expenditure of a Section 3 covered project, including administration, management, clerical support, and construction, are subject to compliance with Section 3. The chart below lists other examples of employment opportunities.

¹⁵ "Greatest Extent Feasible" means that every effort shall be made to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended which includes the original explanation of the phrase. In sum, when properly executed the "greatest extent feasible" provision will not force a contractor to disband an organization by replacing current employees with local workers or contractors. The original definition also rejects the application of anticipated hiring preferences that have historically excluded minorities from countless employment and business opportunities. National Housing Law Project, An Advocate's Guide to the HUD Section 3 Program: Creating Jobs and Economic Opportunity, February 2009.

Table 2. Examples of Employment and/or Contracting Opportunities

Employment and Contracting Opportunities		
▪ Accounting	▪ Electrical	▪ Marketing
▪ Architecture	▪ Elevator Construction	▪ Painting
▪ Appliance Repair	▪ Engineering	▪ Payroll Photography
▪ Bookkeeping	▪ Fencing	▪ Plastering
▪ Bricklaying	▪ Florists	▪ Plumbing
▪ Carpentry	▪ Heating	▪ Printing Purchasing
▪ Catering	▪ Iron Works	▪ Research
▪ Cement/Masonry	▪ Janitorial	▪ Surveying
▪ Computer/Information	▪ Landscaping	▪ Tile Setting
▪ Demolition	▪ Machine Operation	▪ Transportation
▪ Drywall	▪ Manufacturing	▪ Word Processing

Section 3 Residents and Section 3 Business Concerns

The application of the Section 3 provision is designed to benefit both local citizens and business concerns. The regulations define both groups as follows:

Section 3 Residents:

1. Individuals who reside in public housing in the County; or
2. Low- and very low-income persons who live in the County where a Section 3 covered project for housing or community development is located.

Section 3 Business Concerns:

1. County-based Businesses owned by fifty-one percent (51%) or more Section 3 residents; or
2. County-based Businesses with at least thirty percent (30%) permanent, full-time employees of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents; or
3. Businesses providing evidence of a commitment to subcontract in excess of twenty-five percent (25%) of the dollar award of all subcontracts to business concerns and meet qualifications in items (1) or (2).¹⁶

Evidence of Section 3 Certification:

Contractors or subcontractors seeking Section 3 preference in the awarding of a HUD-funded contract shall self-certify compliance with one of the regulatory definitions of a Section 3 business¹⁷ by completing a HUD Section 3 Business Registry Form.¹⁸ The

¹⁶ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.5

¹⁷ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.5

¹⁸ This form is available online at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome>.

contractor or subcontractor shall provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

3.3 DHCD Responsibilities in Section 3 Administration and Compliance

Prince George's County Department of Housing and Community Development (DHCD) is responsible for monitoring and enforcing Section 3 compliance requirements. The narrative below addresses: (1) the thresholds for Section 3 covered projects; (2) DHCD's and sub-recipient's responsibilities; and (3) the DHCD's Section 3 goals and strategies.

Thresholds for Section 3 Covered Projects:

Based on requirements under 24 Code of Federal Regulations (CFR) Section 135, Section 3 applies to "recipients" of HUD funds directly or through another entity where the amount of assistance exceeds \$200,000 from housing and community development programs such as:

- Community Development Block Grant (CDBG),
- HOME Investment Partnerships (HOME),
- Emergency Solutions Grants (ESG),
- Housing Opportunities for Persons with AIDS (HOPWA),
- Neighborhood Stabilization Program Grants (NSP 1,2, & 3),
- Section 108 Loan Guarantee Program (Section 108),
- Lead-Based Paint Hazard Control Grant Program (LBPHC)
- Lead Hazard Reduction Demonstration Grant Program (LHRD), and
- CDBG Disaster Recovery Grants (CDBG-DR).

The threshold applies to the recipient (Prince George's County) of HUD funds and not the amount of its HUD-funded projects. Therefore, since the County receives more than \$200,000 in HUD housing and community development assistance during a 12-month fiscal year, Section 3 applies to all construction related activities, fully or partially funded with HUD financial assistance, regardless of the size of any individual project.¹⁹

In addition to, the above threshold requirements, Section 3 applies to contractors or subcontractors with an agreement in excess of \$100,000 from HUD funds.²⁰

Responsibilities of DHCD and Sub-recipients:

The DHCD and Sub-recipients (i.e., non-profit organizations, municipalities, local government agencies, or developers) that receive CDBG, HOME, ESG, HOPWA, NSP3 Section 108 funding, LBPHC, LHRD, or CDBG-DR bear the responsibility to comply with Section 3 covered assistance. Responsibilities include:

¹⁹ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.3

²⁰ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.3

1. Notifying Section 3 residents about employment and training opportunities and businesses regarding contracts generated by Section 3 covered assistance;
2. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns;
3. Notifying potential contractors and subcontractors of the Section 3 objectives and ways in which each contractor can assist the sub-recipient to meet its numerical goal;
4. Documenting the action(s) taken by the contractor or subcontractor to comply with the Section 3 requirements, the results of the actions, and impediments, if any; and
5. Advertise all contracting opportunities for Section 3 covered projects through the Office of Central Services' website utilization for advertising county government procurement opportunities.

The DHCD and Sub-recipients bear the responsibility to ensure compliance of contractors and subcontractors. The DHCD and sub-recipients shall:

1. Incorporate the Section 3 Clause into contract documents;
2. Provide additional technical assistance when needed;
3. Conduct compliance reviews consisting of detailed analysis and evaluation of the contractor's and subcontractor's compliance with Section 3 requirements;
4. Notify contractors and subcontractors of non-compliance and direct instructions to obtaining compliance of regulation 24 C.F.R. § 135;
5. Refrain from entering into contracts with contractors or subcontractors in violation of the regulations 24 C.F.R. § 135;
6. Respond to complaints alleging non-compliance of regulation 24 C.F.R. § 135 by Section 3 residents or business concerns; and
7. Fully comply with the Section 3 Action Plan.

DHCD Goals and Objectives:

In an effort to ensure the objectives of Section 3 are met in the use of applicable Federal funds in the County, including promoting local economic development, neighborhood economic development, local hiring and employment, local procurement opportunities and individual self-sufficiency, DHCD established the following goals and objectives. The goals and objectives are consistent with HUD's numeric goals and

Subtitle 10A of the Prince George's County Code, an act concerning economic development and local employment. (See Appendix B: CB-17-2011)

Goal 1: Contractors and Subcontractors Training and Employment Opportunities
Goal of thirty percent (30%) for Section 3 Residents

It is DHCD's goal to ensure sub-recipients utilize Section 3 residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with Section 3 covered Federal funds from HUD. The sub-recipient, to the "greatest extent feasible," establishes employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements. The numerical goal is thirty percent (30%) of the aggregate number of new hires in any fiscal year.²¹

Strategy: Provide justification for performance below thirty percent (30%) of the Section 3 resident target.

It is the responsibility of the sub-recipient to ensure contractors and subcontractors implement strategic efforts to attain Section 3 compliance. If the numerical goal is not met, the contractor and subcontractor shall demonstrate and document why meeting the goal was not feasible.

Strategy: Standardize Section 3 requirements in all written agreements with contractors and subcontractors.

The Section 3 Contract Clause specifies the requirements for contractors and subcontractors under Section 3 covered projects. The Section 3 Clause shall be included in all Section 3 covered project contracts. (See Exhibit A-1: Locally Based Business Preference Equal Opportunity Agreement)

Strategy: Provide entitlement funding to support Section 3 covered activities.

The DHCD shall continue to support and fund sub-recipients engaged in training, employment and other economic development activities.

Goal 2: Assisting Contractors to Achieve Section 3 Hiring and Contracting Goals

It is DHCD's goal to ensure Section 3 business concerns are awarded at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trade work and at least three percent (3%) of the total dollar amount for non-construction work.²²

²¹ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.30

²² June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.30

Strategy: Each sub-recipient shall develop a Section 3 Action Plan which follows Exhibits A-9: DHCD Section 3 Action Plan Template. The Section 3 Action Plan identifies the goals, objectives and actions that will be implemented to ensure compliance with the requirements of Section 3.

Strategy: DHCD shall provide annually an updated “DHCD Section 3 Economic Opportunity Tool Kit” for sub-recipients, contractors, and subcontractors. The DHCD Section 3 Economic Opportunity Tool Kit shall consist of the following forms which are used to assist awardees with how in their effort to achieve their Section 3 hiring and contracting goals.

DHCD Section 3 Economic Opportunity Tool Kit:

- Exhibit A-1: Locally Based Business Preference Equal Employment Opportunity Agreement
- Exhibit A-2: Assurance of Compliance with HUD Regulations for Training, Employment, and Contracting Opportunities for Businesses and Lower Income Persons
- Exhibit A-3: Estimated Project Work Force Breakdown
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown
- Exhibit A-5: Actual Project Workforce Breakdown
- Exhibit A-6: Section 3 Business Utilization
- Exhibit A-7: Section 3 Summary Report
- Exhibit A-8: Prince George's County, Maryland Income Limits

Failure to submit these documents shall constitute a breach of contract and may result in termination of the contract.

Strategy: DHCD shall provide the sub-recipients, contractors, and subcontractors with a list of additional Section 3 business concerns interested and qualified for all proposed Section 3 covered projects.²³

Strategy: DHCD shall provide technical assistance workshops to inform sub-recipients, contractors, and subcontractors of solutions that might affect Section 3 residents while performing job related duties.

Strategy: DHCD shall review the new hire clause with sub-recipients, contractors and subcontractors.²⁴

Goal 3: Local Procurement Opportunities Goal for Section 3 Business Concerns

²³ The Office of Central Services – Supplier Development and Diversity Division (OCS-SDDD) maintains the County's Section 3-based Business Concerns Directory for contractors and subcontractors seeking to do business in Prince George's County.

²⁴ It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other persons, when hiring additional employees needed to complete proposed work to be performed with HUD funds.

It is the County's goal to procure at least fifty percent (50%) of the dollar amount of its goods and services, including, but not limited to, construction goods and services, to County-based businesses and at least thirty percent (30%) to County-based small businesses.

Strategy: Encourage the Provision of Preference to Section 3 Business Concerns

When considering the award of contracts to business concerns, and when more than one Section 3 business concern is being considered, to the "greatest extent feasible," awards shall be made in the following order of priority:

1. Business owner is a resident in the neighborhood area(s) in which the contract shall be extended;
2. Business owner is a resident of government-assisted housing in other qualifying low-income areas in Prince George's County; and
3. Business owner is a resident of Prince George's County and meets the income guidelines for Section 3 preference.²⁵

Goal 4: First Source and Local Hiring Goals for Section 3 Residents

It is the County's goal to ensure at least fifty-one percent (51%) of the annual hours (work hours), on both a total work hour and trade by trade basis, be worked by County residents.

Strategy: Encourage the Provision of Employment Preference of a Section 3 Resident

When considering the employment of a Section 3 resident, the following order of preference defined below will apply:

- **Category 1:** Section 3 resident who resides in one of the County's Transforming Neighborhoods Initiative (TNI) areas;
- **Category 2:** Section 3 resident utilizing a HUD Housing Choice Voucher residing in the vicinity of the covered project who meets the HUD income guideline limits; and
- **Category 3:** Section 3 resident who graduated or is participating in a HUD Youthbuild program or a construction skills program of the Prince George's Community College, or a local trade union apprenticeship program.

²⁵ <https://www.huduser.gov/portal/datasets/il/il15/index.html>

In all cases, applicants should meet the minimum qualifications for the position. In no instance shall it be construed that preference is given to Section 3 residents who do not meet the minimum requirements.

Strategy: All Section 3 covered sub-recipients shall utilize, maintain, and monitor contractors and subcontractors using required documents in the DHCD Section 3 Economic Opportunity Tool Kit.

The sub-recipient, contractors, and subcontractors are required to keep records as necessary to demonstrate Section 3 compliance and submit copies of these records to DHCD.

3.4 Requirements applicable to DHCD Notice of Funding Availabilities (NOFAs)

All notices of funding availability (NOFAs) issued by DHCD announcing the availability of funding covered by Section 3 shall include a provision notifying applicants that Section 3 and the regulations in 24 C.F.R. § 135 are applicable to all funding awards.

For competitively awarded assistance involving housing rehabilitation, construction or other public construction, regardless of whether fully or partially funded with Federal funds, the NOFA shall include a statement that one of the purposes of the assistance is to give, to the “greatest extent feasible,” and consistent with existing Federal, State and local laws and regulations, job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns.

All competitively awarded assistance applications shall be reviewed for prior Section 3 compliance requirements.

Further, applicants that demonstrate efforts to train and employ Section 3 residents and contract with Section 3 business concerns for economic opportunities generated in connection with the assisted project or activity shall receive bonus points (See Exhibit A-9: DHCD Section 3 Action Plan Template), as appropriate.

Local and Minority Business Involvement

The DHCD supports the County’s law “Jobs First Act,” which was created for the purpose of enhancing the County’s economic development. According to Subtitle 10A of the Prince George’s County Code, the “Jobs First Act” creates bidding preferences and participation requirements for County-based businesses and County-based small businesses on certain procurement contracts for goods and services with the County. The “Jobs First Act” also benefits both businesses and residents of Prince George’s County. County-based, County-based small, local Minority Business Enterprises’ (MBE’s) and out-of-county MBE’s may benefit from increased bonus factors. Residents will benefit mainly from the increase in jobs via the First Source Registry to be maintained by the Prince George’s County Economic Development Corporation’s Workforce Services Division.

The DHCD shall provide bonus points to sub-recipients registered as a County-based business or as a County-based Minority business.

3.5 Monitoring and Reporting

Monitoring

Monitoring is an integral management control technique and a Government Accountability Office (GAO) standard. It is an ongoing process that assesses the quality of a program participant's performance. Monitoring provides information about program participants that is critical for making informed judgments about program effectiveness and management efficiency.

It is DHCD's responsibility to ensure that the sub-recipient meet all Section 3 requirements. If the requirements are not met, DHCD shall make a finding of noncompliance. A finding is a deficiency in program performance based on a statutory, regulatory program requirement for which sanctions or other corrective actions are authorized. Failure to comply could result in a recovery of HUD funds.²⁶

Reporting

DHCD is required to submit a Section 3 Annual Summary Report (HUD Form 60002) to HUD's Economic Opportunity Division in Washington, DC. This report is submitted in October of each fiscal year. All submissions of the HUD Form 60002 must be completed electronically. See Exhibit A-11: FHEO Section 3 Performance Evaluation and Registry System (SPEARS) Guide.

The Section 3 Annual Summary Report (HUD Form 60002) corresponds to the covered projects and activities that received Federal funding (i.e., CDBG, HOME, ESG, NSP3, etc.), whether the requirements were triggered or not.

²⁶ The following describes DHCD's Section 3 monitoring checklist:

- If the sub-recipient implemented procedures to notify Section 3 residents and business concerns about employment, training, and contracting opportunities generated by its agency or covered contractors;
- If the sub-recipient notified covered contractors and subcontractors about their responsibilities pursuant to Section 3;
- If the sub-recipient included the Section 3 Clause in covered contracts;
- If the sub-recipient monitored its covered contractors and subcontractors for compliance with Section 3 and imposed penalties for noncompliance as appropriate;
- If the sub-recipient or its contractors and subcontractors met the minimum numerical goals for employment and contracting opportunities;
- If the sub-recipient provided an explanation if the contractors and subcontractors failed to meet the minimum numerical goals for Section 3;
- If the sub-recipient's annual Section 3 reporting requirements were met on a timely basis;

Section 3 Annual Summary Reports (HUD Form 60002) are intended to measure each recipient's efforts to comply with the statutory and regulatory requirements of Section 3.

3.6 Section 3 Residents or Section 3 Business Complaints

Any Section 3 residents or Section 3 businesses (or authorized representatives) may file a written complaint, official title "Complaint Register Under Section 3 of the HUD Act of 1968 form HUD-958," with the local HUD Field Office or mail it to:

The Assistant Secretary for Fair Housing and Equal Opportunity
Attn: Office of Economic Opportunity
U.S. Department of Housing and Urban Development
451 Seventh Street, S.W., Room 5100
Washington, D.C. 20410-2000

A written complaint should contain:

- Name and address of the person filing the complaint
- Name and address of subject of complaint (HUD recipient, contractor or subcontractor)
- Description of acts or omissions in alleged violation of Section 3
- Statement of corrective action sought (i.e., training, employment or contracts)

Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance through an internal process, DHCD encourages submittal of complaints to its Section 3 Coordinator. A written complaint should be mailed to:

DHCD Office of the Director
Attention: Section 3 Coordinator
Prince George's County Department of Housing and Community Development
9200 Basil Court, Suite 500
Largo, Maryland 20774
(301) 883-5531

4. HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY (HAPGC)

The Housing Authority of Prince George's County (HAPGC) was established in 1967 to provide Prince George's County residents with low- and very low incomes with safe, decent, and affordable housing. The HAPGC receives federal funds directly from HUD to administer the Housing Choice Voucher Program (HCV) and Public Housing Programs. Most of the affordable housing assistance is in the form of rental units that must meet rigorous housing standards. The HAPGC also provides its participant families with program services that encourage residents to become self-sufficient which may potentially lead to homeownership opportunities. The Housing Assistance Division

(HAD) and Rental Assistance Division (RAD) administers and implements the Federal rental assistance and public housing programs for the County.

Table 3 identifies the designated divisions responsible for implementing Section 3 requirements.

Table 3 – Section 3 Covered Activities and Responsible Divisions

HAPGC Programs	Lead Department/Agency
Housing Choice Voucher (HCV) and Moderate Rehabilitation Program	Rental Assistance Division
Public Housing Capital Fund Program (CFP)	Housing Assistance Division
Conventional Public Housing Program	Housing Assistance Division

HAPGC Program Descriptions

The following is a general description of HAPGC programs which includes Section 3 covered activities.

- Housing Choice Voucher (HCV) and Moderate Rehabilitation Program - Funding supports voucher programs wherein the participants pay a minimum of their adjusted gross income for rent and the Federal government, through the use of a voucher, pays the remainder. Participating families are able to select the housing of their choice, provided the rent is reasonable and falls within the program's limits.²⁷ The Moderate Rehabilitation Program allows moderate levels of rehabilitation to upgrade and preserve the project-based housing stock.²⁸
- Public Housing Capital Fund Program (CFP) - Funding supports physical improvements and upgrades at public housing sites. These expenditures are non-routine and include costs such as modernizing heating and cooling equipment and/or improving parking lots at public housing facilities.²⁹
- Conventional Public Housing Program - Funding supports the management and maintenance of the County's public housing sites: Owens Road, Marlborough Towne, Kimberly Gardens, and Cottage City.³⁰

The following HAPGC Section 3 policies and procedures are consistent with existing Federal and local requirements.

4.1 General Policy Statement

It is the policy of the Housing Authority of Prince George's County (HAPGC) to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability,

²⁷ November 14, 2005, Section 8 Project-Based Certificate Program Final Rule 24 C.F.R. § 983

²⁸ May 31, 1995, Section 8 Tenant-Based Assistance: Housing Choice Voucher Program Final Rule 24 C.F.R. § 882

²⁹ October 24, 2013, Public Housing Capital Fund Program Final Rule 24 C.F.R. § 903, 905, 941 *et. al.*

³⁰ October 24, 2013, Public Housing Capital Fund Program Final Rule 24 C.F.R. § 903, 905, 941 *et. al.*

veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment. The HAPGC implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for residents of the HAPGC and other qualified low- and very low-income persons residing in Prince George's County.³¹

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of HAPGC residents and businesses by HAPGC contractors working on contracts partially or wholly funded with the HUD funds. The HAPGC shall examine and consider a contractor's or vendor's potential for success by providing employment and business opportunities to HAPGC residents prior to acting on any proposed contract award.

Threshold: Section 3 applies to Public Housing Authorities (PHAs) regardless of size or number of units or funding thresholds for public housing assistance.

The Housing Authority of Prince George's County (HAPGC) receives Federal funds directly from HUD to administer the Housing Choice Voucher program (HCV) and Public Housing Programs. Therefore, HAPGC certifies each fiscal year that it will comply with the Section 3 of the Housing and Urban Development Act of 1968, as amended.

4.2 Section 3 Contracting Policy and Procedure

HAPGC incorporated Section 3 in its existing Procurement Policy and adopted a Section 3 Contracting Policy and Procedure which is included in all procurements generated for use with HUD funding. This policy and procedure contains goal requirements for awarding contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must, before submitting bids/proposals to the HAPGC, complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced in the form.

The existing Procurement Policy also contains goal requirements for awarding contracts to Small Disadvantaged Businesses, formerly Minority and Women Business Enterprises (M/WBE).

4.3 Section 3 Employment and Training Goals

It is the policy of the HAPGC to utilize HAPGC residents and Section 3 businesses in contracts partially or wholly funded with HUD funds. HAPGC has established employment and training goals that contractors and subcontractors

³¹ HAPGC Resolution No. LHA 1278

should meet in order to comply with Section 3 requirements. (Reference 24 C.F.R. § 135.30 – Numerical goal for meeting the greatest extent feasible requirement). The numerical goal is:

- **Thirty percent (30%) of the aggregate number of new hires in any fiscal year.**

It is the responsibility of contractors, vendors and suppliers to implement progressive efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting the goals were not feasible. All contractors submitting bids or proposals to the HAPGC are required to certify compliance with Section 3 requirements.

The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in all Section 3 covered projects. The Section 3 Contract Clause is included under Section 4.10 of the Section 3 Action Plan.

4.4 Resident Hiring Requirements

The HAPGC has adopted the following scale for resident hiring for all construction contracts, service contracts and professional service contracts, containing a labor component. It is expected that an appropriate number of residents with particular qualifications or a willingness to hire unskilled labor will be able to participate in HAPGC's contracted labor efforts. A prime contractor may satisfy resident hiring requirements through its subcontractors.

Table 4. Resident Hiring Scale

TOTAL LABOR DOLLARS*	RESIDENT EMPLOYMENT AS A PERCENTAGE OF TOTAL LABOR DOLLARS
less than \$100,000	10% of the labor dollars
At least \$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	1-1½% of the labor dollars

*Use total Contract Amount for Service Contracts

With this sliding formula, it is expected that an appropriate number of public housing and neighborhood residents with particular qualifications or willingness to hire unskilled labor will be able to participate in contracted labor efforts. A prime contractor, through its subcontractor(s), may satisfy HAPGC resident hiring requirement(s) set forth above in one of the following manners:

1. Subcontract or joint venture with a resident owned business. The business must be 51% or more owned by a qualifying low-income resident, or subcontract/joint venture with a business that employs full-time, 30% or more low and very-income individuals residing within Prince George's County.
2. Direct hiring of HAPGC's public housing residents and/or low- and very low-income neighborhood residents based on the Resident Hiring Scale.

4.5 Assisting Contractors to Achieve Section 3 Goal Hiring and Contracting Goals

The HAPGC will assist contractors in achieving Section 3 hiring and contracting goals by:

- Requiring the contractor to present a list, to the Section 3 Coordinator, of the number of subcontracting and/or employment opportunities expected to be generated from the initial contract.
- Section 3 Coordinator shall provide contractors with a list of interested and qualified Section 3 residents for construction projects.
- Section 3 Coordinator shall provide contractors with a list of Section 3 business concerns interested and qualified for construction projects.
- Section 3 Coordinator shall inform contractors of known issues that might affect Section 3 residents from performing job related duties.
- Section 3 Coordinator shall review the new hire clause with contractors and subcontractors to ensure that the requirement is understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other person, when hiring additional employees needed to complete proposed work to be performed with HUD (federal) funds.

4.6 Preference for Contracting with Section 3 Business Concerns

The HAPGC, in compliance with Section 3 regulations, shall require contractors and subcontractors (including professional service contractors) to direct their efforts towards contracts to Section 3 business concerns in the following priority order:

- **Category 1:** County-based Business concerns that are 51% or more owned by residents of the housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.

- **Category 2:** County-based Business concerns that are 51% or more owned by HAPGC residents other than the housing development where the work is to be performed; or whose full-time permanent workforce includes 30% of these persons as employees.
- **Category 3:** County-based Business concerns that are 51% or more owned by a Section 3 county resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents; or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.

Contractors and subcontractors are expected to extend to the greatest extent feasible, efforts to achieve the numerical goals established by the HAPGC.

Evidence of Section 3 Certification:

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with the HAPGC shall complete the Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability form, which can be obtained from the HAPGC Section 3 Coordinator. The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program. (See Exhibit A-13: HAPGC Section 3 Business Concern)

Certifications for Section 3 preference for business concerns must be submitted to the Section 3 Coordinator of the HAPGC prior to the submission of bids for approval. If the Section 3 Coordinator previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid.

4.7 Efforts to Award Contract Opportunities to Section 3 Business Concerns

The HAPGC shall use the following methods to notify and contract with Section 3 business concerns when contracting opportunities exist.

Advertise contracting opportunities via HAPGC website newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.

Provide written notice of contracting opportunities to all known Section 3 business concerns. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.

Conduct workshops on HAPGC's contracting procedures to include bonding, insurance, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.

Contact the Prince George's County Office of Central Services, business assistance agencies, Minority and Women's Business Enterprise (M/WBE) contractor associations and community organizations to inform them of contracting opportunities and to request their assistance in identifying Section 3 businesses.

Seek out referral sources in order to ensure job readiness for public housing residents through on-the-job-training (OJT) and mentoring to obtain necessary skills that will transfer into the external labor market.

4.8 Section 3 Residents Recruitment, Training, and Employment

HAPGC shall develop resources to provide training and employment opportunities to Section 3 program participants by implementing the following:

Training opportunities shall be advertised by distributing flyers via mass mailings and posting in common areas of the housing developments as well as all HAPGC public housing management offices.

The resident councils as well as neighborhood community organizations will be contacted to request their assistance in notifying residents of the available training and employment opportunities.

Section 3 employment opportunities shall be advertised by posting job vacancies in common areas of all of the HAPGC housing developments as well as contacting resident councils and neighborhood community organizations.

A database shall be developed of certified Section 3 residents of public housing.

A database shall be developed to maintain a skill assessment of all Section 3 residents.

A database shall be developed of eligible qualified Section 3 Business concerns to contact with respect to the availability of contract opportunities.

Relationships shall be developed with local area employers in an effort to solicit job vacancies to determine skills needed in their workforce, thereby providing training to HAPGC residents developing skills that will transfer into the external labor market.

A provision for a specific number of eligible HAPGC residents to be trained or employed by the contractor shall be incorporated into the contract.

4.9 Contractor's Requirements in Employing Section 3 Participants

Under the HAPGC Section 3 Program, contractors and subcontractors are required to provide employment opportunities to Section 3 residents/participants in the priority order listed below:

- **Category 1: Section 3 Resident:** Residents of the housing development or developments for which the contract shall be expended
- **Category 2: Section 3 Resident:** Residents of other housing developments managed by the HAPGC
- **Category 3: Section 3 Resident:** Residents of Section 8 of the HAPGC as well as all other residents residing in Prince George's County who meet the income guidelines for Section 3 preference (See Exhibit A-14: HAPGC Eligibility for Preference).

After the award of contracts, the contractor shall, prior to beginning work, inform Section 3 participants of the development at which the work will be performed, by providing the following:

- a) names of the Section 3 business concerns to be utilized,
- b) estimates of the number of employees to be utilized,
- c) projected number of available positions, to include job descriptions and wage rates (construction wages consistent with Davis Bacon),
- d) efforts that will be utilized to seek Section 3 participants. (See Exhibit A-14: HAPGC Eligibility for Preference)

Contractors shall notify the Section 3 Coordinator of their interests regarding employment of Section 3 participants prior to hiring. The Section 3 Coordinator will ensure that the participant is Section 3 eligible, by assessing the Section 3 database to ensure job readiness. Additionally, the HAPGC's legal counsel will be contacted to ensure that the individuals are not involved in any legal proceedings against/with the HAPGC.

Contractors shall submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award.

Contractors shall document the performance of Section 3 participants (positive and negative), regarding punctuality, attendance, etc., and provide this information to the HAPGC Section 3 Coordinator.

Contractors shall immediately notify the Section 3 Coordinator of any problems experienced due to the employment of Section 3 participants.

Contractors shall immediately notify the Section 3 Coordinator if a participant quits, walks off, or is terminated for any reason. The contractor must provide written documentation of all such incidents to support such decisions to the Section 3 Coordinator to determine if an investigation is warranted.

4.10 Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. § 135, which implement Section 3. The parties further agree to fully comply with the county's most recently adopted Section 3 Action Plan. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the 24 C.F.R. § 135 regulations.
- C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. § 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. § 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. § 135.

- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. § 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. § 135.
- F. Noncompliance with HUD's regulations in 24 C.F.R. § 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

4.11 Filing and Processing Complaints

This section establishes procedures for handling complaints alleging non-compliance with the Section 3 Program. Complaints alleging non-compliance with the Section 3 Program may be filed with the U.S. Department of Housing and Urban Development's (HUD's) Fair Housing and Equal Opportunity Office or complaints may be filed internally with HAPGC's Section 3 Coordinator.

For purposes of this policy:

- Complaint means an allegation of non-compliance with regulations in the form described in 24 C.F.R. § 135.76(d).
- Complainant means the party, which files a complaint with the Assistant Secretary alleging that HAPGC or Contractor has failed or refused to comply with the regulations.
- Non-compliance with Section 3 means failure by HAPGC or its Contractor to comply with the requirements of this part.
- Respondent means HAPGC or its Contractor against which a complaint of non-compliance has been filed.

Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance through an internal process, HAPGC encourages submittal of such complaints to its Section 3 Coordinator as follows: Complaints of non-compliance should be filed in writing and shall contain the name of the complainant and brief description of the alleged violation of 24 C.F.R. § 135. Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation. An investigation will be conducted if complaint is found to be valid. The Section 3 Coordinator will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint. The Section 3 Coordinator shall provide written documentation detailing the findings of the investigation of the HAPGC. The HAPGC shall review the findings for accuracy and completeness before it is released to complainants. The findings shall be made available no later than thirty (30) days after the filing of complaint.

If complainants wish to have their concerns considered outside of the HAPGC, a complaint may be filed with:

The Assistant Secretary for Fair Housing and Equal Opportunity
 Attn: Office of Economic Opportunity
 U.S. Department of Housing and Urban Development
 451 Seventh Street, S.W., Room 5100
 Washington, D.C. 20410-2000

A written complaint should contain:

- Name and address of the person filing the complaint
- Name and address of subject of complaint (HUD recipient, contractor or subcontractor)
- Description of acts or omissions in alleged violation of Section 3
- Statement of corrective action sought (i.e., training, employment or contracts)

The complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

5. REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY (RDA)

The Redevelopment Authority of Prince George's County (RDA) was chartered in 1996 to provide services in the areas of development, redevelopment, revitalization and preservation in targeted communities. The emphasis is on locations within the Capital Beltway in support of the County Executive's priorities of community development, Transit-Oriented Developments (TODs), and affordable housing.

The RDA uses Federal, State, and local funds for neighborhood revitalization, infill development, and mixed-income housing activities. These activities provide economic opportunities primarily for low- and moderate-income persons, businesses that provide economic opportunities for these persons, County-based businesses, and minority business enterprises.

5.1 Economic Opportunities for Section 3 Residents and Business Concerns

The Department of Housing and Community Development (DHCD) subcontracts to the RDA to carry out three (3) Section 3 covered activities.

Table 5 – Section 3 Covered Activities and Responsible Agencies and Divisions

RDA Programs	Lead Department/Agency
NSP3 - Neighborhood Stabilization/Blight Eradication	Department of Housing and Community Development/Redevelopment Authority of Prince George's County

RDA Programs	Lead Department/Agency
CDBG - Suitland Model Blocks and Sustainable Streets Program	Department of Housing and Community Development/Redevelopment Authority of Prince George's County
CDBG - Housing Rehabilitation Assistance Program	Department of Housing and Community Development/Redevelopment Authority of Prince George's County

RDA Section 3 Covered Project Descriptions

The following is a general description of DHCD programs, subcontracted to the RDA to manage and implement which includes Section 3 covered activities.

- NSP3/Neighborhood Stabilization/Blight Eradication – The purpose of this program is to assist the County with the acquisition, rehabilitation, resale, rental and demolition of abandoned and foreclosed homes, residential and commercial properties.³²
- CDBG/Suitland Model Blocks and Sustainable Streets Program – The Redevelopment Authority of Prince George's County uses Community Development Block Grant (CDBG) funds to provide eligible homeowners with resources to invest in exterior renovations, environmental and storm water management techniques, code compliance updates, landscaping and curb appeal improvements to their home.³³
- CDBG/Housing Rehabilitation Assistance Program – The Redevelopment Authority of Prince George's County, in conjunction with a non-profit organization (Housing Initiative Partnership, Inc. (HIP)) uses CDBG funds to provide income eligible residents with an affordable rehabilitation loan for the purpose of upgrading the quality of deteriorated dwellings to contemporary minimum property standards, including the elimination of all housing code violations. The rehabilitation entails in most cases, roofing, plumbing, electrical, carpentry, window replacements, interior and exterior painting, doors, etc.³⁴

RDA Section 3 Administration and Compliance

The RDA is considered a sub-recipient of DHCD which receives Section 3 covered assistance (i.e., Neighborhood Stabilization Program Round 3 (NSP3) and Community Development Block Grant (CDBG).) The RDA is required to develop a Section 3 Action Plan which follows Exhibit A-9: DHCD Section 3 Action Plan Template. The RDA also bears the responsibility to comply with the following Section 3 requirements. The

³² County Resolution (CR-29-2013) – CFY 2011 Annual Action Plan, as amended

³³ County Resolution (CR-9-2015) – CFY 2016 Annual Action Plan

³⁴ County Resolution (CR-9-2015) – CFY 2016 Annual Action Plan

narrative below addresses: (1) RDA's, contractors' and subcontractors' responsibilities; and (2) the RDA's Section 3 Programs goals and objectives.

Responsibilities of RDA, Contractors and Subcontractors

RDA responsibilities shall include:

1. Notifying Section 3 residents about employment and training opportunities and businesses regarding contracts generated by Section 3 covered assistance;
2. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns;
3. Notifying potential contractors and subcontractors of the Section 3 objectives and ways in which each contractor or subcontractor can meet its numerical goal; and
4. Documenting the action(s) taken by the contractor or subcontractor to comply with the Section 3 requirements, the results of the actions, and impediments, if any.

The RDA bears the responsibility to ensure compliance of contractors and subcontractors. Thus the RDA shall:

1. Incorporate the Section 3 Clause into contract documents;
2. Provide additional technical assistance when needed;
3. Conduct compliance reviews consisting of detailed analysis and evaluation of the contractor's and subcontractor's compliance with Section 3 requirements;
4. Notify contractors and subcontractors of non-compliance and direct instructions to obtaining compliance of regulation 24 C.F.R. § 135;
5. Refrain from entering into contracts with contractors or subcontractors in violation of the regulations 24 C.F.R. § 135; and
6. Respond to complaints alleging non-compliance of regulation 24 C.F.R. § 135 by Section 3 residents or business concerns.

Evidence of Section 3 Certification

Contractors or subcontractors seeking Section 3 preference in the awarding of a HUD-funded contract shall self-certify compliance with one of the regulatory definitions of a Section 3 business³⁵ by completing a HUD Section 3 Business Registry Form.³⁶ The

³⁵ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.5

³⁶ <https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome>

contractor or subcontractor shall provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

RDA Goals and Objectives

The RDA's goals and objectives are consistent the DHCD's goals and objectives described under Section 3.3 of the Section 3 Action Plan.

Goal 1: Contractors and Subcontractors Training and Employment Opportunities
Goal of thirty percent (30%) for County Section 3 Residents

It is RDA's goal to ensure contractors and subcontractors utilize Section 3 county residents and county-based businesses in contracts partially or wholly funded with Section 3 covered Federal funds from HUD. The RDA, to the "greatest extent feasible," establishes employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements. The numerical goal is thirty percent (30%) of the aggregate number of new hires in any fiscal year.³⁷

Strategy: Provide justification for performance below thirty percent (30%) of the Section 3 resident target.

It is the responsibility of the RDA to ensure contractors and subcontractors implement strategic efforts to attain Section 3 compliance. If the numerical goal is not met, the contractor and subcontractor shall demonstrate and document why meeting the goal was not feasible.

Strategy: Standardize Section 3 requirements in all contracts.

The Section 3 Contract Clause specifies the requirements for contractors under Section 3 covered projects. The Section 3 Clause shall be included in all Section 3 covered project contracts. (See Exhibit A-1: Locally Based Business Preference Equal Opportunity Agreement)

Strategy: Provide entitlement funding to support Section 3 covered activities.

RDA shall continue to support contractors and subcontractors engaged in training, employment and other economic development activities.

Goal 2: Assisting Contractors to Achieve Section 3 Hiring and Contracting Goals

It is RDA's goal to ensure Section 3 business concerns are awarded at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for

³⁷ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.3

building trade work and at least three percent (3%) of the total dollar amount for non-construction work.³⁸

Strategy: Each contractor and subcontractor shall develop a Section 3 Action Plan which follows Exhibits A-9: DHCD Section 3 Action Plan Template. The Section 3 Action Plan identifies the goals, objectives and actions that will be implemented to ensure compliance with the requirements of Section 3.

Strategy: RDA shall provide annually an updated “DHCD Section 3 Economic Opportunity Tool Kit” for contractors and subcontractors. The DHCD Section 3 Economic Opportunity Tool Kit shall consist of the following forms which are used to assist awardees with their effort to achieve their Section 3 hiring and contracting goals.

DHCD Section 3 Economic Opportunity Tool Kit:

- Exhibit A-1: Locally Based Business Preference Equal Employment Opportunity Agreement
- Exhibit A-2: Assurance of Compliance with HUD Regulations for Training, Employment, and Contracting Opportunities for Businesses and Lower Income Persons
- Exhibit A-3: Estimated Project Work Force Breakdown
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown
- Exhibit A-5: Actual Project Workforce Breakdown
- Exhibit A-6: Section 3 Business Utilization
- Exhibit A-7: Section 3 Summary Report
- Exhibit A-8: Prince George’s County, Maryland Income Limits

Failure to submit these documents shall constitute a breach of contract and may result in termination of the contract.

Strategy: The RDA shall provide contractors and subcontractors with a list of additional Section 3 business concerns interested and qualified for all proposed Section 3 covered projects.

Strategy: The RDA shall provide technical assistance workshops to inform contractors and subcontractors of solutions that might affect Section 3 residents while performing job related duties.

Strategy: The RDA shall review the new hire clause with contractors and subcontractors.³⁹

³⁸ June 30, 1994, Section 3 Interim Rule 24 C.F.R. § 135.3

³⁹ It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other persons, when hiring additional employees needed to complete proposed work to be performed with HUD funds.

Goal 3: Local Procurement Opportunities Goal for Section 3 Business Concerns

It is the County's goal to procure at least fifty percent (50%) of the dollar amount of its good and services, including, but not limited to, construction good and services, to County-based businesses and at least thirty percent (30%) to County-based small or County-based minority businesses.

Strategy: Encourage the Provision of Preference to County-based Section 3 Business Concerns

When considering the award of contracts to business concerns, and when more than one Section 3 business concern is being considered, to the "greatest extent feasible," awards shall be made in the following order of priority:

1. County-based Business owner is a resident in the neighborhood area(s) in which the contract shall be extended;
2. County-based Business owner is a resident of government-assisted housing in other qualifying low-income areas in Prince George's County; and
3. County-based Business owner is a resident of Prince George's County and meets the income guidelines for Section 3 preference.⁴⁰

Goal 4: First Source and Local Hiring Goals for Section 3 Residents

It is the County's goal to ensure at least fifty-one percent (51%) of the annual hours (work hours), on both a total work hour and trade by trade basis, be worked by County residents.

Strategy: Encourage the Provision of Employment Preference of a Section 3 Resident

When considering the employment of a Section 3 resident, the following order of preference defined below will apply:

- **Category 1:** Section 3 county resident who resides in one of the County's Transforming Neighborhoods Initiative (TNI) areas;
- **Category 2:** Section 3 county resident utilizing a HUD Housing Choice Voucher residing in the vicinity of the covered project who meets the HUD income guideline limits; and

⁴⁰ <https://www.huduser.gov/portal/datasets/il/il15/index.html>

- **Category 3:** Section 3 county resident who graduated or is participating in a HUD Youthbuild program or a construction skills program of the Prince George's Community College, or a local trade union apprentice program.

In all cases, applicants shall meet the minimum qualifications for the position. In no instance shall it be construed that preference is given to Section 3 residents who do not meet these minimum requirements.

Strategy: All covered contractors, and subcontractors shall utilize, maintain, and monitor applicants using DHCD required documents at Exhibit A-1 through A-8: DHCD Section 3 Economic Opportunity Tool Kit.

The RDA, contractors, and subcontractors are required to keep records as necessary to demonstrate Section 3 compliance and submit copies of these records to DHCD.

RDA Reporting

The RDA is required to submit the contractor's and subcontractor's Section 3 Annual Summary Report (HUD Form 60002) to DHCD (See Exhibit A-7: Section 3 Summary Report.), corresponding to Section 3 covered projects that received Federal funding. The report is incorporated into DHCD's Section 3 Annual Summary Report and submitted in October of each fiscal year to HUD.

Section 3 Annual Summary Reports (HUD Form 60002) are intended to measure the contractor's and subcontractor's efforts to comply with the statutory and regulatory requirements of Section 3.

5.2 Economic Opportunities for County-based Businesses and Residents

Prince George's County "Jobs First Act"

Prince George's County enacted the "Jobs First Act", which was created for the purpose of enhancing the County's economic development. According to Subtitle 10A of the Prince George's County Code, the "Jobs First Act" creates bidding preferences and participation requirements for County-based businesses and County-based small businesses on certain procurement contracts for goods and services with the County. The "Jobs First Act" also benefits both businesses and residents in Prince George's County. County-based, County-based small, local Minority Business Enterprises' (MBE's) and out-of-county MBE's will benefit from increased bonus factors. Residents will benefit mainly from the increase in jobs via the First Source Registry maintained by the Prince George's County Economic Development Corporation's Workforce Services Division.

The RDA oversees and manages two (2) of the County's Capital Improvement Programs (CIPs), the Infill Redevelopment of Existing Properties and the Community

Impact Grants, that contribute to the creation of a diverse and vibrant economy and living environment for Prince George's County, using building techniques and providing responsible and responsive development and redevelopment, designed to enhance quality of life, balanced growth and job creation for diverse, sustainable communities.

Table 6 – CIP-Funded Activities and Responsible Agencies

RDA Programs	Lead Department/Agency
CIP - Infill Redevelopment of Existing Properties	Redevelopment Authority of Prince George's County
CIP - Community Impact Grants	Redevelopment Authority of Prince George's County/

- Infill Redevelopment of Existing Properties – The Redevelopment Authority utilizes its Capital Improvement Program funding (CIP), appropriated by the County, to decrease the number of blighted commercial and residential structures within a 1/2 mile radius of existing transit centers in an effort to improve the quality of life for area residents.

The strategies to accomplish this objective include:

1. Acquisition of vacant and underutilized commercial and residential properties for development in targeted areas;
2. Ensure that financing is secured for all projects;
3. Obtain required approvals for all development plans;
4. Partnering with non-profit and for-profit entities.

By facilitating catalytic economic development and expanding the County's tax base, the Redevelopment Authority partners with non-profit, for profit and other governmental entities in its efforts to preserve and stabilize neighborhoods.

- Community Impact Grants - The Community Impact Grant Program provides small, capital grants to community-based organizations to implement innovative projects within priority areas identified by the Redevelopment Authority, through the use of the County's Capital Improvement Program funding (CIP). The projects help to strengthen the community, while building organizational capacity. Applications are accepted from any incorporated 501(c)(3) civic/neighborhood association located within Prince George's County, which is in good standing with the State of Maryland. Applicable projects include neighborhood beautification, natural resources and sustainability projects.

Local Preferences for County-based Businesses and Residents

Local and Minority Business Involvement

The RDA seeks local and minority participation in their development projects. One of the criteria used in the evaluation of submitted requirements applicable to RDA Request

for Expressions of Interest and Qualifications (RFEI/RFQ) is the level of local and minority business involvement. Contractors are required to identify all team members and equity partners that are certified Minority Business Enterprises or local businesses. Contractors are also required to provide any plans for local and minority contracting and hiring. The contractor will receive a higher score in this category pending the level of local and minority business participation.

County, Small, Disadvantaged Business

The RDA seeks to have County-based businesses and County-based Minority business enterprise participation at all levels of the project, including design, development, contracting, marketing, sales and leasing. Contractors are required to identify all team members and equity partners that are certified Minority business enterprises or certified County-based businesses. Contractors are also required to provide any plans for County-based business and Minority business enterprise contracting and hiring. The contractor will receive a higher score in this category pending the level of local and minority business participation.

6. INTER-GOVERNMENTAL COORDINATION

6.1 Memorandum of Understandings (MOUs)

According to Subtitle 15A of the Prince George's County Code, the Five-Year Consolidated Plans and Annual Action Plans for Housing and Community Development must include a Section 3 Action Plan. The Section 3 Action Plan must also address Subtitle 10A of the Prince George's County Code; a law that requires "best efforts" for meeting certain local preferences and participation for County-based businesses, County-based small businesses and a certain local hiring requirements.

In an effort to ensure the Department of Housing and Community Development (DHCD), the Housing Authority of Prince George's County (HAPGC) and the Redevelopment Authority of Prince George's County (RDA) adhere to Section 3 and local requirements, each agency shall enter into a Memorandum of Understanding (MOU) with the following partners:

- Office of Central Services - Supplier Development and Diversity Division (OCS-SDDD), and
- Prince George's Economic Development Corporation – Workforce Services Division (PGCEDC-WSD).

The purpose of the agreements is to define the roles and responsibilities of each agency, the DHCD, the HAPGC, and the RDA and its partners in oversight and operation of the performance measurement system as described in the Section 3 Action Plan beginning June 1, 2016. (see Exhibit A18 – Sample MOU.)

The objective is to ensure that Section 3 goals are met in the use of applicable Federal funds, including increasing contracting and procurement opportunities for County-based businesses; requiring “best efforts” for hiring County residents; and fostering economic opportunities for local small businesses.

6.2 Performance Measurement System for Section 3 and Local Activities

HUD Section 3 Numerical Goals

The County to the “greatest extent feasible,” established employment and training goals that sub-recipients, contractors, and subcontractors should meet in order to comply with Section 3 requirements. Each fiscal year, the County plans to accomplish the following HUD Section 3 numerical goals:

1. Employ qualified Section 3 residents, as thirty percent (30%) of aggregate number of new hires resulting from contracts and subcontracts on a covered activity;
2. Award to Section 3 business concerns at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work; and
3. Award to Section 3 business concerns at least three percent (3%) of the total dollar amount of all Section 3 covered contracts for non-construction work.

DHCD and HAPGC formed a partnership with the Office of Central Services – Supplier Development and Diversity Division (OCS-SDDD) to track the County’s Section 3 “best efforts” in meeting its Section 3 numerical goals. OCS-SDDD will create a tracking system which incorporates DHCD’s and HAPGC’s Section 3 Annual Reports. The data will be entered into a performance measurement system which is intended to measure the agencies’ effort to meeting its numerical goals. In addition, OCS-SDDD will create a Section 3-based Business Concerns Directory for contractors and subcontractors seeking to do business in Prince George’s County.

OCS-SDDD and the Prince George’s County Economic Development Corporation - Workforce Services Division (PGCEDC-WSD) will also sponsor Section 3 Technical Assistance Pre-Award workshops on a rolling basis during the month of June through September of each year.

Local Procurement Goals for Section 3 Business Concerns

Each County agency, including, but not limited to, each County agency that procures in whole or in part through the Office of Central Services, shall use its “best effort” to exercise its procurement authority so as to meet, on an annual basis, the goal of procuring at least fifty percent (50%) of the dollar volume of its goods and services, including, but not limited to, construction goods and services, to County-based businesses and at least thirty percent (30%) to County-based small businesses. (See Attachment B: Section 10A-160 of the Prince George’s County Code)

Through legislation from the County Council, the Office of Central Services – Supplier Development and Diversity Division (OCS-SDDD) maintains and recruits businesses to register for the County Based Business Certification (see Exhibit A-15: Certification of Contractors Best Efforts), which provides preferential opportunities for Local businesses that otherwise meet all other contract requirements. SDDD also provides education and training opportunities to ensure businesses have the competency and capacity to meet the demands of the procurement and strategic partnership opportunities.

First Source and Local Hiring Goals for Section 3 Residents

The Prince George's County Economic Development Corporation - Workforce Services Division (PGCEDC-WSD) shall maintain a First Source Registry. The First Source Registry shall consist of the names of veterans, unemployed, low-to-moderate income (defined as being within three hundred percent (300%) of the federal poverty guidelines), and general job-seeking individuals who are County residents. The Registry shall be the first source for hiring all new hire positions on procurement projects funded by a County agency or the County government.

The Purchasing Agent shall require “best effort” to ensure at least fifty-one percent (51%) of the annual hours (work hours), on both a total work hour and trade by trade basis, be worked by County residents as a condition of any contract or agreement for a procurement funded by a County agency, including requiring “best efforts” to reach a minimum goal that at least fifty-one percent (51%) of the annual apprenticeship work hours on such contracts or agreements be worked by apprentices who are County residents. (See Attachment B: Section 10A-167 of the Prince George's County Code)

The PGCEDC-WSD submits quarterly First Source and Local Hiring Agreement Compliance reports (see Exhibit A-17: First Source and Local Hiring Agreement Compliance Report) to the County Auditor, the Purchasing Agent, and a compliance manager designated by the County Council verifying the requirements in Section 10A-167 of the Prince George's County Code. The reports shall also detail the number of government-assisted projects for which First Source and Local Hiring Agreements were executed, the number of jobs that result from the First Source and Local Hiring Agreements, the number of County residents actually employed in government-assisted projects, and the number of unemployed County residents on the First Source Registry.

Section 3 and County-based and Residents Technical Assistance Workshops

The OCS-SDDD and PGCEDC-WSD will sponsor technical assistance workshops to prospective contractors, subcontractors, and applicants of HUD and/or County funds to carry out construction related activities or county residents interested in employment opportunities in HUD-funded project sites. The workshops will be held during June to September each fiscal year covering the following topics:

- Advertisement Tips in Prominent Places at HUD-funded Project Sites,
- Training and Employment Opportunities for Section 3 Residents,

- Reporting and Recordkeeping,
- Section 3 Business Concern and County-based Certifications,
- Good Strategies for Targeting Section 3 Residents and Businesses,
- How to Complete a First Source and Local Hiring Agreement Compliance Report
- How to Complete a HUD Section 3 Annual Report and
- How to Develop a Section 3 Action Plan for Sub-recipients, Contractors and Sub-contractors.

ATTACHMENTS AND EXHIBITS

Attachment A and B: Council Bills and HAPGC Resolution

- Attachment A: CB-112-2012
- Attachment B: CB-17-2011
- Attachment C: HAPGC Resolution No. LHA 1278, 1279, and 1280

Exhibits A-1 through A-20: Section 3 Action Plan

- Exhibit A-1: Locally Based Business Preference Equal Employment Opportunity Agreement
- Exhibit A-2: Assurance of Compliance with HUD Regulations for Training, Employment, and Contracting Opportunities for Businesses and Lower Income Persons
- Exhibit A-3: Estimated Project Work Force Breakdown
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown
- Exhibit A-5: Actual Project Workforce Breakdown
- Exhibit A-6: Section 3 Business Utilization
- Exhibit A-7: Section 3 Summary Report
- Exhibit A-8: Prince George's County, Maryland Income Limits
- Exhibit A-9: DHCD Section 3 Action Plan Template
- Exhibit A-10: Complaint Register Under Section 3 HUD Act of 1968 form HUD-958
- Exhibit A-11: How to Use HUD's Section 3 Business Registry Webpage
- Exhibit A-12: FHEO Section 3 Performance Evaluation and Registry System (SPEARS) Guide
- Exhibit A-13: HAPGC Section 3 Business Concern
- Exhibit A-14: HAPGC Eligibility for Preference
- Exhibit A-15: Certification of Contractors Best Efforts
- Exhibit A-16: MWE Job Order Form
- Exhibit A-17: First Source and Local Hiring Agreement Compliance Reports
- Exhibit A-18: Sample Memorandum of Understanding
- Exhibit A-19: "Frequently Asked Questions"
- Exhibit A-20: Regulatory Definitions

Note: DHCD Section 3 Economic Opportunity Tool Kit includes Exhibits A-1 through A-8.

Acknowledgements

The Department of Housing and Community Development and the Housing Authority of Prince George's County would like to extend its gratitude to the following inter-government agencies for their cooperation and contribution to the development of the Section 3 Action Plan and Implementation Strategy.

- **Office of Central Services – Supplier Development & Diversity Division**
- **Prince George's County Economic Development Corporation – Workforce Services Division**
- **Prince George's County Council Administrator's Office**

DHCD Section 3 Plan Contact Information

Questions or comments regarding the DHCD Section 3 Plan may be directed to:

DHCD Section 3 Coordinator
Prince George's County – Department of Housing and Community Development
9200 Basil Court, Suite 500
Largo, Maryland 20774
(301) 883-5531

Some of the components included in DHCD's Section 3 Action Plan were derived from the following sources:

- City of Houston Section 3 Plan (2013),
- HUD Section 3 Plan for the Housing Authority Template,
- City of Virginia Beach Section 3 Compliance Policy Handbook (2013), and
- Section 3 Plan for City of Richmond, VA.

HAPGC Section 3 Plan Contact Information

Questions or comments regarding the HAPGC Section 3 Plan may be directed to:

HAPGC Section 3 Coordinator
Housing Authority of Prince George's County
9200 Basil Court, Suite 500
Largo, Maryland 20774
(301) 883-5531

RDA Section 3 Plan Contact Information

Questions or comments regarding the RDA Section 3 Plan may be directed to:

RDA Section 3 Coordinator
Redevelopment Authority of Prince George's County
9200 Basil Court, Suite 504
Largo, Maryland 20774
(301) 883-5300



Department of Housing and Community Development
Community Planning and Development Division

Housing Authority of Prince George's County

Redevelopment Authority of Prince George's County

Eric C. Brown, Director
Estella Alexander, Deputy Director
Sharon R. Land, CGFM, Deputy Director
Howard Ways, AICP, Executive Director

9200 Basil Court, Suite 500
Largo, Maryland 20774
Telephone: 301-883-5570 or TDD: 301-883-5428



Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, gender, religion, ethnic or national origin, disability, or familial status in admissions or access to benefits in programs or activities.

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2012 Legislative Session

Bill No. CB-112-2012
Chapter No. 94
Proposed and Presented by Council Member Franklin
Introduced by Council Member Franklin
Co-Sponsors _____
Date of Introduction October 23, 2012

BILL

1 AN ACT concerning

2 Five-Year Consolidated Housing and Community Development Plan

3 For the purpose of amending the provisions of the County's Five-Year Consolidated Housing
4 and Community Development and Annual Action Plans by adding requirements under Section 3
5 of the Housing and Urban Development Act of 1968, as amended; and generally relating to
6 housing and community development in the County.

7 BY repealing and reenacting:

8 SUBTITLE 15A. CONSOLIDATED HOUSING
9 AND COMMUNITY DEVELOPMENT PLAN.

10 Sections 15A-103, 15A-104, 15A-105 and 15A-106
11 The Prince George's County Code
12 (2007 Edition, 2010 Supplement).

13 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
14 Maryland, that Section 15A-103, 15A-104, 15A-105 and 15A-106 of the Prince George's County
15 Code be and the same is hereby repealed and reenacted:

16 SUBTITLE 15A. CONSOLIDATED HOUSING
17 AND COMMUNITY DEVELOPMENT PLAN.

18 * * * * *

1 **Sec. 15A-103. Five-Year Consolidated Housing and Community Development Plan, [and]**
2 **Annual Action Plan and Section 3 Action Plan.**

3 (a) Pursuant to applicable Federal regulations the County Executive shall prepare on
4 behalf of Prince George's County and submit to the County Council for approval:

5 (1) A Five-Year Consolidated Housing and Community Development Plan,
6 commencing in July 1995 and each fifth year thereafter; and

7 (2) An annual Action Plan and Statement of Community Development Objectives
8 and Projected Use of Funds, which shall constitute the County's Housing and Community
9 Development Program and activities to address the needs of the homeless, and applications for
10 securing federal funds under the terms of the Housing and Community Development Act of
11 1974, as amended, the Cranston-Gonzalez National Affordable Housing Act of 1990, and the
12 Stewart B. McKinney Homeless Assistance Act of 1988.

13 (3) A Section 3 Action Plan, to implement Section 3 of the Housing and Urban
14 Development Act of 1968 as amended, (12 U.S.C. 1701u and implementing regulations at 24
15 CFR 135), which shall establish the strategies and goals to be followed to ensure that the
16 objectives of Section 3 are met in the use of applicable federal funds in the County, including the
17 objectives of promoting local economic development, neighborhood economic development,
18 local hiring and employment, local procurement opportunities and individual self-sufficiency.
19 The purpose of Section 3 is to ensure that employment and other economic opportunities
20 generated by certain HUD financial assistance shall, to the greatest extent feasible , and
21 consistent with existing Federal, State and local laws and regulations, be directed to very low,
22 low and moderate income persons living in Prince George's County, particularly those who are
23 (1) recipient of government assistance for housing, and (2) to business concerns which provide
24 economic opportunities to very low and low income persons. The mission of Section 3 is to
25 utilize existing federal programs to maximize economic for very low, low and moderate income
26 persons. A Section 3 Action Plan when properly crafted at the grantee level can help address
27 unemployment, underemployment, and economic poverty. Section 3 as national policy addresses
28 issues such as housing affordability, employment status, and individual earnings. Section 3
29 requirements apply to HUD grantees and applies to all contractors and subcontractors performing
30 work in connection with projects and activities funded by federal community development
31 assistance covered by Section 3. The enactment of a Section 3 Action Plan is not a requirement

1 of Section 3 of the Housing and Urban Development Act of 1968, but is a tool to assist
2 jurisdictions in facilitating its implementation.

3 **Sec. 15A-104. Consolidated Housing and Community Development Plan -- content.**

4 (a) The Five-Year Consolidated Housing and Community Development Plan shall include,
5 but is not limited to, the following:

6 (1) A comprehensive assessment of housing and community development needs
7 within appropriate subareas of the County (such as neighborhoods, census tracts, or other
8 convenient statistical areas), including consideration of such factors as the distribution of
9 residents with limited incomes (as defined by Federal regulations), over-crowded housing
10 conditions, and substandard housing units, as well as areas of racial and ethnic concentration;
11 and

12 (2) A comprehensive strategy for meeting the neighborhood revitalization, housing,
13 and economic development needs including:

14 (A) A housing and homeless needs assessment that addresses the needs of
15 households that are of low and moderate income, and homeless households and individuals with
16 special needs;

17 (B) A housing market analysis that describes the number and type of housing
18 units available to persons of limited income, as well as the homeless and special needs
19 populations;

20 (C) Strategic plans for adequate housing, homeless households, persons with
21 special needs, persons living in public housing;

22 (D) Strategic plans for community development including criteria for
23 establishing priority needs and rationale for selecting priority projects in the areas of public
24 facilities improvements, economic development, and public service activities; and

25 (E) The priorities for the use of federal entitlement funds under such programs
26 as Community Development Block Grant, HOME Investment Partnerships, Emergency
27 Solutions Grant, Housing Opportunities for Persons with Aids, Neighborhood Stabilization
28 Grant Program, and HUD Section 108 Loan Guarantee Program.

29 (3) An identification, by name and geographical boundaries, of the areas
30 recommended for concentrated improvement efforts, together with statements of justification for
31 each of the areas recommended for improvement;

1 (4) Legible maps that shall show such information as:

2 (A) The distribution of low and moderate income households;

3 (B) Extent and location of households experiencing housing cost burdens;

4 (C) The location of all [proposed block grant funded] federal community
5 development assistance projects and other federally-funded projects which show a coordinated
6 use of federal funds;

7 (D) Geographic targeting of federal funds in neighborhood strategy areas.

8 (b) Beginning in 2015 the Five-Year Consolidated Housing and Community Development
9 Plan shall include a Section 3 Action Plan that addresses policies and procedures for all HUD
10 covered activities such as: (1) programs that may include multiple contracts, contacts with parts
11 of HUD funding of public or residential construction projects; (2) services and professional
12 services activities generated by construction, such as roads, sewers, sidewalks, community
13 centers, etc; and (3) all public housing authority covered activities such as maintenance,
14 development, modernization, and operations.

15 **Sec. 15A-105. Annual Housing and Community Development Action Plan -- content.**

16 (a) The annual Housing and Community Development Action Plan shall be generally
17 consistent with the Strategic Plans contained in the Five-Year Consolidated Housing and
18 Community Development Plan and the Annual Statement of Community Development
19 Objectives and shall include:

20 (1) A detailed description of recommended housing and community development
21 activities proposed for implementation during the succeeding program year;

22 (2) The estimated cost of each project proposed in the subject program year, and the
23 total cost to bring the project to completion if it is a multiyear project, together with an
24 identification of the sources of such funds;

25 (3) The geographical boundaries, locations, and targeting where applicable;

26 (4) Identification of the agency or combination of agencies responsible for
27 administering and/or implementing the recommended activities;

28 (5) Identification of priority housing activities and federal resources to address the
29 needs of low and moderate income households, as well as special needs populations;

30 (6) Identification of priority activities in areas that address underserved housing needs
31 which include, but are not limited to: maintaining adequate housing; removing barriers to

1 adequate housing; evaluating and reducing lead-based paint hazards; reducing the number of
2 poverty level families; developing institutional structures; enhancing coordination between
3 public and private housing, and social services agencies; and fostering public housing
4 improvements and resident initiatives; and

5 (7) Submission of a combined application for use of federal entitlement funds for
6 programs such as Community Development Block Grant, HOME Investment Partnerships, and
7 Emergency Shelter Grant, Neighborhood Stabilization Grant Program, and HUD Section 108
8 Loan Guarantee Program.

9 **Sec. 15A-106. Review and approval of the Five-Year Consolidated Housing and**
10 **Community Development Plan and Annual Action Plan.**

11 (a) The County Executive shall forward each proposed Five-Year Consolidated Housing
12 and Community Development Objectives Plan, the Section 3 Action Plan, and each Annual
13 Action Plan and Statement of Community Development Objectives to the County Council on or
14 before March 15. Upon receipt, the County Council shall cause to be published, in the county
15 newspapers of record, notice of one or more public hearings to be held on the proposed
16 Consolidated Housing and Community Development Plan and each Annual Action and Section 3
17 Action Plan. After the public hearing(s), the County Council may amend any part of the
18 Consolidated Housing and Community Development Plan or Annual Action Plan and the Section
19 3 Action Plan and shall act by resolution on each Consolidated Housing and Community
20 Development Plan, each Annual Action Plan and the Section 3 Action Plan not later than sixty
21 (60) calendar days after receipt thereof. Following approval, the County Council shall forward
22 each approved Consolidated Housing and Community Development Plan and each approved
23 Annual Action Plan and the Section 3 Action Plan to the County Executive who shall furnish
24 copies thereof to all agencies of government having responsibility for administering and/or
25 implementing activities identified therein. In submitting the annual expense budget, capital
26 budget, and capital program to the County Council for the succeeding fiscal year following the
27 date of approval of each Annual Action Plan, the County Executive shall state to what extent
28 said documents implement each approved annual plan and shall identify related budgetary and
29 capital program items.

1 (b) Upon approval of each five-year plan, each Annual Action Plan and the Section 3
2 Action Plan, the County Executive shall transmit them to the designated federal and state
3 agencies for review and approval together with other necessary documentation and certifications.

4 * * * * *

5 SECTION 3. BE IT FURTHER ENACTED that the provisions of this Act are hereby
6 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,
7 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of
8 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining
9 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this
10 Act, since the same would have been enacted without the incorporation in this Act of any such
11 invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.

12 SECTION 4. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)
13 calendar days after it becomes law.

Adopted this 20th day of November, 2012.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: Andrea C. Harrison
Andrea C. Harrison
Chair

ATTEST:

Redis C. Floyd
Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: 12-6-2012 BY: Rushern L. Baker, III
Rushern L. Baker, III
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged

Prince George's County Council Agenda Item Summary

Meeting Date: 11/20/2012
Reference No.: CB-112-2012
Draft No.: 2
Proposer(s): Franklin
Sponsor(s): Franklin
Item Title: An Act concerning the Five-Year Consolidated Housing and Community Development Plan for the purpose of amending the provisions of the County's Five-Year Consolidated Housing and Community Development and Annual Action Plans by adding requirements under Section 3 of the Housing and Urban Development Act of 1968, as amended; and generally relating to housing and community development in the County.

Drafter: Todd M. Turner, Legislative Officer
Resource Personnel: Brendon Laster, Legislative Aide District 9

LEGISLATIVE HISTORY:

Date Presented:		Executive Action:	12/6/2012 S
Committee Referral:	10/23/2012 - THE	Effective Date:	1/22/2013
Committee Action:	11/8/2012 - NR		
Date Introduced:	10/23/2012		
Public Hearing:	11/20/2012 - 10:00 AM		
Council Action (1)	11/20/2012 - ENACTED		
Council Votes:	WC:A, DLD:A, MRF:A, AH:A, ML:A, EO:A, OP:A, IT:A, KT:A		
Pass/Fail:	P		
Remarks:			

AFFECTED CODE SECTIONS:

15A-103, 15A-104, 15A-105, 15A-106

COMMITTEE REPORTS:

THE Committee Report

November 8, 2012

Date 11/8/2012

Committee Vote: No Recommendation, 5-0 (Council Members Olson, Toles, Davis, Lehman and Patterson)

The Legislative Officer provided a summary of the bill and referral comments that were received. CB-112-2012 concerns the Five-Year Consolidated Housing and Community Development Plan ("Five-Year Con Plan") for the purpose of amending the provisions of the County's Five-Year Consolidated Housing and Community Development and Annual Action Plans by adding requirements under Section 3 of the Housing and Urban Development Act of 1968, as amended; and generally relating to housing and community development in the County.

The Legislative Officer review of CB-112-2012, which would amend Article 15A of the County Code to require a Section 3 Plan as part of the Five-Year Con Plan and each Annual Action Plan goals and strategies for compliance

with the requirement of Federal Law for low and very-low income persons for employment and businesses in the County that receive federal funding. The Legislative Officer and staff provided additional information to the Committee and in response to questions by members.

Council Member Franklin, bill sponsor, provided the rationale for the legislation and reviewed a Proposed Draft 2 with amendments discussed with the County Executive and the Department of Housing and Community Development (DHCD). The Legislative Officer advised that the Committee could not vote on any proposed amendments prior to the scheduled public hearing and any non-substantive amendments could be considered prior to enactment.

DHCD Director Eric Brown and Deputy Director Estella Alexander provided comments and answered questions by the members of the Committee regarding the bill. With several amendments discussed and proposed by the bill sponsor, they were supportive of the bill.

The Office of Law determined that CB-112-2012 was in proper legislative form but provided additional information and clarification on the legislative intent of the bill to be effective upon the adoption of the next Five-Year Con Plan expected in FY 2015.

The Office of Audits and Investigation indicated there should be a minimal negative fiscal impact on the County as a result of adopting CB-112-2012 because of the administrative and operational requirements for compliance.

BACKGROUND INFORMATION/FISCAL IMPACT:

(Includes reason for proposal, as well as any unique statutory requirements)

This legislation seeks to amend provisions of the County’s Five-Year Consolidated Housing and Community Development and Annual Action Plans by adding requirements under Section 3 of the Housing and Urban Development Act of 1968, as amended.

11/20/2012: CB-112-2012 was amended on the floor; CB-112-2012 (DR-2) was enacted.

CODE INDEX TOPICS:

INCLUSION FILES:

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COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2011 Legislative Session

Bill No. CB-17-2011

Chapter No. 37

Proposed and Presented by Council Members Franklin and Harrison

Introduced by Council Members Franklin, Harrison, Turner, Patterson, Olson and Lehman

Co-Sponsors _____

Date of Introduction October 18, 2011

BILL

1 AN ACT concerning

2 Economic Development and Local Employment

3 For the purpose of enhancing the County's economic development by creating bidding
4 preferences and participation requirements for County-based businesses and County-based small
5 businesses on certain procurement contracts for goods and services with the County; establishing
6 a First Source Hiring Program; requiring "best efforts" for meeting a certain local hiring
7 percentage goal for positions on certain procurement projects funded by the County, requiring
8 submission of quarterly audit reports, maintaining a first source registry, providing for penalties
9 and exemptions to the program; authorizing the use of Community Benefit Agreements on
10 County assisted developments that receive a public benefit of a value greater than \$3,000,000
11 with certain exceptions; authorizing Labor Peace Agreements for developments receiving a
12 public benefit of a value greater than \$1,000,000 with certain exceptions; giving priority to
13 County-based Minority Business Enterprises in all Minority Business Enterprise goals for
14 minority contracting and purchasing; requiring subcontracting plans for certain contracts and
15 generally relating to economic development in the County.

16 BY repealing and reenacting with amendments:

17 SUBTITLE 10A. PURCHASING.
18 Sections 10A-101, 10A-136,
19 The Prince George's County Code
20 (2007 Edition, 2010 Supplement).

21 BY adding:

SUBTITLE 10. FINANCE AND TAXATION.
Sections 10-283, 10-284, 10-285, 10-286,
The Prince George's County Code
(2007 Edition, 2010 Supplement).

BY adding:

SUBTITLE 10A. PURCHASING.
Sections 10A-157, 10A-158, 10A-159, 10A-160, 10A-
161, 10A-162, 10A-163, 10A-164, 10A-165, 10A-
166, 10A-167, 10A-168, 10A-169, and 10A-170
The Prince George's County Code
(2007 Edition, 2010 Supplement).

SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
Maryland, that Sections 10A-101 and 10A-136 of the Prince George's County Code be and the
same are hereby repealed and reenacted with the following amendments:

SUBTITLE 10A. PURCHASING.

DIVISION 1. ADMINISTRATIVE PROCEDURES.

Sec. 10A-101. Definitions.

(a) The words defined in this Section shall have the meanings set forth below whenever
they appear in this Subtitle unless the context in which they are used clearly requires a different
meaning or a different definition is prescribed for a particular provision.

* * * * *

(4.1) **Certified County-based business participation** means the percentage of the total
contract dollars paid to businesses certified as County-based businesses.

(4.2) **Certified County-based small business participation** means the percentage of total
contract dollars paid to businesses certified as County-based small businesses.

(4.3) **Certified sheltered workshop** means an agency that is:

(A) Organized under the laws of the United States or the State of Maryland;

(B) Certified as a sheltered workshop by the Wage and Hour Division of the United
States Department of Labor;

1 (C) Accredited by the Division of Vocational Rehabilitation of the Maryland
2 Department of Education;

3 (D) Operated in the interest of individuals who have a mental or physical disability,
4 including blindness, that constitutes a substantial handicap to employment and prevents the
5 individual from engaging in normal competitive employment; and

6 (E) The net income of which does not inure wholly or partially to the benefit of any
7 shareholder or other non-disabled individual.

8 * * * * *

9 (13) **County-based business** means a business whose principal place of operation is
10 located within Prince George's County, that meets the requirements of Section 10A-161(a), and
11 whose application for certification as a County-based business is approved by the Purchasing
12 Agent. Principal place of operation shall be determined by factors as set forth in the regulations.

13 (13.1) **County-based business preference** means a business preference given to a bid or
14 proposal pursuant to Section 10A-158.

15 (13.2) **County-based small business** means a business that meets the requirements of
16 Section 10A-161(b) and whose application for certification as a County-based small business is
17 approved by the Purchasing Agent.

18 (13.3) **County or The County** means Prince George's County, Maryland.

19 (13.4) **County agency** means any department, office, division, administrative unit, or
20 agency of the Prince George's County government or any other entity created or authorized to be
21 created, whether expressed or implied, by the Charter or the Code, including any council, board,
22 bureau, commission, institution, tribunal, government corporation, public authority, or other
23 instrumentality thereof or thereunder.

24 * * * * *

25 (14.1) **County resident** means a person whose domicile is located in Prince George's
26 County, Maryland, as determined by standards set forth by the Purchasing Agent, and who
27 either:

28 (A) Filed a Maryland state income tax return that establishes a Prince George's
29 County domicile for the most recent full calendar year;

30 (B) Is claimed as a dependent on a Maryland state income tax return that establishes
31

1 a Prince George’s County domicile for the most recent full calendar year filed by the person’s
2 parent, legal guardian, or spouse; or

3 (C) Was not required to file a federal or Maryland state income tax return for the
4 most recent calendar year because the person was not legally liable for income tax pursuant to
5 Section 10-809, Tax-General Article, Annotated Code of Maryland, but was legally domiciled in
6 Prince George’s County for the most recent full calendar year, and signs an attestation under oath
7 to this effect on a form provided by the Purchasing Agent.

8 The County Executive, the County Executive’s designee, and the Purchasing Agent
9 are authorized to verify a person’s County residency status pursuant to this definition in relation
10 to Division 7 of this Subtitle.

11 * * * * *

12 (16.2) Domicile means the place of a person's true, fixed, permanent home, without any
13 present intention of completely abandoning that home, and to which the person has the intention
14 of returning whenever absent. Domicile does not include a temporary dwelling unless there is a
15 present intention to abandon permanently or indefinitely the former domicile.

16 * * * * *

17 (30) **Procure** means to buy, rent, lease, lease-purchase, or otherwise obtain any supplies,
18 services, or construction. **Procurement** (or a **procurement**) is the noun form of this term. It
19 includes all functions that pertain to the obtaining of any public procurement, including
20 description of requirements, selection and solicitation of sources, and preparation, [and] award
21 and execution of contract. The term does not include the making of any grant or donation.

22 * * * * *

23 (32.1) **Public benefit** means contracts, grants, conditional loans, tax abatements, land
24 transfers for public redevelopment, or tax increment financing from a County agency or the
25 County government. This definition also includes grants or conditional loans from a third party
26 that receives more than 50% of its annual budget in the most recent fiscal year from funds
27 received from or administered by a County agency or the County government and indirect grants
28 or conditional loans from a County agency or the County government that are facilitated by a
29 third party. This definition does not include funds from the Community Development Block
30 Grant (“CDBG”) program or tax credits awarded under Subtitle 10 of the Code. The application
31 of this definition is subject to the restrictions of federal and state law.

1 * * * * *
 2 (35) **Purchasing Agent** means the Director of Central Services or the Director of Central
 3 Services' designee.

4 * * * * *

5 **DIVISION 6. SPECIAL PROVISIONS.**

6 **Subdivision 1. Minority Business Opportunities Program.**

7 **Sec. 10A-136. Assistance to minority business enterprises; certification and decertification.**

8 (a) The Purchasing Agent shall structure the procurement procedures and activities of the
 9 County to facilitate and encourage the award of at least thirty percent (30%) of the total dollar
 10 value of all County contracts awarded, directly or indirectly, to County-based minority business
 11 enterprises or minority business enterprises. The value of subcontracts with County-based
 12 minority business enterprises or minority business enterprises shall be included in the
 13 computation of the above total dollar value.

14 (b) In all bids for the construction of public works, if the work is to be subcontracted by
 15 the bidder, every bidder, in order to be considered a responsive bidder, shall be required to
 16 subcontract with County-based minority business enterprises or minority business enterprises for
 17 at least twenty percent (20%) of the total dollar volume of the contract price unless such bidder is
 18 itself a minority business enterprise or County-based minority business enterprise.

19 (c) In determining the lowest responsible and responsive bidder, for contracts valued at
 20 One Million Dollars (\$1,000,000) or less, the Purchasing Agent shall adjust the bid price(s)
 21 submitted by a County-based Minority Business Enterprise or a minority business enterprise, for
 22 the purposes of evaluation and award only, by reducing the bid price(s) of such firm by the
 23 application of bonus factors according to the following schedule:

BID OF LOWEST RESPONSIVE BIDDER	MINORITY BUSINESS ENTERPRISE	PRINCE GEORGE'S BASED MINORITY BUSINESS ENTERPRISE BONUS FACTOR
Factored by:	.05	[.10] .15

24 (d) For contracts valued greater than One Million Dollars (\$1,000,000), the Purchasing
 25 Agent shall adjust the bid price submitted by a County-based Minority Business Enterprise or a
 26 Minority Business Enterprise for the purpose of evaluation and award only by reducing the bid
 27 price(s) of such firm by the application of an Evaluation Bonus according to the following
 28 schedule:

	MINORITY BUSINESS ENTERPRISE	PRINCE GEORGE'S BASED MINORITY BUSINESS ENTERPRISE BONUS FACTOR
Bid Price Subtracted by:	\$50,000.00	[\$100,000.00] <u>\$150,000.00</u>

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(e) Bids or proposals are entitled to receive the greater of the preference points or percentages allowed under either this Section or Section 10A-158, as applicable. The preferences allowed under this Section and Section 10A-158 shall not be applied cumulatively.

(f) [(e)] The Purchasing Agent shall, for all contracts, consult with the Minority Business Development Division in order to determine whether subcontracting is appropriate. If subcontracting is determined to be appropriate, the Purchasing Agent [may] shall include a mandatory minority business enterprise and County-based minority business enterprise subcontract clause that requires up to twenty percent (20%) of the contract's total value be performed by one or more minority business enterprises[.] or County-based minority business enterprises. A contract with a total value of \$500,000 or greater that includes a mandatory minority business enterprise and County-based minority business enterprise subcontract clause shall also include compliance with a mandatory subcontracting plan as a condition of the contract, the requirements of which shall be determined by the Purchasing Agent, and which applies for the full term of the contract. The Purchasing Agent shall require that the mandatory subcontracting plan, at a minimum, provides verification of the percentage of the contract's total value that is subcontracted to County-based minority business enterprises or minority business enterprises throughout the full term of the contract. Any change to the mandatory subcontracting plan must be approved by the Purchasing Agent and notice of such a change shall be given by the Purchasing Agent to the MBE Compliance Officer of the County Council within seven (7) calendar days after the date the change is approved. The Purchasing Agent may include a mandatory minority business enterprise and County-based minority business enterprise subcontracting goal that is less than (20%) of the contract's total value only:

- (1) After consultation with the Minority Business Development Division;
- (2) Upon a determination that a twenty percent (20%) mandatory minority business enterprise and County-based minority business enterprise subcontracting goal is not able to be obtained at a reasonable price; and

1 (3) Upon a determination that the public interest is served.

2 (g)[(f)] In making the determinations that the public interest is served, under Subsection
3 [(e)] (f), the Purchasing agent shall obtain the concurrence of the Executive Director and may
4 consider engineering estimates, the general market availability of minority business enterprises
5 to provide the services requested, other bids and offers, the cost of the contract, and any other
6 relevant factor.

7 (h)[(g)] If, for any reason, a bidder is unable to achieve a subcontract goal for Minority
8 Business Enterprise and County-based Minority Business Enterprise participation as required by
9 the Purchasing Agent, the bidder may request, in writing, a waiver of the goal with justification
10 to include the following:

11 (1) A detailed statement of the efforts made to select portions of the work proposed to
12 be performed by minority business enterprises and County-based minority business enterprises in
13 order to increase the likelihood of achieving the stated goal;

14 (2) A detailed statement of the efforts made to contact and negotiate with minority
15 business enterprises and County-based minority business enterprises including:

16 (A) The names, addresses, and telephone numbers of minority business
17 enterprises and County-based minority business enterprises and the dates such minority
18 businesses and County-based minority business enterprises were contacted, and

19 (B) A description of the information provided to minority business enterprises
20 and County-based minority business enterprises regarding the plans, specifications, and
21 anticipated time schedule for portions of the work to be performed;

22 (3) As to each Minority Business Enterprise or County-based Minority Business
23 Enterprise that placed a subcontract quotation or offer which the bidder considered not to be
24 acceptable, a detailed statement of the reasons for this conclusion; and

25 (4) A list of Minority Business Enterprise and County-based Minority Business
26 Enterprise subcontractors found to be unavailable to perform under the contract.

27 The Purchasing Agent may grant the waiver only upon a reasonable demonstration by
28 the bidder that the Minority Business Enterprise or County-based Minority Business Enterprise
29 participation goal is unable to be obtained at a reasonable price and if the Purchasing Agent
30 determines that the public interest will be served.

1 (i)(h) Whenever the County procures goods or services in accordance with Section
 2 10A-113 of this Code and weighted evaluation points are used, up to 15% of the total scored
 3 evaluation points shall be [awarded] given for Minority Business Enterprise[s] or County-based
 4 Minority Business Enterprise participation unless the Purchasing Agent elects to restrict the
 5 procurement pursuant to Subsection (i) of this Section. [below.]

6 (j)(i) The Purchasing Agent may, after consultation with the Minority Business
 7 Development Division, require that the competitive bidding of contracts be restricted to minority
 8 business enterprises or County-based minority business enterprises owned by minority
 9 individuals as defined in Section 10A-101(a), provided there are at least three (3) minority
 10 business enterprises or County-based minority business enterprises that are providers in the trade
 11 of goods or services for which the contract is advertised. No contract shall be awarded pursuant
 12 to this provision if the resultant low bid exceeds by fifteen percent (15%) the most recent unit
 13 price for the same or most recently comparable goods or services, unless the Minority Business
 14 Development Division determines that prices in the relevant market have increased for all
 15 vendors without regard to minority status beyond fifteen percent (15%) since the last time similar
 16 goods or services were procured.

17 (k)(j) The Purchasing agent shall consider the following criteria in determining whether
 18 to utilize a procurement method authorized by either Subsections (c), (d), (h)(g), (i)(h), and
 19 (j)(i) of this Section or Section 10A-113:

20 (1) Whether the procedure selected is likely to increase the number of minority
 21 business enterprises or County-based minority business enterprises responding to the County's
 22 procurement requirements;

23 (2) Whether the procedure selected is likely to increase the dollar value of
 24 procurement awards to minority business enterprises or County-based minority business
 25 enterprises;

26 (3) Whether the procedure selected is likely to further the County's goals under this
 27 Division 6 of the Code without unnecessarily interfering with the efficient operation of the
 28 County government; and

29 (4) Whether the procedure selected is the most effective alternative available which
 30 will further the goals stated in this Section.

1 (l) The Purchasing Agent shall require that a bidder uses its “best efforts” to first use
2 County-based minority business enterprises to fulfill any of the minority business enterprise
3 goals and requirements of this Section. If not enough County-based minority business
4 enterprises are demonstrated to be available after “best efforts” are exercised in the judgment of
5 the Purchasing Agent, the Purchasing Agent may then allow the bidder to meet any of the
6 minority business enterprise goals and requirements of this Section with minority business
7 enterprises, if available. In this Section, the term “best efforts” means efforts to the maximum
8 extent practicable have been made to meet the goal or requirement.

9
10 * * * * * * * * *

11 SECTION 2. BE IT ENACTED by the County Council of Prince George's County,
12 Maryland, that Sections 10-283, 10-284, 10-285, and 10-286 of the Prince George's County Code
13 be and the same are hereby added:

14 **SUBTITLE 10. FINANCE AND TAXATION.**

15 **DIVISION 16. COMMUNITY BENEFIT REQUIREMENTS.**

16 **Sec. 10-283. Definitions.**

17 (a) The words defined in this Section shall have the meanings set forth below whenever
18 they appear in this Division unless the context in which they are used clearly requires a different
19 meaning or a different definition is prescribed for a particular provision.

20 (1) **Community Benefit Agreement** means a project-specific, negotiated agreement
21 between one or more developers and a community coalition selected pursuant to Section 10-284
22 that outlines the project’s “community benefits” or commitments to the community.

23 (2) **Community Coalition** means a group of stakeholder representatives selected by
24 eligible community stakeholders pursuant to Section 10-284.

25 (3) **County assisted development** means a development or project that is awarded a
26 public benefit of a value greater than One Million Dollars (\$1,000,000) in any twelve (12) month
27 period.

28 (4) **Eligible community stakeholder** means

29 (a) a homeowners or civic organization registered with the Maryland-
30 National Capital Park and Planning Commission;

31 (b) a tax-exempt entity under Section 501(c) of the United States Internal

1 Revenue Code;

2 (c) a parent teacher organization (“PTO”), parent-teacher association
 3 (“PTA”), or parent-teacher-student association (“PTSA”) affiliated with the Prince George’s
 4 County Public Schools (“PGCPS”); or

5 (d) an incorporated municipal government.

6 An eligible community stakeholder under 4(a) or 4(b) of this Section must be
 7 incorporated at an address or represent homeowners or tenants living at an address that is within
 8 a three (3) mile distance of the County assisted development (as measured from the outer
 9 boundary of the development site in any direction) for at least twelve (12) consecutive months
 10 immediately prior to the County Council’s selection of the eligible stakeholders by resolution
 11 under Section 10-284. An eligible community stakeholder under 4(c) of this Section must be
 12 affiliated at a school that is within a three (3) mile distance of the County assisted development
 13 (as measured from the outer boundary of the development site in any direction).

14 (5) **Labor Peace Agreement** means an agreement as defined by Section 10-285(c)(1).

15 (6) **Public benefit** means contracts, grants, conditional loans, tax abatements, land
 16 transfers for public redevelopment, or tax increment financing from a County agency or the
 17 County government. This definition also includes grants or conditional loans from a third party
 18 that receives more than 50% of its annual budget in the most recent fiscal year from funds
 19 received from or administered by a County agency or the County government and indirect grants
 20 or conditional loans from a County agency or the County government that are facilitated by a
 21 third party. This definition does not include funds from the Community Development Block
 22 Grant (“CDBG”) program or tax credits awarded under Subtitle 10 of the Code. The application
 23 of this definition is subject to the restrictions of federal and state law.

24 (7) **Stakeholder representative** means a person selected by an eligible community
 25 stakeholder to represent the stakeholder in the community coalition.

26 **Sec. 10-284. Community Benefit Agreements authorized.**

27 (a) On a case by case basis, as a condition of a public benefit, the County Executive may
 28 require the developer(s) of a County assisted development that is awarded a total public benefit
 29 of a value greater than Three Million Dollars (\$3,000,000) to enter into a Community Benefit
 30 Agreement with the County.

31 (b) A community coalition, comprised of stakeholder representatives of eligible

1 community stakeholders selected by a resolution proposed by the County Executive to the
2 County Council, shall negotiate a recommendation to the County Council for a Community
3 Benefit Agreement with the developer(s) of a County assisted development. A recommended
4 Community Benefit Agreement may be amended and must be approved by resolution of the
5 County Council, signed by the County Executive, and signed by the developer(s) of a County
6 assisted development in order to become a legally binding Community Benefit Agreement
7 between the County and the developer(s).

8 (1) An eligible community stakeholder selected by County Council resolution under
9 this Subsection is entitled to select only one (1) individual to be a stakeholder representative and
10 member of the community coalition on its behalf. The eligible community stakeholder may
11 replace or remove this stakeholder representative from the community coalition at any time.

12 (2) A stakeholder representative shall only have one vote on any decision or action
13 made by a community coalition.

14 (3) Any vote or other action taken by a community coalition must be made at a public
15 meeting of the community coalition, which shall not occur unless public notice of the meeting
16 has been posted for at least five (5) calendar days.

17 (4) An agreement between the developer(s) of the County assisted development and a
18 majority of the community coalition shall be required in order to make a recommendation for a
19 Community Benefit Agreement to the County Council.

20 (5) A community coalition is a public body under the applicable laws of Prince
21 George's County, Maryland.

22 (6) Other procedures for the operation and function of a community coalition, including
23 the selection and authority of officers of the community coalition, may be set forth in regulations
24 as authorized in Section 10-286.

25 (c) A community coalition and the developer(s) with whom the coalition is negotiating
26 under this Section shall recommend a Community Benefit Agreement within ninety (90) days of
27 the effective date of the County Council resolution establishing the coalition's community
28 stakeholders pursuant to Subsection (b) of this Section. In the event a community coalition and
29 the developer(s) of a County assisted development subject to this Section do not recommend a
30 Community Benefit Agreement to the County Council within this ninety (90) day period, the
31 County Council may adopt a resolution establishing and approving the terms of the Community

1 Benefit Agreement. Such an agreement must be signed by the County Executive and signed by
 2 the developer(s) of the County assisted development subject to this Section in order to become a
 3 legally binding Community Benefit Agreement between the County and the developer(s).

4 (d) The aggregate monetary value of the community benefits required to be proffered in a
 5 Community Benefit Agreement by the developer(s) of a County assisted development subject to
 6 this Section shall be no greater than ten percent (10%) of the total value of the public benefit
 7 awarded to the developer(s) for the County assisted development, as valued by the County's
 8 Office of Management and Budget.

9 (e) A violation of a Community Benefit Agreement by the developer(s) of a County
 10 assisted development subject to this Section may result in a fine of up to five percent (5%) of the
 11 monetary value of the received public benefit for each violation or, for repeated violations, a
 12 complete refund of the value of the received public benefit and cancellation of the remaining
 13 public benefit award, as determined by the County Executive or the County Executive's
 14 designee. Compliance with this Section shall be included as a condition of the Community
 15 Benefit Agreement or the agreement shall be void.

16 (f) Nothing in this Section shall be interpreted to preclude the inclusion of a Community
 17 Benefit Agreement for a development or project not covered by the requirements of this
 18 Division.

19 (g) Any County Council resolution enacted to establish a Community Benefit Agreement
 20 under this Section shall be proposed and adopted on the public record at a public hearing in
 21 compliance with Section 15-807 of the State Government Article of the Annotated Code of
 22 Maryland.

23 **Sec. 10-285. Labor Peace Agreements authorized.**

24 (a) Legislative findings and policy.

25 (1) In the course of managing real property that it owns or in otherwise carrying out its
 26 functions in the public interest, the County may participate in real property developments as a
 27 property owner, lessor, proprietor, lender, or guarantor, facing similar risks and liabilities as
 28 other business entities participating in such ventures. As a result, the County has an ongoing
 29 proprietary interest in these developments and a direct interest in their financial performance.

30 (2) The County must make prudent management decisions, similar to any private
 31 business entity, to ensure efficient management of its business concerns and to maximize

1 benefits and minimize risks. One risk is the possibility of labor-management conflict.

2 (3) A major potential outcome of labor-management conflict is economic action by
 3 labor unions against employers. Experience of municipal and other investors demonstrates, for
 4 example, that organizing drives pursuant to the formal and adversarial union certification process
 5 often deteriorate into protracted and acrimonious labor-management conflict. Labor-
 6 management conflict can result in construction delays, work stoppages, picketing, strikes,
 7 consumer boycotts, and other forms of adverse economic pressure. Such conflict may adversely
 8 affect the County's financial or other proprietary business interests by causing delay in the
 9 completion of a project, reducing the revenues or increasing the costs of the project, and by
 10 generating negative publicity.

11 (4) One method of reducing the risk to the County's proprietary interests is to require,
 12 when reasonable and prudent, as a condition of the County's investment or other economic
 13 participation in a development project, that employers taking part in the development project
 14 seek agreements with labor organizations in which the labor organizations agree to forbear from
 15 adverse economic action against the employers' operations.

16 (b) Determination of need for labor peace agreement.

17 (1) For each development project, the County Executive shall determine whether
 18 Prince George's County has a proprietary interest in the development project and whether a
 19 Labor Peace Agreement would be appropriate. The factors to be taken into account when
 20 determining the existence of a proprietary interest will include:

21 (A) Through a lease of real property that is owned by Prince George's County
 22 and used for the development project, receives ongoing revenue, excluding government fees, tax
 23 revenue, or assessment revenue, or similar fees and revenues, except for tax revenue under the
 24 circumstances specified in Subparagraphs (B) and (C) of this Paragraph;

25 (B) Receives ongoing revenue from the project to repay loans provided by the
 26 County to assist in the development of the project, including incremental tax revenues generated
 27 by the project;

28 (C) Receives ongoing revenue from the project to pay debt service on bonds
 29 provided by the County to assist in the development of the project, including incremental tax
 30 revenues generated by the project;

31 (D) Has significant assets at risk because it has agreed to underwrite or guarantee

1 the development of the project or loans related to the project; or

2 (E) Has a significant ongoing economic and nonregulatory interest at risk in the
 3 financial success of a project which is likely to be adversely affected by labor-management
 4 conflict, except that no interest shall be considered economic and nonregulatory if it arises from
 5 the exercise of regulatory or police powers such as taxation (except as set forth in Subparagraphs
 6 (B) and (C) of this Paragraph), zoning, or the issuance of permits or licenses.

7 (2) (A) If the County Executive determines that the County has a proprietary interest
 8 at risk in a development, the County Executive shall require that the developer(s) of the project,
 9 including the developer(s)' tenants, subtenants, contractors, or subcontractors, demonstrate that
 10 they have entered into a labor peace agreement with the labor organization(s) which seek to
 11 represent, or might seek to represent, workers on the project, prior to, and as a condition
 12 precedent of, the County's award of a public benefit to the development project.

13 (B) For the purposes of this Section:

14 (i) **Contract** means a written agreement, including a management
 15 agreement, service agreement, loan, bond, guarantee, or other similar agreement, to which the
 16 County is a party and in which the County has a proprietary interest;

17 (ii) **Employer** means any person, corporation, company, association,
 18 limited or general partnership, joint venture, contractor, subcontractor, or other entity that
 19 employs individuals at the site of a development project; provided, that the term "employer"
 20 shall not include the United States, Prince George's County, a wholly owned government
 21 corporation, a Federal Reserve Bank, or a state or other political subdivision;

22 (iii) **Labor organization** shall have the same meaning as under 29 U.S.C.
 23 §152(5).

24 (iv) **Labor peace agreement** means a written agreement between an
 25 Employer and a Labor Organization, enforceable under Section 301 of the Labor Management
 26 Relations Act, 29 U.S.C. § 185, that contains, at a minimum, (1) a provision prohibiting the
 27 Labor Organization and its members from engaging in any picketing, work stoppage, boycott, or
 28 other economic interference with the employer's operations in which the County has a
 29 proprietary interest, for the duration of the interest; and (2) provides that any services to be
 30 performed by employees of the employer's tenants, subtenants, contractors, or subcontractors
 31 will also be done under agreements containing the same labor peace assurance.

1 (v) Services means construction, janitorial, security (but not national
2 security), building and grounds maintenance, warehousing and distribution, mechanics and truck
3 services, hotel (and any restaurant connected thereto), and grocery sales.

4 (c) Exceptions.

5 The requirements to enter into a labor peace agreement shall not apply to:

6 (1) An employer at the development project that meets the definition of a “small
7 business” pursuant to the Code of Maryland Regulations (“COMAR”) 21.01.02.01(80);

8 (2) A development project that is not awarded a total public benefit of a value greater
9 than One Million Dollars (\$1,000,000);

10 (3) A residential development project;

11 (4) A development project that receives only conduit bond financing from the County,
12 in which the County does not retain a proprietary interest; or

13 (5) A development project involving a historically designated building.

14 (e) Limitations.

15 (1) Nothing in this Section requires an employer to recognize a particular labor
16 organization.

17 (2) Nothing in this Section requires an employer to enter into a collective bargaining
18 agreement establishing the substantive terms and conditions of employment.

19 (3) This Section is not intended to, and shall not be interpreted to, enact or express any
20 generally applicable policy regarding labor-management relations or to regulate those relations
21 in any way.

22 (4) This Section is not intended to favor any particular outcome in the determination
23 of employee preference regarding union representation.

24 (5) Nothing in this Section permits or requires the County or any employer to enter
25 into any agreement in violation of the National Labor Relations Act of 1935, approved July 5,
26 1935 (49 Stat. 449; 29 U.S.C.S. § 151 et seq.).

27 (f) Requirement of County notice.

28 A request for proposals or invitation to bid or similar document regarding a development
29 project subject to this Section shall include a summary description of and reference to the
30 requirements of this Section. Failure to include a description or reference to this Section in the
31 document shall not exempt an employer otherwise subject to the requirements of this Section.

1 **Sec. 10-286. Regulations authorized.**

2 The County Executive may promulgate regulations to govern the implementation of this
 3 Division, provided that such regulations are consistent with the provisions of this Division. Any
 4 such regulations must be approved by the County Council.

5 SECTION 3. BE IT ENACTED by the County Council of Prince George's County,
 6 Maryland, that Sections 10A-157, 10A-158, 10A-159, 10A-160, 10A-161, 10A-162, 10A-163,
 7 10A-164, 10A-165, 10A-166, 10A-167, 10A-168, 10A-169, and 10A-170 of the Prince George's
 8 County Code be and the same are hereby added:

9 **SUBTITLE 10A. PURCHASING.**

10 **DIVISION 7. ECONOMIC DEVELOPMENT.**

11 **Sec. 10A-157. Legislative findings and policy.**

12 (a) The County government finds that the public interest will be served by encouraging
 13 businesses to locate and remain in Prince George's County through the provision of local bid and
 14 proposal preferences and participation requirements for County-based businesses and County-
 15 based small businesses in the award of contracts in direct government procurement.

16 (b) The County government finds that the local bid and proposal preferences and local
 17 participation requirements in direct government procurement prescribed in Subdivision 1 of this
 18 Division will serve the public interest because the resulting growth and development of County-
 19 based businesses and County-based small businesses will have a significant, positive impact on
 20 the economic health of the County by, among other things, increasing the County's commercial
 21 tax revenue and improving access to good paying careers for local residents. This will help
 22 achieve the public interest objective of diversifying and enlarging the County's tax base that
 23 funds vital public services, which is currently overly reliant on residential property taxes.

24 (c) The County government finds that the local bid and proposal preferences and local
 25 participation requirements in direct government procurement prescribed in Subdivision 1 of this
 26 Division will serve the public interest objective of rewarding those businesses which contribute
 27 the most to the County's economy, especially County-based small businesses, which are the
 28 most likely businesses to create jobs for County residents.

29 (d) The County government finds that because of the lack of local career opportunities for
 30 County residents, only forty percent (40%) of the jobs in the County are held by County
 31 residents (sixty percent (60%) are held by non-County residents) and approximately sixty percent

1 (60%) of the County's resident workforce works outside of the County on a daily basis, the
2 highest percentage of out-migration of a local workforce of any jurisdiction in the Washington
3 DC Metropolitan Statistical Area (MSA), which:

4 (1) Leads to insufficient and inconsistent daytime consumer spending in local
5 businesses, including retail and professional services, which hurts the County's commercial tax
6 base; and

7 (2) Causes longer commute times for local residents and contributes to worsening
8 traffic congestion, which is among the worst in the nation; expensive road repair and
9 maintenance costs to county taxpayers; and reduced time for parental supervision of county
10 school-aged children by working parents.

11 (e) The County government finds that the lack of local career opportunities for County
12 residents contributes to the County having the highest poverty and unemployment rates among
13 suburban jurisdictions in the Washington DC MSA and having the highest foreclosure and
14 uninsured rates of any jurisdiction in the State of Maryland. The lack of nearby career
15 opportunities limits access to employment for low-to-moderate income County residents who
16 have more limited transportation options.

17 (f) The County government finds that too few of the existing career and business
18 opportunities related to government funded projects benefit County residents, which contributes
19 in part to the overall lack of employment and business opportunities in the County for County
20 residents, particularly low-to-moderate income residents, County-based businesses, and County-
21 based small businesses. Further, the County government finds that from 2000 to 2011, there was
22 little to no new net job creation in the County, despite nearly an 8% increase in the County's
23 population.

24 (g) The County government finds a substantial reason and basis for the County resident
25 hiring goals prescribed in Subdivision 2 of this Division, including the goal that at least fifty-one
26 percent (51%) of the work hours on direct government procurement, be worked by County
27 residents, because the County resident hiring goals will serve the County's public and proprietary
28 interest by:

29 (1) Reducing the out-migration of the local workforce, which will increase local
30 consumer spending in county businesses and increase the County's commercial tax base;

31 (2) Helping reduce the County's worsening traffic congestion, road repair costs, and

1 commute times for working parents; and

2 (3) Increasing access to nearby career opportunities for County residents with jobs
 3 paying a prevailing wage and likely to include health and other benefits, which will reduce the
 4 County's unemployment, uninsured, foreclosure, and poverty rates and assist County residents in
 5 affording the high cost of living in the Washington DC MSA.

6 (h) The County government finds that the County resident hiring goals prescribed in
 7 Subdivision 2 of this Division, including the goal that at least fifty-one percent (51%) of the
 8 work hours on direct government procurements be worked by County residents, will not unduly
 9 burden or unreasonably restrict access to employment in the County for out of state residents.
 10 Because Subdivision 2 of this Division only requires a demonstration of "best efforts" to meet
 11 the local hiring goals (rather than requiring employers to meet the local hiring percentages
 12 themselves), in addition to including the appropriate exceptions, the provisions of Subdivision 2
 13 of this Division are not unnecessarily broad and are sufficiently flexible and tailored to achieve
 14 the public interest objectives outlined in this Section.

15 **Subdivision 1. County-Based Business Assistance.**

16 **Sec. 10A-158. County-based business preferences.**

17 (a) On any procurement for which a County agency or the County government secures
 18 competitive bids or proposals, including, but not limited to, competitive bids secured pursuant to
 19 Section 10A-112 or competitive proposals pursuant to Section 10A-113, the Purchasing Agent
 20 shall:

21 (1) Apply a bid or proposal preference of ten percent (10%) to any County-based
 22 business that submits an approved certification as set forth in Section 10A-161(a) and fifteen
 23 (15%) percent to any County-based small business that submits an approved certification as set
 24 forth in Section 10A-161(b).

25 (2) For bids or proposals that are not made entirely by County-based businesses,
 26 apply a bid or proposal preference at an increasing rate of one percent (1%) for every ten percent
 27 (10%) increment of certified County-based business participation. Bids or proposals with one
 28 hundred percent (100%) certified County-based business participation shall receive the
 29 maximum ten percent (10%) bid preference.

30 (3) For bids or proposals that are not made entirely by County-based small
 31 businesses, apply a bid or proposal preference at an increasing rate of one and a half percent

1 (1.5%) for every ten percent (10%) increment of certified County-based small business
2 participation. Bids or proposals with one hundred percent (100%) certified County-based small
3 business participation shall receive the maximum fifteen percent (15%) bid preference.

4 (4) Bids or proposals are entitled to receive the greater of the preference points or
5 percentages allowed under either this Section or Section 10A-136, as applicable. The
6 preferences allowed under this Section and Section 10A-136 shall not be applied cumulatively.

7 (b) The Purchasing Agent may determine not to apply a bid or proposal preference under
8 this Section if the Purchasing Agent certifies that such a preference would result in the loss of
9 federal or state funds, subject to the approval of the County Executive. The Purchasing Agent
10 shall transmit a copy of any such determination to the County Council no later than thirty (30)
11 calendar days following the date of the procurement award.

12 (c) The requirements of this Section shall apply to the procurement of vendors retained
13 by a County agency or the County government to assist in the financing and sale of County
14 government debt. The requirements of this Section shall also apply to the procurement of
15 brokerage firms, investment banking firms, investment management firms, consultants, and other
16 vendors retained to manage or invest funds controlled or administered by a County agency or the
17 County government. The application of this Subsection is subject to the requirements and
18 restrictions of federal and state law.

19 (d) A business may opt to not receive a County-based preference under this Section.

20 (e) For the purposes of this Division, the term "competitive bids or proposals" means any
21 bids or proposals for procurement funded or administered by a County agency or the County
22 government except for procurement awards made pursuant to Section 10A-114.

23 **Sec. 10A-159. County-based business participation requirements.**

24 (a) For any procurement that is greater than One Hundred Thousand Dollars (\$100,000)
25 in total value for which a County agency or the County government secures competitive bids or
26 proposals, including, but not limited to, competitive bids secured pursuant to Section 10A-112 or
27 competitive proposals pursuant to Section 10A-113, the Purchasing Agent shall require the
28 following:

29 (1) At least forty percent (40%) certified County-based business participation;
30 provided, that the costs of materials, goods, and supplies shall not be counted towards the 40%
31 participation requirement, unless such materials, goods, and supplies are purchased from County-

1 based businesses; and

2 (2) A bid or proposal responding to a solicitation shall be deemed nonresponsive
3 and shall be rejected by the Purchasing Agent if it fails to meet the forty percent (40%) minimum
4 certified County-based business participation requirement in Paragraph (1) of this Subsection,
5 unless the participation requirement is waived and adjusted pursuant to Subsection (b) of this
6 Section.

7 (3) Any existing procurement contract or agreement for which a County agency or
8 the County government secured competitive bids or proposals, including, but not limited to, any
9 procurement contract that was awarded pursuant to Section 10A-112 or Section 10A-113, and
10 including any existing multiyear contract or extended contract, which does not include at least
11 forty percent (40%) certified County-based business participation as prescribed in this
12 Subsection at the time of any contemplated exercise of an option, extension, or renewal,
13 including automatic extensions or renewals (e. g. "evergreen" contracts or agreements), shall not
14 be renewed or extended.

15 (b) If the Purchasing Agent determines that there are insufficient responsible County-
16 based businesses to completely fulfill the requirement of Paragraph (1) of Subsection (a) for a
17 particular procurement or if the requirement would result in the loss of federal or state funds or
18 grants, the Purchasing Agent may waive the requirement and adjust the minimum participation
19 percentage, subject to the approval of the County Executive. For procurement contracts or
20 agreements subject to approval by legislative act under Section 819 of the Charter, a waiver
21 and/or percentage adjustment authorized by this Subsection must also be approved by the County
22 Council. For procurement contracts or agreements not subject to approval by legislative act
23 under Section 819 of the Charter, notice of a waiver and/or percentage adjustment authorized by
24 this Subsection must be sent to the County Council by the Purchasing Agent by no less than
25 fourteen (14) calendar days prior to the decision being made to waive the requirement and adjust
26 the minimum participation percentage in Paragraph (1) of Subsection (a).

27 (c) Failure to apply the applicable provisions of Section 10A-158 and this Section to a
28 procurement award, subject to the waivers and adjustments authorized by this Division, shall
29 render the procurement award and/or contract or agreement void.

30 (d) On a case by case basis, for any procurement subject to the requirements of
31 Subsection (a) of this Section, the Purchasing Agent may require more than forty percent (40%)

1 certified County-based business participation if the Purchasing Agent determines that there is a
2 sufficient number of County-based businesses to justify a higher certified County-based business
3 participation requirement.

4 **Sec. 10A-160. County agency local procurement goals**

5 (a) Each County agency, including, but not limited to, each County agency that procures
6 in whole or in part through the Office of Central Services, shall use its “best efforts” to exercise
7 its procurement authority so as to meet, on an annual basis, the goal of procuring at least fifty
8 percent (50%) of the dollar volume of its goods and services, including, but not limited to,
9 construction goods and services, to County-based businesses and at least thirty percent (30%) to
10 County-based small businesses; and

11 (b) The dollar volume referenced in Subsection (a) of this Section shall be based on the
12 expendable budget of the County agency.

13 (c) For any procurement with a total value equal to or less than One Hundred Thousand
14 Dollars (\$100,000) for which a County agency secures competitive bids or proposals, including,
15 but not limited to, competitive bids pursuant to Section 10A-112 or competitive proposals
16 pursuant to Section 10A-113, each County agency shall set-aside the procurement only for bids
17 or proposals from County-based small businesses, subject to Paragraphs (1) – (4) of this
18 Subsection.

19 (1) A County agency shall not be required to set aside a procurement for County-
20 based small businesses under this Subsection if there are not at least two (2) County-based small
21 businesses that can sufficiently provide the services or goods which are the subject of the
22 procurement. A County agency may also refuse to set aside a procurement for County-based
23 small businesses under this Subsection if the agency determines, after applying any applicable
24 preferences, that the lowest County-based small business bid or proposal price is believed to be
25 twelve percent (12%) or more above the likely price on the open market. An agency shall not
26 make such a determination unless the County-based small business with the lowest bid or
27 proposal price has been given the opportunity to win the procurement by offering a bid or
28 proposal price less than twelve percent (12%) higher than the likely price on the open market
29 identified by the agency. If the County agency makes a determination under this Paragraph not
30 to set aside a procurement for County-based small businesses, then the County agency must
31 adhere to the requirements of Paragraph (2) of this Subsection.

1 (2) If there are not at least two (2) County-based small businesses that can
2 sufficiently provide the services or goods which are the subject of a procurement under
3 Paragraph (1) of this Subsection, the County agency shall set-aside the procurement only for bids
4 or proposals from County-based businesses, unless there are not at least two (2) County-based
5 businesses that can sufficiently provide the services or goods which are the subject of the
6 procurement. A County agency may also refuse to set aside a procurement for County-based
7 businesses under this Paragraph if the agency determines, after applying any applicable
8 preferences, that the lowest County-based business bid or proposal price is believed to be twelve
9 percent (12%) or more above the likely price on the open market. A County agency shall not
10 make such a determination unless the County-based business with the lowest bid or proposal
11 price has been given the opportunity to win the procurement by offering a bid or proposal price
12 less than twelve percent (12%) higher than the likely price on the open market identified by the
13 agency.

14 (3) Only if a County agency satisfies the requirements of both Paragraphs (1) and (2)
15 of this Subsection and receives approval from the Purchasing Agent may the County agency
16 thereafter issue the procurement in the open market, subject to all of the other applicable
17 preferences and participation requirements prescribed in this Subdivision. If a County agency,
18 after receiving approval of the Purchasing Agent, makes a determination not to set aside a
19 procurement under either Paragraphs (1) and (2) of this Subsection and opts to issue the
20 procurement in the open market, the County agency must transmit in writing its determination
21 and the reasons for the determination to the County Executive and County Council no later than
22 fourteen (14) calendar days after the date of the determination's approval by the Purchasing
23 Agent.

24 (4) Any existing contract or agreement, including any existing multiyear contract or
25 extended contract, for a procurement funded by a County agency or the County government with
26 a total value equal to or less than One Hundred Thousand Dollars (\$100,000) that was not set-
27 aside for County-based small businesses or County-based businesses pursuant to the
28 requirements of this Section, and for which a County agency or the County government secured
29 competitive bids or proposals, including, but not limited to, any procurement contract that was
30 awarded pursuant to Section 10A-112 or Section 10A-113, at the time of any contemplated
31 exercise of an option, extension, or renewal, including automatic extensions or renewals (e. g.

1 “evergreen” contracts or agreements), shall not be renewed or extended. This Paragraph shall
2 not apply to a contract or agreement for a procurement with fifty percent (50%) or greater
3 certified County-based business participation.

4 (d) The Purchasing Agent may waive the requirements of Subsection (c) of this Section
5 for a procurement if the Purchasing Agent certifies that such a requirement would result in the
6 loss of federal or state funds, subject to the approval of the County Executive. The Purchasing
7 Agent shall transmit a copy of any such determination to the County Council no later than seven
8 (7) calendar days following the date of the procurement award.

9 (e) Each County agency shall submit a written report to the Purchasing Agent and to the
10 County Auditor within thirty (30) calendar days after the end of each quarter after the beginning
11 of the fiscal year that provides:

12 (1) The percentage and U.S. dollar value of certified County-based business
13 participation and certified County-based small business participation in the most recent three (3)
14 month period from the County agency’s procurements, including reporting the percentage and
15 U.S. dollar value of certified County-based business participation and certified County-based
16 small business participation for the period from the beginning of the fiscal year to the reporting
17 date;

18 (2) The name and principal place of operation of each business receiving payment
19 under a procurement from the County agency in the most recent three (3) month period,
20 including the U.S. dollar value and percentage of the total procurement dollars paid in the most
21 recent three (3) month period to each business; and

22 (3) For the 4th Quarter of the fiscal year only, the expected percentage and U.S.
23 dollar value of certified County-based business participation and certified County-based small
24 business participation in the next twelve (12) month period.

25 (f) If a County agency fails to meet any of the goals set forth in Subsection (a) of this
26 Section, the County Executive, or the County Council by resolution, may require that a portion
27 of the agency's procurements be made part of a set-aside program for County-based businesses
28 and/or County-based small businesses.

29 (g) As a condition of receiving funding from the County government, a non-County
30 agency or entity that receives more than fifty percent (50%) of its annual budget in the most
31 recent fiscal year from funds received from or administered by a County agency or the County

1 government shall comply with the same goals and requirements as a County agency under
 2 Subsections (a), (b), (e), and (f) of this Section, unless the non-County agency or entity certifies
 3 in writing to the County Council and the County Executive that such compliance would violate
 4 federal or state law.

5 **Sec. 10A-161. County-based business certification requirements.**

6 (a) A business that seeks to be certified as a County-based business shall make
 7 application to the Purchasing Agent on a form provided by the Purchasing Agent. Such an
 8 application shall not be approved by the Purchasing Agent unless the business:

9 (1) Requires that its chief executive officer and the highest level managerial
 10 employees of the business maintain their offices and perform their managerial functions in the
 11 County;

12 (2) Files a written certificate that the business is not delinquent in the payment of
 13 any County taxes, charges, fees, rents or claims;

14 (3) Files a tax return filed with the State of Maryland establishing that the business
 15 has operated within the County within the preceding twelve (12) months;

16 (4) Files documentation showing that during the preceding twelve (12) months the
 17 business has continuously maintained a valid business license or permit;

18 (5) Files documentation showing that during the preceding twelve (12) months the
 19 business has continuously occupied an office within the County, as its principal place of
 20 operation; and

21 (6) Files documentation showing that:

22 (i) More than fifty percent (50%) of the business' full-time employees are
 23 County residents; or

24 (ii) The owners of more than fifty percent (50%) of the business are County
 25 residents; or

26 (iii) More than (fifty percent) 50% of the assets of the business, excluding
 27 bank accounts, are located in the County; or

28 (iv) More than (fifty percent) 50% of the total sales or other revenues of the
 29 business are derived from transactions of the business in the County.

30 (b) A business that seeks to be certified as a County-based small business shall make an
 31 application to the Purchasing Agent on a form provided by the Purchasing Agent. Such an

1 application shall not be approved by the Purchasing Agent unless:

2 (1) The business meets the requirements of Section 10A-161(a); and

3 (2) The business meets the definition of “small business” pursuant to the Code of
4 Maryland Regulations (“COMAR”) 21.01.02.01(80); or

5 (3) For a business classified as being in the construction industry by Sector 23 of
6 the current edition of the NAICS, the business meets the federal definition of “small business
7 concern” in Part 121 of Title 13 of the Code of Federal Regulations.

8 (c) Once an application for certification is approved under this Section by the Purchasing
9 Agent, a copy of the approved application shall be expeditiously transmitted to the County
10 Auditor.

11 (d) A business whose application is approved for certification as a County-based small
12 business is automatically certified as a County-based business.

13 (e) Nonprofit entities that satisfy the applicable requirements of this Section are eligible
14 to be certified as County-based businesses and County-based small businesses.

15 (f) A business that is certified as a County-based business or County-based small
16 business shall meet the requirements of certification under this Section continuously after the
17 date the business’s application for certification is approved by the Purchasing Agent or the
18 business’s certification shall be void. In such instances, the business must re-apply pursuant to
19 the requirements of this Section to be certified as a County-based business or a County-based
20 small business.

21 **Sec. 10A-162. Enforcement of County-based business assistance.**

22 (a) For the entire duration of the procurement contract or agreement, any vendor given a
23 County-based business preference under Section 10A-158 or subject to the County-based
24 business participation requirements under Section 10A-159 shall maintain no less than the
25 percentage of certified County-based business participation or certified County-based small
26 business participation stated in the winning bid or proposal. At the discretion of the Purchasing
27 Agent, failure to comply with this Section may subject any vendor given a business preference
28 under Section 10A-158 or subject to the County-based business participation requirements under
29 Section 10A-159 to a penalty, to include monetary fines of up to five percent (5%) of the value
30 of the contract for each violation, or a cancellation of the contract or agreement.

31 (1) A vendor may request a waiver of the requirements of this Subsection by the

1 Purchasing Agent. On a case by case basis, such a waiver request may be granted by the
2 Purchasing Agent with the approval of the County Executive, if “best efforts” by the vendor to
3 comply have been demonstrated as prescribed in Subsection (e) of this Section.

4 (2) For procurement contracts or agreements subject to approval by legislative act
5 under Section 819 of the Charter, a waiver and/or percentage adjustment authorized by this
6 Subsection must be approved by the County Council. For procurement contracts or agreements
7 not subject to approval by legislative act under Section 819 of the Charter, notice of such a
8 waiver and/ or percentage adjustment, including the information provided to the Purchasing
9 Agent pursuant to Paragraphs (1) – (4) of Subsection (e) of this Section, must be sent to the
10 County Council by the Purchasing Agent by no less than fourteen (14) calendar days prior to the
11 date of the County Executive’s approval of the Purchasing Agent’s decision.

12 (b) Any vendor given a County-based business preference under Section 10A-158 or
13 subject to the County-based business participation requirements of Section 10A-159 shall submit
14 a quarterly report within thirty (30) calendar days after the end of each quarter to the Purchasing
15 Agent, the County Auditor, and a compliance manager designated by the County Council that
16 provides:

17 (1) The percentage and U.S. dollar value of certified County-based business
18 participation and certified County-based small business participation in the most recent 3 month
19 period, including reporting the percentage and U.S. dollar value of certified County-based
20 business participation and certified County-based small business participation for the period
21 from the beginning of the calendar year to the reporting date;

22 (2) The name and principal place of operation of each business receiving payment
23 under the procurement in the most recent 3 month period, including the U.S. dollar value and
24 percentage of the total contract dollars paid in the most recent 3 month period to each business;
25 and

26 (3) The expected percentage and U.S. dollar value of certified County-based
27 business participation and certified County-based small business participation in the next 12
28 month period.

29 (c) At the discretion of the Purchasing Agent or the County Auditor, any vendor given a
30 County-based business preference under Section 10A-158 or subject to the County-based
31 business participation requirements of Section 10A-159 shall be subject to an audit of documents

1 or other information deemed necessary by the Purchasing Agent or the County Auditor to verify
2 compliance with this Section upon thirty (30) calendar days written notice, including, but not
3 limited to, copies of any contracts with subcontractors or other vendors.

4 (d) The Purchasing Agent shall make compliance with this Subdivision a condition of
5 any contract or agreement for a procurement funded by a County agency or the County
6 government or any such contract or agreement shall be void. This requirement does not apply to
7 procurements awarded pursuant to Section 10A-114.

8 (e) In this Subdivision, the term “best efforts” means efforts to the maximum extent
9 practicable have been made to meet the requirement. A vendor given a County-based business
10 preference under Section 10A-158 or subject to the County-based business participation
11 requirements under Section 10A-159 shall not be deemed to have demonstrated “best efforts”
12 under Subsection (a) of this Section where there is a sufficient number of County-based
13 businesses or County-based small businesses to enable the vendor to meet the requirements of
14 Subsection (a) of this Section. The Purchasing Agent shall not grant a waiver authorized by
15 Paragraph (1) of Subsection (a) of this Section unless the vendor seeking the waiver:

16 (1) Provides a detailed written statement of the reasons the vendor is unable to
17 maintain its percentages of County-based business or County-based small business participation;

18 (2) Provides a detailed written statement of its efforts to maintain its percentages of
19 County-based business or County-based small business participation, including its efforts to
20 contact and negotiate with County-based businesses or County-based small businesses including:

21 (A) The names, addresses, and telephone numbers of the County-based
22 businesses or County-based small businesses that were contacted and the dates such County-
23 based businesses were contacted, and

24 (B) A description of the information provided to County-based businesses or
25 County-based small businesses regarding the descriptions of services or goods sought for the
26 procurement, including plans, specifications and anticipated time schedule for any portions of the
27 work to be performed, where applicable;

28 (3) As to each County-based business or County-based small businesses that placed a
29 subcontract or other quotation or offer which the vendor considered not to be acceptable, a
30 detailed written statement that includes sufficient reasons for this conclusion; and

1 (4) A written list of County-based businesses or County-based small businesses found
2 to be unavailable to perform under the procurement.

3 Based on an analysis of the information provided by the vendor seeking a waiver
4 authorized by Paragraph (1) of Subsection (a) of this Section and an analysis by the Purchasing
5 Agent of the availability of County-based businesses or County-based small businesses that
6 provide services or goods that are the subject of the procurement, the Purchasing Agent shall
7 determine whether “best efforts” to comply have been demonstrated by the vendor and whether
8 to grant the vendor’s request for a waiver authorized by Paragraph (1) of Subsection (a) of this
9 Section, subject to the approvals and notice required by this Section. If the Purchasing Agent
10 does grant a waiver authorized by Paragraph (1) of Subsection (a) of this Section, the Purchasing
11 Agent shall select a new minimum percentage requirement for County-based business
12 participation or County-based small business participation for the vendor’s procurement based
13 on the availability of County-based businesses or County-based small businesses that provide
14 services or goods that are the subject of the procurement, subject to the approvals and notice
15 required by this Section.

16 **Sec. 10A-163 Unbundling required.**

17 The County Executive or the County Executive’s designee shall establish procedures to
18 ensure that solicitations are subdivided and unbundled and that smaller procurements are created
19 to the extent feasible and fiscally prudent.

20 **Sec. 10A-164 Compliance of Existing Contracts at Renewal or Extension**

21 At the time of any contemplated exercise of an option, extension, or renewal, including
22 automatic extensions or renewals (e. g. “evergreen” contracts or agreements), the Purchasing
23 Agent shall require that any existing contract or agreement for a procurement funded by a
24 County agency or the County government, including any existing multiyear contract or extended
25 contract, be amended to comply with the requirements of this Subdivision or the contract or
26 agreement shall not be renewed or extended by the County government or County agency. This
27 requirement does not apply to procurements awarded pursuant to Section 10A-114.

28 **Sec. 10A-165. Regulations authorized.**

29 The County Executive may promulgate regulations to govern the implementation of this
30 Subdivision, provided that such regulations are consistent with the provisions of this
31 Subdivision. Any such regulations must be approved by the County Council.

1 **Subdivision 2. First Source Hiring Program and Local Hiring Requirements.**

2 **Sec. 10A-166. First Source Registry created.**

3 (a) The Prince George's County Economic Development Corporation's Workforce
 4 Services Division shall maintain a First Source Registry. The First Source Registry shall consist
 5 of the names of veterans, unemployed, low-to-moderate income (defined as being within three
 6 hundred percent (300%) of federal poverty guidelines), and general job-seeking individuals who
 7 are County residents. The Registry shall be the first source for hiring all new hire positions on
 8 procurement projects funded by a County agency or the County government. The Prince
 9 George's County Economic Development Corporation's Workforce Services Division may
 10 require from residents seeking to be listed in the First Source Registry such documentation that it
 11 deems necessary to verify unemployment, income, veteran-status, and residency information
 12 (pursuant to the requirements set forth in Section 10A-101(14.1)) for the purposes of this
 13 Subdivision. The Prince George's County Economic Development Corporation's Workforce
 14 Services Division shall give the Purchasing Agent constant access to the information in the First
 15 Source Registry and access upon request to any information provided by residents pursuant to
 16 this Subsection.

17 (b) In compiling and maintaining the First Source Registry, the Prince George's County
 18 Economic Development Corporation's Workforce Services Division shall contact community
 19 organizations, organized labor locals, civic and citizens associations, and nonprofit institutions
 20 for names and other relevant contact information of unemployed, low-to-moderate income, and
 21 general job seeking County residents. Only County residents are eligible to be listed or included
 22 in the First Source Registry.

23 **Sec. 10A-167. First Source and Local Hiring Agreements required; local hiring**
 24 **requirement.**

25 (a) The Purchasing Agent shall include for every government-assisted project, including as
 26 a condition of any contracts or agreements for procurements funded by a County agency or the
 27 County government, at the time of initial contract execution or, effective as of January 1, 2014,
 28 at the time of any exercise of contract renewal, option, or extension (including automatic renewal
 29 or extension), a requirement that the business enter into a First Source and Local Hiring
 30 Agreement with the County which states that:

31 (1) The first source for finding employees to fill all jobs created by the government-

1 assisted project shall be the First Source Registry;

2 (2) The first source for finding employees to fill any vacancy occurring in all jobs
 3 covered by a First Source and Local Hiring Agreement will be the First Source Registry; and

4 (3) Compliance with this Section is a condition of the First Source and Local Hiring
 5 Agreement.

6 (b) In selecting qualified County residents from the First Source Registry for interviews or
 7 other consideration for employment for all jobs covered by each First Source and Local Hiring
 8 Agreement, the Prince George's County Economic Development Corporation's Workforce
 9 Services Division shall give first priority to referring veterans who are County residents, second
 10 priority to referring unemployed County residents, third priority to referring County residents
 11 within three hundred percent (300%) of federal poverty guidelines, and then fourth priority to
 12 referring other job-seeking County residents.

13 (c) Each business that is a signatory to a First Source and Local Hiring Agreement under a
 14 procurement contract shall submit to the Prince George's County Economic Development
 15 Corporation's Workforce Services Division and the Purchasing Agent, by the fifth business day
 16 of every month following the execution of the First Source and Local Hiring Agreement, an
 17 agreement compliance report for the project that includes the:

18 (1) Number of employees needed;

19 (2) Number of current employees transferred;

20 (3) Number of new job openings created;

21 (4) Number of jobs openings listed with the Prince George's County Economic
 22 Development Corporation's Workforce Services Division;

23 (5) (A) For the reporting period (during the previous calendar month), the total
 24 number of County residents employed, including new County resident hires, and total hours
 25 worked by County residents, and

26 (B) For the calendar year, the cumulative total number of County residents
 27 employed, including cumulative new County resident hires, and cumulative work hours by
 28 County residents; and

29 (6) (A) For the reporting period (during the previous calendar month), the total
 30 number of employees employed, including new hires, and total employee hours worked, and

31 (B) For the calendar year, the cumulative total number of employees hired,

1 including cumulative new hires, and cumulative employee hours worked, including, for each
2 employee:

3 (A) Name;

4 (B) Job title;

5 (C) Hire date;

6 (D) Residence; and

7 (E) Referral source for all new hires.

8 (d) At least ten (10) calendar days prior to announcing an employment position, a business
9 that is a signatory to a First Source and Local Hiring Agreement under a procurement contract
10 shall notify the Prince George's County Economic Development Corporation's Workforce
11 Services Division of the available positions. If the County resident interviewed or otherwise
12 considered for the position is not hired, the business shall provide reasons why the referred
13 County resident was not hired. A good faith effort is required to hire the referred County
14 resident, if sufficiently qualified for the available position.

15 (e) The requirements of Section 10A-166 and Subsections (a) through (d) of this Section,
16 except for the reporting requirements of Paragraphs (5) and (6) of Subsection (c) of this Section
17 on a form provided by the Purchasing Agent, shall not apply to procurement contracts in the
18 construction industry, as defined by Sector 23 of the current edition of the North American
19 Industry Classification System ("NAICS"), for procurements funded by a County agency or the
20 County government if the procurement contract or agreement is governed by a project labor
21 agreement. The remaining requirements of this Subdivision shall apply to such procurement
22 contracts, agreements, or awards.

23 (f) The Purchasing Agent shall require "best efforts" to reach a minimum goal that at least
24 fifty-one percent (51%) of the annual man/woman hours (work hours), on both a total work hour
25 and trade by trade basis, be worked by County residents as a condition of any contract or
26 agreement for a procurement funded by a County agency, including requiring "best efforts" to
27 reach a minimum goal that at least fifty-one percent (51%) of the annual apprenticeship work
28 hours on such contracts or agreements be worked by apprentices who are County residents. The
29 requirements of this Subsection extend to hiring by contractors and subcontractors on
30 procurements funded by a County agency under the supervision or control of the contractors and
31 subcontractors.

1 (1) In procurements funded by a County agency or the County government,
2 competitive bids or proposals responding to a bid or proposal solicitation, including, but not
3 limited to, competitive bids pursuant to Section 10A-112 or competitive proposals pursuant to
4 Section 10A-113, may be deemed nonresponsive and rejected by the Purchasing Agent if the bid
5 or proposal fails to demonstrate adequate capacity to meet the annual County resident hiring
6 goals of this Subsection in the judgment of the Purchasing Agent.

7 (2) If a procurement subject to this Subsection fails to reach the minimum goal that at
8 least fifty-one percent (51%) of the annual man/woman hours (work hours) or fifty-one percent
9 (51%) of the annual apprenticeship work hours be worked by County residents, a waiver must be
10 granted pursuant to Subsection (h) of this Section or the procurement is subject to the penalties
11 of Subsection (i) of this Section.

12 (3) In order to meet the “best efforts” requirements of this Subsection, an employer
13 required to comply with the annual County resident hiring goals of this Subsection shall require
14 any worker it employs that it deems to be a County resident for the purposes of meeting the
15 annual County resident hiring goals to submit documentation by the end of the calendar year to
16 the employer necessary to establish the worker’s County residency pursuant to the requirements
17 set forth in Section 10A-101(14.1), including a copy of a filed Maryland state income tax return
18 as prescribed in Section 10A-101(14.1)(A) – (B) or an attestation as prescribed in Section 10A-
19 101(14.1)(C) establishing a Prince George’s County domicile for the worker for the most recent
20 full calendar year, unless the worker has already submitted such documentation during the
21 calendar year to the Prince George’s County Workforce Services Division pursuant to Section
22 10A-166(a). The employer shall transmit the documentation required by this Paragraph
23 submitted by its workers during the calendar year to the Prince George’s County Workforce
24 Services Division and the Purchasing Agent by the tenth (10th) business day of the subsequent
25 calendar year or the employer shall be in noncompliance with the “best efforts” requirements of
26 this Subsection and subject to the penalties of Subsection (i) of this Section.

27 (g) For procurements funded by a County agency or the County government, including,
28 but not limited to, procurements awarded pursuant to Section 10A-112 or Section 10A-113, the
29 Purchasing Agent shall require compliance with this Subdivision as a condition of the
30 procurement contract or agreement or any such contract or agreement shall be void.

31 (h) On a case by case basis, at the request of an employer required to comply with

1 Subsection (f) of this Section, the Purchasing Agent may waive the annual County resident
2 hiring goals of Subsection (f) of this Section if the Purchasing Agent finds that “best efforts” to
3 comply with the annual County resident hiring goals by the employer requesting the waiver have
4 been demonstrated as prescribed in Paragraph (2) of this Subsection. An employer is only
5 allowed to request and the Purchasing Agent is only allowed to grant a waiver authorized by this
6 Subsection after the end of the calendar year for which the employer seeks the waiver and the
7 waiver, if granted, shall only apply for that calendar year.

8 (1) For procurement contracts or agreements subject to approval by legislative act
9 under Section 819 of the Charter, a waiver authorized by this Subsection must be approved by
10 the County Council. For procurement contracts or agreements not subject to approval by
11 legislative act under Section 819 of the Charter, notice of such a waiver, including the
12 information provided to the Purchasing Agent pursuant to Subparagraphs (A) – (D) of Paragraph
13 (2) of this Subsection, shall be sent to the County Council by the Purchasing Agent by no less
14 than fourteen (14) calendar days prior to the date of the County Executive’s approval of the
15 Purchasing Agent’s decision to waive the provisions of Subsection (f) of this Section.

16 (2) The term “best efforts” in this Subdivision means efforts to the maximum extent
17 practicable have been made to meet the requirement. “Best efforts” by an employer required to
18 comply with Subsection (f) of this Section shall not be found and a waiver authorized by this
19 Subsection shall not be granted unless the employer provides written documentation to the
20 Purchasing Agent demonstrating that:

21 (A) Whenever employment opportunities became available during the calendar
22 year, the employer made good faith efforts to hire each County resident who applied or was
23 referred for employment;

24 (B) The employer sent written notifications during the calendar year to the
25 Prince George’s County Workforce Services Division and community, labor, and workforce-
26 related organizations and institutions identified by the County Executive or the County
27 Executive’s designee whenever employment opportunities became available;

28 (C) For each County resident who applied or was referred for employment
29 during the calendar year, but was not hired, the employer maintained written documentation that
30 includes a sufficient explanation of the reason(s) the County resident was not hired; and

31 (D) The employer met other requirements during the calendar year determined

1 by the Purchasing Agent.

2 Based on an analysis of the information provided by the employer seeking a
3 waiver authorized by this Subsection and an analysis by the Purchasing Agent of the sufficiency
4 of the County's labor market, the Purchasing Agent shall determine whether "best efforts" to
5 comply have been demonstrated by the employer and whether to grant the employer's request for
6 a waiver authorized by this Subsection, subject to the approvals and notice required by this
7 Subsection. An employer must be in compliance with Paragraph (3) of Subsection (f) of this
8 Section in order to receive a waiver authorized by this Subsection. A waiver decision by the
9 Purchasing Agent authorized by this Subsection must be approved by the County Executive.

10 (i) Failure to comply with this Section, for a procurement funded by a County agency or
11 the County government, may subject a signatory to a First Source and Local Hiring Agreement
12 or any other entity required to comply with this Subdivision to a penalty, to include monetary
13 finances of up to twenty percent (20%) of the value of the direct and indirect labor costs of the
14 contract, as determined by the Purchasing Agent. For repeated violations of this Section, a
15 signatory to a First Source and Local Hiring Agreement or any other entity required to comply
16 with this Subdivision may be subject to a cancellation of the procurement contract or agreement,
17 as determined by the Purchasing Agent.

18 (j) At the discretion of the Purchasing Agent or the County Auditor, any business that is a
19 signatory to a First Source and Local Hiring Agreement or any other entity required to comply
20 with this Subdivision shall be subject to an audit of documents or other information deemed
21 necessary by the Purchasing Agent or the County Auditor to verify compliance with this Section
22 upon thirty (30) calendar days written notice.

23 (k) Immediately upon execution, the Purchasing Agent shall expeditiously transmit a paper
24 or electronic copy of any signed First Source and Local Hiring Agreement to the Prince George's
25 County Economic Development Corporation's Workforce Services Division.

26 **Sec. 10A-168. Compliance of existing contracts at renewal or extension.**

27 For any existing contract or agreement for a procurement funded by a County agency or the
28 County government, including any existing multiyear contract or extended contract, the
29 Purchasing Agent shall require the inclusion of a condition in the contract or agreement requiring
30 best efforts to meet the annual County resident hiring goals of Subsection (f) of Section 10A-167
31 and requiring compliance with the other applicable provisions of this Subdivision, at the time of

1 any contemplated exercise of an option, extension, or renewal, including automatic extensions or
2 renewals (e. g. “evergreen” contracts or agreements), or the contract or agreement shall not be
3 renewed or extended by the County government or County agency.

4 **Sec. 10A-169. Reports.**

5 The Prince George’s County Economic Development Corporation’s Workforce Services
6 Division shall submit quarterly reports to the County Auditor, the Purchasing Agent, and a
7 compliance manager designated by the County Council verifying the requirements in Section
8 10A-167. The reports shall also detail the number of government-assisted projects for which
9 First Source and Local Hiring Agreements were executed, the number of jobs that result from the
10 First Source and Local Hiring Agreements, the number of County residents actually employed in
11 government-assisted projects, and the number of unemployed County residents on the First
12 Source Registry. The format of the reporting under this Section shall be determined by the
13 County Executive or the County Executive’s designee.

14 **Sec. 10A-170. Regulations authorized.**

15 The County Executive may promulgate regulations to govern the implementation of this
16 Subdivision, provided that such regulations are consistent with the provisions of this
17 Subdivision. Any such regulations must be approved by the County Council.

18 SECTION 4. BE IT FURTHER ENACTED that the provisions of this Act are hereby
19 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,
20 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of
21 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining
22 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this
23 Act, since the same would have been enacted without the incorporation in this Act of any such
24 invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.
25

1 SECTION 5. BE IT FURTHER ENACTED that Sections 10-283, 10-284, 10-285, 10-286,
2 10A-101, and 10A-161 of this Act shall take effect on January 1, 2013, with the remainder of
3 this Act taking effect on July 1, 2013, except for Sections 10A-159(a)(3), 10A-160(a) and (b),
4 10A-160(c)(4), 10A-164, and 10A-168, which shall take effect on January 1, 2014.

Adopted this 15th day of November, 2011.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: Ingrid M. Turner
Ingrid M. Turner
Chair

ATTEST:

Redis C. Floyd
Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: December 7, 2011

BY: Rushern L. Baker, III
Rushern L. Baker, III
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

Prince George's County Council Agenda Item Summary

Meeting Date: 11/15/2011
Reference No.: CB-017-2011
Draft No.: 4
Proposer(s): Franklin, Harrison
Sponsor(s): Franklin, Harrison, Turner, Patterson, Olson, Lehman
Item Title: An Act concerning Economic Development and Local Employment enhancing the County's economic development by creating bidding preferences and participation requirements for County-based businesses and County-based small businesses on certain procurement contracts for goods and services with the County; establishing a First Source Hiring Program; requiring "best efforts" for meeting a certain local hiring percentage goal for positions on certain procurement projects funded by the County, requiring submission of quarterly audit reports, maintaining a first source registry, providing for penalties and exemptions to the program; authorizing the use of Community Benefit Agreements on County assisted developments that receive a public benefit of a value greater than \$3,000,000 with certain exceptions; authorizing Labor Peace Agreements for developments receiving a public benefit of a value greater than \$1,000,000 with certain exceptions; giving priority to County-based Minority Business Enterprises in all Minority Business Enterprise goals for minority contracting and purchasing; requiring subcontracting plans for certain contracts and generally relating to economic development in the County.

Drafter: Colette R. Gresham, Legislative Officer
Resource Personnel: Brendon Laster, Legislative Aide District 9

LEGISLATIVE HISTORY:

Date Presented: 5/17/2011	Executive Action: 12/7/2011 S
Committee Referral: 5/17/2011 - PSFM	Effective Date: 1/1/2013

Committee Action: 10/12/2011 - FAV(A)

Date Introduced: 10/18/2011

Public Hearing: 11/15/2011 - 10:00 AM

Council Action (1) 11/15/2011 - ENACTED

Council Votes: WC:A, DLD:A, MRF:A, AH:A, LJ:-, ML:A, EO:A, OP:A, IT:A, KT:A

Pass/Fail: P

Remarks: Secs. 10-283, 284, 185, 286, 10A-101, 161 effective 1/1/2013
Secs. 10A-136, 157, 158, 160(c)(1)(2)(3)(d)(e)(f), 162, 163, 165, 166, 167, 169, 170 effective 7/1/2013
Secs. 10A-159 (a)(3), 160(a)(b), 160(c)(4), 164 effective 1/1/2014

AFFECTED CODE SECTIONS:

10-283, 10-284, 10-285, 10-286, 10A-101, 10A-136, 10A-157, 10A-158, 10A-159, 10A-160, 10A-161, 10A-162, 10A-163, 10A-164, 10A-165, 10A-166, 10A-167, 10A-168, 10A-169, 10A-170, 10A-171, 10A-172, 10A-173, 16-102, 16-150.01, 16-150.02

COMMITTEE REPORTS:**Public Safety and Fiscal Management****Date 10/12/2011**

Committee Vote: Favorable as amended 3-0 (In Favor: Council Members Campos, Franklin, and Patterson)

This bill will create new County-based procurement assistance by establishing a 10% preference for County-based businesses and a 15% preference for County-based small businesses; an escalating 1% preference (10% maximum) for bids or proposals for each additional 10% increment of County-based business participation; and an 1.5% preference (15% maximum) for bids or proposals for each additional 10% increment of County-based small business participation. The legislation increases County-based business participation by requiring a 40% minimum for bids or proposals on procurements above \$100,000 and a 50% minimum goal for each County Agency for annual procurement awards. The bill would also increase County-based small business participation by creating a Local Small Business Reserve Program; require new County resident hiring goals for County funded projects; establish a First Source Hiring Program; require a community benefit agreement between developers and community stakeholders as a condition of any development receiving \$1 million or more in County assistance; require labor peace agreements to prohibit work stoppages; and strengthen the County Minority Business Enterprise (MBE) Program by utilizing County-based MBEs with goals increased from 30% to 35% and per contract goal from 20% to 25%.

The Committee met on July 6th and was given a brief overview of the legislation. During the worksession the sponsor of the bill noted that there would be amendments forthcoming and requested the bill be held. The Committee met again on October 5th and October 12th to discuss possible amendments to the bill based on public input and conversations with the County Executive's Office. The amendments discussed consisted of the following: the meaning of and process for determining "best efforts" to meet local hiring and procurement goals; strengthening the definition of "County resident"; ensuring that requirements apply at the time of any renewal or extension; incorporating a "Significant Economic Opportunities" clause that allows, on a case by case basis, the County Executive, with Council approval, to waive or adjust requirements; removal of County assisted development; more attention to how the Community Benefit Agreement process works and incorporating municipalities; and revising bill effective dates for certain Sections. During the worksession there was testimony in support of the bill including representatives from the United Food Workers and the Human Services Coalition. A representative from Associated Builders and Contractors spoke in opposition. Brad Frome from the County Executive's Office stated the Administration supports the bill as amended.

The Office of Law has reviewed this legislation and finds it to be in proper legislative form with no legal impediments to its enactment.

There should be an overall positive fiscal impact on the County as a result of enacting CB-17-2011 by providing opportunities for County business expansion and employment for County residents. County commercial base revenues and personal income tax revenues should increase with these opportunities. The overall positive fiscal impact cannot be determined at this time due to unknown factors regarding business expansion, the number of residents gaining employment and the level of any penalties imposed from non-compliance.

BACKGROUND INFORMATION/FISCAL IMPACT:

(Includes reason for proposal, as well as any unique statutory requirements)

The proposed legislation will enhance job creation in the County and put in place incentives over the long-term that would utilize County tax dollars as an economic engine for wealth creation. The legislation would create a local hiring preference, a first source hiring program, an apprenticeship program, require community benefit agreements, require County agency local hiring goals, and require County-based MBE goals for minority contracting and purchasing.

11/15/2011: CB-17-2011 (DR-3) was amended on the floor as follows:

1. On page 4, line 30 and page 10, line 22, after “credits” delete “or benefits”.
 2. On page 19, line 21, after “funded” insert “or administered”
 3. On page 29, line 27, delete “July 1, 2013” and insert “January 1, 2014”
 4. On page 35, delete lines 25 through 28 and insert “SECTION 5. BE IT FURTHER ENACTED that Sections 10-283, 10-284, 10-285, 10-286, 10A-101, and 10A-161 of this Act shall take effect on January 1, 2013, with the remainder of this Act taking effect on July 1, 2013, except for Sections 10A-159(a)(3), 10A-160(a) and (b), 10A-160(c)(4), 10A-164, and 10A-168, which shall take effect on January 1, 2014.”
- CB-17-2011 (DR-4) was subsequently enacted.

CODE INDEX TOPICS:

INCLUSION FILES:

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**HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY
RESOLUTION NO. LHA 1278**

A Resolution Amending Chapter 4 of the Housing Choice Voucher Administrative Plan

WHEREAS, The Housing Authority of Prince George's County (the "Authority") is a Housing Authority (HA) created pursuant to §17-104 of the Housing Authorities Law of the Annotated Code of the State of Maryland, and has designated as one of its primary functions the operation of the Housing Choice Voucher Program; and

WHEREAS, the Authority has previously adopted an Administrative Plan to give guidance in the operation of the Housing Choice Voucher program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) periodically revises regulations and the Authority revises its policies governing the Housing Choice Voucher Program to conform to said regulatory changes; and

WHEREAS, the Administrative Plan is being revised to include regulatory changes when an applicant applies for assistance and is placed on the HA waitlist; and

WHEREAS, the Authority did solicit public comments on the proposed changes for a period of thirty days; and

WHEREAS, the Authority did conduct a public hearing where members of the public were able to provide comment on the proposed changes; and

WHEREAS, the Authority did review and consider all oral and written prior to finalizing the proposed changes to Chapter 4 of the Administrative Plan; and

WHEREAS, after reviewing and considering all oral and written comments, the HA found that the comments did not compel a need to modify the proposed changes to Chapter 4 of the Housing Choice Voucher Administrative Plan.


NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Prince George's County hereby adopt and approve the changes to Chapter 4 of the Housing Choice Voucher Administrative Plan as set forth in **Attachment A**.

BE IT FURTHER RESOLVED that the changes to Chapter 4 shall become effective immediately.

RATIFIED this 5th day of October 2015.

(Seal)

ATTEST



Eric C. Brown
Executive Director

HOUSING AUTHORITY OF PRINCE
GEORGE'S COUNTY, MARYLAND



Paul E. Rowe
Chairman

ATTACHMENT A

APPLYING FOR ASSISTANCE

First Step

When the waiting list is opened to place families in the lottery, the family may obtain preliminary applications online only. Families are allowed to submit only one preliminary application, submitting duplicates will cause the family to be disqualified for placement in the lottery.

Families are allowed to submit only one preliminary application, submitting duplicates will cause the family to be disqualified for placement in the lottery.

HCVP Administrative Plan CH. 4 Pg. 4-3

Second Step

Once the lottery process is completed all families who were entered in the lottery will be able to view their status online at our designated web site.

HCVP Administrative Plan CH. 4 Pg. 4-3

Third Step

When the family reaches the top of a waiting list they will be required to provide the necessary documentation to determine eligibility and proof of the preference being claimed.

HCVP Administrative Plan CH. 4 Pg. 4-3

Placement on the Waitlist

Eligible for Placement on the Waiting List

The applicant will be able to check their preliminary eligibility determination online or by phone as soon as all the lottery winners are reviewed.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list. Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and their lottery number as assigned by the PHA.

HCVP Administrative Plan CH. 4 Pg. 4-6

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY

RESOLUTION NO. LHA 1279

A Resolution Amending the Housing Authority of Prince George's County Procurement Policy to include a comprehensive Section 3 Plan

WHEREAS, The Housing Authority of Prince George's County (the "Authority") is a Housing Authority (HA) created pursuant to §17-104 of the Housing Authorities Law of the Annotated Code of the State of Maryland, and

WHEREAS, the Department of Housing and Urban Development requires Authorities to have a written Section 3 Policy that complies with the Uniform Standard Code 1701u and Federal Regulations at 24 CFR Part 135 (Section 3) and,

WHEREAS; The Housing Authority Section 3 policy plan will ensure that employment, training and other economic opportunities, to the greatest extent feasible, be directed to low and very low-income persons, particularly to public housing residents and to businesses that substantially provide economic opportunities to low-and very low-income persons and,

WHEREAS; Section 3 requirements apply to all contractors and subcontractors performing work in connection with projects and activities funded by HUD financial assistance covered by Section 3, regardless of the amount of the contract.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Prince George's County hereby approve to amend the Procurement Policy to adopt a comprehensive Section 3 Plan changes to as set forth in Attachment A.

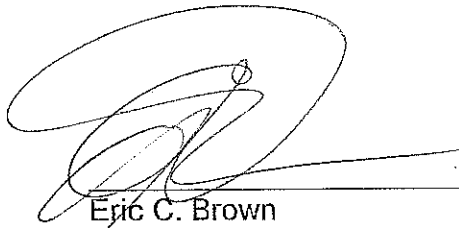
BE IT FURTHER RESOLVED that the Section 3 Plan shall become effective immediately.

RESOLVED this 28th day of September 2015.


(Seal)

ATTEST

HOUSING AUTHORITY OF PRINCE
GEORGE'S COUNTY, MARYLAND



Eric C. Brown
Executive Director



Paul E. Rowe
Chairman

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY

RESOLUTION NO. LHA 1280

A Resolution Authorizing the Staff to apply for and accept a Rental Allowance Program Grant from Maryland Department of Housing and Community Development

WHEREAS, The Housing Authority of Prince George's County (the "Authority") is a Housing Authority (HA) created pursuant to §17-104 of the Housing Authorities Law of the Annotated Code of the State of Maryland, and has designated as one of its primary functions the provision of decent and safe housing opportunities for low and moderate income families and individuals; and

WHEREAS, The Maryland Department of Housing and Community Development administers the Rental Allowance Program pursuant to Section 4-1401 through 4-1406 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended; and

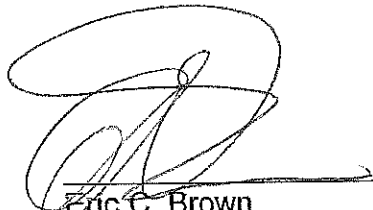
WHEREAS, The Housing Authority of Prince George's County desires to apply for funding under the Rental Allowance Program and accept a grant

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Prince George's County that the staff is hereby authorized to apply for and accept a Rental Allowance Program Grant from Maryland Department of Housing and Community Development.

RESOLVED this 28th day of September 2015.


(Seal)

ATTEST



Eric C. Brown
Executive Director

HOUSING AUTHORITY OF PRINCE
GEORGE'S COUNTY, MARYLAND



Paul E. Rowe
Chairman

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**PRINCE GEORGE'S COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
LOCALLY BASED BUSINESS PREFERENCE
EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT**

On behalf of _____, I hereby commit to offering equal opportunity in providing training opportunities, hiring, contracting and purchasing to all qualified job applicants, contractors, subcontractors, vendors, suppliers and other business related providers of goods and services without regard to race, age, color, sex, religion, national origin, physical disability or mental disability. The practice of non-discrimination will include, but not be limited to assuring equal opportunity in contracting, recruitment, training, hiring, placement, promotion, rate of pay and other compensation and termination.

I/we will comply with all relevant federal, state, and local regulations, administrative and executive orders requiring non-discrimination including but not limited to:

- (1) Federal Executive Order 11246 "Goals and Timetables for Females and Minority Participation in the Construction Industry".
- (2) The Civil Rights Act of 1964 as amended.
- (3) The Americans with Disabilities Act ("ADA") of 1990.
- (4) The Equal Employment Opportunities Act of 1992 as it relates to employment opportunities for local, small and disadvantaged businesses.
- (5) Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992. ("Section 3")

In compliance with Section 3 of the Department of Housing and Urban Development Act of 1968 (as amended), I will use my best efforts to assure that "County-based businesses," as defined under Section 10A-101 of the Prince George's County Code, including County-based small and County-based minority businesses, receive at least 30% of total dollar amounts of all contracts on construction and construction related work as well as any businesses created, business services and commercial/retail opportunities that result from the construction work funded in whole or in part by the project development assistance provided by Prince George's County Department of Housing and Community Development. I will also use my best efforts to maintain a minimum goal of 30 percent of the work hours for construction related employment be worked by Prince George's County ("County residents" as defined under Section 10A-101 of the Prince George's County Code) as well as 30 percent non-construction permanent and/or temporary employment created by this project to County residents.

(A) COMPLIANCE

- (1) I understand that all contracts and subcontracts, which are entered into under this agreement, are to contain the Assurance of Compliance form.
- (2) My firm will require all contractors and/or subcontractors to exert their best efforts to provide low/and very low income persons with employment and training opportunities and to provide businesses which are owned in part or wholly by persons living within the project area and whom employ low and very low income persons with contract opportunities.

constitute a breach of contract and may result in termination of the contract/funding.

- (4) My firm will fulfill our obligations to utilize Section 3 business concerns by developing and implementing an affirmative action plan.
- (5) My firm will incorporate the following "Section 3 clause" in all contracts for work on this covered project:

"The Section 3 Clause"

- (a). The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing the area of the Section 3 covered project.
- (b). The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these requirements.
- (c). The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- (d). The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- (e). Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project,

binding upon the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

(B) RECORDS AND REPORTS

- (1) My firm will keep such records as are necessary to demonstrate its compliance with the requirements of Section 3.
- (2) My firm will maintain records and submit copies of these records, which document actions taken, and the results of those actions.

I/we will faithfully and forthrightly implement all necessary and practicable steps, procedures and plans to assure achievement of the stated goals. On-going communication and solicitation of local businesses and job applicants will continue prior to, during and after completion of the project or contract work in order to achieve the stated goals. Continuous and on-going coordination prior to, during and throughout lease-up and hiring will be carried out in cooperation with the Prince George's Minority Business Opportunities Commission, the Economic Development Corporation, the Peoples Industry Council, the Office of the County Executive, the Department of Housing and Community Development and other organizations and institutions that would be useful in achieving the goals and commitments stated herein. I/we will advertise employment, business and contractor opportunities in local and community newspapers, trade journals and other publications on a regular basis in order to assure wide distribution and knowledge of available opportunities.

The undersigned by their signatures certify that they have the authority necessary and requisite to legally bind the corporation to this agreement:

Witness

Name of Authorized Official

Date

Signature of Authorized Official

Date

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PRINCE GEORGE'S COUNTY COMMUNITY DEVELOPMENT PROGRAM
ASSURANCE OF COMPLIANCE
WITH DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REGULATIONS
FOR TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR
BUSINESSES AND LOWER INCOME PERSONS

Project Title:

- A. The project assisted under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Notwithstanding any other provision of this contract, the contractor shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this contract. The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation to provide training, employment, and business opportunities required by section 3; and incorporation of the "section 3 clause" specified by Section 135.20(b) of the regulations in all contracts for work in connection with the project. The contractor certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this contract shall be a condition of the Federal financial assistance provided to the project, binding upon the contractor, its successors and assigns. Failure to fulfill these requirements shall subject the contractor and his subcontractors, its successors, and assigns to the sanctions specified by this contract, and to such sanctions as are specified by 24 CFR Section 135.135.

Dated _____

(Contractor)

BY _____
(Authorized Official)

(Contractor's Mailing Address)

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ESTIMATED PROJECT WORK FORCE BREAKDOWN

JOB CATEGORY	TOTAL ESTIMATED POSITIONS NEEDED FOR PROJECT	NUMBER POSITIONS OCCUPIED BY PERMANENT EMPLOYEES	NUMBER OF POSITIONS NOT OCCUPIED	NUMBER OF POSITIONS TO BE FILLED WITH SECTION 3 RESIDENTS
Officer/Supervisor				
Professionals				
Technical				
Hsg. Sales/Rental Management				
Office/Clerical				
Service Workers				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				

Section 3 Resident

Individual residing within the Section 3 area whose family income does not exceed 90% of the median income in the Metropolitan Statistical Area or the County if not within a MSA in which the Section 3 covered project is located.

Company

Project Name

Project Number

Person Completing Form

Date

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PROPOSED CONTRACTS/SUBCONTRACTS BREAKDOWN

TYPE OF CONTRACT (Business or Professional)	TOTAL NO.	TOTAL APPROX. DOLLAR AMOUNT	ESTIMATED NO. OF CONTRACTS TO SECTION 3 BUSINESSES	ESTIMATED DOLLAR AMOUNT TO SECTION 3 BUSINESSES

Company

Project Name

Project Number

Person Completing Form

Date

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ACTUAL PROJECT WORKFORCE BREAKDOWN

TYPE OF CONTRACT (Business or Professional)	TOTAL NO.	TOTAL APPROX. DOLLAR AMOUNT	ESTIMATED NO. OF CONTRACTS TO SECTION 3 BUSINESSES	ESTIMATED DOLLAR AMOUNT TO SECTION 3 BUSINESSES

Company

Project Name

Project Number

Person Completing Form

Date

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SECTION 3 BUSINESS UTILIZATION

Project Number: _____ **Total Dollar Amount of Contract:** _____

Name of Prime Contractor: _____ **Address:** _____ **Federal Identification No.:** _____

NAME OF SUBCONTRACTOR	SECT. 3 BANK*	ADDRESS AND PHONE NO.	TRADE/SERVICE OR SUPPLY	CONTRACT AMOUNT	AWARD DATE	COMPETITIVE OR NEGOTIATED NO.	FEDERAL IDENTIFICATION NO.

**Check if a Section 3 business concern*

TOTAL DOLLAR AMOUNT AWARDED TO SECTION 3 BUSINESS \$ _____

Section 3 Business Concern

A business concern which is located in or owned in substantial part (at least 81%) by persons residing in the same metropolitan area or non-metropolitan county as the project.

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Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, Searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs as directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

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Prince George's County, Maryland Income Limits

FY 2015 Median Family Income: \$109,200

Household Size	EXTREMELY LOW INCOME (30% AMI)	VERY LOW INCOME (50% AMI)	60% AMI	LOW INCOME (80% AMI)	2015 Uncapped Income Limits
1	\$22,950	\$38,250	\$45,900	\$47,600	\$61,150
2	\$26,200	\$43,700	\$52,440	\$54,400	\$69,900
3	\$29,500	\$49,150	\$58,980	\$61,200	\$78,650
4	\$32,750	\$54,600	\$65,520	\$68,000	\$87,350
5	\$35,400	\$59,000	\$70,800	\$73,450	\$94,350
6	\$38,000	\$63,350	\$76,020	\$78,900	\$101,350
7	\$40,650	\$67,750	\$81,300	\$84,350	\$108,350
8	\$43,250	\$72,100	\$86,520	\$89,800	\$115,350

Source: U.S. Department of Housing and Urban Development (<http://www.huduser.org>)

Prince George's County uses the "uncapped" income limits to determine applicant eligibility to participate in the County's homeowner rehabilitation and homebuyer assistance programs administered with CDBG and/or HOME funds.

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Department of Housing and Community Development Section 3 Action Plan for Sub-recipients, Contractors and Subcontractors

The Section 3 Action Plan identifies the goals, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. Provide detailed information on the following items below which describes how you will achieve your Section 3 goals.

1. With how many Section 3 businesses does your company anticipate working? What strategies will your company use for contracting with Section 3 business concerns? (specify the efforts to be taken, and dates, etc.)
2. How many Section 3 new hires does your company anticipate making? What strategies will your company use for reaching out to and hiring Section 3 residents? (specify the efforts to be taken and dates, how effective have these strategies been in the past?)
3. What efforts will your company use to conduct aggressive outreach and notification to Potential Section 3 residents and businesses of contracting and employment opportunities? (how effective have these strategies been in the past?)

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**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2529-0043 (revised)

Complaint Register

Under Section 3 of the Housing
And Urban Development Act of 1968

Office of Fair Housing
and Equal Opportunity

(Expires 8/31/2015)

Instructions: This form is to be used to report allegations of noncompliance with Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR Part 135.

1. Complainant Information:	
Name of Complainant (Person or organization)	Home Phone
Street Address	Work Phone
City, State, Zip code	
Email Address:	

2. You are: (check all that apply)	
<input type="checkbox"/> Low/Very Low Income Person <input type="checkbox"/> Public Housing Resident <input type="checkbox"/> HUD Youthbuild Participant <input type="checkbox"/> A Representative of any of the above listed Individuals (Such as: a Low-Income Person or Public Housing Resident)	<input type="checkbox"/> Section 3 Business <input type="checkbox"/> A Representative of a Section 3 Business <input type="checkbox"/> Other: _____

3. Basis for alleged noncompliance with Section 3:			
<input type="checkbox"/> Denied Training	<input type="checkbox"/> Denied Employment	<input type="checkbox"/> Denied Contracting	<input type="checkbox"/> Other (see below in item 6)

4. Complaint is against: (check one or more boxes)			
<input type="checkbox"/> Recipient of HUD Funds (Such: as a PHA, city/county agency, etc.)	<input type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Other (please specify): _____

5. Who is this complaint being filed against?	
Name of agency, organization, or company:	Business Phone
Street Address	
City, State, Zip code	
Name and identify others (if any) who allegedly violated Section 3 in this case:	

6. How did the HUD recipient, contractor, or subcontractor violate the requirements of Section 3?
 (Check all that apply – provide documentation, if available)

HUD Recipient	Contractor and/or Subcontractor
<p><input type="checkbox"/> Failed to notify Section 3 businesses about contracting opportunities</p> <p><input type="checkbox"/> Failed to incorporate the Section 3 Clause into covered Section 3 bid solicitations or contracts</p> <p><input type="checkbox"/> Failed to provide priority consideration to Section 3 businesses for covered contracting opportunities</p> <p><input type="checkbox"/> Failed to select Section 3 businesses in accordance with the order of priority consideration as set forth in 24 CFR 135.36</p> <p><input type="checkbox"/> Failed to award contracts to Section 3 businesses</p> <p><input type="checkbox"/> Failed to ensure that its contractors/ subcontractors complied with Section 3 requirements</p> <p><input type="checkbox"/> Knowingly entered into contracts with contractors/ subcontractors that failed to comply with Section 3 requirements</p> <p><input type="checkbox"/> Failed to notify Section 3 residents about training and/or employment opportunities</p> <p><input type="checkbox"/> Failed to provide priority consideration to Section 3 residents for employment or training opportunities</p> <p><input type="checkbox"/> Failed to select Section 3 residents for training or employment opportunities in accordance with the order of priority consideration set forth in 24 CFR 135.34</p> <p><input type="checkbox"/> Failed to hire Section 3 residents for new employment opportunities</p> <p><input type="checkbox"/> Retaliated against the complainant because complainant sought to enforce Section 3 requirements or participated in an investigation or proceeding regarding Section 3</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> Failed to certify that all employment vacancies filled prior to contract execution were not filled to circumvent Section 3</p> <p><input type="checkbox"/> Failed to notify potential subcontractors about Section 3 requirements</p> <p><input type="checkbox"/> Failed to post notices at the work site regarding Section 3 requirements in accordance with the Section 3 Clause</p> <p><input type="checkbox"/> Failed to send to each labor organization or representative of workers a notice of Section 3 obligations in accordance with the Section 3 Clause</p> <p><input type="checkbox"/> Failed to ensure that its subcontractors complied with Section 3</p> <p><input type="checkbox"/> Failed to train and/or hire Section 3 residents for new employment opportunities</p> <p><input type="checkbox"/> Failed to provide priority consideration to Section 3 residents for employment or training opportunities in accordance with 24 CFR Part 135.34</p> <p><input type="checkbox"/> Failed to ensure that contracts awarded to subcontractors included the Section 3 Clause</p> <p><input type="checkbox"/> Failed to award subcontracts to Section 3 businesses</p> <p><input type="checkbox"/> Failed to award subcontracts to Section 3 businesses in accordance with the order of priority consideration set forth in 24 CFR 135.34</p> <p><input type="checkbox"/> Retaliated against the complainant because complainant sought to enforce Section 3 requirements or participated in an investigation or proceeding regarding Section 3</p> <p><input type="checkbox"/> Other _____</p>

7. **When did the act(s) checked above occur?** (Include the most recent date if several dates are involved):

____/____/____
Month Day Year

* The date of the last alleged violation or occurrence must be less than 180 days from the date of submission to HUD.

8. **Project name or location where alleged violation occurred?** (If applicable):

Project Name (if applicable): _____ Project Number: _____

Project Location: _____

Local Contracting Agency (LCA): _____

9. **Identify the type of HUD funding used by the HUD funding recipient, organization, or contractor that this complaint is filed against:** (Check all that apply)

<input type="checkbox"/> PIH Operating Subsidy	<input type="checkbox"/> Other PIH Assistance	<input type="checkbox"/> Neighborhood Stabilization Program (NSP) Assistance	<input type="checkbox"/> Section 811 Supportive Housing for the Disabled
<input type="checkbox"/> PIH Capital Fund Subsidy	<input type="checkbox"/> Community Development Block Grants (CDBG)	<input type="checkbox"/> Other Community Development Assistance	<input type="checkbox"/> Project Based Housing Vouchers
<input type="checkbox"/> Choice Neighborhood Initiative Grant	<input type="checkbox"/> HOME Investment Partnership Funding	<input type="checkbox"/> Lead-Based Paint	<input type="checkbox"/> Other HUD Housing Assistance
<input type="checkbox"/> HOPE VI Grant	<input type="checkbox"/> McKinney Homeless Assistance	<input type="checkbox"/> Section 202 Supportive Housing for the Elderly	<input type="checkbox"/> Other Covered HUD Funding

10. Description of act(s) or incident(s) involving alleged violation of Section 3:

Summarize what happened? Attach additional information if necessary

11. Declaration Statement

I declare under penalty of perjury that I have read this complaint (including any attachments) and that all information is accurate and correct.

Signature

Date

Section 3 of the Housing and Urban Development Act of 1968

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

The information is given voluntarily and provides the basis for HUD's investigation of the complaint to determine if the allegations of noncompliance are valid. The Department will use the information provided as the basis for its determination of jurisdiction over a complainant's allegations. All information collected complies with the Privacy Act of 1974 and OMB Circular A-108. The information is unique to the processing of complaints alleging noncompliance with the Section 3 statute or implementing regulations. The information collected on this form will only be used by HUD during the investigation and resolution of complaints and will not be shared with persons or parties that are not directly involved with the complaint.

What is Section 3 of the Housing and Urban Development Act of 1968?

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 requirements ensure that *when* new jobs or contracts are created during the usage of certain HUD funds, priority consideration is given to low- and very low-income persons residing in the community in which the funds are spent (regardless of race or gender), and to the businesses that substantially employ these persons.

Who are Section 3 residents and businesses?

Section 3 residents are:

- Public housing residents; or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD's income limits for low- and very low-income.

Please visit: <http://www.huduser.org/portal/datasets/il.html> to determine the income limits for residents of your community.

A Section 3 business is one that meets one of the following criteria:

- Is 51 percent or more owned by Section 3 residents;
- Employs Section 3 residents for at least 30 percent of its full-time, permanent staff; or
- Provides evidence of a commitment to subcontract to Section 3 business concerns, 25 percent or more of the dollar amount of the awarded contract.

What HUD funding does Section 3 cover?

Section 3 applies to any of the following:

- A. Public and Indian Housing programs that receive: (1) Annual contributions for low income housing projects provided pursuant to section 5 of the U.S. Housing Act of 1937, as amended by the Quality Housing and Work Responsibility Act of 1998 (QHWRA); (2) Capital Fund Project assistance provided pursuant to Section 9 of QHWRA; (3) Operating Subsidy assistance provided pursuant to Section 9 of QHWRA.
- B. Housing and community development assistance extended for: (1) housing rehabilitation (including reduction and abatement of lead based paint hazards); (2) housing construction or (3) other public construction projects; and for which the contract and subcontract exceeds \$100,000; and
- C. Certain competitive HUD grant funding, such as: HOPE VI, Choice Neighborhoods, etc.).

What can you do about violations of the Law?

Remember, Section 3 applies to the awarding of jobs, training programs, and contracts, generated from projects receiving HUD financial assistance. If you believe that, as a low-income person or a Section 3 business concern, the responsibilities to provide economic opportunities under Section 3 have been violated, you have a right to file a complaint within **180 days** of the last alleged occurrences of noncompliance.

Complaints alleging violations of the Section 3 regulatory requirements must be submitted to the appropriate HUD Regional Office of Fair Housing and Equal Opportunity listed below. Please be certain to sign and date this form, where indicated, to ensure prompt complaint processing.

HUD will send the complaint to the appropriate HUD recipient for resolution. If resolution by the recipient fails, HUD will investigate. If HUD finds that the complaint has merit, it will try to end the violation by informal resolution. If conciliation fails, HUD may initiate other steps to enforce the law, including but not limited to suspension and debarment of the recipient or contractors as applicable.

You can obtain assistance in learning about more Section 3 by visiting www.hud.gov/section3 or by contacting one of the HUD's Regional Offices of Fair Housing and Equal Opportunity.

Authority: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1968, as amended by the Housing and Community Development Act of 1992, U.S.C. 1701u and implementing regulations at 24 CFR Part 135.

Purpose: The information requested on this form is to be used to investigate and process Section 3 complaints.

Use: The information requested will be used to process a complaint filed under Part 135. HUD may disclose certain information for Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Penalty: Failure to provide some or all of the requested information will result in delayed processing or rejection of this complaint for investigation.

Privacy Act of 1974 (P.L.93-579)

All information collected is provided voluntarily and complies with the Privacy Act of 1974 and OMB Circular A-108. The information is unique to the processing of complaints alleging noncompliance with the Section 3 statute or implementing regulations. The information collected on this form will only be used by HUD during the investigation and resolution of complaints and will not be shared with persons or parties that are not directly involved with the complaint.

Instructions for completing the Section 3 Complaint Register

- Box 1:** Enter the requested information for the person that is filing the complaint (i.e., the complainant). This person must meet the definition of a Section 3 resident or business.
- Box 2:** Select the appropriate statement that describes your status as a Section 3 resident, businesses, or representative of either.
- Box 3:** Select the appropriate basis for the complaint which you are filing.
- Box 4:** Select the appropriate option that best describes the person or entity that you are filing this complaint against.
- Box 5:** Provide the name, address, and contact information for the person or entity that you are filing this complaint against.
- Box 6:** Select the statement(s) that best describe the alleged actions or omissions undertaken by the person or entity that you are filing this complaint against that are in violation of the requirements of Section 3. If you select "other", please briefly describe the alleged violation on the appropriate line.
- Box 7:** Provide the date that the alleged violation or action occurred. If the alleged act or violation is continuing in nature, please provide the date of the most recent occurrence.
- Box 8:** If this complaint is based upon acts or omissions that occurred at a specific job site, project, or location, please provide information that will allow HUD to identify the specific project that is the subject of the complaint that you are filing.
- Box 9:** Select the appropriate type of covered HUD funding that the recipient, organization, contractor/subcontractor received or administered.
NOTE: In order for the complaint to be jurisdictional, covered HUD funding must be administered by the recipient, organization, contractor/subcontractor.
- Box 10:** Provide a detailed description of the acts or omissions undertaken by the person or entity that you filing this complaint against. Provide enough specific information to enable HUD to clearly understand the alleged violation and whether it demonstrates noncompliance with the requirements of Section 3.
- Box 11:** Please sign the complaint and enter the current date.
NOTE: By signing and dating this complaint you are affirming that your statements and allegations are true and accurate by penalty of perjury. Complaints **must** be signed and dated prior to acceptance by HUD for investigation.

Where to file your complaint:

Please fax or mail your complaint to the appropriate HUD Regional Office of Fair Housing and Equal Opportunity that has jurisdiction over the state for which you are located or where the alleged violation occurred. Inquiries regarding the status of your complaint should be directed to the appropriate Regional office of FHEO by telephone or email.

<p>BOSTON REGIONAL OFFICE U.S. Department of Housing and Urban Development New England Office 10 Causeway Street, Suite 308 Boston, MA 02222 (617) 994-8300 (800) 827-5005 Fax: (617) 565-7313 Email: complaints_office_01@hud.gov</p> <p>*Covers the following states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont</p>	<p>FORT WORTH REGIONAL OFFICE U.S. Department of Housing and Urban Development Southwest Office 801 Cherry St., Unit 45, Suite 2500 Fort Worth, TX 76102 (817) 978-5900 (888)560-8913 Fax: (817) 978-5876 Email: complaints_office_06@hud.gov</p> <p>*Covers the following states: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas</p>
<p>NEW YORK REGIONAL OFFICE U.S. Department of Housing and Urban Development New York and New Jersey Office 26 Federal Plaza New York, NY 10278 (212) 264-1290 (800) 496-4294 Fax: (212) 264-9829 Email: complaints_office_02@hud.gov</p> <p>*Covers the following states: New Jersey and New York</p>	<p>KANSAS CITY REGIONAL OFFICE U.S. Department of Housing and Urban Development Great Plains Office 400 State Avenue Kansas City, KS 66101 (913) 551-6958 (800) 743-5323 Fax: (913) 551-6856 Email: complaints_office_07@hud.gov</p> <p>*Covers the following states: Iowa, Kansas, Missouri, and Nebraska</p>
<p>PHILADELPHIA REGIONAL OFFICE U.S. Department of Housing and Urban Development Mid-Atlantic Office 100 Penn Square East, 12th Floor Philadelphia, PA 19107 (215) 861-7646 (888) 799-2085 Fax: (215) 656-3449 Email: complaints_office_03@hud.gov</p> <p>*Covers the following states: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia</p>	<p>DENVER REGIONAL OFFICE U.S. Department of Housing and Urban Development Rocky Mountain Office 1670 Broadway Denver, CO 80202 (303) 672-5437 (800) 877-7353 Fax: (303) 672-5026 Email: complaints_office_08@hud.gov</p> <p>*Covers the following states: Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming</p>

<p>ATLANTA REGIONAL OFFICE U.S. Department of Housing and Urban Development Southeast Office 40 Marietta Street Atlanta, GA 30303 (404) 331-5140 (800) 440-8091 Fax: (404) 331-1021 Email: complaints_office_04@hud.gov</p> <p>*Covers the following states: Alabama, Puerto Rico, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and the Virgin Islands</p>	<p>SAN FRANCISCO REGIONAL OFFICE U.S. Department of Housing and Urban Development Pacific/Hawaii Office 600 Harrison Street Third Floor San Francisco, CA 94107 (415) 489-6536 (800) 347-3739 Fax: (415) 489-6560 Email: complaints_office_09@hud.gov</p> <p>*Covers the following states: Arizona, California, Guam, Hawaii, and Nevada</p>
<p>CHICAGO REGIONAL OFFICE U.S. Department of Housing and Urban Development Midwest Office 77 W. Jackson Boulevard, Suite 2101 Chicago, IL 60604 (312) 353-7776 (800) 765-9372 Fax: (312) 886-2837 Email: complaints_office_05@hud.gov</p> <p>*Covers the following states: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin</p>	<p>SEATTLE REGIONAL OFFICE U.S. Department of Housing and Urban Development Northwest/Alaska Office 909 First Avenue Seattle, WA 98104 (206) 220-5170 (800)877-0246 Fax: (206) 220-5447 Email: complaints_office_03@hud.gov</p> <p>*Covers the following states: Alaska, Idaho, Oregon, and Washington</p>

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How to Use HUD's Section 3 Business Registry Webpage

The Section 3 Business Registry is a listing of firms that have self-certified that they meet one of the regulatory definitions of a Section 3 business and are included in a searchable online database that can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 residents to identify businesses that may have HUD-funded employment opportunities.

This registry is a helpful tool to locate Section 3 businesses in their community. It also enables HUD grantees to meet their Section 3 obligations by reducing some of the burden associated with locating eligible businesses.

Am I a Section 3 Business?

This feature allows businesses that potentially meet one of the three regulatory definitions of a Section 3 Business Concern to determine whether they meet one (or more) of the qualifications.

Option 1: Determine if the Business Meets the Definition of a Section 3 Business Based on Ownership

1. Enter the Number of Owners that Meet the Definition of a Section 3 Resident for the Metropolitan Area or Non-Metropolitan County Where the Project is Located
2. Enter the Total Number of All Other Owners of the Business
3. Percentage is Automatically Calculated

If percentage is less than 51% the business does not meet the definition of a Section 3 Business

Option 2: Determine if the Business Meets the Definition of a Section 3 Business Based Percentage of Full Time Employees

1. Enter the Total Number of Full-Time Employees in all Job Categories
2. Enter the Number of Full-Time Employees that Currently Meet the Definition of a Section 3 Resident for the Metropolitan Area or Non-Metropolitan County Where the Project is Located
3. Enter the Number of Full-Time Employees that Met the Definition of a Section 3 Resident for the Metropolitan Area or Non-Metropolitan County Where the Project is Located Within Three Years From the Date of First Employment with the Business
4. Percentage is Automatically Calculated

If percentage is less than 30% the business does not meet the definition of a Section 3 Business

Option 3: Determine if the Business Meets the Definition of a Section 3 Business Based the Award of Subcontracts to Businesses that Meet the Requirements of Option 2 or 3 Above.

1. Enter the Total Dollar Amount of Sub-Contracts to Be Awarded on Covered Activities
2. Enter the Total Dollar Amount of Sub-Contracts to be Awarded to Businesses that Meet One of the Definitions of a Section 3 Business for the Metropolitan Area or Non-Metropolitan County Where the Project is Located that will Receive Contracts for Covered Activities
3. Percentage is Automatically Calculated

If percentage is less than 25% the business does not meet the definition of a Section 3 Business

Businesses that meet one of the preceding definitions of a Section 3 Business may proceed to self-certify their eligibility to HUD and HUD-funded grantees.

Register A Business

This feature allows businesses that meet one of the regulatory definitions of a Section 3 Business Concern to self-certify they status to HUD.

Section 3 Businesses are defined as: Section 3 business concerns are businesses that can provide evidence that they meet one of the following criteria:

- a) 51 percent or more owned by [Section 3 residents](#); or
- b) At least 30 percent of its full time employees include persons that are currently [Section 3 residents](#), or were Section 3 residents within three years of the date of first hire*; or
- c) Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two qualifications above.

All box fields with * are required fields that must be filled with information regarding that box before an application can be submitted.

Select the Location of the Section 3 Business *

1. Select the drop down box to choose the State where the business is located.
2. Select the drop down for county's which will automatically populate the counties from the state selected previously.
3. Select your city from the next drop down tab which will automatically populate the cities from the county you selected.
4. Select the zip code for the selected city.

Once the above steps have been taken your selected state, county, city, and zip code be automatically generated in the application and you can now begin entering in your business detail information.

Box 1:	Business Name REQUIRED FIELD (*)	Enter the name of your business as it appears in your state's registered business database, DBA (Doing Business As), LLC, or Corporation.
Box 2:	Business Street Address REQUIRED FIELD (*)	Enter the address as it appears in your state's registered business database, DBA (Doing Business As), LLC, or Corporation. (PO Boxes accepted)
Box 3:	Business City REQUIRED FIELD (*)	Automatically Populated
Box 4:	County REQUIRED FIELD (*)	Automatically Populated
Box 5:	State REQUIRED FIELD (*)	Automatically Populated
Box 6:	Zip Code REQUIRED FIELD (*)	Automatically Populated
Box 7:	Business Telephone Number REQUIRED FIELD (*)	Enter the business contact number
Box 8:	Business Website Address	Enter the business website address/URL
Box 9:	Business Point of Contact REQUIRED FIELD (*)	Enter the name of the primary contact person
Box 10:	Business Email REQUIRED FIELD (*)	Enter the name of the primary contact person's email address
Box 11:	Contact Phone Number	Enter the number of the primary contact person
Box 12:	Number of Employees REQUIRED FIELD (*)	Enter the total number of currently employed staff, including yourself and partners if any
Box 13:	Business License	Enter your businesses license number. Virtually every business needs some form of license or permit to operate legally. However, licensing and permit requirements vary depending on the type of business you are operating, where it's located, and what government rules apply. In most cases, there is a fee charged to obtain a business license. Requirements for a business license vary by state and municipality. Please visit: http://www.sba.gov/content/search-business-licenses-and-permits to learn more about obtaining a business license. If

		a business license number is not required please enter "Not Applicable"
Box 14:	NAICS	North American Industry Classification System (NAICS). NAICS is a system used to classify establishments by industry
Box 15:	Year Business Established REQUIRED FIELD (*)	Enter the year the business was established
Box 16:	Duns Number	Duns is a unique 9 digit universal numbering system that's used by businesses and the federal government to keep track of more than 70 million businesses world-wide. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. For more information on DUNS numbers go to SBA.gov
Box 17:	EIN	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You can apply through the IRS. This is a free service offered by the Internal Revenue Service. You must check with your state to make sure you need a state number or charter.
Box 18:	Business Capabilities Narrative	Capability Narrative is a summary of a company's ability to perform. What services does my business provide relative to my primary NAICS code? Your narrative must be less than 4,000 characters.
Box 19:	Please note any locations within the County and/or City Area that your business is NOT willing to serve.	Enter any County and/or City Area that your business is NOT willing to serve. MUST BE LESS THAN 200 CHARACTERS.
Box 20:	Section 3 Business Criteria: REQUIRED FIELD (*)	At least one of the criteria's must be checked. Click here Am I a Section 3 Business to determine if you or your business is eligible to receive preference as a Section 3 business
<p>NEXT</p> <p>* Type of services that your business provides: Please check at least one box. If other please provide description. REQUIRED FIELD (*)</p>		
Box 21:	Other	Give a brief description of your company and what services it provides.
Is your Business Currently Hiring New Employees: Check either Yes or No		
<p>After Reading disclaimer tap the "Register Business" tab. The next page will ask you to verify your information and allow you the opportunity to make any necessary corrections. Once you have verified your information you can then select 'Submit Registration' to continue or 'Cancel' to return to the form to make any corrections. Once submitted your business will be added to the registry.</p>		

How to Search For A Section 3 Business

This feature allows users to search for Section 3 businesses in their community based on the criteria entered into the system.

Step 1:	Select the Location That You Are Searching for Section 3 Businesses* <ol style="list-style-type: none">1. Select the drop down box to choose the State where you are searching for Section 3 businesses.2. Select the drop down for the county that you are searching for Section 3 businesses. The list will be automatically populated with counties from the state selected previously.3. Select the city that you are searching for Section 3 businesses in. The list will be automatically populated with the cities from the county you selected.4. Select the zip code for the selected city.
Step 2:	Select the Type of Section 3 Businesses That You Are Seeking: <ul style="list-style-type: none">▪ Brick Masonry▪ Carpentry▪ Electrical▪ General Contractor▪ HVAC▪ IT▪ Janitorial▪ Landscaping▪ Lead Hazard Control▪ Maintenance▪ Painting/Drywall▪ Plumbing▪ Security▪ Other
Step 3:	Click "Search for a Business"
Step 4:	Search Results Will Be Generated for the Criteria Entered
Step 5:	Search results can be exported to an Excel spreadsheet to allow users to send group emails or send mass mailings.

Disclaimer:

HUD has not verified the information submitted by businesses listed in this registry and does not endorse the services that they provide. Users of this database are strongly encouraged to perform due diligence by verifying Section 3 eligibility before providing preference or awarding contracts to firms that have self-certified their Section 3 status with the Department.

How Do I Notify HUD if I Suspect that a Business in this Registry Does Not Meet Section 3 Eligibility Criteria?

If you believe that a firm has misrepresented itself as a Section 3 Business, please submit an email to the U.S. Department of Housing and Urban Development by clicking here: Sec3biz@hud.gov

Your email should contain the following:

- Your name, telephone number, and email address (this information will not be shared outside of HUD)
- Name, city, and state of firm that has allegedly misrepresented their status as a Section 3 business.
- Any narrative explanations describing why you believe that this firm does not meet the Section 3 Business eligibility criteria.

*Red asterisk indicates a required field.

We Need Your Help!!

HUD's [Section 3 Business Registry](#) contains contract information for Section 3 businesses across the country. Its purpose is to increase the amount of contracts that are awarded Section 3 Businesses and their overall exposure to HUD-funded agencies and their subrecipients, contractors, and developers—all of who have Section 3 obligations.

[Its success depends on the number of businesses that self-certify and recipients, contractors, etc. that use it!!](#)

Please encourage Section 3 Businesses that you have worked with previously, or that you think may meet one of the regulatory definitions, to self-certify with HUD's Section 3 Business Registry. Doing so will make other local agencies and contractors with Section 3 obligations aware of their status and the services they provide, which will ultimately strengthen your local economy and promote self-sufficiency.

We also encourage PHAs and other covered grantees to use the registry as a tool for locating Section 3 businesses in your local area to be notified about HUD-funded contracting opportunities that you or your subrecipients, contractors, developers, etc. may have available, as stipulated in the Section 3 regulations.

Please [click here](#) to access Section 3 Outreach Materials.

Additional information about Section 3 obligations can be obtained by visiting: www.hud.gov/section3

Thank you for your assistance!

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FHEO Section 3 Performance Evaluation and Registry System (SPEARS)

60002 Component

User Registration Guide

**U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity (FHEO)**

October 2015

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1 Introduction

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and the implementing regulation at 24 CFR § 135, which recognizes that HUD funds are typically one of the largest sources of federal funding invested in communities in the form of grants, loans, entitlement allocations and other sources of financial assistance.

Section 3 is intended to ensure that when employment and economic opportunities are generated by certain HUD financial assistance for housing and community development programs, preference must be given, to the greatest extent feasible, to low-and very low-income persons in the community where the project is located, particularly those who are recipients of government assistance for housing.

HUD's Office of Fair Housing and Equal Opportunity (FHEO) is charged with oversight and monitoring of Section 3 compliance for approximately 5,000 direct recipients of covered funding. In accordance with Section 3 guidelines at 24 CFR § 135.90, all recipients of HUD financial assistance covered by Section 3 are required to submit Section 3 Summary Reports (Form HUD 60002) annually.

The Section 3 Performance Evaluation and Registry System (SPEARS) is comprised of two web-based applications. First, the Section 3 reporting component provides a means for recipients of HUD financial assistance covered by Section 3 to submit Form HUD 60002 to HUD electronically. The second component, the Section 3 Business Registry, is a platform that allows Section 3 businesses to self-certify their status with the Department so that local recipients can notify them about the availability of HUD-funded contracting opportunities.

2 Purpose of the Section 3 Reporting Component of SPEARS

All submissions of Form HUD 60002 must be completed electronically. This guide provides an overview of the Registration Steps for access to SPEARS through HUD's Secure Systems portal - Web Access Secure System (WASS) and to submit Form HUD 60002. It is intended to be used by direct recipients of Section 3 covered HUD financial assistance. A link to an accompanying videotaped training on using the Section 3 Reporting component of SPEARS can be found at: www.hud.gov/section3.

3 HUD Secure Systems

SPEARS is accessed through the HUD Secure Systems portal. Secure Systems supports many other HUD applications such as REAC NASS, PASS, FASS and Multifamily Housing's APPS, TRACS, and iREMS. Secure Systems requires Social Security Numbers and other personal information from users to identify those who have been granted access to its secure system. Secure Systems users are individuals who work with trusted partners, HUD employees, or are contractors who work with HUD. Those who work with trusted partners are called Coordinators and external users. HUD employees and contractors are individuals who help administer and provide support to the Coordinators and external users. These individuals may be System Administrators, Technical Assistance Center (TAC) Users, or other HUD program staff. Others are internal users who access the system through the HUD Intranet. For general information on Secure Systems, please see the WASS User Guide at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_24911.pdf.

User Registration Quick Reference

The following elements are required to access SPEARS:

- ✓ Organization needs to be recognized by HUD either as a Public Housing Authority (PHA) or as a Multifamily Housing Entity*
- ✓ Active Secure Systems ID with association with a PHA HA Code or Multifamily Organization Tax ID
- ✓ COR action assignment in Secure Systems (for System Coordinators only)
- ✓ S3P role assignment in Secure Systems by a System Coordinator

*All non-PHAs are referred to as Multifamily Housing Entity because system limitations. This would include entitlement communities, States and NOFA grantees

4 SPEARS Registration

Step 1 – Business Partner Registration

SPEARS recognizes 2 types of business partner organizations - Public Housing Authority by PHA HA Code and Multifamily Housing Entity by Tax ID number. The Business Partner organization must be recognized by HUD Secure Systems.

Public Housing Authority participants are already registered in the PIH Inventory Management System (PIC) and can skip to **Step 2 – HUD Secure Systems Registration**.

Multifamily Housing Entities must be registered via the HUD Multifamily Business Partner Registration System (APPS). To register your organization:

1. Go to https://hudapps2.hud.gov/apps/part_reg/apps040.cfm
2. Enter your organization's Tax Identification Number (TIN) and click **Submit**.

***Business Partner Registration
HUD Multifamily***

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

TIN: <input type="text"/>	(no dashes)
or	
SSN: <input type="text"/>	(no dashes)
<input type="checkbox"/> Check if SSN is used as TIN for Sole Proprietor	

3. If the following screen is displayed stating that the Participant **(TIN) had been processed**, the organization's TIN is already registered in SECURE SYSTEMS. Proceed to **Step 2 – HUD Secure Systems Registration**.



4. If you receive a blank form, complete it and click **Save**.

5. Business Partner Registrations are processed nightly so check the system the following day by re-entering the organization's TIN as described above to ensure the business is successfully registered.

Step 2 – HUD Secure Systems User and Coordinator Registration

Users can be registered as a **User** or a **System Coordinator**. Coordinators and Users have different permissions. A System Coordinator will be required for granting access to SPEARS Users. See **Step 4 – SPEARS User Management by System Coordinator**.

System Coordinator Registration

System Coordinators must register in SECURE SYSTEMS and be associated with a PHA HA Code or Business Partner Tax ID number (TIN) that is required to comply with Section 3 requirements. The Coordinator serves as the PHA or Business Partner's system administrator and grants SPEARS application access to their organization's designated users. Each Business Partner organization or PHA must have at least one Coordinator but may have up to eight.

New Coordinator Registration

1. Go to:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
2. Select **Public Housing Agency** if you are a PHA. All other business types should select **Multifamily Housing Entity** from the list of registration options. DO NOT select Independent User or Reverse Program (RAP) User. The SPEARS system will use either your registered PHA HA Code or Tax TIN to to pre-populate disbursement data or draw down amounts on Form HUD 60002.

Need a User ID?

Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ Multifamily Housing Entity
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

1. Select **Coordinator** and enter the information as requested.

Application Type	<input checked="" type="radio"/> Coordinator	<input type="radio"/> User
First Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text"/>	
Social Security Number:	<input type="text"/>	

2. For **Multifamily Housing Entities**, complete the following fields:

Organization Information:	
<ul style="list-style-type: none"> • Provide the name of the HUD-registered Organization or Individual you represent • Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes. • Specify whether the HUD-registered entity you represent is an Organization or an Individual 	
Organization/Individual Name::	<input type="text"/>
TIN/SSN:	<input type="text"/>
Organization <input type="radio"/> Individual <input type="radio"/>	

3. For **PHAs**, complete the following fields:

Organization Information:	
<ul style="list-style-type: none"> • Provide the name of the Public Housing Authority you represent • Provide the Number of the Public Housing Authority you represent 	
Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

4. Complete the rest of the requested fields and Select **Submit Application**.
5. A letter containing the Secure System Coordinator’s ID will be mailed to the organization’s CEO/ED/Principal Officer within 7-10 business days. If you have not received your Secure Systems Coordinator’s credentials, contact REAC Technical Assistance to inquire about the status of your request at **1-888-245-4860**.
6. Once the Secure Systems Coordinator has received their credentials, they must assign themselves the SPEARS ‘COR’ Action by proceeding to **Step 3 — SPEARS Coordinator Assignment by System Coordinator**.

Existing Coordinators Registration

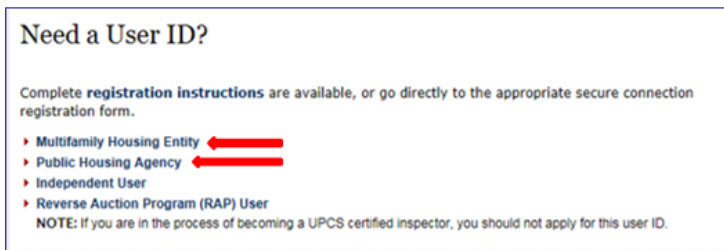
If you are already identified as a System Coordinator in Secure Systems as a PHA or as a Multifamily Housing Entity, you will need to create an additional Business Partner relationship, referred to as a new “BPR relationship.” Additional relationships are managed through the Secure Systems Business Partners Maintenance screens. Please refer to the [WASS User Manual – Section 4.3](#) for instructions on how to complete this process. Once this BPR Association process has been completed (which can take up to 7-10

business days for delivery of the Activation key by mail), you can proceed to **Step 3 — SPEARS Coordinator Assignment by System Coordinator**. Contact the REAC Technical Assistance Center (REAC-TAC) if you have questions about this process at **1-888-245-4860**.

User Registration

Users must register in SECURE SYSTEMS and be associated with a Business Partner (PHA or Multifamily Housing Entity) that is required to comply with Section 3 requirements.

- Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
- Select **Public Housing Agency** if you are a PHA. All other business types should select **Multifamily Housing Entity** from the list of registration options. DO NOT select Independent User or Reverse Program (RAP) User. The SPEARS system will use either your PHA HA Code or Tax ID number to pre-populate disbursement data or draw down amounts on Form HUD 60002.



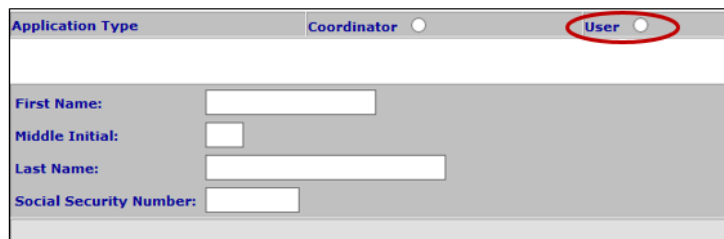
Need a User ID?

Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ Multifamily Housing Entity
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

- Select **User** and enter the information as requested.



Application Type Coordinator **User**

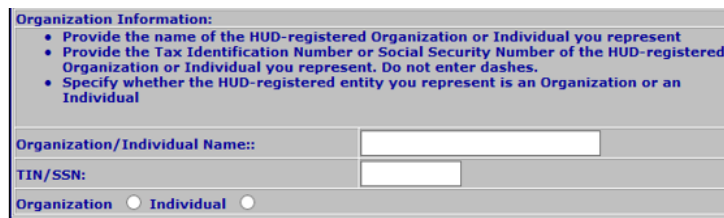
First Name:

Middle Initial:

Last Name:

Social Security Number:

- For **Multifamily Housing Entities**, complete the following fields:



Organization Information:

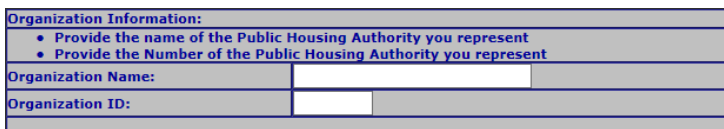
- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name::

TIN/SSN:

Organization Individual

- For **PHAs**, complete the following fields:



Organization Information:

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:

Organization ID:

- Complete the rest of the requested fields and Select **Submit Application**.

- After submitting the form, **wait 24 hours**, then contact your organization’s Systems Coordinator to inform them you have requested access to Secure Systems and request they retrieve your User ID and assign the ‘S3P’ role to you. This will establish the SPEARS link on your individual Secure Systems menu.

For assistance with Secure Systems registration, you can view the (Secure Systems User's Manual at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/wass/wass_user_manual).

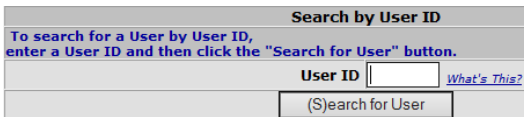
Step 3 — SPEARS Coordinator Assignment by System Coordinator

The Coordinator must assign themselves the SPEARS ‘COR’ Action in Secure Systems to serve in an administrative capacity for their organization in SPEARS.

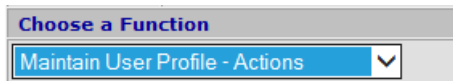
- Go to https://hudapps.hud.gov/HUD_Systems
- Log in with your Secure Systems Coordinator credentials, click **Accept** on the **Legal Warnings** page to display the **Main Menu**.
- From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.



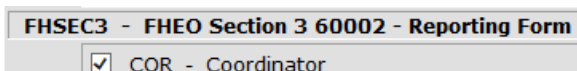
- Enter your Secure Systems Coordinator User ID in the **Search by User ID** field and click **(S)earch for User**.



- On the Maintain User Profile select Maintain User Profile – Actions for Choose a Function and click Submit.



- From the **Assign/Unassign Actions** page under FHSEC3 – FHEO Section 3 60002 Reporting Form, check the **COR – Coordinator** checkbox and click **Assign/Unassign Actions**.



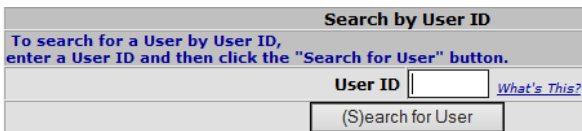
Step 4 — SPEARS User Management by System Coordinator

System Coordinators grant access to SPEARS to their organization's Users by assignment of the 'S3P' role. If the Secure Systems Coordinator will be a User for SPEARS they will assign the 'S3P' role to themselves as well.

1. Go to https://hudapps.hud.gov/HUD_Systems
2. Log in with your Secure Systems Coordinator credentials, read the **Legal Warnings** page to and click **Accept** to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.

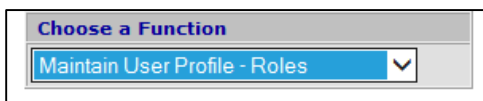


4. Enter the User ID you wish to grant SPEARS access to in the **Search by User ID** field and click **Search for User**.



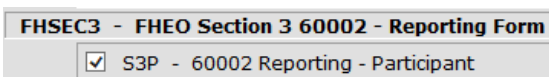
The screenshot shows a form titled "Search by User ID". It contains the instruction: "To search for a User by User ID, enter a User ID and then click the 'Search for User' button." Below this is a text input field labeled "User ID" with a "What's This?" link to its right. At the bottom of the form is a button labeled "(S)earch for User".

5. On the Maintain User Profile page, select Maintain User Profile – Roles for Choose a Function and click Submit.



The screenshot shows a dropdown menu titled "Choose a Function". The selected option is "Maintain User Profile - Roles".

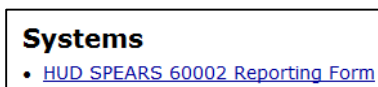
6. From the Assign/Unassign Roles page select the **FHSEC3 S3P – 60002 Reporting - Participant** checkbox and click Assign/Unassign Roles.



The screenshot shows a table with the following content:

FHSEC3 - FHEO Section 3 60002 - Reporting Form
<input checked="" type="checkbox"/> S3P - 60002 Reporting - Participant

7. After the Secure Systems Coordinator grants access to SPEARS to their organization Users, the User will see the application on their Main Menu the next time they log in to Secure Systems.



5 Registration Assistance/Support

The **REAC Technical Assistance Center** (REAC_TAC@hud.gov) at **(888) 245-4860** can provide assistance for the following questions or issues:

- I am having troubling logging in to Secure Systems.
- I do not see the HUD SPEARS 60002 Reporting Form in my list of Systems when I log in to Secure Systems.
- I have accessed the HUD SPEARS 60002 Reporting form but do not see my agency in the Agency drop down menu.
- I am currently registered in Secure Systems as a User but want to now be a System Coordinator.
- I have registered for System Coordinator credentials and have not received them.
- I mistakenly registered for User credentials instead of System Coordinator credentials.
- I may have registered for Secure Systems credentials in the past, but I'm not sure and/or do not know my user ID.
- I have registered previously in Secure Systems but do not know my password.
- I don't know who the System Coordinator(s) are for my organization.
- I am a System Coordinator and need assistance in assigning roles to Users.
- I am a System Coordinator and need assistance with the Secure Systems Business Partner Maintenance process.
- I am a System Coordinator and when trying to assign the SPEARS role for a user, I do not see the system.
- I am a System Coordinator and trying to assign myself an additional Business Partner Relationship but I do not see the menu option to do so.

Please contact your System Coordinator for the following issues:

- I have registered for a User ID and have not received it.
- I do not see the HUD SPEARS 60002 Reporting Form in my list of Systems when I log in to Secure Systems.

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**SECTION 3 BUSINESS CONCERN
30%+ WORKFORCE**

A business can be certified as a Section 3 business concern if at least 30% of its permanent, full-time employees are currently Section 3 residents or were Section 3 residents within three years of the date of employment with the business.

For your firm to be eligible UNDER THIS CRITERIA, you must provide the following information for all permanent FT employees.

Copy this form if necessary.

LIST ALL EMPLOYEES NAME & ADDRESS	DATE HIRED (MM/DD/YYYY)	CHECK IF SECTION 3 RESIDENT	JOB TITLE/TRADE
Name: Address: City/Zip:		<input type="checkbox"/>	
Name: Address: City/Zip:		<input type="checkbox"/>	
Name: Address: City/Zip:		<input type="checkbox"/>	
Name: Address: City/Zip:		<input type="checkbox"/>	
Name: Address: City/Zip:		<input type="checkbox"/>	
Name: Address: City/Zip:		<input type="checkbox"/>	
Total Number of Employees:			
Number of Section 3 Residents:			
% of Total Workforce:			

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Print Name: Title: Company Name: Date: Signature: _____
--

Has Business worked with Prince George's County in the past? YES NO

Is yes, please provide Vendor Number:

Does Business have any special designation(s)? YES NO

If YES, check all that apply: MBE WBE Other _____

DRAFT

**SECTION 3 BUSINESS CONCERN
Resident Business Owner(s)**

Name of Owner: _____

Home Address: _____

Name of Business: _____

Percentage of Ownership: _____ %

Check the appropriate box for your family size and income:

Check Box	# of Persons in Household	Gross Household Income Max.
<input type="checkbox"/>	1 Person	\$47,600
<input type="checkbox"/>	2 Persons	\$54,400
<input type="checkbox"/>	3 Persons	\$61,200
<input type="checkbox"/>	4 Persons	\$68,000
<input type="checkbox"/>	5 Persons	\$73,000
<input type="checkbox"/>	6 Persons	\$78,900
<input type="checkbox"/>	7 Persons	\$84,350
<input type="checkbox"/>	8 Persons	\$89,800

I certify that I am a resident of Prince George's County and my **Total Household Income** last year was less than the amount shown above for my family size.

If the business is owned by more than one Section 3 resident, each should submit a separate Resident Business Owner Verification Form. List each owner below:

I certify that the other Section 3 residents listed below collectively own at least 51% of the business.

Name	Position	Percentage of Ownership

I certify that the information provided is true and accurate.

Print Name:	Date:
Signature:	

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**Housing Authority of Prince George's County
Eligibility for Preference**

A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

**Certification for Resident
Seeking Section 3 Preference for Employment**

I, _____ am a legal resident of Prince George's County and satisfy one or more of the following criteria:

- Reside in government-assisted housing; or
- Meet the income eligibility guidelines for a low- or very low-income person as published by the U.S. Department of Housing and Urban Development.

My permanent address is:

I have attached the following documentation as evidence of my status:

___ Copy of lease ___ Documentation of income ___ Other documentation

A picture identification card and proof of current residency is also required.

Signature: _____
Print Name: _____ Date: _____

Income Eligibility Guideline

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (50%) Income Limits	\$38,250	\$43,700	\$49,150	\$54,600	\$59,000	\$63,350	\$67,750	\$72,100
Low (80%) Income Limits	\$47,600	\$54,400	\$61,200	\$68,000	\$73,000	\$78,900	\$84,350	\$89,800

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PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Central Services

Supplier Development & Diversity Division

CERTIFICATION OF CONTRACTORS BEST EFFORTS

General

The information requested in this certificate is the minimum information required by the Supplier Development and Diversity Division (“SDDD”) to evaluate the Borrower or Contractor’s Best Efforts. SDDD reserves the right to request further documentation from the Subcontractor(s) to support and validate actions undertaken to secure Local Small Minority Business Enterprise (“LSMBE”) participation and meet the goals for the contract/task order.

Purpose

This Certification documents the Best Efforts undertaken by the Contractors or Borrowers (hereafter referred to as the “Contractor”) in soliciting and utilizing Prince George’s County-Based and Minority Business Enterprise firms (hereafter referred to as “LSMBE”) to meet the local goals and participation requirements for this contract/project. The completed certificate will assist the Purchasing Agent in determining if the Contractor performed its due diligence, took all necessary and reasonable steps to secure supplier participation for the referenced contract/project. Contractor agrees that the Purchasing Agent will determine if the Contractor made put forth their “Best Efforts” to secure sufficient supplier participation to meet the County Based Business and Minority Business Enterprise goals. The burden of proof rests with the Contractor. A determination by the Purchasing Agent that the Contractor failed to make their “Best Efforts” to achieve the LSMBE goals and participation requirements for this contract/project may result in **Contractor/Borrower being subject to the clawback or default provisions contained in the loan/contract documents.** However, the Purchasing Agent will reconsider and/or renegotiate the participation goals if the Contractor has adequately and sufficiently documented below its “Best Efforts” in obtaining LSMBE participation goals.

Definition

“Best Efforts” means the efforts that a reasonable commercial enterprise undertaking an economic development project would use in exercising good faith endeavors to meet its LSMBE utilization goals and participation requirements specified in the loan documents and/or efforts made by entities entering into public agreements/solicitations with the County attempting to meet LSMBE requirements.

Attestation

I. (Name) _____, do hereby acknowledge that I am the (Title) _____ of (Name of Contractor) _____ and the

Subcontractor selected for the Prince George’s County project listed below:

Contract/Task Order No.	Project Name	Estimated Contract Amt.	LSMBE Goals	
			County	MBE

Note: Contacting SDDD (301-883-6480) for assistance in identifying certified LSMBEs that can perform work on a contract or task order is also considered a strong factor in making “Best Efforts.”

Best Effort Activities

1. List all LSMBE firms assigned to this contract and their associated tasks:

LSMBE Firms Name and Address	NAICS / NIGP Code	Has subcontract agreement been provided to the County (SDDD)?

2. List all organizations (i.e. NMSDC, WSSC, MDOT, SDDD, etc.) that have received notifications from the Contractor regarding participation on the contract/project in question, date published/sent and provide follow-up activity details. Provide explanation if no follow-up activities were performed. SDDD reserves the right to request copies of all announcements or notifications listed.

Notification <i>(Provide brief description)</i>	Date Sent	Association/Organization	Contact Person	Date of Follow-Up Activities

3. Was SDDD contacted at (301)883-6480 to request assistance in the recruitment of LSMBE firms?

YES

Name of individual who contacted SDDD: _____

Date Contacted: _____

SDDD Representative contacted: _____

Written correspondence attached: Yes _____ No _____

NO

Explain Below

Explain:

4. Is there a LSMBE firm(s) currently on the contract/project team able to perform the Scope of Work above capable of meeting the Prince George's County LSMBE criteria? Yes _____ NO _____

Name of firm: _____

5. Explain any efforts undertaken to provide LSMBE firms with assistance and/or adequate information about contract/task order Scope of Work and requirements of the contract (i.e. Work Scope, bonding assistance, etc.)

6. Contractor shall solicit services in good faith with all interested LSMBE firms. Proposals from interested LSMBE firms shall not be rejected by Contractor/Borrowers without sound business justification.

Provide the firm name, contact information and work proposed of all LSMBE firms that submitted a proposal for the contract/task order that were not selected. The reason for rejection must be provided for SDDD to determine the Contractor/Borrower's satisfactory "Best Efforts". If no LSMBE proposals were rejected, state "NONE".

LSMBE Firm and Contact Person	Work Proposed	Explanation for Rejecting Proposal

7. Please provide summary or other information to be considered by SDDD as part of your "Best Efforts" towards meeting the LSMBE participation goals on the contract/task order. Also provide your proposed alternative LSMBE participation plan and why you believe this alternative should be considered by SDDD and the Purchasing Agent. Attach additional pages if necessary.

SWORN AFFIDAVIT OF CONTRACTOR

The Affidavit shall be signed by an authorized signatory for the Contractor/Borrower(s) and shall be notarized.

The undersigned, (Name) _____, having been first duly sworn, solemnly affirm under the penalties of perjury and personal knowledge that the contents of the foregoing paper are true.

Signature:
Contractor/Borrower/Authorized Representative

STATE OF MARYLAND
COUNTY OF (_____)

I HEREBY CERTIFIY THAT on this ____ day of _____, 20__, before the undersigned Notary Public, personally appeared (Name) _____, and being first duly sworn, upon his/her oath says that the statements contained in the foregoing notice are true to the best of his/her personal knowledge.

[Affix notary seal here] Notary Public

My commission expires: _____

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Let Your Maryland One-Stop Career Center Help You Find the Employees You Need!

Post your job orders online on the Maryland Workforce Exchange at www.mwejobs.maryland.gov



Federal Employer Identification Number (FEIN): _____ NAICS (if known): _____

Company Name: _____ Telephone: _____

Street: _____ Fax: _____

City: _____ State: _____ Zip: _____ County: _____

Contact Person (Last name, first name): _____ E-mail: _____

Contact Person's Job Title: _____ Web site URL: _____

Do you want your company name displayed to the public? Yes No Are you a federal contractor? Yes No

Job Title: _____ **Closing date:** _____ **Company reference #:** _____

Job location if different than above: _____

Job summary: _____

Salary? _____ per _____ **Do you want this salary displayed to job seekers?** Yes No

Commission? Yes No **Is this subsidized employment?** Yes No

Number of openings? _____ **Number of referrals requested?** _____ **Experience required?** _____

Education required? _____ **License or certification?** _____

Tools required? Yes No **Testing required?** Yes No **Type of testing?** _____

Hours per week? _____ **Hours to be worked?** _____ **Days to be worked?** _____

Full time? **Part time?** **Shift?** Day shift Evening shift Night shift Rotation shift

Is public transportation available to the job site? Yes No

How to Apply: Résumé Job Application

Contact method: _____ Email: _____

_____ Web Site URL

_____ In person at _____ company address or _____ job location address

_____ At One-Stop Career Center

_____ Mail _____ Phone _____ Fax

Auxiliary aids and services are available upon request to individuals with disabilities.



DEPARTMENT OF LABOR, LICENSING AND REGULATION

Martin O'Malley, Governor

Anthony G. Brown, Lt. Governor

Leonard J. Howie III, Secretary

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FIRST SOURCE AND LOCAL HIRING AGREEMENT COMPLIANCE REPORT

Instructions:

This report must be submitted to the Prince George's County Economic Development Corporation's Workforce Services Division (EDC Workforce Services Division) and the Purchasing Agent by the fifth business day of every month following the execution of the First Source and Local Hiring Agreement.

Part I

Number of employees needed	Number of current employees transferred	Number of new job openings created	Number of job openings listed with the EDC Workforce Services Division

PART II

For the reporting period (during the previous calendar month) please indicate the following:

Total number of County residents employed, including new County resident hires.	Total hours worked by County residents

PART III

For the calendar year, the cumulative total number of County residents employed, including:

Cumulative new County resident hires	Cumulative work hours by County residents

PART IV

For the reporting period (during the previous calendar month) the total number of employees employed, including

New Hires	Total Employee Hours Worked

PART V

For the calendar year, the cumulative total number of employees hired, include the cumulative new hires, and cumulative employee hours worked for each employee. (Please complete Attachment "A")

Cumulative Total Number of Employees Hired	Cumulative Employee Hours Worked

Please complete Attachment "A" and send to the following addresses:

Roland L Jones, Purchasing Agent
 Office of Central Services
 1400 McCormick Drive, Suite 336
 Largo, Maryland 20774

Jeffrey Swilley, Acting Executive Director
 PGCEDC Workforce Services Division
 1801 McCormick Drive, Suite 400
 Largo, Maryland 20774

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MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is entered into on the _____ day of _____, 20__ (the “Effective Date”) by and between Prince George’s County, Maryland, a body corporate and politic (the “County”) and *[Insert Party Name]*, *[Insert party description, e.g. a Maryland limited liability company or an individual residing at . . .]* (the “*Insert Defined Name*”).

RECITALS

WHEREAS, *[Insert background using however many WHEREAS clauses necessary];*

and

WHEREAS, *[insert final WHEREAS clause].*

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1) **[Insert Defined Name] Responsibilities:** *[Insert Party Name]* shall *[Insert Party Obligations. If obligations are better listed out, use list below. Otherwise, delete list].*
 - a)
 - b)
 - c)
- 2) **County Responsibilities:** The County shall *[Insert County Obligations. If obligations are better listed out, use list below. Otherwise, delete list].*
 - a)
 - b)
- 3) **Compensation:** The total amount of compensation payable by the County to the *[Insert Party Name]* shall be *[Insert payment in words and numbers]*, subject to the availability of County funding. Invoices for services rendered by the *[Insert Party Name]* shall be submitted to *[Insert invoicing instructions i.e., the Administrator on a monthly basis]*. The invoice shall include the following: (1) *[Insert Party Name]*'s name and remittance address; (2) *[Insert Party Name]*'s tax identification number; (3) reference to contract number; and (4) documentation as to resultant product or task completed during the period of time covering the invoice.
- 4) *[If out-of-pocket expenses will be paid, include this section]* **Expenses:** The *[Insert Party Name]* shall be compensated for the reasonable and customary out-of-pocket expenses incurred by the *[Insert Party Name]* and required for the performance of the services as described herein. The payment of expenses under this Section is limited to the extent that the *[Insert Party Name]* furnishes to the Administrator documentation of such expenses. The

MEMORANDUM OF UNDERSTANDING

total sum for all out-of-pocket expenses for the *[Insert Party Name]* under this Agreement shall not exceed *[Insert amount in words and numbers]*.

- 5) **Term:** This Agreement shall be effective as of the Effective Date and shall continue in effect through *[insert date]*. This Agreement may be renewed upon mutual agreement of the parties. The continuation of this Agreement beyond the end of the fiscal year in which it is executed, and any subsequent fiscal years during which this Agreement is in effect, shall be contingent upon the availability of funding for the applicable fiscal year.
- 6) **Termination for Convenience.** The performance of work under this Agreement, in whole or in part, may be terminated by the County upon thirty (30) days prior written notice, or such time as mutually agreeable to the parties, in accordance with this clause whenever the County shall determine that such termination is in the best interest of the County. In the event of such termination, the County shall pay for all services provided up to the date of termination. However, *[Insert Party Name]* shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination or paid any damages or costs arising from such termination.
- 7) **Termination for Default.** If *[Insert Party Name]* fails to fulfill its obligations under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by providing written notice to the *[Insert Party Name]*. The written notice shall specify the acts or omissions relied on as cause for termination. The County shall pay the *[Insert Party Name]* fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the breach. If the damages are more than the compensation payable to the *[Insert Party Name]*, the *[Insert Party Name]* will remain liable after termination and the County can affirmatively collect damages or deduct from monies due the *[Insert Party Name]* on this or other County Agreements. Damages may include excess reprocurement costs.
- 8) **Notices:** All notices, requests, reports, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given: (i) immediately upon receipt if hand-delivered in accordance with the notice provisions of this Agreement; (ii) on the day after delivery to a nationally recognized overnight courier service, or (iii) on the fifth day after mailing, if mailed to the party to whom such notice is to be given, by registered or certified U.S. mail, return receipt requested, and, in all cases, if prepaid and properly addressed as follows:

To County: Purchasing Agent
 Office of Central Services
 1400 McCormick Drive
 Suite 336
 Largo, Maryland 20774

With Copies to: County Attorney
 Office of Law, Room 5121

MEMORANDUM OF UNDERSTANDING

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

To *[Insert Name]*: *[Insert contact information]*

- 9) **Insurance:** *[Insert Insurance Provisions if applicable]*
- 10) **Indemnification:** *[Insert Party Name]* shall indemnify, defend, and hold harmless the County, its officers, directors, agents and employees (each, including the County, a “Covered Person”) from and against any and all pending or threatened claims, losses, liabilities, litigation, damage, penalty, expense and demands of every kind and nature whatsoever (any of the foregoing a “Loss”), including, without limitation, the costs as and when incurred of defending any such Loss, and including, without limitation, reasonable attorneys’ fees and disbursements therefore, incurred by a Covered Person resulting from or arising in connection with the performance of this Agreement, caused in part or in whole by any negligent or willful act or omission of *[Insert Party Name]*, its officers, agents, employees or representatives. The *[Insert Party Name]* expressly understands and agrees that any performance bond or insurance protection required by this Agreement or otherwise provided shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. The County does not waive any right or defense, or forebear any action, in connection herewith. The indemnification provisions set forth in this Section shall survive termination or expiration of this Agreement.
- 11) **No Waivers:** No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
- 12) **Non-Assignability:** This Agreement shall be deemed personal to the parties hereto and shall not be assigned, delegated or subcontracted without the prior written consent of the County.
- 13) **Contract Dispute Resolution:** All claims and disputes arising under this Agreement shall be handled in accordance with Sections 10A-104 and 10A-107 of the Prince George’s County Code.
- 14) **Status of Parties:** The relationship of the parties to this Agreement is one of independent contractors and no partnership or joint venture is intended to be created. No party shall represent itself as the agent or employee of any other party.

MEMORANDUM OF UNDERSTANDING

- 15) **Compliance with Law:** The *[Insert Party Name]* shall comply with all applicable laws, orders and codes of the federal, state and local governments as they pertain to this Agreement.
- 16) **Findings Confidential:** Unless otherwise required by law, all of the reports, information, data, materials, etc., prepared or assembled under this Agreement are owned by the County, confidential, and the same shall not be made available to any individual or organization without the prior written approval of the County.
- 17) **Governing Law\Venue\Severability:** This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of Prince George's County and the State of Maryland, without regard to its conflicts of law principles. Any suit, action or proceeding seeking to enforce any provision of, or based on any matter arising out of or in connection with, this Agreement shall be brought in any federal or state court located in the State of Maryland, and each of the parties hereby consents to the jurisdiction of such courts (and of the appropriate appellate courts therefrom) in any such suit, action or proceeding and irrevocably waives, to the fullest extent permitted by law, any objection which it may now or hereafter have to the laying of the venue of any such suit, action or proceeding in any such court or that any such suit, action or proceeding which is brought in any such court has been brought in an inconvenient forum.
- 18) **Construction:** This Agreement shall not be construed against the party preparing it, but shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against any party. If any term or other provision herein is found to be unenforceable, invalid or illegal, such term or provision shall be deemed deleted from this Agreement, and the remainder of this Agreement shall not be affected or impaired thereby.
- 19) **Authority:** Each party represents and warrants that it is fully authorized to enter into the terms and conditions of, and to execute and be bound by, this Agreement. The parties agree to use their best efforts promptly to execute and to effectuate the terms provided for herein. In addition, each person whose signature appears hereon warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement.
- 20) **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
- 21) **Recitals:** The Recitals are expressly incorporated herein by reference.
- 22) **Entire Agreement:** This Agreement incorporates the entire understanding of the parties hereto, and supersedes any and all prior agreements or understandings (written or oral) relating to the subject matter hereof. This Agreement can only be modified in a writing signed by duly authorized representatives of both parties hereto.
- 23) **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

MEMORANDUM OF UNDERSTANDING

[Signature Page Follows]

MEMORANDUM OF UNDERSTANDING

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed on the Effective Date written below.

WITNESS

[INSERT CONTRACTOR NAME]

By: _____
Name: _____
Title: _____

WITNESS

**PRINCE GEORGE'S COUNTY,
MARYLAND**

By: _____
[Insert Signatory Name]
[Insert Signatory Title]

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Frequently Asked Questions About HUD's Section 3 Business Registry

1. What is Section 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968. The intent of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds, is given to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.

2. What does the term "Section 3 resident" mean?

A "section 3 resident" is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County where the Section 3 covered assistance is expended.

3. What does the term "Section 3 Business" mean?

Section 3 businesses are businesses that can provide evidence that they meet one of the following criteria:

- a) 51 percent or more owned by Section 3 residents; or
- b) At least 30 percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire* ; or
- c) Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to businesses that meet the qualifications of a) or b) above.

*Example: John is a Section 3 resident that is unemployed. He is hired by XYZ Construction Company at a salary of \$37,500 per year. The local low-income limit for a one-person household is \$35,000. John can be counted as a Section 3 resident by XYZ Construction Company for up to three years towards their efforts to meet the Section 3 business criterion under definition "B" as described above.

4. How are the terms “low-income” and very low-income determined?

Low- and very-low-household income limits are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the median income for each locality by household size or the number of people residing in one house. HUD income limits may be obtained from:

<http://www.huduser.org/portal/datasets/il.html>

5. What is HUD’s Section 3 Business Registry?

The Section 3 Business Registry is a registry of firms that have self-certified their status as Section 3 Businesses. Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 business will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 businesses. Section 3 residents are also encouraged to use the registry to identify businesses that may have HUD-funded employment opportunities.

6. How does my firm submit a self-certification application if it meets the definition of a Section 3 Business?

Businesses can submit an online application for inclusion in the Section 3 registry at: www.hud.gov/Sec3Biz.

7. When does a business certification expire?

A certified business must recertify after 3 years.

8. Where do I find the database of firms that have self-certified that they meet the definition of a Section 3 Business?

To search the database for businesses please visit: www.hud.gov/Sec3Biz.

9. What documentation is required from firms that meet the definition of a Section 3 Business?

For inclusion in the registry, businesses must submit the online application and are not initially required to submit any additional documentation to HUD. Additional documentation may be requested if HUD receives complaints alleging that any business in its registry has misrepresented their firm’s status to the Department. Businesses may also be required to submit supporting documentation as evidence of their eligibility to recipients prior to the award of the HUD-funded contract.

10. What is a business license?

A business license is a type of legal authorization to operate a business in a city, county, or state. A license may even be required on a federal level. Typically issued in document form, a business license gives a business owner the right to conduct entrepreneurial activities as set forth in the license application. In most cases, there is a fee charged to obtain a business license. Requirements for a business license vary by state and municipality. Please visit: <http://www.sba.gov/content/search-business-licenses-and-permits> to learn more about obtaining a business license.

11. Has HUD verified the authenticity of firms that have submitted self-certification applications and does HUD endorse the quality of services provided by such firms?

While the Department maintains the Business Registry database, it has not verified the information submitted by the businesses and does not endorse the services they provide. Accordingly, it is recommended that users perform due diligence before awarding contracts to firms that have self-certified their status as a Section 3 business.

The Department will periodically conduct random audits of a percentage of the Section 3 businesses in its registry.

12. Does being self-certified as a Section 3 Business mean that a firm is automatically entitled to HUD-funded contracts?

A Section 3 business is not entitled to a contract simply by being listed in the HUD Section 3 Business Registry database. Section 3 businesses may need to demonstrate to the satisfaction of the recipient agency (i.e., Public Housing Authority, local government agency, developer, etc.) that they are a responsible bidder with the ability to perform successfully under the terms and conditions of prospective contracts.

The Section 3 regulation at 24 CFR Part 135.36 provides preference to Section 3 businesses that submit responsible bids for contracts and subcontracts, but does not guarantee the award of contracts.

13. What if I believe that HUD has accepted the self-certification of a firm that does not meet the definition of a Section 3 Business?

The Department strongly encourages anyone that believes that a firm in this registry does not meet the eligibility criteria of a Section 3 Business to notify the HUD Office of Inspector General at <http://www.hudoig.gov/report-fraud>. HUD's office of Inspector General is responsible for investigating claims of fraudulence. In such situations, the HUD Office of Inspector General may request documentation and additional information from the business to verify that they qualify for inclusion in the database. Businesses found to have misrepresented themselves will be removed

from the database and penalized as appropriate by the HUD Office of Inspector General.

14. What if my firm is listed on HUD's Section 3 Business Self-Certification Database and I need to change or update my contact information?

If your firm needs to change or update your contact information, please submit a detailed request via email to: Sec3biz@hud.gov.

15. How can I find recipients or agencies that are required to provide preferences to Section 3 residents and businesses in my area?

To find local recipients, contact your local HUD office. To find your closest office, visit: www.hud.gov/localoffices.

16. Are agencies that receive covered HUD funding (i.e., PHAs, cities, states, property owners, and other agencies) required to use this database?

Recipient agencies that receive Section 3 covered assistance will be informed about the database and encouraged but not required, to contact Section 3 firms in the registry prior to awarding covered contracts.

17. Are General Contractors required to use this database?

General Contractors and other developers that receive contracts from recipient agencies may be informed about the database by local recipients and instructed to contract Section 3 firms in the registry prior to the award of subcontracts.

18. How will HUD monitor success under the Section 3 Business Registry Program?

The Department will survey Section 3 Businesses and recipient agencies to determine outcomes and challenges associated with the implementation of the Section 3 Business Registry. The Department will monitor the usage of the database by businesses and recipients, and other feedback as a part of its assessment.

19. Where can I find more information on the requirements of Section 3?

For more information on the requirements of Section 3, please visit www.hud.gov/Section3.

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Regulatory Definitions

Section 3 covered activities - means any activity which is funded by Section 3 covered public and Indian housing assistance, as well as housing and community development and public housing program assistance.

Applicant – any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private non-profit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. The selected vehicle is referred to as the “recipient” for purposes of Section 3.

Assistant Secretary – the Assistant Secretary for HUD’s Fair Housing and Equal Opportunity (FHEO).

Business Concern – a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

Contractor – any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance – all employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a)(1).) With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135 (a)(2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Extremely low-income person – families (including single persons) with income at 30 percent of the annual Area Median Income (AMI) or lower; including the homeless and public housing residents.

“Greatest Extent Feasible” - means that every effort must be made to comply with the requirements of Section 3. This also means that recipients of Section 3 covered financial assistance should make every effort within their disposal to meet the regulatory requirements.

Housing Authority – Public Housing Agency (PHA).

Housing Development – low-income housing owned, developed, or operated by public housing agencies in accordance with HUD’s public housing program regulations codified in 24 CFR Chapter IX.

Low-income person – families (including single persons) with income at 80 percent (80%) of the Area Median Income (AMI) or lower.

Metropolitan Area – a metropolitan statistical area (MSA).

Numerical Goals - means to focus on a result approach to accomplish following Section 3 minimum targets:

1. Employ qualified Section 3 residents, as 30% of aggregate number of new hires resulting from contracts and subcontracts on a covered activity.
2. Award to Section 3 business concerns at least 10% of the total dollar amount of all Section 3 covered contracts for building trades work.
3. Award to Section 3 business concerns at least 3% of the total dollar amount of all Section 3 covered contracts for non-construction work.

Neighborhood Area - a geographical location(s) within the jurisdiction of a unit of general local government (but not the entire jurisdiction) designated in ordinances, or other local documents as a neighborhood, village, or similar geographical designation, or meets HUD community development programs meets the definition at 24 C.F.R. § 570.204 (c)(1).

New Hires – full-time employees for permanent, temporary or seasonal employment opportunities.

Order of Providing Preference - Order of preference for meeting the Section 3 employment opportunities generated by covered assistance is as follows:

- Category 1: Section 3 resident in the County Transforming Neighborhoods Initiative (TNI) living in a housing development or developments for which covered funds will be expended
- Category 2: Section 3 resident utilizing a HUD Housing Choice Voucher residing in the vicinity of the covered project who meets the HUD/County AMI income guideline limits
- Category 3: Section 3 resident who graduated or is participating in a HUD Youthbuild program or a construction skills program of the Prince George’s Community College, or a local trade union apprentice program.

Public Housing Resident – person meeting the requirement at 24 C.F.R. § 963.

Recipient or Sub-recipient – any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private non-profit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Secretary - the Secretary of the U.S. Department of Housing and Urban Development (HUD).

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 Business Concern – a business concern:

1. That is 51 percent or more owned by Section 3 resident: or
2. Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
3. That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

Section 3 Covered Assistance –

1. Public housing development assistance provided pursuant to Section 5 of the 1937 Act;
2. Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
3. Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
4. Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership.)

Section 3 Clause – the contract provisions set forth in 24 C.F.R. § 135.38.

Section 3 Covered Contracts – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project.

Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Covered Project – the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 Resident – public housing resident or an individual who resides in the metropolitan area or a nonmetropolitan county in which Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

Subcontractor – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person – families (including single persons) with income at 50 percent of the AMI or lower.

FOR MORE INFORMATION

Copies of the FY 2016 Annual Action Plan for Housing and Community Development, as amended are available on the County's website at www.princegeorgescountymd.gov/sites/dhcd/resources/plansandreports. To obtain a copy of the Plan, contact the Community Planning and Development Division at: 301-883-5570 or 301-883-5542.

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