



Angela D. Alsobrooks
County Executive



PRINCE GEORGE'S COUNTY ANNUAL ACTION PLAN FISCAL YEAR 2024 (FFY 2023), AS AMENDED – FINAL



Angela D. Alsobrooks, County Executive

Prince George's County Council

Thomas E. Dernoga, Council Chair, 1st District

Wala Blegay, Council Vice-Chair, 6th District

Calvin S. Hawkins, II, At-Large Council Member

Mel Franklin, At-Large Council Member

Wanika B. Fisher 2 nd District	Eric C. Olson 3 rd District
Ingrid S. Watson 4 th District	Jolene Ivey 5 th District
Krystal Oriadha 7 th District	Edward Burroughs, III 8 th District
Sydney J. Harrison 9 th District	

Prince George's County Department of Housing & Community Development

Aspasia Xypolia, Director

9200 Basil Court, Suite 306

Largo, Maryland 20774

Telephone: (301) 883-6511 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.



Prince George’s County, Maryland
FY 2024 Annual Action Plan for
Housing and Community Development, as amended

Table of Contents

The Process.....	4
AP-05 Executive Summary – 24 CFR 91.200 (c), 91.200(b)	4
PR-05 Lead and Responsible Agencies – 24 CFR 91.200(b).....	9
AP-10 Consultation – 24 CFR 91.100(b), 91.215(l)	10
AP-12 Participation – 24 CFR 91.105, 91.200(c).....	13
Annual Action Plan.....	14
AP-15 Expected Resources – 24 CFR 91.220(c)(1,2)	14
AP-20 Annual Goals and Objectives – 24 CFR 91.220(c)(3) & (e)	22
AP-35 and AP-38 Projects Summary – 24 CFR 91.220(d)	25
AP-50 Geographic Distribution – 24 CFR 91.220(f)	53
AP-55 Affordable Housing – 24 CFR 91.220(g).....	54
AP-60 Public Housing – 24 CFR 91.220(h).....	56
AP-65 Homeless and Other Special Needs Activities – 24 CFR 91.220(i)	58
AP-75 Barriers to affordable housing – 24 CFR 91.220(j)	65
AP-85 Other Actions – 24 CFR 91.220(k)	73
AP-90 Program Specific Requirements – 24 CFR 91.220(l)(1,2,4).....	80
Appendices.....	91

The Process

AP-05 Executive Summary – 24 CFR 91.200 (c), 91.200(b)

Introduction

Prince George’s County is qualified as an urban county entitled to receive grant funds from three (3) federal programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG). Entitlement funds are appropriated by the U.S. Congress each year and distributed on a formula basis to local jurisdictions.

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require the submission of a Consolidated Plan to undertake programs and activities to meet housing and community development needs and priorities principally for low to moderate-income residents.

On March 2016, the Prince George’s County Council adopted a Resolution, CR-13-2016, to establish a Comprehensive Housing Strategy (CHS) Ad Hoc Subcommittee to develop a Comprehensive Housing Strategy (CHS) for the County, *Housing Opportunity for All*¹. Decent housing, suitable living, and economic opportunities, play a pivotal role in the County’s future and *Housing Opportunity for All* provides a roadmap to addressing a variety of County-wide and neighborhood-specific housing conditions, with communities of choice and opportunity as drivers of the County’s strategic direction.

Prince George’s County’s Consolidated Plan for FY 2021 – 2025² builds on the analysis presented in *Housing Opportunity for All*, and directly supports implementation of more than seventeen (17) actions from the CHS. The Fiscal Year (FY) 2024 Annual Action Plan supports Prince George’s County’s implementation of the FY 2021-2025 Consolidated Plan by leveraging the annual allocations of CDBG, HOME, and ESG entitlement fund resources to develop viable communities of choice. To ensure long-term sustainable investment, the County has established a strategic approach that supports implementation of *Housing Opportunity for All*, with intersections for broader community development goals.

Objectives and Outcomes Identified in the Annual Action Plan

In developing the FY 2024 Annual Action Plan, the County focused on how to use federal funds and financing to achieve outcomes articulated in *Housing Opportunity for All*, among other local and regional planning efforts. The table below shows four (4) outcomes that will be achieved by addressing the six (6) priority needs identified in the County’s Consolidated Plan for FY 2021 – 2025 Consolidated Plan and to implement the actions detailed in *Housing Opportunity for All*.

¹ <https://www.princegeorgescountymd.gov/2803/Comprehensive-Housing-Strategy>

² <https://www.princegeorgescountymd.gov/1039/Plans-Reports>

Table 1 – Objectives and Outcomes

Priority need	Anticipated outcomes			
	Expanded partnerships and capacity	Increased access to jobs, goods, and services	Additional supports for vulnerable residents	Increased housing stability
Connections between residents and businesses to services	●	●	●	-
Accessible homes and facilities	●	-	●	●
Affordable rental and homeownership opportunities	●	●	●	●
Quality/condition of housing	●	●	●	-
Housing instability among residents experiencing a housing crisis		-	●	●
Loss of existing affordable housing opportunities	●	-	-	●

Source: FY 2021 – 2025 Consolidated Plan for Housing and Community Development

The County is leveraging three (3) additional tools to supported related goals and strategies:

- The Section 108 Loan Guarantee Program (Section 108) provides CDBG recipients with the ability to leverage their annual grant allocation to access low-cost, flexible financing for catalytic housing and/or economic development projects. Through this financing mechanism, Prince George’s County can access up to \$25 million in fixed-rate, long-term financing to support acquisition, rehabilitation for mixed-use and mixed-income housing, and catalytic economic development projects.³
- Neighborhood Revitalization Strategy Area (NRSA) is a designation under the CDBG program that encourages a coordinated approach to revitalizing a targeted neighborhood through comprehensive place-based efforts, leveraging additional flexibilities under the CDBG program. This targeted approach supports public services, economic development, and housing rehabilitation activities. Potential target areas may include the Purple Line and Blue Line Corridors.
- The HOME American Rescue Plan (ARP) Program was developed in response to the economic impacts of the COVID-19 pandemic, nearly \$5 billion in HOME Investment Partnerships Grants (HOME) funds were allocated to jurisdictions across the country through the American Rescue Plan (ARP). Prince George’s County was awarded a total of \$7,592,085.00 in HOME-ARP funds. These funds may be used for the following activities:
 - Acquisition, rehabilitation, and construction of affordable rental housing
 - Supportive services, homeless prevention services, and housing counseling
 - Acquisition and development of non-congregate shelter
 - Tenant-based rental assistance

³ The County has five years to expend its Section 108 authorization; figure represents maximum amount.

- Nonprofit operating and capacity building assistance
- Grant administration and planning

Evaluation of Past Performance

The Federal Fiscal Year 2021 (County FY 2022) Consolidated Performance and Evaluation Report (CAPER)⁴ highlights the Department of Housing and Community Development's (DHCD) achievements in providing decent housing, suitable living environments, and expanding economic opportunities for low to moderate-income residents. The following provides a summary of accomplishments in meeting outlined goals.

Goal 1: Increase supply of affordable rental units by constructing 260 housing units by 2025. The County is making significant progress towards meeting this goal. The following HOME-funded projects are currently under construction and are anticipated to be completed and reported in the FY 2023 and FY 2024 CAPERs:

- The Lewis, formerly known as Suitland Senior Residences – 137 total units (11 HOME-assisted)
- Woodyard Station – 112 total units (16 HOME-assisted)
- Homes at Oxon Hill – 163 total units (9 HOME-assisted)
- Residences at Springbrook – 90 total units (17 HOME-assisted)

Goal 2: Stabilize and improve rental properties by rehabilitating 105 rental units by 2025. The County has met 16 percent of its 5-year goal by rehabilitating 17 housing units in FY 2022. The goal was met with the use of CDBG funds.

Goal 3: Increase homeownership opportunities by providing direct financial assistance to 300 homebuyers by 2025. To date, the County met 6% of its 5-year goal. During FY 2022, no data was reported however, 17 HOME-homebuyer loans were made but not marked as completed in the HUD Integrated Disbursement Information System (IDIS). These projects will be reflected in the FY 2023 CAPER.

Goal 4: Increase supply of accessible and affordable homes by rehabilitating existing housing units for 200 homeowners by 2025. The County met 42 percent of its 5-year goal. All 84 housing units were reported in FY 2022. This goal was met with the use of CDBG funds.

Goal 5: Prevent displacement of long-time residents by rehabilitating 200 rental units and providing rental assistance to 110 households at risk of homelessness. The County met 9 percent of its 5-year goal by rehabilitating 17 housing units in FY 2022. In addition, the County met 45 percent of its 5-year goal by providing rental assistance to 50 households of which 23 were assisted in FY 2022. These goals were met with the use of CDBG and ESG funds respectively.

Goal 6: Support independent living for senior and disabled households by rehabilitating 150 rental and 150 existing owner housing units by 2025. The County met 4 percent of its 5-year goal by rehabilitating 7 senior and disabled rental units in FY 2022 and met 19 percent of its 5-

⁴ <https://www.princegeorgescountymd.gov/1039/Plans-Reports>

year goal by rehabilitating 29 senior and disabled homeowner units in FY 2022. These goals were met with the use of CDBG funds.

Goal 7: Support persons experiencing homelessness and non-homeless persons with special needs by providing rental assistance to 885 persons by 2025. The County met 17 percent of its 5-year goal. One hundred ten (110) persons of the total 156 persons were assisted in FY 2022. These goals were met with the use of CDBG, ESG and HOPWA funds.

Goal 8: Increase access to job training and economic development assistance by creating and/or retaining 45 jobs and assisting 20 small businesses by 2025. The County met its 5-year goals. To date, 276 jobs were created and/or retained and 101 small businesses were assisted. These goals were met with the use of CDBG funds.

Goal 9: Improve quality of life/livability by supporting public services activities that assist 42,879 low to moderate-income persons by 2025. The County met 29 percent of its 5-year goal. In FY 2022, 4,140 low to moderate-income persons benefited from public services activities. This goal was met with the use of CDBG funds.

Goal 10: Support high-quality public infrastructure improvement activities by supporting public facility or infrastructure improvement activities benefitting 114,000 low to moderate-income persons. The County met 74 percent of its 5-year goal. To date, over 84,000 low to moderate-income persons have benefited from public infrastructure activities. Over 40,000 of the persons assisted were recorded in FY 2022. This goal was met with the use of CDBG funds.

Goal 11: Improve communications and information sharing by increasing the number of low to moderate-income persons served during FY 2016-2020 by 3 percent. The County met 28 percent of its 5-year goal by supporting public services activities benefiting over 12,000 low to moderate-income persons. This goal was met with the use of CDBG funds.

Response to COVID-19 Pandemic

As a part of the County's response to the COVID-19 pandemic, the County leveraged Community Development Block Grant Cares Act (CDBG-CV) and Emergency Solutions Grants Cares Act (ESG-CV) funds to prevent, prepare for, and respond to the coronavirus by supporting activities (i.e., rental assistance, food banks, housing counseling and health services) benefitting low and moderate-income residents impacted by COVID-19. The following describes accomplishment met to date.

CDBG-CV Goal: Support public services activities that provide housing counseling, food pantry, as well as other activities to 4,372 persons impacted by COVID-19 by 2026. To date, 1,110 low and moderate-income persons impacted by COVID-19 were assisted, meeting 25 percent of its 6-year goal.

ESG-CV Goal: Support activities that address the needs of 643 persons impacted by COVID-19 who are experiencing homelessness or at-risk of homelessness by 2023. The County met its 3-year goal by supporting activities such as: emergency shelter, emergency rental assistance and street outreach benefiting 985 persons impacted by COVID-19 who experienced homelessness

or at-risk of homelessness.

Summary of the Citizen Participation Process and Consultation Process

The County's citizen participation process plan is largely centered on community forums, public hearings, and public comment periods.

The FY 2024 Annual Action Plan was developed in accordance with the Prince George's County's "Citizen Participation Plan". See Appendix A. Residents, nonprofit organizations, municipalities, and County agencies express their concerns, seek additional County resources, and provide suggestions or solutions to address housing and community development needs.

The primary goals for the citizen participation process are:

- To solicit viewpoints and concerns affected by the Consolidated Plan, Annual Action Plan or Consolidated Annual Performance and Evaluation Report,
- To invite participation by persons interested in helping identify needs and develop applicable strategies,
- To collect data that accurately describes and quantifies housing and community development needs and to suggest workable solutions,
- To obtain comments on proposals for allocating resources, and
- To ensure citizens have an opportunity to participate throughout the planning process.

Public Notice and Availability

Prince George's County publishes in one or more newspapers a summary of the proposed Annual Action Plan for public comment. The summary describes the context and purpose of these documents, and sites the locations where copies of the entire document may be examined. Copies are available at government offices, on the County's website, and by mail upon request.

A reasonable number of free copies of the proposed Annual Action Plan are made available for citizens and groups of interest upon request. When proposed versions of the Annual Action Plan are released for comment, they are made available for comment for not less than 30 days.

The final or amended Annual Action Plan is distributed upon request and to those actively involved in developing these documents. Copies are made available upon request and posted on the County's website.

Public Hearing

Prince George's County holds at least two (2) public hearings on the Annual Action Plan. DHCD sponsors an informal public hearing, the Housing and Community Development Needs Community Forum, at the beginning of the Annual Action Plan development process. The Forum gives citizens an opportunity to identify and describe needs for consideration, and to provide the scope, urgency, and financing requirements for proposals to address those

needs. The County Council schedules the second, formal public hearing at the time a proposed Plan is transmitted from the County Executive to them for consideration and adoption.

The time, date, location, and subject of the hearings are announced in newspapers of general circulation within the County, notifying the public with adequate advanced notice, typically no less than fourteen (14) days before the hearing. Hearings are held at handicap-accessible sites, convenient to potential and actual beneficiaries. The advertisements include TTY phone numbers so hearing-impaired people can arrange for interpreters at the hearing. Those who need sign language interpretation are requested to contact the Department of Housing and Community Development at the phone number in the notice. Non-English speakers can also plan for language translation provided courtesy of a CDBG-supported, nonprofit organization. Interpreted comments are incorporated within the Annual Action Plan as appropriate.

Comments and Complaints

Comments and complaints regarding the Annual Action Plan are accepted through all stages of document preparation until the closing of the formal comment period. Written complaints and comments are referred to the Department of Housing and Community Development (DHCD). DHCD responds to written complaints within 30 days.

Consultations

The Department of Housing and Community consults with County departments, community stakeholders, and beneficiaries of entitlement programs to introduce and develop the priorities and strategies contained within the FY 2024 Annual Action Plan.

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

PR-05 Lead and Responsible Agencies – 24 CFR 91.200(b)

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. DHCD subcontracts with Prince George’s County Department of Social Services (DSS) to implement the ESG program. The Housing Opportunities for Persons with AIDS (HOPWA) program is administered by the District of Columbia, Department of Health, HIV/AIDS Administration, Hepatitis, STD, and TB Administration (HAHSTA) on behalf of the Washington, D.C. Eligible Metropolitan Area (EMA) and submits an Annual Action Plan to HUD each year to receive HOPWA funds for Prince George’s County. 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 2 – Responsible Agencies

Agency Role	Name	Department/Agency
Community Development Block Grant (CDBG) Administrator	Prince George's County	Department of Housing and Community Development
HOME Investment Partnerships (HOME) Administrator	Prince George's County	Department of Housing and Community Development
Emergency Solutions Grants (ESG) Administrator	Prince George's County	Department of Social Services
Housing Opportunities for Persons with AIDS (HOPWA) Administrator	Washington D.C.	D.C. Department of Health

Annual Action Plan Public Contact Information

Questions or comments regarding the 2024 Annual Action Plan may be directed to:

Ms. Aspasia Xypolia, Director

Prince George's County – Department of Housing and Community Development

9200 Basil Court, Suite 500

Largo, MD 20774

(301) 883-6511

AXypolia@co.pg.md.us

Ms. Tamika C. Gauvin, Deputy Director

Prince George's County – Department of Housing and Community Development

9200 Basil Court, Suite 500

Largo, MD 20774

(301) 883-6511

Tcgauvin@co.pg.md.us

Ms. Shirley E. Grant, CPD Administrator

Prince George's County – Department of Housing and Community Development

9200 Basil Court, Suite 306

Largo, MD 20774

(301) 883-5542

Segrant@co.pg.md.us

AP-10 Consultation – 24 CFR 91.100(b), 91.215(I)

Overview

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 2024 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 agencies as listed below providing health services and social and 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
- Housing Authority of Prince George’s County
- District of Columbia Department of Health, HIV/AIDS Administration
- Redevelopment Authority of Prince George’s County

Coordination with the Continuum of Care to address the Needs of Homeless Persons

Prince George’s County Continuum of Care (CoC) for homeless persons is coordinated through the County’s Homeless Services Partnership (HSP); a coalition comprised of more than 100 public, private, non-profit, faith-based and citizen representatives. Services are provided through a combination of street outreach, prevention, diversion, rapid re-housing, hypothermia and emergency shelter, transitional housing, permanent supportive housing, and permanent housing interventions. All CoC services are coordinated through a central intake system (the “Homeless Hotline”) which is accessible 24 hours, 7 days a week, and 365 days a year.

The HSP’s primary purpose is to identify gaps in homeless services, establish funding priorities, and pursue an overall systematic approach to address homelessness including special needs populations: returning citizens, unaccompanied youth and young adults, elderly and aging, veterans, survivors, chronic homeless and persons with significant behavioral challenges.

Consultation with the Continuum of Care in determining how to allocate ESG Funds

Prince George’s County Department of Social Services (DSS) serves as the lead agency responsible for the coordination of the CoC through the HSP. The HSP includes representation from the Prince George’s County Department of Housing and Community Development (DHCD). DHCD is the administering agency of the Emergency Solutions Grants (ESG) Program, however DHCD determined that DSS be the appropriate agency for the purpose of implementing the ESG program in accordance with funds from HUD, as described in the Annual Action Plan. DSS administers and/or operates the ESG program with the provisions of an Administrative Order.

Through direct operations, as well as publicly procured contracts with private non-profit agencies, DSS uses ESG funds to provide emergency shelter, street outreach, HMIS, and homeless prevention and rapid re-housing services. Services are provided through HSP provider network. 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, and (4) funds currently available for similarly situated activities.

Policies, procedures, and performance standards are used by the County in the administration of ESG to prevent and end homelessness have been developed by DHCD in partnership with the

DSS. The following describes the performance standards for evaluation the ESG program outcomes in FY 2024:

Street Outreach:

- Percent of Individuals that Engage
- Percent of Individuals that exit from Street Outreach

Shelter:

- Average Length of Stay
- Percent of Persons exiting to Permanent Housing
- Utilization Rate of Units/Beds Available versus Units/Beds Provided

Rapid Re-Housing:

- Percent of Households exiting to Permanent Housing

Homeless Prevention:

- Percent of Households which are prevented from becoming Homeless

Coordinated Entry:

- Percent of Households placed on the Priorities List
- Percent of Households that had Referrals and Events

DSS serves as the 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. The HMIS Policy and Procedures Manual cover general operational protocols and privacy, security, and data quality; and policies are updated annually by the HMIS lead. Significant changes are discussed with the CoC membership during regular plenary sessions and implemented uniformly system wide.

Agencies, groups, organizations who participated in the AAP Process

Throughout the process, several groups, organizations, agencies, and residents were involved. The list below outlines the different organizations and agencies involved in this process.

Table 3 – Agencies, groups, organizations who participated

Agency/Organization	
Department of Social Services	Homeless Needs
Housing Authority of Prince George’s County	Public Housing Needs and Non-Homeless Special Needs
Redevelopment Authority of Prince George’s County	Housing and Economic Development Needs
District of Columbia Department of Health	Non-homeless Special Needs
DHCD – Community Planning and Development	Housing and Non-housing Community Development Needs and Resources

Table 4 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Housing Opportunity for All	DHCD	HOFA provided the strategic framework for the development of the Consolidated Plan
Plan 2035	MNCPPC	Priorities in the Consolidated Plan support Plan 2035 goals
Purple Line Corridor Housing Action Plan	PLCC	Actions presented in this plan will inform housing investments in the PLC

AP-12 Participation – 24 CFR 91.105, 91.200I

Public Hearings/Community Forums

To encourage citizen participation Annual Action Plan process, the County holds at least two (2) 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.

A community forum was held during the development of the FY 2024 Annual Action Plan on January 26, 2023, in a virtual platform. The purpose of the forum was to provide citizens an opportunity to address housing and community development needs, the development process for proposed activities, and program performances.

A public hearing was held on April 18, 2023, to solicit for public comments on the Annual Action Plan. A summary of the comments was incorporated in the AAP. See Appendix G.

Technical Assistance Workshops

Prince George’s County makes technical assistance available 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, underwriting and feedback, and general project and financial management. Technical assistance can be arranged by contacting CPD at (301) 883-5540.

DHCD held three (3) Community Development Block Grant (CDBG) technical assistance sessions/workshops in a virtual platform, as listed below:

- Two (2) Sub-recipient Workshops – Morning Session I and Afternoon Session II: September 6, 2022.
- Notice of Funding Availability (NOFA) Application/Proposal Workshop: November 8, 2022.

- Throughout the year, Technical Assistance and Pre-construction virtual meetings were held with Sub-recipients and Contractors to review information, including the Labor Standards-Davis-Bacon Wage Rates. Also, Section 3 Safe Harbor/businesses and employment opportunities, Minority Business Enterprise (MBE) Participation, Equal Employment Opportunity Commission (EEOC), and the Copeland Act, as required by federal rules governing the specific activity and other related requirements.

Public Notices

Public notices are published at least fourteen (14) days prior to public hearings in two (2) local newspapers, The Enquirer-Gazette, and The Prince George's Post in English and Spanish. The public notices are also posted on the DHCD website.

In addition to the public notices published in two (2) local newspapers and on the website, email notifications are sent to the County's network of service delivery providers inviting them to attend. Those included network providers that provide services to LMI persons, minorities, non-English speaking persons and persons with disabilities.

Copies of the Annual Action Plans are made available at the Department of Housing and Community Development (DHCD) at 9200 Basil Court, Suite 500, Largo, Maryland 20774 upon request and on the County's website at:

www.princegeorgescountymd.gov/sites/dhcd/resources/plansandreports/.

Public Comments

A comment period of no less than 30-days are provided for citizens and other interested parties to solicit comments on the proposed Annual Action Plans. Prior to submitting the final Annual Action Plan to HUD, the County gives consideration, incorporates necessary changes, and provides responses to the comments received during the public comment period. The FY 2024 AAP 30-day public comment period started on March 16, 2023 and ended on April 14, 2023.

Annual Action Plan

AP-15 Expected Resources – 24 CFR 91.220(c)(1,2)

Prince George's County is submitting this FY 2024 Annual Action Plan as the fourth annual action plan under the FY 2021-2025 Consolidated Plan period in accordance with Consolidated Plan regulations found at §92.220. An annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) from all jurisdictions receiving annual entitlements of formula grants. This summary provides an overview of the goals and objectives during the FY 2024 Action Plan year, including available and potential resources, funding priorities and projects, and various HUD-funded program information. The County anticipates receiving the

following HUD entitlement grants during the FY 2024 program year:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Program (HOME)
- Emergency Solutions Grants (ESG)

The Annual Action Plan for FY 2024 details the County’s strategy to use over \$36 million of federal entitlement funds to address the six (6) priority needs and four (4) outcomes. In addition to federal entitlement funds, the County is applying for Section 108 Loan Guarantee Funds to establish a loan pool and will leverage our locally funded Housing Investment Trust Funded (HITF) to support development efforts throughout the County. The District of Columbia, Department of Health, HIV/AIDS Administration, Hepatitis, STD, and TB Administration (HAHSTA) is the Regional Grantee on behalf of the Washington, D.C. Eligible Metropolitan Area (EMA) and submits an Annual Action Plan to HUD each year to receive HOPWA funds for Prince George’s County.

This Annual Action Plan outlines activities that will be undertaken during the program year beginning July 1, 2023 and ending June 30, 2024. By addressing these priorities, the County strives to meet local objectives identified in the 2021-2025 Consolidated Plan. All proposed activities and projects are intended to principally benefit citizens of Prince George’s County who have extremely low to moderate-incomes and populations that have special needs, such as the homeless, elderly, disabled persons, and other special needs populations.

Expected Resources

The following table identifies the entitlement allocations and program income anticipated to address priority needs, goals, and specific objectives during FY 2024.

Table 5 – Expected Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Housing Economic Development Public Improvements Public Services	\$5,291,711	\$557,923	-	\$5,849,634	\$5,048,726	The expected amount available for all years is based on a three-year average of prior federal allocations and Program Income
HOME	public-federal	Acquisition Homebuyer Assistance Homeowner Rehabilitation Multifamily Rental Rehab	\$2,406,629	\$1,008,699	-	\$3,415,328	\$5,191,110	The expected amount available for all years is based on a three-year average of prior federal allocations and Program Income
ESG	public-federal	Rapid Re-housing Rental Assistance Transitional Housing	\$446,246	-	-	\$446,246	\$440,231	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:

Community Development Block Grant (Dollar-for-Dollar Match): The CDBG Program operates on a reimbursement basis. The prospective applicant uses CDBG funds as leverage when seeking other funding sources in efforts to successfully carry out their project. CDBG funds are leveraged dollar-for-dollar.

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 Grants 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 may include Local (General Funds), State (Emergency & Transitional Housing Services), Department of Family Services Special Funds, and private funds.

Neighborhood Stabilization Program (NSP): Upon approval from the U.S. Department of Housing and Urban Development (HUD), DHCD may convert any program income received from the NSP1 program to Community Development Block Grant (CDBG) program income.

Other Resources:

Other CDBG Resource: Section 108: The County is applying to HUD to establish a \$25 million Section 108 Loan Guarantee Pool to support housing rehabilitation, economic development, and mixed-use and mixed-income housing development. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Local governments may borrow funds, guaranteed by HUD, through the Section 108 program and must pledge current and future CDBG allocations as security for the loan. The County will use approximately \$12 to \$14 million of the requested amount, initially.

Housing Opportunities for Persons with AIDS (HOPWA): 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 \$1,880,000 under the formula allocation for FY 2024.

The District of Columbia, Department of Health, HIV/AIDS Administration, Hepatitis, STD and TB Administration (HAHSTA) 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.

HAHSTA serves as the administrative agent for Suburban Maryland. This region includes Prince George's County, Calvert County, and Charles County.

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.

HOME American Rescue Plan (ARP): In response to the economic impacts of the COVID-19 pandemic, nearly \$5 billion in HOME Investment Partnerships Grants (HOME) funds were allocated to jurisdictions across the country through the American Rescue Plan (ARP) Program. Prince George's County was awarded a total of \$7,592,085 in HOME-ARP funds. These funds may be used for the following activities:

- Acquisition, rehabilitation, and construction of affordable rental housing
- Supportive services, homeless prevention services, and housing counseling
- Acquisition and development of non-congregate shelter
- Tenant-based rental assistance
- Nonprofit operating and capacity building assistance
- Grant administration and planning

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. In 2024, the County projects a total of 569 units, of which 533 will be restricted affordable, will be built utilizing this federal source totaling approximately \$75,200,000 in LIHTC equity. In FY2025, the County is projecting approximately, an additional 789 units that will also seek LIHTC equity.

Housing Investment Trust Fund (HITF): Local funds through the Housing Investment Trust Fund (HITF) will provide gap financing loans of up to \$2.5 million per project for the new construction or rehabilitation of affordable housing. In 2024, the County will allocate a minimum of \$10,0000 to support affordable housing that will be reserved for residents with household incomes up to eighty percent (80%) of the Area Median Income (AMI). In addition, in FY 2023, the County's HITF funds leveraged an additional \$10M from the Maryland Department of Housing and Community Development to enhance the existing HITF.

American Rescue Plan Act of 2021 (ARPA): The County was provided \$16M from the U.S. Department of Treasury under the Coronavirus State and Local Fiscal Recovery funds component of the American Rescue Plan Act of 2021:

Right of First Refusal (ROFR) Preservation Loan Fund: The County has established a ROFR Preservation loan fund using \$15m of capital provided to Prince George's County by the U.S. Department of Treasury under the Coronavirus State and Local Fiscal Recovery funds component of the American Rescue Plan Act of 2021. This Fund is used

for the acquisition of Naturally Occurring Affordable Housing. The purpose of utilizing this fund is to support the acquisition of the NOAH properties and address income and rent restrictions / limits as well as capital improvements needs typically associated with NOAH properties. The County closed in its [first ROFR loan](#) in Fiscal Year 2023. The \$15M is provided to the County as a grant. In addition, in FY 2023, this Loan Fund was able to leverage an additional \$10M from the Maryland Department of Housing and Community Development to enhance the loan fund to allow for a greater impact of the work that is already underway.

Homeownership Preservation Program (HOPP): The County has established, in partnership with Habitat for Humanity Metro Maryland, the HOPP program using \$15m of capital provided to Prince George’s County by the U.S. Department of Treasury under the Coronavirus State and Local Fiscal Recovery funds component of the American Rescue Plan Act of 2021. The County ARP Homeownership Program provides funding to support home renovations and improvements for households whose incomes do not exceed 80% of the Area Median Income (“AMI”) as determined by the U.S. Department of Housing and Urban Development (“HUD”). The County ARP Homeownership Program operates with a priority for households with incomes at or below 50% of AMI. Additionally, funds are targeted to serve households who live in Qualified Census Tracts (“QCTs”) as defined by HUD.

Amazon Fund: In January 2021, Amazon launched the Housing Equity Fund, a \$2 billion commitment to preserve and build 20,000 affordable homes in the DC Metropolitan Statistical Area which includes Prince George’s County as well as in Seattle, Washington and Nashville, Tennessee. In 2024, the County projects a total of 744 units will be built, of which 598 will be restricted affordable units, utilizing this non-federal source totaling approximately \$69,500,000 in Amazon equity.

Housing Choice Voucher Program (HCV): The Housing Authority of Prince George’s County (HAPGC) administers the Housing Choice Voucher Program for the County which provides rent subsidies for up to 5,950 and low-income households with special designation vouchers utilized for veterans, the homeless, and referrals for unification with families & foster youth aging out of foster care. The HAPGC also has an additional 139 households utilizing Emergency Housing Vouchers. The HUD anticipated budget for HAPGC’s Housing Choice Voucher Program in the fiscal year 2023 is \$101,302,486.00.

Public Housing: The U.S. Department of Housing and Urban Development provides funding to support the management of the County's public housing sites owned and managed by HAPGC. The following properties: Owens Road (123 units); Marlborough Towne (63 units); Kimberly Gardens (50 units); Rollingcrest Villages (40 units); and Cottage City (100 units) make up the public housing sites. Based upon the Capital Fund Program (CFP) average over the last three years, the Housing Authority anticipates approximately \$780,000.00 through HUD’s CFP allocations on an annual basis throughout the remainder of the Consolidated Plan period to HAPGC’s Public Housing program.

Publicly Owned Land or Property that may be used to address the needs identified in the AAP.

The Housing Authority of Prince George's County Surplus Properties						
	Property Address	Zip Code	Acrag	Tax ID#	Tax Value	Zoning
1	4941 Marlboro Pike, Capitol Heights	20743	1.69	17060549196	\$ 7,300.00	RT
2	10004 New Orchard Dr, Upper Marlboro	20774	15.81	17131391234	\$ 157,800.00	RR
3	5800 Leon St, Suitland	20746	29.02	17960436527	\$ 670,100.00	RR
4	1301 Marcy Ave, Oxon Hill	20745	4.18	17121238328	\$ 18,100.00	R80
5	10602 Woodlawn Blvd, Upper Marlboro	20774	9.23	17131391242	\$ 172,000.00	RR
6	13001 4th St, Bowie	20720	0.23	17141646512	\$ 60,600.00	R55
7	9218 5th St, Lanham	20706	0.17	17202194678	\$ 55,300.00	N/A
8	1214 Chapelwood Ln, Capitol Hts	20743	0.21	17182084291	\$ 35,400.00	R55
9	5113 Erno St, Capitol Hts	20743	0.15	17182080687	\$ 35,200.00	R55
10	5600 Eagle St, Capitol Hts	20743	0.14	17181997790	\$ 16,500.00	R55
11	6192 Old Central Ave, Capitol Hts	20743	0.14	17182050771	\$ 39,700.00	R55
12	6107 Jost St, Capitol Hts	20743	0.11	17182067189	\$ 35,100.00	R55
13	100 Sultan Ave, Capitol Hts	20743	0.02	17182038982	\$ 100.00	R55
14	5613 Kolb St, Capitol Hts	20743	0.2	17182096212	\$ 35,400.00	R55
15	808 60th Ave, Capitol Hts	20743	0.17	17182122273	\$ 35,300.00	R55
16	1005 57th Pl, Capitol Hts	20743	0.13	17182121911	\$ 35,100.00	R55
17	6101 J St, Landover	20785	0.11	17182000552	\$ 35,000.00	R55
18	1213 Clovis Ave, Capitol Hts	20743	0.11	17182055010	\$ 35,100.00	R55
19	813 Cypressstree Dr, Capitol Hts	20743	0.11	17182035830	\$ 35,000.00	R55
20	815 Cypressstree Dr, Capitol Hts	20743	0.1	17182062271	\$ 35,000.00	R55
21	4301 Jefferson St, Landover	20785	0.58	17202171114	\$ 57,100.00	RR
22	6106 64th Ave, Riverdale	20737	0.27	17192158020	\$ 30,000.00	R55
23	6220 64th Ave, Riverdale	20737	0.34	17192157949	\$ 61,000.00	R55
24	6016 64th Ave, Riverdale	20737	0.2	17192157865	\$ 15,100.00	R55
25	6020 64th Ave, Riverdale	20737	0.07	17192158004	\$ 200.00	R55
26	6100 64th Ave, Riverdale	20737	0.13	17192158020	\$ 10,005.00	R55
27	6004 64th Ave, Riverdale	20737	0.13	17192157873	\$ 60,100.00	R55
28	6006 64th Ave, Riverdale	20737	0.27	17192157816	\$ 60,700.00	R55
29	6511 63rd Pl, Riverdale	20737	0.28	17192157915	\$ 15,200.00	R55
30	6507 63rd Pl, Riverdale	20737	0.23	17192157923	\$ 15,100.00	R55
31	6509 63rd Pl, Riverdale	20737	0.25	17192157972	\$ 15,100.00	R55
32	4300 Vermillion Ave, Oxon Hill	20745	4.98	1239805	\$2,169,200.00	R55
				Estimated Tax Value	\$ 4,057,905.00	

Development Project for Low-Income and Market Rate Senior Community at 1313 Southern Avenue, Oxon Hill, MD

This development concept will transform the former McGuire House site into a robust, thriving contemporary mixed-income senior housing community including a retail component or activated ground floor space that will serve the greater community. The property will be a major component for the revitalization of the Southern Avenue Green Line area. The developer has a proven history of creating and preserving high-quality affordable housing communities which enhance resident services and programs.

The 163-unit mixed-income community will be age-restricted to households in which one member is 62 years and older. The apartment mix will consist of 20% market-rate apartments with the remaining apartments restricted to 50% of Statewide Median Income in accordance with the Partnership Rental Housing Program regulations, and 60% Area Median Income. There will also be 25 accessible units and four (4) HVI fully accessible units for persons with disabilities

that will comply with Uniform Federal Accessibility Standards. The proposed design allows the structure to create separate outdoor spaces, offering a variety of uses and amenities for residents. The building shape also helps create conditions where resident activities will be offered, including a community room and a centrally located lobby.

Develop or Dispose of Housing Authority Owned Property

- HAPGC's plans to submit a Repositioning Application for five (5) Public Housing developments to the Special Application Center (SAC), for the conversion of public housing properties using one or a combination of HUD's Repositioning options (Rental Assistance Demonstration (RAD), Demolition and Disposition (Section 18), Streamline Voluntary Conversion); to establish eligibility for Tenant Protection Vouchers (TPV) and achieve long-term viability of affordable housing.
- RAD Applications were submitted for Cottage City Towers, Marlborough Towne, Kimberly Gardens and Rollingcrest Village. Portfolio Award was submitted for Cottage Center and Owens Road.
- Commitment to Enter into Housing Assistance Payment (CHAP) was received on Cottage City Towers, Marlborough Towne, Kimberly Gardens and Rollingcrest Village.
- A Concept Call was conducted, and a Financing Plan was submitted for Cottage City Towers
- BV (CNA firm) conducted RAD Capital Need Assessments (CNA)s for all five (5) Public Housing properties
- A Categorically Excluded Environmental Review was completed for Cottage City Towers
- HAPGC's Affordable Housing Bond Finance Program has received County legislative approval for the issuance of Private Activity Bonds to fund the repositioning of Cottage City Towers
- HAPGC has executed Term Sheets with both Citi and Redstone, debt and equity providers, for the repositioning of Cottage City Towers
- CSG Advisors has run financial models on several different options to understand any GAP funding required and to assist in prioritizing the properties to convert.
- HAPGC plans to issue Request for Qualifications (RFQ) to develop/redevelop public housing owned sites.
- Strategically sell surplus properties held in the inventory with the intent to use acquisitions towards various repositioning strategies to develop a plan to move the Housing Authority towards a Demolition and/or Disposition housing portfolio transition or proceeds may be used for public housing renovations/operations.

AP-20 Annual Goals and Objectives – 24 CFR 91.220(c)(3) & (e)

Goals Summary Information

Consistent with the Consolidated Plan, through its 2024 Annual Action Plan activities Prince George's County aims to accomplish the following goals:

1. Increase supply of affordable rental homes
2. Stabilize and improve rental properties
3. Increase homeownership opportunities
4. Increase supply of accessible and affordable homes
5. Prevent displacement of long-time residents
6. Support independent living for seniors and persons living with disabilities
7. Prevent homelessness
8. Increase access to job training and economic development assistance
9. Improve quality of life/livability
10. Support high-quality public infrastructure improvements
11. Improve communications and information-sharing

Having more affordable and accessible rental and homeownership opportunities; stabilizing existing residents and properties; and improving quality of life and critical connections to services will help achieve the overarching goals of Housing Opportunity for All: 1) support existing residents; 2) attract new residents; and 3) build on strategic investments. The following chart summarizes FY 2024 goals and outcomes:

Table 6 – Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator*
1	Increase supply of affordable rental homes	FY2021	FY2025	New Unit Production	County-wide	Diverse, affordable rental and homeownership opportunities	HOME	Number of rental units constructed: 52 units
2	Stabilize and improve rental properties	FY2021	FY2025	Rehabilitation Acquisition, including preservation	Targeted	Diverse, affordable rental and homeownership opportunities Quality/condition of housing Loss of existing affordable housing opportunities	HOME CDBG	Number of rental units rehabilitated: 21 units
3	Increase homeownership opportunities	FY2021	FY2025	New Unit Production	County-wide	Diverse, affordable rental and homeownership opportunities	HOME	Number of households receiving direct financial assistance: 60 households
4	Increase supply of accessible and affordable homes	FY2021	FY2025	Rehabilitation	County-wide	Accessible homes and facilities Diverse, affordable rental and homeownership opportunities	HOME CDBG	Number of households served: 40 households
5	Prevent displacement of long-time residents	FY2021	FY2025	Rehabilitation Tenant Based Rental Assistance (TBRA) Emergency Rental Assistance (in response to the Covid-19 pandemic)		Accessible homes and facilities Diverse, affordable rental and homeownership opportunities Quality/condition of housing Housing instability among residents experiencing a housing crisis Loss of existing affordable housing opportunities	HOME CDBG	Number of rental units rehabilitated: 40 units Number of households assisted: 23 households
6	Support independent living for seniors and persons living with disabilities	FY2021	FY2025	Rehabilitation	County-wide	Connections between residents and businesses to services Accessible homes and facilities Diverse, affordable rental and homeownership opportunities	HOME CDBG	Number of households served: 60 households

Table 6 – Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator*
7	Support persons experiencing homelessness	FY2021	FY2025	Homelessness	County-wide	Housing instability among residents experiencing a housing crisis	ESG CDBG	Persons or households assisted: 177 persons or households Persons or households assisted with rental assistance: 40 persons or households
8	Increase access to job training and economic development assistance	FY2021	FY2025	Non-Housing Community Development	Targeted	Connections between residents and businesses to services	CDBG	Number of jobs created: 9 jobs Number of businesses assisted: 4 businesses
9	Improve quality of life/livability	FY2021	FY2025	Non-Housing Community Development	Targeted	Connections between residents and businesses to services	CDBG	Persons assisted via public services: 8,576
10	Support high-quality public infrastructure improvements	FY2021	FY2025	Non-Housing Community Development	Targeted	Connections between residents and businesses to services	CDBG	Persons assisted via public improvements: 22,800
11	Improve communications and information-sharing	FY2021	FY2025	Non-Housing Community Development	County-wide	Connections between residents and businesses to services	CDBG	Participation in federally funded programs: 2-3% increase (compared with FY2016–FY2020) 8,833

*Note that some goal indicators overlap

AP-35 and AP-38 Projects Summary – 24 CFR 91.220(d)

The County will support the following CDBG, HOME, and ESG projects in FY 2024:

Table 7 - Projects

Community Development Block Grant (CDBG)		
1	Project Name	DHCD - Housing Rehabilitation Assistance Program
2	Project Name	DHCD - Housing Rehabilitation Assistance Program Administration
3	Project Name	Housing Authority of the City of College Park – Attick Towers Affordable Housing Preservation
4	Project Name	HIP – HIP Homes Single-Family Acquisition
5	Project Name	HIP – HIP Homes Single-Family Administration
6	Project Name	UCAP - Weatherization
7	Project Name	Central Kenilworth Avenue Revitalization CDC, Inc. – Growing the Capacity of the Restaurant Section I Greater Riverdale
8	Project Name	Latino Economic Development – Anti-Displacement and Technical Assistance for Businesses Along the Purple Construction Corridor
9	Project Name	DHCD - CDBG Administration
10	Project Name	NDC - Community Design and Planning Services
11	Project Name	Town of Cheverly – Road Improvements
12	Project Name	Town of Cottage City – Street Repairs and Improvements
13	Project Name	City of Greenbelt – Franklin Park Street Improvements (Springhill Lane – Breezewood Drive to Market Street)
14	Project Name	Town of Riverdale Park – Sidewalk Improvement Project (47 th , 48 th and Lafayette Avenues)
15	Project Name	The Arc of Prince George’s County – Residential Facility Modifications and Rehabilitation for Health, Safety, Code Compliance and Improved Accessibility with Special Needs
16	Project Name	CASA De Maryland, Inc. – Somos Langley Park Housing Program
17	Project Name	Catholic Charities of the Archdiocese of Washington, Inc. – Primary Health Care for Low-income, Uninsured Adults and Children
18	Project Name	Community Builders, LTD – Building Scholars Summer and After/Out of School Education and Outreach for At-risk Youth
19	Project Name	Community Clinic, Inc. (dba CCI Health Services) – Building Capacity for Greater Dental Equity

20	Project Name	Court Appointed Special Advocate (CASA)/Prince George's County – Improving Outcomes and Reducing Homelessness for Youth Aging out of Foster Care
21	Project Name	Economic Action Maryland (formerly Maryland Consumer Rights Coalition) – Housing Justice in Prince George's County: Fair Housing and Tenant Advocacy
22	Project Name	End Time Harvest Ministries, Inc. – Pathways to Career Success Program
23	Project Name	First Generation College Bound, Inc. – Homework Club and College Access
24	Project Name	Housing Initiative Partnership, Inc. – Bilingual Housing Counseling and Education
25	Project Name	HomeFree-USA – Mortgage Help for Homeowners
26	Project Name	H.O.P.E., Inc. – The H.O.P.E. Home Keepers Plan: Teach and Coach Financial Capabilities
27	Project Name	Jobs Have Priority, Inc. – JHP Supportive Employment Program
28	Project Name	Korean Community Services Center of Greater Washington – Asian Minority Outreach and Service
29	Project Name	LARS – Eviction Prevention and Community Support
30	Project Name	Legal Aid Bureau, Inc. – General Operating Support for the Prince George's Maryland Office of Maryland Legal Aid
31	Project Name	Prince George's County Child Resource Center, Inc. – Family Literacy Program
32	Project Name	Prince George's County DSS – Elder and Vulnerable Adult Abuse Respite Care and Emergency Placement Services
33	Project Name	St. Ann's Center for Children, Youth and Families – Supportive Transitional Housing Program
34	Project Name	SEED – Education and Counseling Program
35	Project Name	UCAP – Housing Counseling
36	Project Name	World Arts Focus, Inc. (dba Joe's Movement Emporium) – The Creative Works Internship Experience at Joe's Movement Emporium
HOME Investment Partnerships (HOME)		
37	Project Name	DHCD - Multi-Family Rental Housing Construction & Rehabilitation
38	Project Name	DHCD - CHDO Set-Aside Activities
39	Project Name	DHCD - HOME Administration
Emergency Solutions Grants (ESG)		
40	Project Name	DSS - ESG PY 36

Reasons for allocation priorities and any obstacles to addressing underserved needs

In developing the FY 2024 Annual Action Plan, Prince George's County focused on how to use its federal entitlement funds to achieve outcomes articulated in *Housing Opportunity for All*, among other local and regional planning efforts. The four (4) outcomes that will be achieved by addressing the six (6) priority needs discussed in more detail in Consolidated Plan are: expanded partnerships and capacity; increased access to jobs, goods, and services; additional supports for vulnerable residents; and increased housing stability. The activities and programs funded detailed in this first annual action plan are designed to address these needs and achieve these outcomes, and to implement the actions detailed in *Housing Opportunity for All*.

This Annual Action Plan outlines activities that will be undertaken during the program year beginning July 1, 2023 and ending June 30, 2024. By addressing these priorities, the County strives to meet local objectives identified in the 2021-2025 Consolidated Plan. All proposed activities and projects are intended to principally benefit citizens of Prince George's County who have extremely low-, low-, and moderate-incomes and populations that have special needs, such as the homeless, elderly, disabled persons, and other special needs populations.

Project Summary Information

Below is a detailed description of each project or activity planned for FY 2024 with the use of CDBG, HOME and ESG funding, including national objective and output targets.

Table 8 – Project Summary

1	Project Name	DHCD - Housing Rehabilitation Assistance Program
	Target Area	County-Wide
	Goals Supported	Prevent displacement of long-time residents
	Needs Addressed	Quality/condition of housing, Housing Instability among residents experiencing a housing crisis
	Funding	CDBG Program Income: \$442,796.00
	Description	The Department of Housing and Community Development will use CDBG Program Income to provide approximately four (4) income-qualified households 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.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	4 - Households
	Location Description	Agency: Prince George's County Department of Housing and Community Development 9200 Basil Ct, Suite 306, Largo, MD 20774
	Planned Activities	Local ID: AH-1-5-49 Type of Recipient: Local Government Agency HUD Matrix Code: 14A - Rehab, Single-Unit Res. CDBG National Objective: LMH
2	Project Name	DHCD - Housing Rehabilitation Assistance Program Administration
	Target Area	County-Wide
	Goals Supported	Prevent displacement of long-time residents
	Needs Addressed	Quality/condition of housing, Housing Instability among residents experiencing a housing crisis
	Funding	CDBG: \$316,072.00

	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 rehabilitating four (4) housing units which will be funded with CDBG Program Income in FY 2022. Up to twenty percent (20%) of the Housing Rehab Assistance Program Income can be used to support the Housing Rehab Assistance Administration project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	4 - Households
	Location Description	Agency: Prince George's County Department of Housing and Community Development 9200 Basil Court, Suite 306, Largo, MD 20774
	Planned Activities	Local ID: AH-2-5-49 Type of Recipient: Local Government Agency HUD Matrix Code: 14A - Rehab; Single-Unit Res. CDBG National Objective: LMH
3	Project Name	Housing Authority of the City of College Park – Attick Towers Affordable Housing Preservation
	Target Area	County-Wide
	Goals Supported	Stabilize and Improve Rental Properties
	Needs Addressed	Quality/condition of housing
	Funding	CDBG: \$414,231.00
	Description	The Housing Authority of the City of College Park will use CDBG funds to modernize two (2) existing elevators at Attick Towers. Approximately 108 households will benefit from this project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	108 - Households
	Location Description	Agency: Housing Authority of the City of College Park 9014 Rhode Island Ave., College Park, MD 20740

	Planned Activities	Local ID: AH-3-2-49 Type of Recipient: Local Government Agency HUD Matrix Code: 14C – Public Housing Modernization CDBG National Objective: LMH
4	Project Name	HIP – HIP Homes Single-Family Acquisition
	Target Area	County-Wide
	Goals Supported	Increase supply of accessible and affordable homes
	Needs Addressed	Diverse, affordable rental & homeownership opportunities
	Funding	CDBG: \$800,000.00
	Description	Housing Initiative Partnership, Inc. (HIP) will use CDBG funds to support the direct costs associated with the acquisition of vacant, distressed or foreclosed single-family houses. Approximately four (4) first-time homebuyers earning 80% or less of the area median income will benefit from this project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	4 - Households
	Location Description	Agency: Housing Initiative Partnership, Inc. 6525 Belcrest Rd, Suite 555, Hyattsville, MD 20782
	Planned Activities	Local ID: AH-4-4-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 14G – Acquisition for Rehabilitation CDBG National Objective: LMH
5	Project Name	HIP – HIP Homes Single-Family Administration
	Target Area	County-Wide
	Goals Supported	Increase supply of accessible and affordable homes
	Needs Addressed	Diverse, affordable rental & homeownership opportunities
	Funding	CDBG: \$75,000.00
	Description	The Housing Initiative Partnership (HIP), Inc. will use CDBG funds to cover professional and staff costs related to the rehabilitation of four (4) existing vacant houses. Professional costs include architectural design and drawings, hazardous material testing and engineering services as applicable.
	Target Date	12/31/2024

	Estimate the number and type of families that will benefit from the proposed activities	4 - Households
	Location Description	Agency: Housing Initiative Partnership 6525 Belcrest Rd, Suite 555, Hyattsville, MD 20782
	Planned Activities	Local ID: AH-5-4-49 Type of Recipient: Non-Profit Organization HUD Matrix Code: 14H – Rehabilitation Administration CDBG National Objective: LMH
6	Project Name	UCAP - Weatherization
	Target Area	County-Wide
	Goals Supported	Prevent displacement of long-time residents
	Needs Addressed	Quality/condition of housing
	Funding	CDBG: \$60,000.00
	Description	United Communities Against Poverty, Inc. (UCAP) will use CDBG funds to provide energy savings services to approximately twenty-five (25) households who are low to moderate-income.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	25 - Households
	Location Description	Agency: United Communities Against Poverty, Inc. 1400 Doewood Lane, Capitol Heights, MD 20743
	Planned Activities	Local ID: AH-6-5-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 14F – Energy Efficiency Improvements CDBG National Objective: LMH
7	Project Name	Central Kenilworth Avenue Revitalization CDC, Inc. – Growing the Capacity of the Restaurant Sector in Greater Riverdale
	Target Area	County-Wide
	Goals Supported	Increase access to job training & economic dev. assistance
	Needs Addressed	Connections between residents & businesses to services
	Funding	CDBG: \$177,011.00

	Description	Central Kenilworth Avenue Revitalization CDC, Inc. will use CDBG funds to provide continue programming, counseling, and business skills services for recovery from the pandemic, to retain staff, complete, connect with the community and grow. Approximately ten (10) low to moderate-income businesses and twenty (20) jobs will be created and/or retained for low to moderate-income individuals.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	20 - Jobs created and/or retained
	Location Description	Agency: Central Kenilworth Avenue Revitalization CDC, Inc. 6801 Kenilworth Avenue, Suite 203, Riverdale Park, MD 20737
	Planned Activities	Local ID: ED-1-8-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 18B - Economic Development - Technical Assistance CDBG National Objective: LMJ
8	Project Name	Latin Economic Development Center – Anti-Displacement Engagement and Technical Assistance for Businesses Along the Purple Construction Corridor
	Target Area	County-wide
	Goals Supported	Increase access to job training & economic dev. assistance
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$165,000.00
	Description	The Latin Economic Development Center will use CDBG funds to provide technical assistance to small businesses and microenterprises in the Langley, International Corridor, and Riverdale sections of the Purple Line Construction Corridor. Approximately forty (40) low to moderate-income businesses and eighty (80) jobs will be created and/or retained for low to moderate-income individuals.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	80 - Jobs created and/or retained
	Location Description	Agency: Latin Economic Development Center 1401 Columbia St., NW, Unit C-1, Washington, DC 20009

	Planned Activities	Local ID: ED-2-8-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 18B - Economic Development - Technical Assistance CDBG National Objective: LMJ
9	Project Name	DHCD - CDBG Administration
	Target Area	N/A
	Goals Supported	N/A
	Needs Addressed	N/A
	Funding	CDBG: \$990,867.00
	Description	The Department of Housing and Community Development administers the CDBG program (including oversight, monitoring, compliance, and technical assistance). The Department 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 will cover reasonable administrative and planning costs. In addition, twenty percent (20%) of CDBG Program Income received from Multi-family and Commercial Loans and Lead Identification Field Testing program will be used for training, staff development, and other program enhancements.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	N/A - Planning Activity
	Location Description	Agency: Department of Housing and Community Development 9200 Basil Court, Suite 306, Largo, MD 20774
	Planned Activities	Local ID: PA-1-CDBG-49 Type of Recipient: Local Government Agency HUD Matrix Code: 21A - General Program Administration CDBG National Objective: N/A - Planning activity
10	Project Name	NDC - Community Design and Planning Services
	Target Area	County-Wide
	Goals Supported	Improve communications and information-sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$67,475.00

	Description	The Neighborhood Design Center, Inc. will use CDBG funds to provide planning and design assistance to approximately fifteen (15) projects serving low to moderate-income residents of the County. The organization will provide highly trained design staff to manage community engagement, project timelines, quality of deliverables, meeting coordination, and client relationships.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	15 - Organizations
	Location Description	Agency: The Neighborhood Design Center, Inc. 4318 Gallatin St, Hyattsville, MD 20781
	Planned Activities	Local ID: PA-2-CDBG-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 20 - Planning CDBG National Objective: N/A - Planning Activity
11	Project Name	Town of Cheverly – Road Improvements
	Target Area	County-wide
	Goals Supported	Support high-quality public infrastructure improve
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$267,066.00
	Description	The Town of Cheverly will use CDBG funds to perform road improvements by repairing and replacing deteriorated existing asphalt road surface and existing concrete curb and gutter along 58 th Place, Newton St., 57 th Avenue, and Monroe St. Approximately 3,140 individuals will benefit from this project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	3,140 - People
	Location Description	Agency: Town of Cheverly 6401 Forest Road, Cheverly, MD 20785

	Planned Activities	Local ID: PF-1-10-49 Type of Recipient: Local Government Agency HUD Matrix Code: 03K – Street Improvements CDBG National Objective: LMA CT: 8043.00/ BG: 1 CT: 8043.00/ BG: 2
12	Project Name	Town of Cottage City – Street Repairs and Improvements
	Target Area	County-wide
	Goals Supported	Support high-quality public infrastructure improve
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$753,225.00
	Description	The Town of Cottage City will use CDBG funds to capture groundwater, sump pump discharges, downspout discharges, and redirecting runoff away from roadways, alleys, and residents’ rear yards to prevent roadway icing; repave an alley and extend the alley paving to connect to nearby drainage inlets; remove damaged asphalt from a concrete apron and replace it with concrete pavement; and install concrete swales to drain an ADA sidewalk ramp. Approximately 2,845 individuals will benefit from this project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	2,845 - People
	Location Description	Agency: Town of Cottage City 3820 40 th Avenue, Cottage City, MD 20722
	Planned Activities	Local ID: PF-2-10-49 Type of Recipient: Local Government Agency HUD Matrix Code: 03K – Street Improvements CDBG National Objective: LMA CT: 8044.00 / BG: 1 CT: 8044.00 / BG: 2
13	Project Name	City of Greenbelt – Franklin Park Street Improvements (Springhill Lane – Breezewood Drive to Market Street)
	Target Area	County-wide
	Goals Supported	Support high-quality public infrastructure improve
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$120,563.00

	Description	The City of Greenbelt will use CDBG funds for the reconstruction of a portion of Springhill Lane, from Breezewood Drive to Market Street. This project will include curb and gutter repair/replacement, base repair, milling, resurfacing, sidewalk, handicapped access ramps, concrete bus pads, landscape improvements, tree trimming and traffic calming. Approximately 7,625 individuals will benefit from this project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	7,625 - People
	Location Description	Agency: City of Greenbelt 25 Crescent Road, Greenbelt, MD 20770
	Planned Activities	Local ID: PF-3-10-49 Type of Recipient: Local Government Agency HUD Matrix Code: 03K – Street Improvements CDBG National Objective: LMA CT: 8067.13 / BG: 1 CT: 8067.13 / BG: 2 CT: 8067.14 / BG: 1 CT: 8067.14 / BG: 2
14	Project Name	Town of Riverdale Park – Sidewalk Improvement Project (47 th , 48 th and Lafayette Avenues)
	Target Area	County-Wide
	Goals Supported	Support high-quality public infrastructure improve
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$196,445.00
	Description	The Town of Riverdale Park will use CDBG funds for sidewalk installation, sidewalk widening, crosswalks, curb extensions and gutter pans on 47 th , 48 th and Lafayette Avenues. Approximately 5,410 individuals will benefit from this project.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	5,410 - People
	Location Description	Agency: Town of Riverdale Park 5008 Queensbury Road, Riverdale Park, MD 20737

	Planned Activities	Local ID: PF-4-10-49 Type of Recipient: Local Government Agency HUD Matrix Code: 03K – Street Improvements CDBG National Objective: LMA CT: 8065.01 / BG: 1 CT: 8065.01 / BG: 2 CT: 8065.01 / BG: 3
15	Project Name	The Arc of Prince George’s County – Residential Facility Modifications and Rehabilitation for Health, Safety, Code Compliance, and Improved Accessibility with Special Needs
	Target Area	County-wide
	Goals Supported	Support independent living for seniors and persons living with disabilities
	Needs Addressed	Accessible homes and facilities
	Funding	CDBG: \$95,000.00
	Description	The Arc of Prince George’s County will use CDBG funds to rehabilitate four (4) residential homes to become adequate living arrangements for thirteen (13) individuals with intellectual and developmental disabilities.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	4 – Public Facilities 13 – Individuals with Disabilities
	Location Description	Agency: The Arc of Prince George’s County 1401 McCormick Drive, Largo, MD 0774
	Planned Activities	Local ID: PF-5-6-49 Type of Recipient: Nonprofit Organization HUD Matrix Code: 03B – Facility for Persons with Disabilities CDBG National Objective: LMC
16	Project Name	CASA de Maryland, Inc. – Somos Langley Park Housing Program
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00

	Description	CASA de Maryland, Inc. will use CDBG funds to provide tenant organizing and Know Your Rights trainings to approximately 1,200 low-income immigrant residents in Langley Park and surrounding the Takoma-Langley Transit Center, while conducting coalition-building activities and monitoring of ongoing development and policy changes.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	1,200 - People
	Location Description	Agency: CASA De Maryland, Inc. 8151 15 th Ave, Hyattsville, MD 20783
	Planned Activities	Local ID: PS-1-9-11-49 Type of Recipient: Nonprofit Organization HUD Matrix Code: 05K – Tenant/Landlord Counseling CDBG National Objective: LMC
17	Project Name	Catholic Charities of the Archdiocese of Washington, Inc. – Primary Health Care for Low-income, Uninsured Adults and Children
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	Catholic Charities of the Archdiocese of Washington, Inc. will use CDBG funds to provide access to critical health services including primary care, preventive care, and health education to approximately 900 low-income, uninsured Prince George’s County residents.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	900 - People
	Location Description	Agency: Catholic Charities of the Archdiocese of Washington, Inc. 924 G Street, NW, Washington, DC 20001
	Planned Activities	Local ID: PS-2-9-11-49 Type of Recipient: Nonprofit Organization HUD Matrix Code: 05M – Health Services CDBG National Objective: LMC
18	Project Name	Community Builders of Maryland, Ltd. – Building Scholars Summer and After/Out of School Education and Outreach for At-Risk Youth

	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	Community Builders of Maryland Ltd. will use for education and life skills intervention with approximately 160 elementary/middle school youth identified by are schools or parents for intervention, support and academic enrichment in Capitol Heights, Marlow Heights, and Glassmanor/Oxon Hill Title I schools.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	160 - People
	Location Description	Agency: Community Builders of Maryland, Ltd. 1220 Swan Harbour Circle, Ft. Washington, MD 20744
	Planned Activities	Local ID: PS-3-9-11-49 Type of Recipient: Nonprofit Organization HUD Matrix Code: O5D – Youth Services CDBG National Objective: LMC
19	Project Name	Community Clinic, Inc. (dba Health Services) – Building Capacity for Greater Dental Equity
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	Community Clinic, Inc. (dba Health Services) will use CDBG funds to provide dental care to approximately 20 low to moderate-income Prince George’s County residents.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	20 - People
	Location Description	Agency: Community Clinic, Inc. (dba Health Services) 8665 Georgia Avenue, Silver Spring, MD 20910

	Planned Activities	Local ID: PS-4-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05M – Health Services CDBG National Objective: LMC
20	Project Name	Court Appointed Special Advocate (CASA)/Prince George’s County – Improving Outcomes and Reducing Homelessness for Youth Aging out of Foster Care
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	Court Appointed Special Advocate (CASA)/Prince George’s County will use CDBG funds to assist approximately 125 foster care youth who are at risk of becoming homeless when they emancipate by providing specialized services, by connecting them to appropriate businesses and community resources and by ensuring they have employment or education leading to employment and can obtain affordable housing.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	125 - People
	Location Description	Agency: Court Appointed Special Advocate (CASA)/Prince George’s County 6811 Kenilworth Avenue, Suite 402, Riverdale, MD 20737
	Planned Activities	Local ID: PS-5-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05N – Abused and Neglected Children Services CDBG National Objective: LMC
21	Project Name	Economic Action Maryland (formerly Maryland Consumer Rights Coalition) – Housing Justice in Prince George’s County: Fair Housing and Tenant Advocacy
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	Economic Action Maryland (formerly Maryland Consumer Rights Coalition) will use CDBG funds to provide direct assistance in resolving tenant/landlord issues to approximately 250 low to moderate-income clients; focusing on eviction counseling, code enforcement, lease, and security deposit issues.

	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	250 - People
	Location Description	Agency: Economic Action Maryland (formerly Maryland Consumer Rights Coalition) 2209 Maryland Ave, Baltimore, MD 21218
	Planned Activities	Local ID: PS-6-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05J – Fair Housing Activities CDBG National Objective: LMC
22	Project Name	End Time Harvest Ministries, Inc. – Pathways to Career Success Program
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	End Time Harvest Ministries, Inc. will use CDBG funds to support its Pathways to Career Success Program. This Program focuses on 1) Academic success, on-time graduation, and case management; 2) Character and leadership development sessions; 3) Workforce readiness through a summer youth employment program; and 4) College access with college tours and college preparation. Approximately 150 at-risk students at Bladensburg High School located in Bladensburg, MD will benefit from this project.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	150 - People
	Location Description	Agency: End Time Harvest Ministries, Inc. 5808 Harland Street, New Carrollton, MD 20784
	Planned Activities	Local ID: PS-7-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05D – Youth Services CDBG National Objective: LMC

23	Project Name	First Generation College Bound, Inc. – Homework Club and College Access
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	First Generation College Bound, Inc. will use CDBG funds to conduct two (2) programs, which will encourage approximately 210 low to moderate-income students to attend college: the Homework Club (HWC) and College Access.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	210 - People
	Location Description	Agency: First Generation College Bound, Inc. 8101 Sandy Spring Road, Suite 230, Laurel, MD 20707
	Planned Activities	Local ID: PS-8-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05D - Youth Services CDBG National Objective: LMC
24	Project Name	Housing Initiative Partnership, Inc. – Bilingual Housing Counseling and Education
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	Housing Initiative Partnership (HIP) will use CDBG funds to provide support approximately 450 homeowners, first-time buyers, and renters working towards housing security and financial stability. Services include rental counseling, eviction prevention, pre-purchase counseling and homebuyer education, foreclosure prevention, and financial capability coaching.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	450 - People
	Location Description	Agency: Housing Initiative Partnership 6525 Belcrest Road, Ste 555, Hyattsville, MD 20782
	Planned Activities	Local ID: PS-9-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05U – Housing Counseling CDBG National Objective: LMC
25	Project Name	HomeFree-USA – Mortgage Help for Homeowners
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	Home-Free USA will use CDBG funds to provide financial counseling and foreclosure prevention services to approximately seventy-five (75) low to moderate-income homeowners.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	75 - People
	Location Description	Agency: Home-Free USA 8401 Corporate Drive, Ste 600, Landover, MD 20785
	Planned Activities	Local ID: PS-10-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05U – Housing Counseling CDBG National Objective: LMC
26	Project Name	H.O.P.E. – Home Keepers Plan: Teach and Coach Financial Capabilities
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	Housing Options and Planning Enterprises, Inc. (H.O.P.E.) will use CDBG funds to provide housing counseling and resource referrals to approximately 350 low to moderate-income households facing eviction.

	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	350 - Individuals
	Location Description	Agency: Housing Options and Planning Enterprises, Inc. 6188 Oxon Hill Road, Suite 700, Oxon Hill, MD 20745
	Planned Activities	Local ID: PS-11-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05U - Housing Counseling CDBG National Objective: LMC
27	Project Name	Jobs Have Priority, Inc. – JHP Supportive Employment Program
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	Jobs Have Priority, Inc. will use CDBG funds to serve approximately 100 individuals who are at-risk of becoming homeless and/or residing within homeless shelters seek, obtain, and retain employment and secure housing, case management, and supportive services.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	100 - Individuals
	Location Description	Agency: Jobs Have Priority, Inc. 1526 Pennsylvania Avenue, SE, Washington, DC 20003
	Planned Activities	Local ID: PS-12-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05H – Employment Training CDBG National Objective: LMC
28	Project Name	Korean Community Service Center of Greater Washington – Asian Minority Outreach and Service
	Target Area	County-wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00

	Description	Korean Community Service Center of Greater Washington will use CDBG funds to assist approximately 180 low to moderate-income English proficient Asian Americans and new immigrants residing in Prince George's County to address their public service needs through outreach and education, linkages to affordable healthcare, living assistance to senior clients, and access to language interpretation.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	180 - People
	Location Description	Agency: Korean Community Service Center of Greater Washington 700 Buckingham Dr., Silver Spring, MD 20901
	Planned Activities	Local ID: PS-13-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05Z – Other Public Services Not Listed in 03T and 05A-05Y CDBG National Objective: LMC
29	Project Name	LARS - Eviction Prevention and Community Support
	Target Area	County-Wide
	Goals Supported	Prevent displacement of long-time residents
	Needs Addressed	Housing instability among residents experiencing a housing crisis
	Funding	CDBG: \$32,614.00
	Description	Laurel Advocacy and Referral Services, Inc. will use CDBG funds to assist approximately 70 low-income individuals and families who are facing eviction or in need of first month's rent or security deposit to maintain or secure permanent housing.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	70 - Persons
	Location Description	Agency: Laurel Advocacy and Referral Services, Inc. 311 Laurel Avenue, Laurel, MD 20707
	Planned Activities	Local ID: PS-14-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05Q - Subsistence Payments CDBG National Objective: LMC

30	Project Name	Legal Aid Bureau, Inc. - General Operating Support for the Prince George's Maryland Office of Maryland Legal Aid
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	Legal Aid Bureau, Inc. will use CDBG funds to provide free, civil legal services to approximately 800 low-income County residents.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	800 - Persons
	Location Description	Agency: Legal Aid Bureau, Inc. 500 E. Lexington Street, Baltimore, MD 21202
	Planned Activities	Local ID: PS-15-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05C - Legal Services CDBG National Objective: LMC
31	Project Name	Prince George's Child Resource Center, Inc. - Family Literacy Program
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$30,000.00
	Description	Prince George's Child Resource Center, Inc. will use CDBG funds to provide education classes: ESOL classes (English to Speakers of Other Languages), employment readiness workshops, and provide opportunities to grow in the knowledge of parenting and child development. Approximately 390 individuals will benefit from this project.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	390 - People
	Location Description	Agency: Prince George's Child Resource Center, Inc. 9475 Lottsford Road, Suite 202, Largo, MD 20774

	Planned Activities	Local ID: PS-16-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05Z – Other Public Services Not Listed in 03T and 05A-05Y CDBG National Objective: LMC
32	Project Name	Prince George's County DSS – Elder and Vulnerable Adult Abuse Respite Care and Emergency Placement Services
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$30,000.00
	Description	Prince George's County Department of Social Services (DSS) will use CDBG funds to provide short-term comprehensive services to approximately thirty (30) residents who are 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. Services include (1) respite care (2) emergency shelter services and (3) essential items and support services.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	30 - People
	Location Description	Agency: Prince George's County Department of Social Services 805 Brightseat Road, Landover, MD 20785
	Planned Activities	Local ID: PS-17-9-11-49 Type of Recipient: Local Government Agency HUD Matrix Code: 05A – Senior Services CDBG National Objective: LMC
33	Project Name	St. Ann's Center for Children, Youth and Families – Supportive Transitional Housing Program
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$45,000.00
	Description	St. Ann's Center for Children, Youth and Families to use CDBG funds to provide housing for approximately thirty (30) homeless women and their families. Wrap-around services are offered including healthcare, counseling and case management support, parenting education, financial literacy, educational employment assistance and childcare.

	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	30 - People
	Location Description	Agency: St. Ann's Center for Children, Youth and Families 4901 Eastern Ave, Hyattsville, MD 20782
	Planned Activities	Local ID: PS-18-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 03T – Homeless/AIDS Patients Programs CDBG National Objective: LMC
34	Project Name	SEED – Education and Counseling Program
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	Sowing Empowerment and Economic Development, Inc. (SEED) will use CDBG funds to educate approximately 150 low to moderate-income consumers utilizing SEED's financial counseling and homeownership preparation formula for delivering well-prepared, well-educated, and default resistant homebuyers, homeowners, and renters.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	150 - Persons
	Location Description	Agency: Sowing Empowerment and Economic Development, Inc. 6201 Riverdale Road, Suite 200, Riverdale, MD 20737
	Planned Activities	Local ID: PS-19-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05U - Housing Counseling CDBG National Objective: LMC
35	Project Name	UCAP - Housing Counseling
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$35,230.00

	Description	United Communities Against Poverty, Inc. will use CDBG funds to provide approximately 120 first-time homebuyers with English and Spanish speaking housing counseling education, foreclosure or mediation services.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	120 - Persons
	Location Description	Agency: United Communities Against Poverty, Inc. 1400 Doewood Lane, Capitol Heights, MD 20743
	Planned Activities	Local ID: PS-20-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05U - Housing Counseling CDBG National Objective: LMC
36	Project Name	World Arts Focus, Inc. (dba Joe's Movement Emporium) – The Creative Works Internship Experience at Joe's Movement Emporium
	Target Area	County-Wide
	Goals Supported	Improve communications and information sharing
	Needs Addressed	Connections btw residents & businesses to services
	Funding	CDBG: \$32,614.00
	Description	World Arts Focus, Inc. (dba Joe's Movement Emporium) will use CDBG funds support the Creative Works program. The program provides a tuition-free paid internship program supporting the college and career readiness of youth and young adults ages 17-24.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	500 - Persons
	Location Description	Agency: World Arts Focus, Inc. (dba Joe's Movement Emporium) 3309 Bunker Hill Road, Mt. Rainier, MD 20712
	Planned Activities	Local ID: PS-21-9-11-49 Type of Recipient: Non-profit Organization HUD Matrix Code: 05D – Youth Services CDBG National Objective: LMC
37	Project Name	DHCD - Multi-Family Rental Housing Construction & Rehabilitation
	Target Area	County-Wide

	Goals Supported	Increase supply of affordable rental homes Stabilize and improve rental properties Support independent living for seniors and persons living with disabilities
	Needs Addressed	Diverse, affordable rental & homeownership opportunities Quality/condition of housing Loss of existing affordable housing opportunities
	Funding	HOME: \$1,804,972.00
	Description	The Department of Housing and Community Development will use HOME entitlement funds 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". Approximately eleven (11) households will benefit from each project. DHCD will also use HOME Program Income for new multi-family construction, rehabilitation of affordable, workforce housing opportunities, and/or homebuyer activities.
	Target Date	6/30/2029
	Estimate the number and type of families that will benefit from the proposed activities	11 - Households
	Location Description	Agency: Department of Housing and Community Development 9200 Basil Court, Suite 306, Largo, MD 20774
	Planned Activities	Local ID: AH-1-2-6-32 Type of Recipient: Local Government Agency HUD Matrix Code: N/A CDBG National Objective: N/A
38	Project Name	DHCD - CHDO Set-Aside Activities
	Target Area	County-Wide
	Goals Supported	Increase supply of affordable rental homes Stabilize and improve rental properties Increase homeownership opportunities
	Needs Addressed	Diverse, affordable rental & homeownership opportunities Quality/condition of housing Loss of existing affordable housing opportunities
	Funding	HOME: \$360,994.00

	Description	The Department of Housing and Community Development (DHCD) sets aside a minimum of 15 percent (15%) of the HOME allocation for housing development activities in which qualified Community Housing Development Organizations (CHDOs) are the owners, developers and/or sponsors of the housing project(s). 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 a CHDO. Approximately two (2) households will benefit from a CHDO project.
	Target Date	6/30/2029
	Estimate the number and type of families that will benefit from the proposed activities	2 - Households
	Location Description	Agency: Department of Housing and Community Development 9200 Basil Court, Suite 306, Largo, MD 20774
	Planned Activities	Local ID: AH-1-2-3-4-32 Type of Recipient: Local Government Agency HUD Matrix Code: N/A CDBG National Objective: N/A
39	Project Name	DHCD - HOME Administration
	Target Area	N/A
	Goals Supported	N/A
	Needs Addressed	N/A
	Funding	HOME: \$240,663.00
	Description	The Department of Housing and Community Development (DHCD) uses the HOME allocation for reasonable administrative and planning costs. In addition, up to 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.
	Target Date	6/30/2029
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Agency: Department of Housing and Community Development 9200 Basil Court, Suite 306, Largo, MD 20774

	Planned Activities	Local ID: PA-HOME-32 Type of Recipient: Local Government Agency HUD Matrix Code: N/A CDBG National Objective: N/A
40	Project Name	DSS - ESG PY 36
	Target Area	County-Wide
	Goals Supported	Support persons experiencing homelessness
	Needs Addressed	Housing instability of residents experiencing a crisis
	Funding	ESG: \$446,246.00
	Description	The Department of Social Services (DSS) will use ESG funds to implement the following ESG Programs in Program Year (PY) 36: Shelters Operation and Essential Services, Street Outreach, HMIS, Rapid Re-housing, and Homelessness Prevention. The Department uses up to 7.5% of its HESG funds for administrative costs. Approximately, 580 individuals and families will be assisted.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	580 - Homeless and at-risk homeless individuals and families
	Location Description	Agency: Department of Social Services 805 Brightseat Road, Landover, MD 20785
	Planned Activities	Local IDs: Shelter (HP-1-7-35), Street Outreach (HP-2-7-35), HMIS (HP-3-7-35), RRH (HP-4-7-35), HP (HP-5-7-35), and Administration (PA-HESG-6-35) Type of Recipient: Local Government Agency HUD Matrix Code: 03T - Homeless/AIDS Patients Programs, 21A - General Program Administration

AP-50 Geographic Distribution – 24 CFR 91.220(f)

Minority Concentration

Areas with concentrations of Black residents are most common along the east-west Central Avenue corridor. Areas with concentrations of White residents tend to fall on the periphery of the County around and outside Route 301 (Crain Highway). Areas with concentrations of Hispanic residents are clustered in the inner-ring of North County, adjacent to Montgomery County (See Appendix C – Minority Concentration Maps). Areas with concentrations of Asian American residents are largely clustered in the northern corner of this edge.⁵

Geographic Areas for Investment

Prince George's County will consider the following two factors when prioritizing its federal investments for FY 2024: 1) areas with concentrations of at least 51 percent low-or-moderate-income persons; and 2) target areas from Housing Opportunity for All. (See Appendix C – Geographic Distribution Maps)

Alignment with target areas in Housing Opportunity for All will result in an explicit emphasis on building access to opportunity through the County's use of federal funds and assist with broader local and regional goals to increase affordability near high-frequency transit.

The following factors will be considered when prioritizing investments geographically over the next five years:

- **Access to jobs, goods, and services** – Index score that measures walkability, transit access, and commute times by car and transit
- **Social capital** – Index score those measures overall economic indicators, such as household income, poverty status, educational attainment, and labor market engagement
- **Community institutions** – Index score that measures educational indicators related to performance on standardized tests and poverty status of students
- **Proximity to Metrorail stop** – ½-mile radius around Metrorail stops that have been prioritized by the County for transit-oriented development
- **Proximity to Purple Line light rail stop** – ½-mile radius around Purple Line light rail stops
- **Opportunity Zones** – Census Tracts eligible for the Opportunity Zones Program
- **Neighborhood Revitalization Strategy Areas (NRSAs)** – targeted areas for comprehensive revitalization.
- **Priority Need: Connections between residents and businesses to services**
- **Geographic Priorities** – Access to jobs, goods, and services, including areas where households are underserved by current transit service; proximity to transit stops;

⁵ ibid

opportunity zones; NRSAs

Priority Need: Accessible homes and facilities

- Geographic Priority – Countywide

Priority Need: Diverse, affordable rental and homeownership opportunities

- Geographic Priority – Countywide; opportunity zones

Priority Need: Quality/condition of housing

- Geographic Priority – Countywide

Priority Need: Housing instability among residents experiencing a housing crisis

- Geographic Priority – Countywide

Priority Need: Loss of existing affordable housing opportunities

- Geographic Priorities – Access to jobs, goods, and services; social capital; community institutions; proximity to transit stops

Table 9 - Geographic Distribution

Target Area	Percentage of Funds
County-Wide	100%

Rationale for the priorities for allocating investments geographically

It should be noted that the emphasis on access to opportunity does not mean that Prince George’s County will only make investments in areas with lower access to opportunity (those areas with scores below the regional score) or higher access to opportunity (those areas with scores above the regional score).

Instead, these geographic priorities will inform the level and type of investment needed to improve opportunities in areas where existing access is not as strong relative to the rest of the Washington, D.C. region and expand housing opportunities in areas where access to opportunity is stronger relative to the region.

AP-55 Affordable Housing – 24 CFR 91.220(g)

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 meet the Section 215 Qualifications as Affordable Housing requirements with federally funded programs (CDBG, HOME, and ESG). 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 2024, the annual goal is to assist 290 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, and ESG funds.

Table 10 – Affordable Housing Goals

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	233
Special-Needs	42
Total	290
One Year Goals for the Number of Households Supported Through	
Rental Assistance	100
The Production of New Units	49
Rehab of Existing Units	137
Acquisition of Existing Units	4
Total	290

The County plans to use CDBG, HOME, and ESG funds in FY 2024 to provide affordable housing options to LMI households utilizing the following strategies:

- Rental Assistance – The County anticipates ESG funds will assist in providing rental assistance benefiting approximately fifteen (15) homeless families and fifteen (15) families at risk of homelessness. In addition, the County anticipates CDBG funds will assist 70 families at risk of homelessness.
- Production of New Units – The County HOME funds will assist forty-nine (49) persons; forty-two (42) 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 and rental units, benefiting approximately 137 LMI families.
- Acquisition of Existing Units – The County anticipates CDBG funds will be used to acquire and/or rehabilitate homes to preserve affordable housing for approximately 4 LMI families.

AP-60 Public Housing – 24 CFR 91.220(h)

Activities that will be undertaken by the jurisdiction to address the housing and supportive services needs identified in accordance with 24 C.F.R. §91.215 (e) are as follows:

- Provide housing for 185 persons with HIV/AIDS.
- Provide HIV/AIDS operational services for 185 persons.
- Provide TBRA/Rapid Re-housing assistance for 61 homeless persons.
- Provide homeless prevention services to 230 persons.
- Provide financial assistance to 94 homebuyers.
- Provide various public services to support seniors, persons with disabilities (mental, physical, and developmental), persons with alcohol or other drug addictions and public housing residents.
- Evaluate repositioning of Public Housing alternatives provided by HUD for the Conversion of Public Housing over the next three (3) to five (5) years.
- Develop a 163-unit multifamily/mixed-income dwelling for families and individuals age 62 and above as redevelopment for the 1313 Southern Avenue property (formerly known as McGuire Housing).
- Provide Housing Authority goals and objectives consistent with the 2021 – 2025 Consolidated Plan, to include the Voluntary Compliance Agreement (VCA) and the Disability Rights Maryland (DRM) Settlement Agreement.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority of Prince George’s County (HAPGC) will continue to address all compliance findings, as identified by HUD under the VCA and DRM Agreement to satisfy Section 504 Program requirements. The HAPGC will continue to execute the following actions in FY 2024:

- Hire technical assistance staff to aid with policy and compliance concerns.
- Update existing HCV Administrative Plan and Public Housing’s Admissions and Continue Occupancy Policies.
- Subject to the approval of its Reasonable Accommodation Policy, post a copy of the policy and provided notice to tenants of the updates policy.
- Provide exterior accessible routes at Public Housing developments, where applicable and feasible.
- Perform a self-evaluation of current policies and practices, and execute corrective steps to remedy any discrimination, as appropriate.
- Provide a copy of complaint and grievance procedures to tenants, subject to approval.
- Provide training to all employees with direct contact with tenants, including maintenance staff, regarding the federal Fair Housing Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.
- Display fair housing posters in all locations where business is conducted.

Activities to Increase Resident Involvement

The HAPGC executes the following actions to increase resident involvement:

Resident Boards & Councils

- Provide periodic Board meetings (on pause during Covid) at public housing properties as a mechanism for increasing resident involvement.
- Provide virtual access to monthly board meetings, Resident Advisory Board meeting and public hearings.
- Monthly Resident Advisory Board and Resident Council meetings are held by the residents.

Resident Services

- Provide a comprehensive network of supportive services through collaboration with County agencies and community-based organizations for resident services. Services are targeted for at-risk seniors and individuals with disabilities at four (4) public housing properties. Also, provide cross partnerships with said agencies and organizations by executing MOUs.
-
- Operate as Family Resource Academies, in public housing converted community spaces used for 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 (*Activities may be suspended during Covid*)

Is the public housing agency designated as troubled, under 24 C.F.R. part 902?

No, the HAPGC is designated as a standard performer.

AP-65 Homeless and Other Special Needs Activities – 24 CFR 91.220(i)

Annual Goals and Actions for Reducing and Ending Homelessness

The Prince George’s County Continuum of Care (CoC) for homeless persons is coordinated through the County’s Homeless Services Partnership (HSP). The HSP developed and implemented the “Ten Year Plan to Prevent and End Homelessness: 2012-2021”, which is designed to:

- Prevent homelessness whenever possible and when it is not possible, to ensure that episodes are brief and one time only
- Ensure easy access to community-wide, culturally competent, safe, and effective housing and homeless services
- Ensure people exit homelessness as quickly as possible
- Connect people to communities and the resources needed to thrive
- Build and sustain the political will and community support needed to permanently end homelessness

The HSP focuses on six (6) key strategies in reducing homelessness:

- Coordinated Entry
- Prevention Assistance
- Shelter Diversion
- Rapid Re-housing
- Permanent Housing
- Improved Data Collection and Performance Measures

These strategies align with the FY 2021-2025 Consolidated Plan and the County’s efforts in shifting the system focus from “shelter” to “housing”, prioritizing programs for special populations, enhancing system accountability, building on success, and providing flexibility and opportunities.

Reaching Out to Homeless Persons and Assessing Their Individuals Needs

The following describes the CoC’s efforts in reaching out to homeless persons and assessing their needs in FY 2024.

Street Outreach: The County plans to engage with homeless persons through an annual Point in Time (PIT) Count, the SOAR team, Crisis response teams, faith ministries, Warm Nights (the County’s emergency overflow shelter), Soup kitchens and other individual outreach to known encampments. These efforts are crucial to developing trust among many of the CoC’s unsheltered and stable funding is essential to long term sustainability of this effort.

Centralized Intake and Assessment/Homeless Hotline: The County’s Homeless Hotline provides additional opportunities for identification of those who are homeless or at imminent risk of becoming homeless. This process, available 24/7/365, has standardized the intake and assessment process for accessing homeless assistance and housing services, creates a faster match between a household’s needs and the program that fits those needs best, and moves households quickly from a state of housing crisis to permanent housing whenever possible. The hotline is staffed by trained workers capable of conducting an initial intake, connecting callers (clients and providers), and entering initial data into HMIS. The hotline also provides 2-1-1 diversion and prevention services.

The CoC’s Coordinated Entry Team provides an in-depth and individualized analysis of each homeless household and establish a uniform way for the CoC to evaluate them based on actual level of need, with referrals and admissions to more intensive services and programs being reserved for those who present with the highest mortality risk and/or greatest barriers to permanent housing. The process also helps evaluate the system’s ability to serve consumers properly by tracking where households were sent and whether the selected intervention was successful.

The CoC has opened a drop-in center for youth and young adults and is working on a plan to open one or more drop-in centers for adults and families that will provide one-stop access to resources for individuals and families experiencing homelessness with the aim of quickly ending their homelessness. This provides a critical physical location for providing 1-on-1 assessments that will enhance the “warm hand-off and referral” process. The primary purpose of this effort will be to triage and facilitate the quickest route to permanency for all consumers.

Addressing the Emergency and Transitional Housing Needs of Homeless Persons

The County currently operates 421 regular emergency shelter beds (229 for families, 172 for individuals, and 20 for unaccompanied youth), 43 domestic violence survivor emergency shelter beds (all for families), 175 transitional shelter beds (90 for families, 16 for individuals, and 69 for unaccompanied youth), and 189 rapid re-housing beds (121 for families and 68 for singles). Unfortunately, while this network is strong, possible system responses to homelessness and deployment is entirely dependent on individual circumstances. It is hoped that as additional alternative housing responses are implemented, some shelter savings will occur which can be reallocated to service gaps that remain in the system.

The Department of Housing and Community Development (DHCD) received \$7.5 million in HOME Investment Partnerships (HOME) American Rescue Plan (ARP) funds to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. These funds will be used to support activities that primarily benefit qualifying individuals and families who are homeless, at-risk of homelessness, or in other vulnerable populations. In FY 2024, DHCD plans to support the following HOME-ARP activities:

- Supportive Services
- Acquisition/Development of Non-congregate Shelters
- Development of Affordable Rental Housing

Helping Homeless Persons Transition to Permanent Housing and Independent Living

The CoC uses two (2) strategies to prevent individuals and families who were recently homeless from becoming homeless again: Rapid Re-Housing (RRH) and Permanent Housing (PH). In addition, the County has Resident Advocates that follow up with households up to eighteen (18) months after a diversion or prevention intervention has been used to help ensure newly stabilized households remain housed and expansion of this team has been targeted as essential to continued reduction in recidivism.

Rapid Re-Housing (RRH): Recognizing that RRH is a national best practice with a high level of success at a lower cost than traditional shelter-based interventions, the County’s plan contains strategies for significant expansion of funding for its current RRH response including:

- Identification of new or expansion of existing funding opportunities including but not limited to the Emergency Solutions Grant (ESG), Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Trust Fund (HTF) and Housing Opportunities for Persons with AIDS (HOPWA) funding.
- Evaluation of current sheltering funds for potential re-allocation.
- Improved utilization of the County’s Community Benefits Agreement (CBA) legislation.
- Targeted landlord outreach and partnerships, including a damage mitigation fund.
- Expansion of deeply affordable and accessible units to accommodate special housing needs of high need, extremely low-income residents
- Reunification when possible (in certain cases, the best PH solution may be reunification with a family member, friend, or other person; especially in the case of an unaccompanied youth).

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, and case management, and the availability of funds for short-to-medium rental and utility subsidies, landlord mitigation, and other costs associated with moving to – and sustaining – stable housing.

Permanent Housing (PH): The County’s plan focuses on two priority areas of permanent housing - subsidized housing and 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. These solutions are yet one more way to “open the back door” of the homeless assistance system and have proven very successful in providing a permanent solution to homelessness for chronically homeless households and other households with very high barriers. By pairing a housing subsidy with wraparound services if it’s necessary for the

household, these solutions provide a supportive setting for these households while significantly reducing the costs to other systems (i.e., jails and emergency rooms). To ensure these housing solutions are targeted appropriately and are as effective as possible, the County's plan includes:

- Administration of a vulnerability assessment and case review by a centralized multi-disciplinary team that targets deeply, ensuring higher-barrier and chronically homeless households are prioritized for vacant units and the highest risk is served first.
- Creation of new units including expansion of voucher set asides and/or priorities, property owner tax credits and landlord incentives, and application for new vouchers including mainstream, EHV, 811, FUP, FUP-Y, FYI, VASH, Section 202, Pay for Success, and other federal opportunities.
- Utilization of Medicaid reimbursable activities to fund PSH activities and expand units.

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 identified unaccompanied young people ages 13-24 as deserving of separate attention and development of a single integrated system of care that is based upon meeting their immediate needs, connecting them with appropriate support systems, and supporting their personal development along their transition to adulthood is essential to reducing the numbers of youth and young adults experiencing homeless. The County developed a system that conducts annual housing instability counts, launched a drop-in center and street outreach program, created beds of emergency shelter, hosted beds of transitional, rapid rehousing, and permanent supportive housing.

The County was selected in Round 3 as a federal Youth Homeless Demonstration Program site, has completed the Coordinated Community Plan (the goals, programs, and strategies of which are incorporated here by reference as County recognized priorities in the FY 2021-2025 Consolidated Plan).

- *Chronically homeless and persons with severe somatic and behavioral health challenges:* Emergency shelters are not designed to address the extensive needs of people with serious mental illness or other disabilities, and they tend to be difficult to place in permanent housing without supportive services. 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 to maintaining housing stability without intense intervention and support; county-wide implementation of a vulnerability assessment and composite index and multidisciplinary review panel to determine placement prioritization; creation of crisis beds (medical and psychiatric); creation of a "Persons with Lived Experience and Expertise" (PLEE) committee to inform policy and program development, and

development of a set of goals and strategies aimed at reducing and eliminating homelessness among this sub-population.

- *Veterans*: There is a national commitment to end homelessness among veterans and the County's plan includes strategies designed to help achieve this goal, including: collaborative relationships with the VA, community colleges, workforce organizations, housing developers and service providers which put the County in position to take advantage of upcoming funding opportunities; a single point of access to veteran service providers - including Supportive Services for Veteran Families (SSVF), Homeless Veterans' Reintegration program (HVRP) and Grants Per Diem (GPD) grantees - that enable veterans to easily access supportive and housing support services and link simultaneously to multiple service organizations; application for new Veterans Affairs Supportive Housing Program (VASH) vouchers and other housing subsidies; landlord approved leasing discounts for veterans; and expansion of private donations supporting rapid re-housing assistance specifically for veterans.
- *Re-Entry*: Inmates are released from the Department of Corrections each year and when this occurs without a structured reentry plan, they place additional stress on communities and service systems that are ill-equipped and/or lack funding to support them. 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 facing homelessness and includes strategies that include: a structured and coordinated re-entry process that prioritizes planning for returning citizens whose were identified as homeless at the time of arrest and who are likely to remain in a County facility (many of those who are incarcerated will be sentenced to a facility outside of the County); establishment of a County discharge plan that ensures returning citizens are not discharged into homelessness; applications for new funding opportunities focused on this sub-population; creation of a step down criminogenic transition program with supports, and development of relationships with an increased number of landlords willing to offer second chance housing to residents with a criminal history typically precluded from traditional housing resources.
- *Survivors of domestic violence, human trafficking, and sexual assault*: There is a significant lack of emergency shelter beds for domestic violence survivors in general and a complete lack of specialized shelter for survivors who meet the following criteria: human trafficking, sexual assault, undocumented immigrant populations, domestic violence by a non-partner and LGBTQ domestic violence survivors. The County's plan includes strategies designed to address those challenges and ensure every person trying to flee domestic violence has a safe, secure place to stay regardless of their family configuration, and include: simplified access to services and housing; re-design of existing shelter facilities to include un-served populations; trauma-informed training for housing providers to create competency within the regular homeless system to address the unique needs of survivors; application for new CoC funding and/or other housing subsidies for survivors; and a collaboration with the National Alliance for Safe Housing

to develop a Countywide strategic plan for a comprehensive survivor response system, the goals, programs and strategies (incorporated herein by reference) as County recognized priorities in the FY 2021-2025 Consolidated Plan.

- *Vulnerable Elderly and Aging:* Elderly and aging accounts for the largest subpopulation growth in the County's homeless population and the oldest unsheltered person identified by the street outreach team last year was 83 years old. Elderly persons experiencing homelessness face unique vulnerabilities due to health or mobility limitations. They may also have more significant health concerns not typically seen in homeless services systems, such as Alzheimer's disease- or cancer-causing significant system challenges related to supporting aging in place within a traditional homeless shelter setting and leading to a significant surge in cost increases associated with health care and housing needs. To combat this, the CoC is pursuing several housing interventions—including home modification funding, Section 202, permanent supportive housing, and rapid re-housing—which could offset issues of homelessness, declining health statuses, and excessive health care spending.

Helping Low-income Individuals and Families avoid becoming Homeless

The first defense against homelessness is prevention and/or diversion both of which are highlighted as priorities in the FY 2021-2025 Consolidated Plan. Currently, individuals and families at risk of becoming homeless can request help and receive support 24/7/365 through the County's 211 hotline.

Shelter diversion: The goal of this strategy is to help at-risk households seeking shelter to identify alternative housing options (avoiding entry into a shelter) and to offer support and 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 shelter. Intake workers identify all possibilities that might exist to help prevent unnecessary shelter entry, including staying with friends, relatives, or coworkers and where possible and practical, to permanently re-house the household into a more affordable or appropriate unit. Households needing funds or services to make an alternate housing solution work are provided with financial assistance (when available), case management, mediation, and other services as needed.

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 having to enter the homeless assistance system. Prevention and diversion programs are of critical importance to keeping people from ever becoming homeless in the face of a personal crisis and the County's plan includes creation of a publicly and privately funded and coordinated intervention system focused on preventing homelessness in a way that maximizes the effectiveness of this limited pool of resources. Strategies to support this include an intentional focus on performance measurement, careful targeting of resources to the

households most at risk of homelessness, and coordination with mainstream agencies that may be able to provide financial support to homeless households.

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

Based on data from the Maryland Department of Health and Mental Hygiene, there were 311 persons diagnosed with HIV in Prince George's County in 2018. Of the 311 HIV diagnoses in 2018, 34.7% were among adults ages 20-29 years old, 25.7% were among those ages 30-39, and 15.1% were among those ages 40-49 years old.

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 HAHSTA 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 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.

It is anticipated in FY 2024 with the use of available HOPWA funds. Approximately 85 individuals and families will receive tenant-based rental assistance and 125 individuals and families will receive housing related short-term assistance (short-term rent, mortgage, and

utility assistance). 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 over 200 clients on the waiting list for housing. The housing gaps are emergency housing, transitional housing, long-term housing facilities. The County considers this need a “high priority”. Therefore, the five-year goal is to provide housing opportunities for as many clients that the funding will allow with HIV/AIDS and their families and to continue to provide supportive services for existing and new clients.

HAHSTA subcontracts with the Housing Counseling Services, Inc. (HCS). HCS administers the Metropolitan Housing Access Program (MHAP), the centralized source for housing services and housing information for persons living with HIV/AIDS (PLWHA) in the District of Columbia, Prince George's County, and Charles County. MHAP services differ depending on where you live. Find out which MHAP services are available in Prince George's County, Maryland: <http://housingetc.org/metropolitan-housing-access-program-mhap-prince-georges-county-md/> or contact the Housing Counseling Services, Inc. at 202-667-7006 for more information.

AP-75 Barriers to affordable housing – 24 CFR 91.220(j)

Introduction:

Prince George’s County conducted an Analysis of Impediments to Fair Housing Choice (AI) in alignment with the County’s FY 2021-2025 Consolidated Plan cycle. ⁶ The AI requires that the County consider how funds by the U.S. Department of Housing and Urban Development will “affirmatively further fair housing” as required under the Fair Housing Act of 1968 and the Housing and Community Development Act of 1974, as amended.

The AI analyzes the disparities in access to housing as well as policies, practices, and procedures that limit housing choice to protected classes. The Fair Housing Act ensures that no person will be denied the sale or rental of housing because of their race, color, religion, sex, familial status, and persons with disabilities (protected classes). The County also includes protection for: age, occupation, political opinion, personal appearance, and most recently, source of income. The AI includes a market analysis, and a review of policies, practices, and procedures that impede or limit housing choice. Some examples of topics that are barriers to housing and impede housing choice include:

- Racial and ethnic segregation especially concentrated areas of poverty.
- Gentrification and displacement of residents from their communities.
- Access to communities with high quality schools, good jobs, and public transportation.
- Access barriers for people with disabilities.
- Zoning regulations that limit housing types.
- Fair housing rights and enforcement.

⁶ Adopted by the Prince George’s County Council on November 10, 2020 through Council Resolution CR-092-2020.

- Seniors, families with children, Housing Choice Voucher holders, and persons with disabilities face unique housing challenges.

The County has identified the following barriers to fair housing choice:

Demographics

The AI includes an analysis of demographic, economic, and housing information for Prince George's County and the City of Bowie, along with comparisons with the Washington DC metropolitan area and the State of Maryland. The demographic analysis is designed to describe the underlying conditions that shape housing market behavior and access to housing opportunities in Prince George's County and the City of Bowie. This analysis is also intended to help the County and City plan for where there are likely to be growing housing needs in the future.

Among the key findings from the demographic analysis:

Population

- Since 2000, the Black population in Prince George's County has stayed relatively stable, while the White population has continued to decline. The biggest change in the racial/ethnic composition of both Prince George's County and the City of Bowie has been the dramatic growth of the Hispanic population.
- An estimated one of out of ten Prince George's County residents age five and older speak English less than "very well," with Spanish being, by far, the most common language spoken. The number of non-English speakers has increased dramatically since 2000.
- Nearly one in 10 County and City residents has a physical or cognitive disability, comparable to rates in the Washington DC region and the State of Maryland. Because disability status and age are highly correlated, the disabled population likely will increase significantly in the next two decades as the population ages.

Income and Poverty

- In Prince George's County and the City of Bowie, Black households have a higher median household income than the overall median. In addition, poverty rates for Black residents in Prince George's County are lower than for other racial and ethnic groups. Rates of poverty among Hispanic residents are higher in Prince George's County but are lower in the City of Bowie.

Employment

- Since 2015, job growth in Prince George’s County has outpaced growth in both Montgomery County and the State of Maryland. However, the County’s economy continues to be more highly concentrated in public sector employment and lower-wage industries.

Housing Market

- Prince George’s County felt the effects of the 2006 to 2009 housing market downturn more acutely than most of the rest of the Washington DC metropolitan area, and the County took longer to recover. However, home prices have been up strongly in recent years, which is a positive for current homeowners, but is making it more difficult for first-time buyers.
- In both Prince George’s County and the City of Bowie, there has been a substantial decrease in the number of rental units with rents below \$1,000. At the same time, new high-rent units have been added to the stock, often with rents of \$2,000 or more. Rising rents have created significant affordability challenges for individuals and families with low and moderate incomes.

Segregation/Integration

Measures of racial segregation are important for understanding how historic residential settlement patterns have had an impact on the ability for individuals and families in Prince George’s County and the City of Bowie to access opportunity. This section uses segregation indices and mapping to evaluate patterns of segregation and integration within the County and City. Key findings from the segregation/integration analysis include the following:

- There remains persistently high racial and ethnic segregation in Prince George’s County, with residential segregation levels virtually unchanged over the past two decades. Across the region, levels of Black-Hispanic segregation are highest in the District of Columbia and Prince George’s County. The Hispanic-White segregation measure is higher in Prince George’s County than in other Washington DC area jurisdictions.
- The residential locations of the foreign-born population are strongly associated with the locations of the County’s Hispanic population, with high concentrations of foreign-born residents in Langley Park, Chillum, and Adelphi. These are neighborhoods where Limited English Proficient (LEP) residents also are highly concentrated.
- There are more than 83,000 residents in Prince George’s County with one or more disabilities, including about 5,350 residents of the City of Bowie. There are neighborhoods with large populations of disabled persons in many parts of the County, including many areas with relatively high levels of poverty.

Racially and Ethnically Concentrated Areas of Poverty (R/ECAPs)

Analyzing the locations and population characteristics of R/ECAPs in Prince George’s County can help to better understand entrenched patterns of segregation and poverty, which is critical in assessing where public- and private-sector investments are most needed, and whether local policies and programs are helping to alleviate—or, alternatively, have the effect of increasing— income and racial segregation.

- Only four Census tracts in Prince George’s County, fewer than 2% of all Census tracts, meet HUD’s definition of racially and ethnically concentrated areas of poverty. There are no R/ECAPs located in the City of Bowie.
- Hispanic residents and Asian residents make up disproportionately high shares of individuals living in the County’s R/ECAPs. Black Prince George’s County residents are less likely than residents of other races/ethnicities to live in racially and ethnically concentrated areas of poverty.
- Persons with a disability in Prince George’s County are modestly more likely to reside in a R/ECAP than are residents without a disability.

Disparities in Access to Opportunity

There is a broad set of research that has documented the important links between health, education, and economic outcomes of individuals and families and the quality of the neighborhoods in which they live. Access to a wide range of education, employment, transportation, and health services and amenities is critical for ensuring successful outcomes for families and children. When segments of the population do not have access to these opportunities, then the entire community is negatively impacted.

The AI examined access to various types of opportunities—education, employment, transportation, low-poverty neighborhoods, and environmentally healthy neighborhoods. The analysis included a synthesis of the barriers faced by members of protected classes in accessing opportunities in Prince George’s County and the City of Bowie.

Education

Access to education is critical for ensuring opportunities for economic mobility and success. There are indicators that patterns of residential segregation in Prince George’s County have left some individuals, children, and families with a lack of access to high-quality education, while others benefit from high-quality educational opportunities.

Employment

When individuals have good access to jobs, there is a wide range of beneficial outcomes, including family and housing stability, dismantling of intergenerational poverty, and

opportunities for upward economic mobility. In Prince George’s County, there remain disparities in employment opportunities and outcomes.

- Neighborhoods in Prince George’s County with higher shares of Black residents tend to have access to fewer jobs, based on HUD’s Jobs Proximity Index, compared to neighborhoods with lower shares of Black residents. By contrast, neighborhoods in the County with relatively high concentrations of Hispanic residents, who tend to reside in a handful of close-in neighborhoods near major transportation routes, tend to have higher employment access.
- There is an on-going need for greater job skills training, especially among protected classes and public housing residents. The City of Bowie is focusing its attention on City youth, especially those disengaged from work or school, through its Life Skills and STEM program that prepares youth for higher-paying professional jobs in industries such as information technology, cybersecurity, aeronautics, science, and the medical field. Expanding access to employment centers also remains essential. Construction of the Purple Line from New Carrollton to Bethesda is supposed to improve access to job opportunities; however, much will depend on the fare and operating hours, as well as future redevelopment along the Purple Line corridor.

Transportation

Disparate access to transportation options can often be a major impediment to economic mobility. In fact, a comprehensive study of economic mobility found that “the relationship between transportation and social mobility is stronger than that between mobility and several other factors, like crime, elementary-school test scores, or the percentage of two-parent families in a community.”

- In Prince George’s County and the City of Bowie, lower-income residents and non-White residents are more likely than more affluent residents and White residents to rely on public transportation and to have longer commutes. Transportation opportunities depend on both household income and place of residence within the County or City. Disparities in these opportunities can exacerbate gaps in economic mobility.

Low-Poverty Exposure

Researchers, advocates, educators, health care professionals, and others all know how neighborhood environments—particularly the presence of poverty—has long-lasting impacts on children’s eventual success in adulthood.

- There are significant variations in poverty rates across the County. Census tracts with higher shares of Black residents have a somewhat lower average poverty rate than the overall rate for the County. By contrast, neighborhoods with relatively high shares of Hispanic residents tend to have more concentrated poverty.

Environmentally Healthy Neighborhoods

Environmentally healthy neighborhoods are defined as places with healthy physical environments, free from pollutants, with limited exposure to crime, and availability of healthy options. However, lower-income families, persons of color, and disabled individuals are often disproportionately negatively impacted by unhealthy neighborhoods. Research has demonstrated important links between environmentally healthy environments and individual health outcomes. For example, one study found that exposure to health hazards accounts for up to 60% of racial disparities in intergenerational inequality.

Disproportionate Housing Needs

The AI included assessments of housing challenges in Prince George's County and the City of Bowie, including housing cost burden, evictions, homelessness, and housing vacancies, which are important issues to evaluate, particularly as members of protected classes are routinely more severely impacted by these challenges. In addition, the evaluation includes an analysis of homeownership and access to home mortgages.

Disability and Access

Based on the data, interviews, and focus groups analyzed, it was determined that the protected class with the most underserved needs in Prince George's County are disabled persons.

Summary of Fair Housing Goals and Strategies

The AI Fair Housing report identified the following top fair housing issues based on the Analysis of Fair Housing Issues, Disparities in Access to Opportunity, and Disproportionate Housing Needs:

1. Inadequate Fair Housing Enforcement
2. Limited Housing Choices for Persons with Disabilities
3. Persistent Housing Challenges Among Hispanic Residents
4. Insufficient Funding for Nonprofit Organization
5. Limited Homeownership Options for Subgroups of County and City Residents
6. Need for Affordable Housing for Vulnerable Populations
7. Limited Access to High-Quality Neighborhoods for Residents of Many Parts of the County

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing:

The County continues to reduce the barriers identified in its 2020 Analysis of Impediments to Fair Housing Choice by assigning specific tasks and recommended actions to address each identified impediment.

The County is in the process of developing a Language Access Plan (LAP), which will help

address the goal to better reach persons with Limited English Proficiency (LEP). Currently, the DHCD has taken steps to broaden its outreach with translation of its public notices from English to Spanish, as well as providing translation services as public meetings. Additionally, the Prince George's County Office of Human Rights began rolling out "the Language Access Compliance Program (LACP) which was established under the Language Access for Public Services Act of 2017. The Act ensured that residents have access to County government services in their preferred language and was designed to promote equitable access to County services for all residents. The Language Access Compliance Program provides central coordination and oversight of the County's implementation of the Act, policy guidance, training, and technical support to covered entities, compliance monitoring, investigation and enforcement, and community outreach to the County's limited English proficient and non-English proficient residents. The LACP was developed in County Fiscal Year (FY) 2021 and its implementation is currently underway.

The following are the fair housing goals and actions that address the fair housing issues and impediments listed above.

Goal 1: Complete steps to create a fair housing enforcement ecosystem for Prince George's County

Action Taken:

- Attain Fair Housing Assistance Program (FHAP) status for the HRC, also known as the Office of Human Rights.
- Per Division 12, Section 2-192(a)(3)-(4) of the Prince George's County Code of Ordinances, the functions of the Office of Human Rights include the ability to investigate matters related to human rights and those where "an allegation has been made that a person has been denied his or her civil or human rights, civil liberties, or has been adversely affected in the areas of housing and residential real estate, employment, law enforcement, education, public accommodations, or commercial real estate." Reference Council Bill CB-97-2021, effective 01/18/2022.
- Identify and fund a nonprofit partner as a certified fair housing organization able to conduct fair housing testing.
- Increase training on fair housing, the Americans with Disabilities Act, Section 504, and other applicable laws and regulations.
- Share data and findings with Washington metro region's Regional Analysis of Impediments effort.

Goal 2: Address deficiencies related to the Ripley settlement

Action Taken:

- Expand the capacity of the County's 504 Coordinator by adding resources.
- Prioritize the County's Housing Rehabilitation Assistance Program (HRAP) for persons with disabilities and seniors.

- Create a Visitability Advisory Board to ensure that that all CDBG and HOME-assisted units comply with visitability standards.
- Consider developing an online tool to assist in the identification of accessible housing units.

Goal 3: Prioritize programs and funding for persons with disabilities, homeless individuals and families, and seniors

Action Taken:

- Convert HOME funding to Tenant-Based Rental Assistance Program (TBRA) to prioritize disabled persons, seniors, and single-headed households in danger of homelessness.
- Add priority points in the CDBG grant selection process for organizations that provide public services that serve disabled, Latino, and senior communities.
- Prioritize Housing Trust Fund dollars for the construction of affordable housing for individuals and families at 30% AMI and below, especially persons with disabilities and seniors
- Develop new senior housing developments with greater access to transportation, retail, and services.

Goal 4: Ensure language access especially for the county’s Spanish speaking population

Action Taken:

- Complete the four-factor analysis to determine whether programs are adequately accessible to those with limited English proficiency (LEP).
- Identify and fund a HUD-certified nonprofit housing counseling partner that can increase the number of bilingual counselors and provide education on tenant rights and rental counseling.
- Increase and improve code enforcement efforts.

Goal 5: Balance investments in revitalizing distressed communities (including R/ECAPs) with investments to expand affordable housing options in neighborhoods of opportunity

Action Taken:

- Support Plan 2035’s vision by targeting funds identified in the plan’s Growth Policy
- Engage in transportation equity issues.
- Consider environmental justice concerns in the siting and location of new affordable housing developments, as well as opportunities for the relocation of affected lower-income residents, particularly seniors and children with health concerns.
- The County fully launched its Right of First Refusal (ROFR) Program in 2020.
- Establish clearer standards for the County’s Payment in Lieu of Taxes (PILOT) program.
- Reconsider adoption of an Accessory Dwelling Unit (ADU) policy.

AP-85 Other Actions – 24 CFR 91.220(k)

Introduction:

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.” Most of these households are renters. Funding remains the largest obstacle to meeting these under-served needs. To address this issue, County leverages limited HUD funds by encouraging and forming partnerships with nonprofit organizations, local government agencies, municipalities, and for-profit organizations for housing projects that will serve households at or below 30 percent of the area median income (AMI). The following are CDBG, HOME, ESG, HOPWA, Public Housing, and Housing Choice Voucher projects that will serve under-served households during FY 2024.

Table 11 – FY 2024 Projects Serving Households at or below 30 Percent of the AMI

Resource	Project Types	Income Limits	Proposed Number of Households Served
CDBG	Rental Assistance Homeowner Rehab Rental Rehab Housing Acquisition	0 – 80% AMI	211 - Households
HOME	Multi-Family Housing Rental Rehab and Construction	0 – 80% AMI	49 - Seniors, Persons with Disabilities and/or Low to Moderate Income Households
ESG	Rental Assistance	0 – 30% AMI	30 - Individuals and Families experiencing homelessness or at risk of homelessness
HOPWA	Rental Assistance	0 – 80% AMI	85 - Persons living with HIV/AIDS and their Families
Public Housing	Rental Assistance	0 – 30% AMI	376 - Households
Housing Choice Voucher	Rental Assistance	0 – 30% AMI	5,837 – Households

Note: Extremely Low (0-30% AMI), Very Low (31-50% AMI), and Low (51-80% AMI)

Actions planned to foster and maintain affordable housing

Through *Housing Opportunity for All*, the County is taking a dual approach to housing investments over the next 10 years. First, it will remove regulatory barriers and other hurdles to make development easier across the board. Second, it will use public policy and resources to help produce new housing options, especially for lower income households that the private market may not serve. The *Housing Opportunity for All* working group prioritized exploring increases to the HITF (Cross-cutting Action 3.1), establishing stronger, market informed inclusionary housing requirements (Cross-cutting Action 1.5), strengthening the right-of-first refusal provisions (Targeted Action 2.6) and establishing a land bank to support redevelopment

of abandoned residential properties (Targeted Action 3.2).

Actions planned to reduce lead-based paint hazards

The State of Maryland’s approach to reducing and eliminating childhood lead poisoning was significantly revised with the October 2015 update of the “Maryland Targeting Plan for Areas at Risk for Childhood Lead Poisoning” (Targeting Plan). The Executive Summary of the Plan describes its key recommendations as:

- Testing of all Maryland children ages 12 and 24 months: For a period of three years, all Maryland children under the age of 6 years should be tested for lead exposure at 12 and 24 months of age, based on a determination by DHMH that all ZIP codes and census tracts in the State should be considered “at risk” under the requirements of Maryland Code Annotated, Health-General Article, § 18- 106, and Code of Maryland Regulations (COMAR) 10.11.04;
- Re-evaluation of recommendations based on surveillance findings: At the end of three years, DHMH will re-evaluate these recommendations, based on the analysis of blood lead testing data developed over the three-year period; and
- Clinical management: Like children with higher blood lead levels, children with blood lead levels of 5 to 9 micrograms per deciliter (mcg/dL) should have a confirmatory test, an assessment of possible sources of lead exposure, an assessment of other vulnerable individuals in the home, and a repeat blood test until it is clear that they do not have ongoing lead exposure.

The second element of the State Elimination Plan is to identify children who may be at risk of lead exposure. The State of Maryland requires testing children at the ages of one and two.

Actions planned to reduce the number of poverty-level families

The 2013-2017 ACS data shows Prince George’s County poverty level is 9.3%. The chart breaks down the total population for whom poverty status is determined based on race and Hispanic or Latino origin, the general population with any disability, and veterans. The Hispanic or Latino population for whom poverty status is determined is 155,904. Of which, 13.3% are living below the poverty level. Of the White population for whom poverty status is determined, 10% are living below the poverty level. The population with the largest population for whom poverty status is determined is the Black or African American population, 565,323. Of which, 8.2% are living below the poverty level. The poverty rate for any persons with a disability is far higher than the County’s rate – 13.8%. Looking at the veteran population for whom poverty status is determined, there are 56,520 veterans. Four percent (2,260/4%) have incomes in the past 12 months below poverty level.

The County and its partners implement a variety of programs 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.

Creating Economic Opportunities for Low- and Very Low-income Persons and Eligible Businesses

In efforts to utilize DHCD's federal programs to maximize economic opportunities for low and very low-income persons, the County Council enacted Council Bill (CB-112-2012)⁷ by adding requirements under Section 3 of the Housing and Urban Development Act of 1968, as amended, generally related to housing and community development. Effective November 20, 2020, DHCD is required to prepare a Section 3 Action Plan as part of its five-year Consolidated Plans and Annual Action Plans. 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, 12 U.S.C. 1701u (Section 3); instead, it is a tool to assist the Department with facilitating its implementation.

The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons.

In order for the Department to comply with the Section 3 Safe Harbor⁸ requirements it shall "to the greatest extent feasible"⁹

1. Certify the Prioritization of Efforts:
 - a) Employment and training opportunities to Section 3 workers; and
 - b) Award contractors and subcontractors that provide economic opportunities for Section 3 workers.

2. Meet or exceed the applicable Section 3 Benchmarks established by Prince George's County:
 - a) Thirty-five percent (35%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and

⁷ December 6, 2012, Prince George's County Maryland Code, Chapter No. 94, Subtitle 15A. Consolidated Housing and Community Development Plan

⁸ September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75.23

⁹ "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, 12 U.S.C. 1701u (Section 3) 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.

- b) Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

DHCD amended the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan by including a Section 3 Action Plan. The County Council and County Executive adopted and approved Council Resolution (CR-15-2016) on May 17, 2016.

The FY 2016 – 2020 Section 3 Action Plan was prepared based on the Section 3 Proposed Rule 24 C.F.R. § 135. DHCD would amend its Section 3 Action Plan whenever HUD finalized the Section 3 regulations to reflect any revisions in the new regulations.

In September 2020, HUD finalized the Section 3 Rule, removed the implementing regulations and added the final regulation 24 C.F.R. § 75. The final rule updated HUD's Section 3 regulations to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamlined reporting requirements by aligning them with typical business practices, provided for program-specific oversight, and clarified the obligations of entities that are covered by Section 3.¹⁰

The DHCD amended its Section 3 Action Plan to reflect the Section 3 Final Rule 24 C.F.R. § 75 regulations. See Appendix D – 2021-2025 DHCD Section 3 Action Plan.

In efforts to ensure the objectives of Section 3 are met in the use of applicable Federal funds in the County, DHCD established the following goals and strategies.

¹⁰ September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75

Section 3 Goals

In efforts to meet or exceed the applicable Section 3 benchmarks established by HUD, DHCD aims to accomplish the following annual goals through its Section 3 projects.

2021 – 2025 Section 3 and Local Benchmarks							
Annual Goal	Source of Funds	County FY Year	Performance Indicators	Number of Labor Hours worked by all Workers	Number of Labor Hours worked by Section 3 Workers	Number of Labor Hours worked by Targeted Section 3 Workers	Percent Met
Meet or exceed the 25% applicable Section 3 Benchmarks established by HUD: 35% of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and 5% of the total number of labor hours worked by all workers on a Section project are Targeted Section 3 workers.	CDBG, HOME, ESG, Section 108, LBPHC and LHRD	2022	Number of labor hours worked				
		2023					
		2024					
		2025					
		MULTI-YEAR GOAL TOTALS					

Strategies to Achieve Section 3 Goals

The DHCD plans to use the following strategies to achieve the Section 3 Benchmarks:

Strategy: DHCD shall require contractors and subcontractors to provide justification for not utilizing Section 3 workers or Targeted Section 3 workers.

Failure to submit these documents shall constitute a breach of contract and may result in termination of the contract.

Strategy: DHCD shall standardize Section 3 requirements in all written agreements with contractors and subcontractors.

Strategy: DHCD shall require sub-recipients to monitor and enforce the DHCD Section 3 Action Plans for Contractors and Subcontractors timely.

Strategy: DHCD shall provide updated DHCD Contractor and Subcontractor with the Section 3 Action Plan and request that sub-recipients provide it to their contractors and subcontractors.

Strategy: DHCD shall provide the sub-recipients, contractors, and subcontractors with a list of Section 3 business concerns interested and qualified for all proposed Section 3 covered projects.¹¹

Strategy: DHCD shall require Section 3 covered sub-recipients to utilize, maintain, and monitor contractors and subcontractors using required documents in the DHCD Section 3 Action Plan for Contractors and Subcontractors.

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.

Failure to submit these documents shall constitute a breach of contract and may result in termination of the contract.

Strategy: DHCD shall include a provision notifying prospective applicants that Section 3 and the regulations in 24 C.F.R. § 75 are applicable to all funding awards during its announcements of notices of funding availability (NOFAs).

Strategy: DHCD shall require prospective applicants of Section 3 Covered projects to demonstrate efforts to reach the Section 3 Goals.

The Department of Housing and Community Development (DHCD) has joined the Prince George's County American Job Center Network¹² partnered with Employ Prince George's, Inc. (EPG) to assist the agency with meeting its Section 3 Safe Harbor requirements. Both agencies have agreed that EPG's Construction Works Program can serve as a valuable tool for job seekers and businesses to connect to DHCD's Section 3 covered projects.

Employ Prince George's Construction Works Program prepares County job seekers with the training that leads to entry to middle-skilled employment opportunities with the high growth-high demand Construction Industry. In addition, this Program connects job seekers with local businesses that participate in the Construction Works Program for employment.

The Program partners with numerous businesses, Prince George's County Public Schools, Prince George's County Community College, private career schools, nontraditional educational

¹¹ Section 3-based Business Concerns Directory for contractors and subcontractors seeking to do business in Prince George's County: <http://www.hud.gov/Sec3Biz>.

¹² Prince George's County American Job Center Network: <http://pgcajc.com>

entities, and Maryland Department of Labor Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers to provide superior construction trades training.

The EPG Construction Works Program will be staffed with a Construction Works Program Coordinator and a Construction Works Program Business Consultant. The Construction Works Program Coordinator will enroll Section 3 job seekers into the Program, provide one-on-one services to help remove barriers to employment, and assist them with achieving their employment goals. In addition, the Construction Works Program Coordinator will partner with the Construction Works Program Business Consultant to connect program graduates with Section 3 business concerns, local businesses that have employment opportunities in the Construction and Real Estate Industries.

Employ Prince George's, Inc. will also help to market the DHCD Section 3 Action Plan for Contractors and Subcontractors by participating in DHCD subrecipient technical assistance workshops, pre-bid and pre-construction conferences.

DHCD will encourage sub-recipients, contractors, and subcontractors to participate in the EPG Construction Works Program to help ensure compliance with the Section 3 Safe Harbor requirements.

Actions planned to develop institutional structure

Cross-cutting Action 2.8 in Housing Opportunity for All helps to increase internal capacity to support implementation of CHS goals and strategies, by assessing the existing delivery systems and organizational structures, and aligning them to support strategy implementation. This effort will be ongoing during the FY 2021-2025 Consolidated Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

Cross-cutting Action 2.1 in Housing Opportunity for All supports cross-departmental coordination and communication. By implementing this action, the County will establish a cross-departmental team to coordinate on housing development and capital improvement and related planning projects, geographic targeting and priorities, evaluating the impact of policies and leveraging cross-sector resources, capacity and tools, including social service providers.

AP-90 Program Specific Requirements – 24 CFR 91.220(l)(1,2,4)

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

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. Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Summary Table.

The following identifies program income that is available for use that is included in projects to be carried out.

The County anticipates it will earn \$557,923.00 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 2024:

- **Housing Rehabilitation Assistance Program (HRAP):** The County anticipates \$442,796.00 in program income will be generated from the Housing Rehabilitation Program.
- **Multi-family, Commercial Loans and Lead Identification Field Testing (LIFT):** The County anticipate receiving \$115,127.00 in program income from the three sources indicated. The county has designated 20% in the amount of \$ 23,025.00 of this program income to be used for CDBG training, staff development, and other program expenses. The remaining (80%) in the amount of \$92,102.00 will be used for eligible affordable housing, economic development, public facilities and infrastructure, planning and administration and public services activities.

1. 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	\$557,923.00
2. 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.	N/A
3. The amount of surplus funds from urban renewal settlements.	N/A
4. 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.	N/A
5. The amount of income from float-funded activities	N/A
Total Program Income	\$557,923.00

Other CDBG Requirements

1. The amount of urgent need activities	N/A
---	-----

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 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.

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

DHCD administers one HOME funded homebuyer program, the Pathway to Purchase Program, which assists income-eligible first-time homebuyers to purchase eligible residential properties by providing homeownership assistance.

The Program offers zero percent (0%) interest, deferred payment of up to the maximum of \$10,000 as needed, for mortgage principal reduction, and/or down payment and/or closing costs. To be eligible, 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.

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 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.

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 applicable deed restrictions and land covenants to enforce the resale restrictions.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) 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.

4. 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 CFR 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.

Emergency Solutions Grant (ESG)

Reference 91.220(l)(4)

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

1. Include written standards for providing ESG assistance (may include as attachment)

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 rehousing 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.
- Compliance with all ESG rules and regulations.

See Appendix E – ESG Written Standards.

2. If 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) which 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, ensure compliance with HUD and other funder requirements and oversees full implementation of the County’s Ten Year Plan to Prevent and End Homelessness.

The CoC is fully compliant with HUD’s requirements for centralized intake and assessment. The CoC operates a 24-hour hotline for calls related to housing instability and homelessness. Entrance to all County emergency shelters, as well as diversion and prevention measures, are accessed through this hotline. The central point of entry allows homeless persons to gain services and shelter without having to navigate several different systems and application procedures. Residents are screened, assessed, and linked to a prevention/diversion program or an appropriate emergency shelter based on gender, family composition, need, and bed availability. This centralized process includes system wide coordinated entry protocols for prioritizing and customizing homeless services based on the identified needs of the individual. These protocols create a prioritization code for all those currently in or entering the system which is used to help determine which response – RRH, Emergency Shelter, Transitional Shelter, or PSH is best suited to the household and will help reduce the time spent in homelessness as well as reducing the cost per successful placement. As part of this approach, the CoC also maintains a registry of all known chronically homeless persons and uses a vulnerability index to prioritize those most in need of long-term subsidies and support. The centralized assessment team meets weekly to review all cases.

3. 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 publicly procured 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, and (4) funds currently available for similarly situated activities.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 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.

5. Describe performance standards for evaluating ESG.

The following describes the performance standards for evaluation the ESG program outcomes in FY 2024:

Street Outreach:

Percent of Individuals that Engage
Percent of Individuals that exit from Street Outreach

Shelter:

Average Length of Stay
Percent of Persons exiting to Permanent Housing
Utilization Rate of Units/Beds Available versus Units/Beds Provided

Rapid Re-Housing:

Percent of Households exiting to Permanent Housing

Homeless Prevention:

Percent of Households which are prevented from becoming Homeless

Coordinated Entry:

Percent of Households placed on the Priorities List
Percent of Households that had Referrals and Events

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 was 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, and the Emergency Solutions Grants (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, 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, 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 specific weaknesses identified through monitoring the 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 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. The file documentation to be maintained on site is specified in the 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, 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, 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 and ESG funds.
- Copies of requests for payment or reimbursement submitted by sub-recipients or their contractors.
- Any records pertaining to monitoring reviews and follow-up.
- Program Management: A tracking system, using a data base compatible with HUD's IDIS software may be used to record the 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 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, 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.
- 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 all programs administered by DHCD 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 1968, as amended.

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 an action plan is requested to cure the concerns/ and or findings.

The following is the proposed on-site monitoring schedule for FY 2024.

Table 12 – Proposed FY 2024 On-Site Monitoring Schedule

Federal Program	Number of Visits	Proposed Month/Year
HOME Development Projects	35	7/1/2023 thru 6/30/2024
HOME CHDOs	2	7/1/2023 thru 6/30/2024
CDBG	20	7/1/2023 thru 6/30/2024
ESG	1	7/1/2023 thru 6/30/2024

Appendices

Appendix A: Modified FY 2021 – 2025 Citizen Participation Plan

Appendix B: Section 108 Loan Pool Summary

Appendix C: Geographic Distribution Maps

Appendix D: 2021-2025 Section 3 Action Plan

Appendix E: ESG-CV Written Standards

Appendix F: Prince George’s County Income Limits

Appendix G: Summary of Public Comments

Appendix H: CDBG PY48R Projects

Appendix A:

Modified FY 2016 – 2020 Citizen Participation Plan

The Prince George's County "Citizen Participation Plan" is a mechanism for managing the development of the County's Consolidated Plan, Annual Action Plan (AAP) and the Consolidated Annual Performance and Evaluation Report (CAPER). Residents, nonprofit organizations, municipalities, and County agencies express their concerns, seek additional County resources and provide suggestions or solutions to address housing and community development needs.

The primary goals for the citizen participation process are:

- To solicit viewpoints and concerns affected by the Consolidated Plan, Annual Action Plan or Consolidated Annual Performance and Evaluation Report;
- To invite participation by persons interested in helping identify needs and development applicable strategies;
- To collect data that accurately describes and quantifies housing and community development needs and to suggest workable solutions; and
- To obtain comments on proposals for allocating resources.

The County ensures citizens have an opportunity to participate throughout the planning process.

Public Notice and Availability

Prince George's County publishes in one or more newspapers a summary of the proposed Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report for public comment. The summary describes the context and purpose of these documents, and sites the locations where copies of the entire document may be examined. Copies are available at government offices, libraries, on the County's website, and by mail upon request.

A reasonable number of free copies of the proposed Consolidated Plan and Annual Action Plan and the draft of the CAPER are made available for citizens and groups of interest upon request. When proposed versions of the Consolidated Plan are released for comment, they are made available for comment for not less than 30 days. The draft CAPER is available for not less than 15 days before submission to the U.S. Department of Housing and Urban Development (HUD).

The final or amended Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report is distributed upon request and to those actively involved in developing these documents. Copies are provided to the local libraries and posted on the County's website.

Access to Records

A list of all projects using CDBG, HOME, ESG, and HOPWA funds is made available upon request. This list includes the sub-recipient's name, allocation amount, a brief description of the activity, and the fiscal year in which the funds were distributed. DHCD maintains records and reports on all activities financed, and upon request, makes these materials available to the public.

Technical Assistance

Prince George's County makes technical assistance available to participating municipalities, non-profits, community groups, special interest groups and to citizens developing proposals for CDBG funding. The Community Planning Development Division and the Housing Development Division can assist with needs identification, proposal concept development, budget development and general program questions by contacting the DHCD at (301) 883-5540.

Public Hearing

Prince George's County holds at least two public hearings on the Consolidated Plan and the Annual Action Plan. DHCD sponsors an informal public hearing, the Housing and Community Development Needs Community Forum, at the beginning of the Consolidated Plan and Annual Action Plan development process. The Forum gives citizens an opportunity to identify and describe needs for consideration, and to provide the scope, urgency and financing requirements for proposals to address those needs. The County Council schedules the second, formal public hearing at the time a proposed Plan is transmitted from the County Executive to them for consideration and adoption.

The time, date, location and subject of the hearings are announced in newspapers of general circulation within the County, notifying the public no less than fourteen (14) days before the hearing. Hearings are held at handicap-accessible sites, convenient to potential and actual beneficiaries. The advertisements include TTY phone numbers so hearing-impaired people can arrange for interpreters at the hearing. Those who need sign language interpretation are requested to contact the Community Planning and Development Division and the Housing Development Division at the phone number in the notice. Non-English speakers can also make arrangements for language translation provided courtesy of a CDBG-supported, nonprofit organization. Interpreted comments are incorporated within the Consolidated Plan and Annual Action Plan as appropriate.

The public notices include instructions on how to receive a free copy of the proposed, final, or amended Consolidated Plan and Annual Action Plan. A minimum of 30 days is provided for comments on each Plan before submission to HUD.

Comments and Complaints

Comments and complaints regarding the Consolidated Plan, Annual Action Plan, or Consolidated Annual Performance and Evaluation Report are accepted through all stages of document preparation until the closing of the formal comment period. Written complaints and comments are referred to the Department of Housing and Community Development (DHCD). DHCD responds to written complaints within 30 days.

Criteria for Amendments to a Plan

Prince George's County revises and submits to HUD, amendments to the final Consolidated Plan or Annual Action Plan whenever a "substantial change" is planned or actual activities require such an amendment. Revised or amended Plans are made available for public comment and the same public notice and 30-day public comment period observed as required under this Citizen Participation Plan. The County Council shall hold a public hearing for public input on any substantial revision or amendment to the Plans, and approve the amendment by resolution pursuant to Section 15A-106 of the County Code.

The Prince George's County Consolidated Plan or Annual Action Plan is only amended for a "substantial change" whenever it makes the following decisions:

- A change in the allocation priorities or a change in the method of distribution of funds;
- The addition of an eligible activity not originally funded or described in the Annual Action Plan;
- A change in the location, description, regulatory reference, national objective citation, and status of an activity originally described in the Annual Action Plan;

- A change in the use of CDBG, Program Income, or ESG funds, exceeding at least \$250,000 from one existing activity to another existing eligible activity in any category within the applicable Program. All activities must have been in an approved Annual Action Plan. The CDBG categories include Affordable Housing, Economic Development, Public Facilities and Infrastructure Improvements, Public Services and Planning and Administration. The ESG categories include Emergency Shelter, Street Outreach, HMIS, Rapid-Rehousing, Homeless Prevention and Administration; and
- A change in the proposed uses of HUD 108 Loan Guarantee and Section 108 Program Income.

Emergency Amendments

In the event of a pandemic, natural disaster, catastrophic occurrence, or the County's receipt of disaster recovery funding, Prince George's County establishes expedited procedures to draft, propose, or amend its Consolidated plans and Annual Action Plans. Where the County need to make a Substantial Amendment to the Consolidated Plan and current Annual Action Plan to address the unforeseen needs of the community. The County will determine the necessary changes, prepare the proposed amendment and provide citizens with reasonable notice of and an opportunity to comment on the proposed amendment.

Pursuant to any published waivers or upon request by the County to HUD for a waiver of the required 30 days public comment, the County will proceed with an expedited process for giving the public reasonable notice and a reasonable opportunity to comment. In such situations, the County will provide a timeframe of no less than 5 days for public comments on a substantial amendment and dictate lesser or no public hearings. The County may choose to suspend the need for in-person public hearings and otherwise meet the public hearing requirements with use of a virtual public hearing if the following conditions are met:

- National/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and
- Virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

The time, date, location and subject of the hearings will be announced in newspapers of general circulation within the County, notifying the public with reasonable advanced notice, as permitted, but no less than 5 days.

However, if HUD dictates a shorter comment period and/or fast turnaround times and lesser (or no) hearings, the County will comply with federal requirements.

Non-Substantial Amendments for CDBG, Program Income and ESG Reprogramming Authorized

The County authorizes a "non-substantial amendment" process for CDBG, Program Income and ESG through the County Department of Housing and Community Development (DHCD) subject to the process, below, when there is a change in the use of CDBG, Program Income and ESG entitlement funds less than a total of \$250,000 in the County's fiscal year [July 1 – June 30], from one existing activity to another existing eligible activity in any category within the applicable program.

Process to Identify Community Development Block Grant (CDBG) Funds for Reprogramming:

The CDBG categories eligible to reprogram funds include Affordable Housing, Economic Development, Public Facilities and Infrastructure Improvements, Public Services, and Planning and Administration. The identification of funds for the purpose of reprogramming includes the following:

- **Voluntary Reprogrammed Funds:** Voluntary reprogramming represents those CDBG funds acquired when the sub-recipient has completed the originally funded activity and the DHCD staff has closed the activity in the HUD Integrated Disbursement and Information System (IDIS). DHCD will take actions pertaining to voluntary reprogramming subject to a sub-recipient's request and/or recommendation. However, when the eligible activity is completed and closed with a remaining balance, this represents funds available for another approved eligible activity. A sub-recipient is not permitted to maintain any portion or a remaining balance for a completed and closed activity.

Under the voluntary reprogramming, the sub-recipient provides written notification to DHCD stating: 1) the project is complete and provides closeout documentation, as required; 2) the remaining balance dollar amount; and 3) a recommendation to reprogram the remaining balance into the CDBG Program to another eligible activity.

- **Involuntary Reprogrammed Funds:** Involuntary reprogramming represents when a CDBG activity is generally flagged as "At Risk", under the HUD IDIS system, when the activity has required no draw down of funds for a year or more. The DHCD will take actions pertaining to involuntary reprogramming subject to the specific circumstances that are consistent with HUD's IDIS system, which is used to provide administrative oversight of each entitlement jurisdiction.

In the case of involuntary reprogramming, the DHCD will issue a written letter specifying a sixty (60) calendar day intensive technical assistance period to the sub-recipient with a copy to the Prince George's County Council. If the intense technical assistance period does not address the deficiency, DHCD will issue a written letter to the sub-recipient stating that funds will be reprogrammed, thirty (30) calendar days from the date of the letter based on the aforementioned "At Risk" condition subject to approval of the Prince George's County Council.

- **Program Income:** Program Income (PI) is defined as the gross income received by the grantee and its sub-recipient directly generated from the use of CDBG funds pursuant to 24 C.F.R. § 570.504. As required, the DHCD's Annual Action Plan lists anticipated CDBG program income each year. As program income is receipted, it is applied to an eligible and funded sub-recipient activity, resulting in "available" entitlement funds. The application of program income does not affect a sub-recipient's original allocation award.

Criteria for Eligible CDBG Activities to Receive Reprogramming Funds:

County approved CDBG activities in prior program years that are eligible to receive reprogrammed funds include Affordable Housing, Economic Development, and Public Facilities and Infrastructure Improvements, Public Services, and Planning and Administration.

These activities must meet one or more of the following conditions:

- 1) must have submitted an application and received an approved funding allocation in a previously approved Annual Action Plan;
 - 2) demonstrates evidence of a need for additional CDBG funding;
 - 3) have a HUD approved environmental review on file;
 - 3) show evidence of being ready to proceed in a timely manner;
- 4) DHCD agrees that the activity meets a **priority** in the approved 2016 – 2020 Consolidated Plan;
or
- 5) DHCD had determined that the recommended activity and sub-recipient demonstrates the ability to expend funds in a timely manner.

Timeframe for Reprogramming

The DHCD may exercise its right to reprogram voluntary and involuntary CDBG, ESG and Program Income funds each during the County fiscal year (July 1 – June 30). These reprogrammed funds will be reported by DHCD in the annual CAPER submitted to HUD.

Reprogramming Notification and Approval Process

DHCD shall place a notice pertaining to the proposed allocations of reprogrammed funds on the DHCD/County's website at least thirty (30) calendar days prior to the proposed actions to be executed by the Director pertaining to reprogrammed funds. The notice shall contain information regarding the proposed reprogramming, including total amount, opportunity to comment and subject to County Council approval.

DHCD shall provide written notification thirty (30) calendar days prior to the proposed actions to be executed by the Director pertaining to reprogrammed funds to the Prince George's County Council, except when the County Council is in recess in August and December, including:

- Identification of where reprogramming funds are transferred from, specifically the program year, sub-recipient's name, project title, remaining balance amount, and the summation of facts pertaining to the DHCD action (i.e. voluntary or involuntary reprogrammed funds or program income).
- Identification of where reprogrammed funds will be transferred to, specifically, the program year, the sub-recipient's name, project title, scope, location, budget, term of performance and amount of reprogrammed funds.

DHCD shall timely provide any public comments or referrals received in response to the proposed reprogramming to the County Council prior to the expiration of the thirty (30) review period.

The County Council shall provide written notification to DHCD prior to the expiration of the thirty (30) calendar days whether the Council approves, disapproves or amends the reprogrammed funds. Failure by the County Council to provide the written notification within the thirty (30) calendar day time period shall be deemed an approval of the proposed reprogramming.

DHCD shall provide written notification of all final actions executed by the Director pertaining to reprogrammed funds to the Prince George's County Council and HUD. In all cases, DHCD shall place a

notice pertaining to the final allocations of reprogrammed funds in three (3) local newspapers and update the DHCD/County's website.

Adoption of the Citizen Participation Plan

Prince George's County makes the Citizen Participation Plan available for public comment for 30 days in conjunction with the distribution of the Consolidated Plan. The Citizen Participation Plan is adopted along with the Consolidated Plan of which it is a part.

Countywide Public Meeting

Public meetings are held to provide information on the Consolidated Plan and to solicit feedback on the data analysis and ideas conceived by the focus groups. The County Council will hold two public hearings, one to obtain comments on the draft document and one to obtain final comments prior to the adoption of the Plan. Summaries of comments received during the development and completion of the Consolidated Plan will be attached.

Public Notices

Flyer and meeting invitations are sent to participants for focus group meetings. Flyers, email announcements, and advertisements in local newspapers are used to advertise the community-wide meetings. Also, DHCD advertises the Consolidated Plan activities on its website, cable television and through radio interview. Notices are posted in all County libraries and community centers.

Appendix B:

Section 108 Loan Pool Summary

Prince George's County's population is growing. This puts a strain on the local housing market and creates a shortage of decent, safe and quality housing that is affordable to very low-income persons. Additionally, the County's housing stock is concentrated in a few price points (rental options are generally priced for households earning between 31 and 80 percent of area median income) and few building types (predominantly single-family housing). Where there are different housing options (e.g., townhomes or larger multi-family buildings), they tend to be clustered in a few areas of the County, primarily inside the Beltway and in the north central areas of the County. The County intends to apply for the maximum amount of Section 108 Loan Guarantee financing under existing authority, approximately \$25 million, to establish a loan pool to support development projects. The County initially intends to use about \$12 to \$14 million of this funding. By leveraging Section 108 financing the County can support mixed-income and mixed-use developments, as well as economic development projects.

The County intends to submit a Generic Application to establish a Loan Pool. A Generic Application identifies a program, targeted areas for concentrated efforts of delivery, Eligible Activities and National Objectives the Loan Pool will fund. The application will enumerate specific Underwriting Guidelines governing credit and risk evaluation. As staff identifies prospective transactions, it will screen projects for compliance with eligibility and conformance to the low-to-moderate risk profile the Section 108 thresholds require. For projects surviving the screening process, staff will assemble an Eligibility Determination that documents program eligibility and credit and submit to the Area Office for approval.

Specifically, the purpose of the Section 108 Loan Pool is to assist with economic, housing, and community development activities in targeted areas. This will foster job creation and community and housing revitalization in these communities. Goals of the Section 108 Loan Pool include acquiring land for redevelopment and directly assisting businesses, nonprofits, and real estate development projects that produce a public benefit. Individual projects are proposed to be evaluated by a loan and investment committee involving County and subrecipient staff, as applicable, led by the County's Department of Housing and Community Development (DHCD). The Section 108 Loan Pool will be leveraged as a tool to bring real estate and community development projects to fruition in the County.

Section 108 National Objectives and Public Benefit Criteria

There are specific National Objectives, as defined by HUD, which this loan pool will address. Title 24 of the U.S. Code of Federal Regulations (CFR), Section 570.208, defines the criteria under which an activity may meet Section 570.200(a)(2), National Objectives. Section 570.200(a)(2) requires that all CDBG activities meet one of three national objectives. These objectives are to: 1) benefit low- and moderate-income families, 2) aid in the prevention or elimination of slums or blight, and 3) meet other urgent community development needs that pose a serious and immediate threat to the health or welfare of the community. Each project funded through the Section 108 Loan Pool will meet one of these National Objectives as detailed in Section 570.208. The primary national objective for Prince George's County's

Section 108 Loan Pool will be the benefit of low- and moderate-income families using the housing occupancy criteria. Use of the urgent need national objective is not anticipated. Section 108 loans will also benefit the public directly and indirectly by allocating funds for redevelopment projects that would not occur in their absence.

Loan Activities

Section 108 funded projects will benefit residents of Prince George's County as they will either provide opportunities for low and moderate-income residents to access permanent residential housing or will permit other economic development activity to take place. Other economic development activity must be targeted either to citizens in a geographic area where at least 51 percent of residents are of low or moderate income or to groups of citizens residing anywhere within the County in which at least 51 percent of beneficiaries are of low or moderate income. The last possible usage of the loan pool is to provide jobs for individuals, of which at least 51 percent of said jobs employ persons of low or moderate income.

The Section 108 Loan Pool is intended to utilize three primary eligible activities:

- Special Economic Development (24 CFR 570.703(i) and 24 CFR 570.203/204)
- Acquisition of Real Property (24 CFR 570.703(a))
- Housing Rehabilitation (24 570.703(h))
- Public Facilities (570. 201(c))

As required by Title 24 of the CFR, Section 570.209, one of the underwriting objectives for the Section 108 Loan Pool is to avoid substituting CDBG funds for non-Federal financial support. Additionally, the creation of Prince George's County's Section 108 Loan Pool will create jobs for low- and moderate-income persons, provide services to a low-income area and/or eliminate conditions of blight in the County. The specific hiring parameters for jobs created or retained through Section 108 funds may not exceed \$50,000 per full-time permanent job created by the CDBG assistance, or \$1,000 per low- and moderate-income person aided by the creation of the activity. The goal of using Section 108 loan pool to lend to businesses that invest in real estate activities is to create net new jobs in County, especially on behalf of individuals meeting the low to moderate income criteria.

Section 108 loans will be used for traditional lending, in addition to short-term financing. An example of the type of loans that the Section 108 Loan Pool may provide is short-term monies dedicated to bridging a financial gap for economic development projects that will utilize local and state investments in the future, but which need immediate assistance in gathering initial financing.

Financial Guarantees, Reporting, and Usage

If the Section 108 Loan Pool is approved, any potential borrowers will be obligated to send quarterly reports to the County detailing job creation resulting from Section 108 Loan Pools. Collateral needed to secure a loan through the Section 108 Loan Pool includes real property assets, personal and/or corporate guarantees, and pledge of future CDBG allocation. However, the County anticipates that all loans, individual and collectively, will be self-supporting. In the event loan pool funds are used to support Public Facilities or infrastructure projects, the County may pledge other assets or income to secure the transaction.

For transactions (primarily economic development projects) subject to the Appropriateness Criteria (24 CFR 570.209), the Eligibility Determinations for individual projects will document conformance to the provisions of Appendix A (24 CFR 570.209(a)) and the Public Benefit standards (24 CFR 570.209(b)). Moreover, the County will establish a “systems” approach regarding delivery. Consequently, staff will set up “subsystems” for marketing, screening, packaging, approving, closing, disbursing and servicing loans.

Figure AP-1. Areas of Racial and Ethnic Minority Concentration

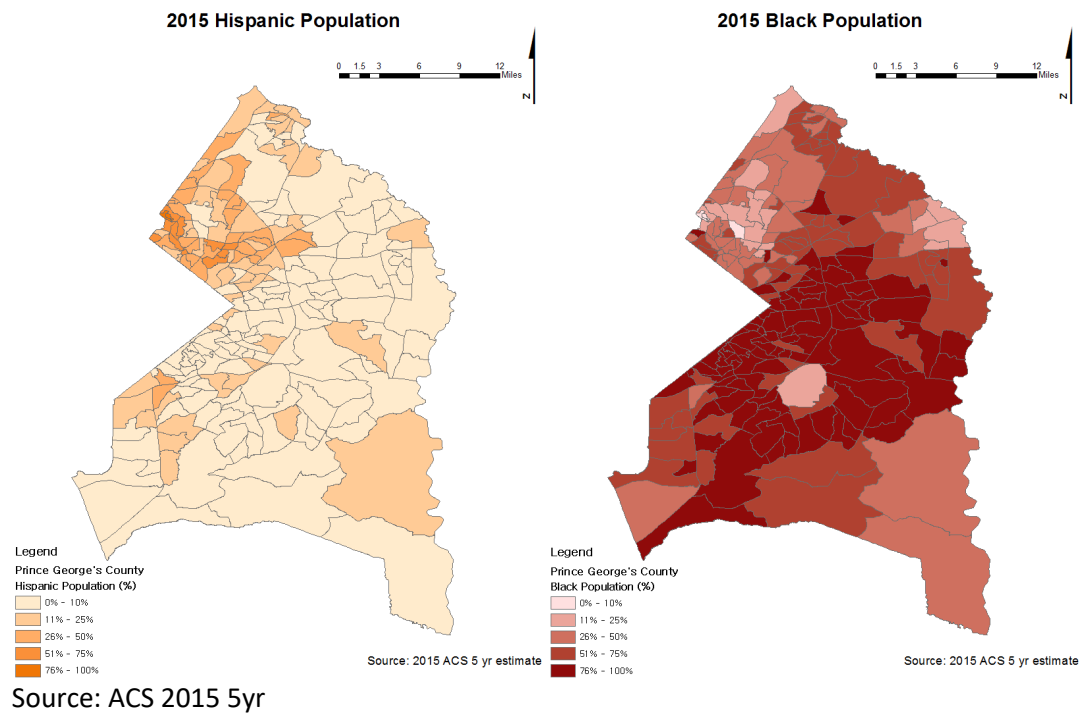


Figure AP-2 Access to jobs, goods, and services, Prince George's County, MD (2016)

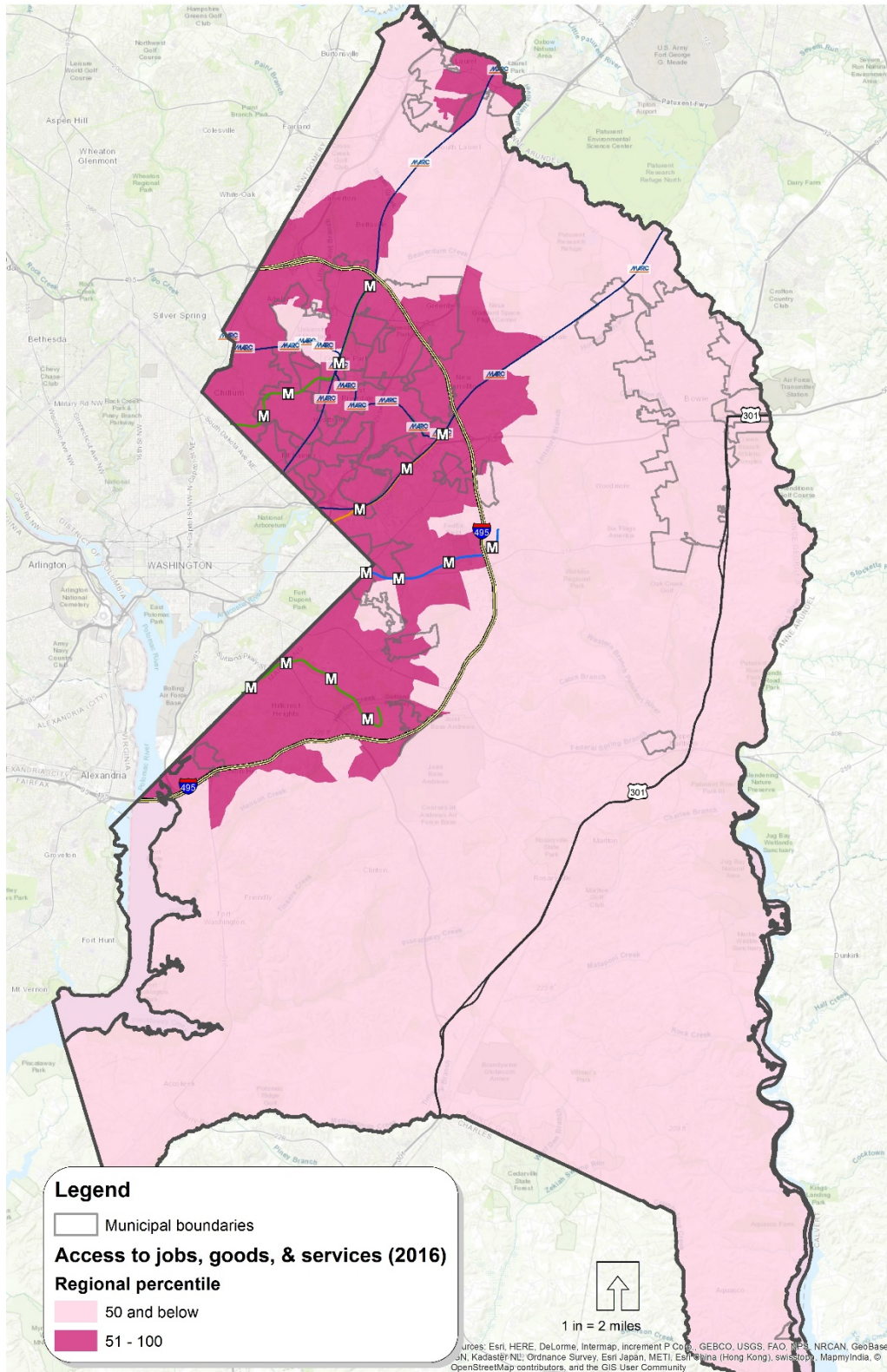


Figure AP-3. Social capital, Prince George's County, MD (2016)

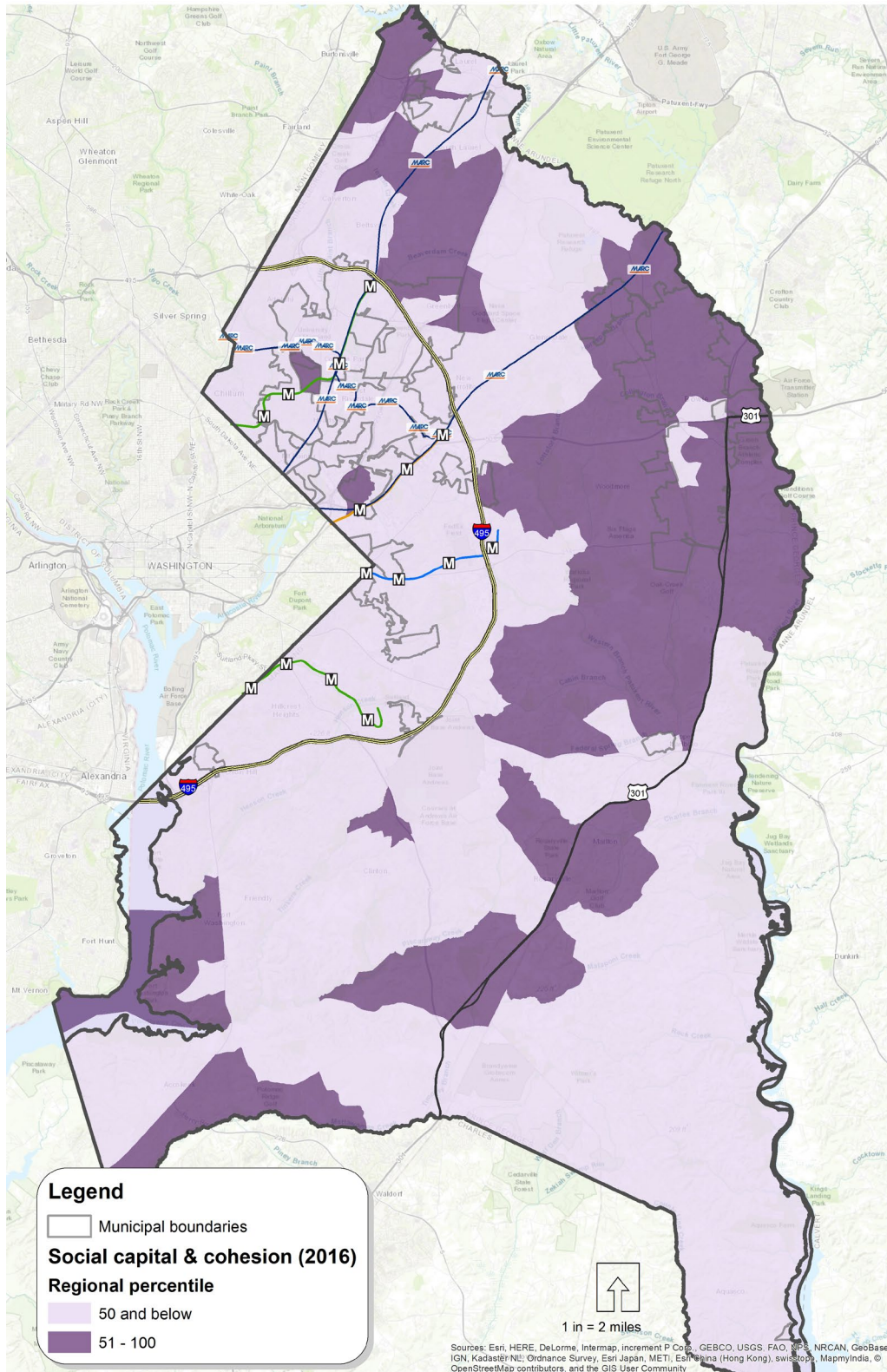


Figure AP-4. Community institutions, Prince George's County, MD (2016)

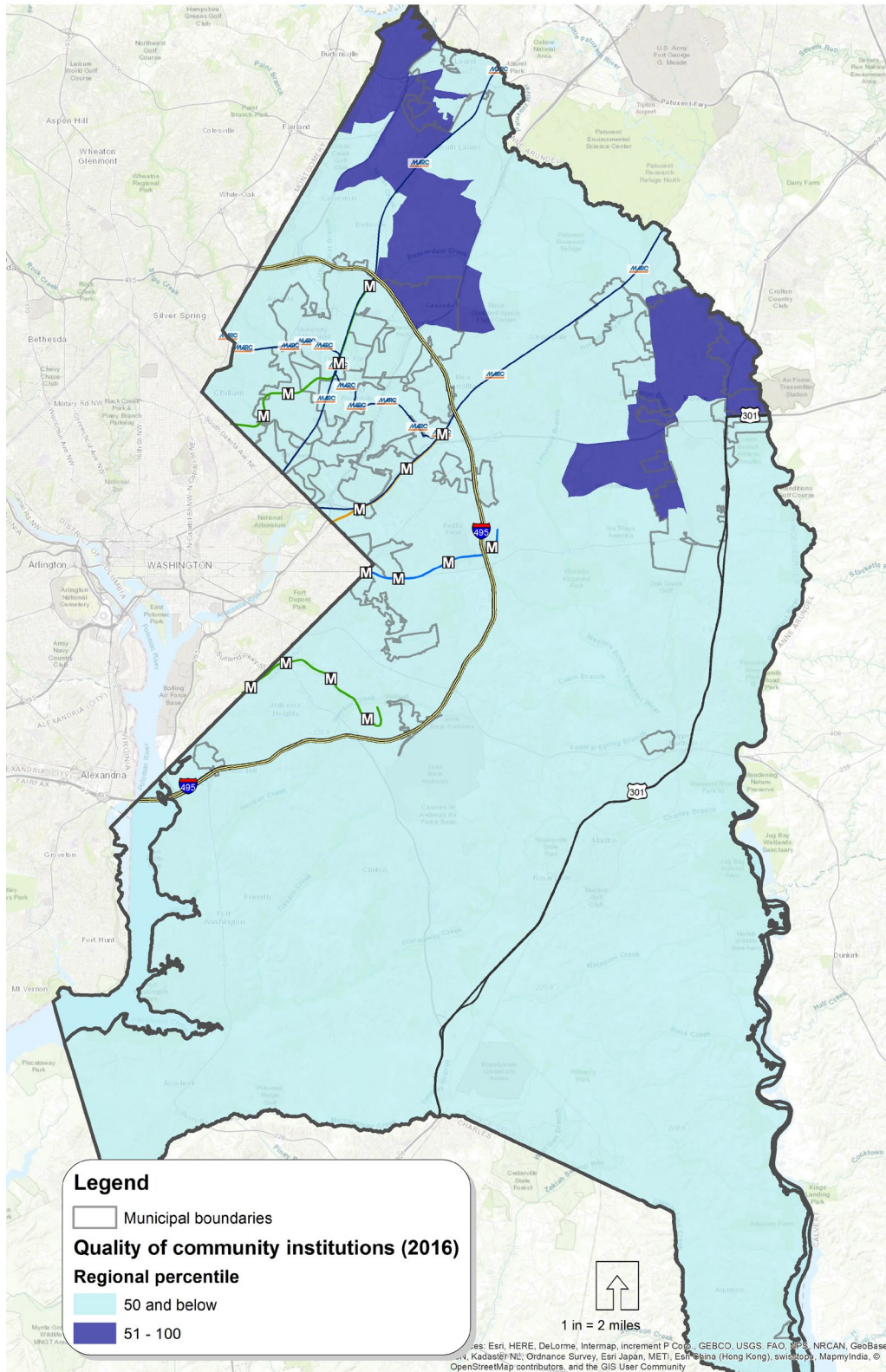


Figure AP-5. Existing and planned transit stops, Prince George's County, MD

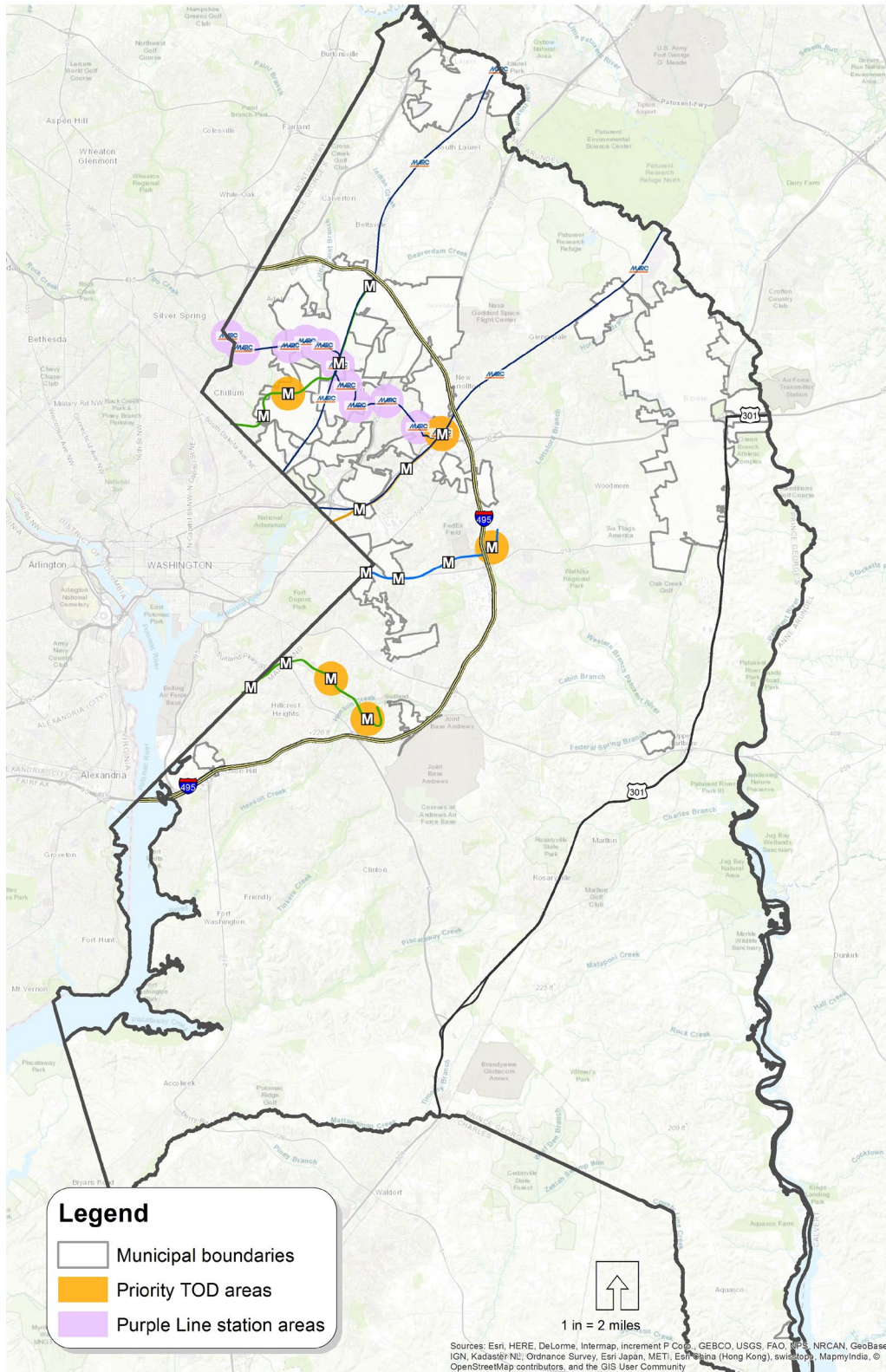
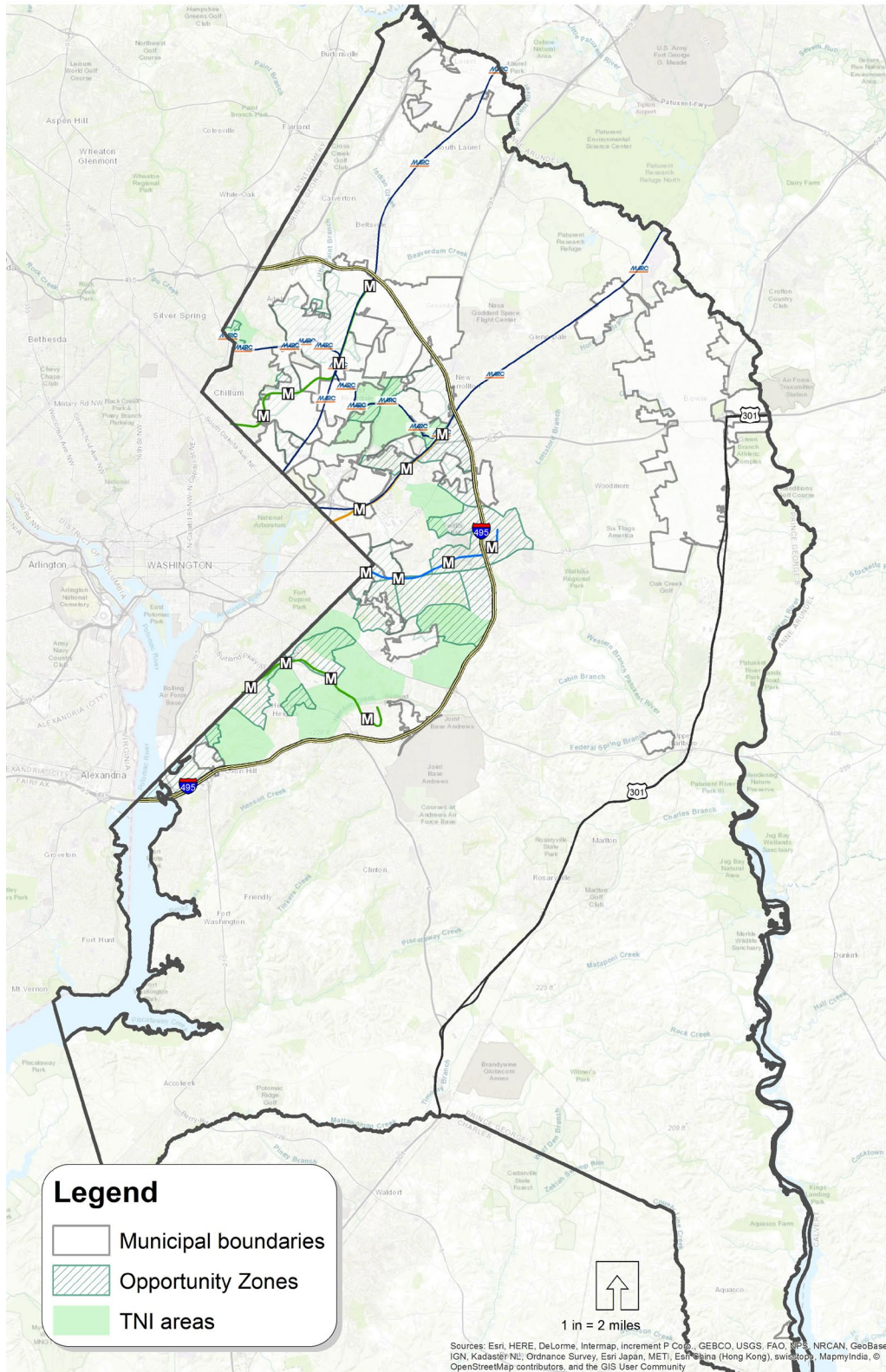


Figure AP-6. Opportunity Zones, Prince George's County, MD





Angela D. Alsobrooks
County Executive



Prince George's County
Department of Housing
& COMMUNITY DEVELOPMENT



Department of Housing and Community Development

Fiscal Year 2021 - 2025

Section 3 Action Plan - Draft

"Creating Economic Opportunities for Low - and Very Low - Income Persons and Eligible Businesses"

Aspasia Xypolia, Director
Tamika Gauvin, Deputy Director

9200 BASIL COURT, SUITE 500
LARGO, MARYLAND 20774
TELEPHONE: (301) 883-5570 OR TDD: (301) 883-5428

www.princegeorgescountymd.gov/908/Housing-Community-Development



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.

TABLE OF CONTENTS

1. Introduction 2

2. FY 2021 – 2025 DHCD Section 3 Action Plan 6

 2.1 DHCD General Policy Statement 7

 2.2 Applicability 8

 2.3 Compliance with Section 3 8

 2.4 Employment and/or Contracting Opportunities 9

 2.5 Section 3 Workers and Targeted Section 3 Workers 9

 2.6 Section 3 Business Concerns 10

 2.7 Responsibilities of DHCD and Sub-recipients 10

 2.8 Section 3 Goals and Strategies 11

 2.9 Employment and Economic Opportunities for Section 3 Workers 13

 2.10 Monitoring 14

 2.11 Section 3 Reporting Requirements 15

 2.12 Section 3 Workers or Section 3 Business Complaints 15

Attachment: 16

DHCD Contractor and Subcontractor Section 3 Action Plan 16

- Exhibit A: General Statement 16
- Exhibit A-1: Equal Employment Opportunity Agreement 16
- Exhibit A-2: Program Assurance of Compliance 16
- Exhibit A-3: Estimated Project Workforce Breakdown 16
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown 16
- Exhibit A-5: Actual Contracts/Subcontracts Breakdown 16
- Exhibit A-6: Section 3 Business Concern Utilization 16
- Exhibit A-7: Section 3 Summary Report 16
- Exhibit A-8: Section 3 Projects Income Limits 16
- Exhibit A-9: Section 3 Flyers 16
- Exhibit B: Regulatory Definitions 16
- Exhibit C: Helpful Links 16

1. Introduction

Prince George’s County is qualified as an urban county entitled to receive grant funds from three (3) federal programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG). Entitlement funds are appropriated by the U.S. Congress each year and distributed on a formula basis to local and state jurisdictions.

The Prince George’s County Department of Housing and Community Development (DHCD) is the lead agency responsible for administering the following federal programs: CDBG, HOME, and ESG. The annual apportionment of the U.S. Department of Housing and Urban Development (HUD) funds received each fiscal year is approximately \$9 million and provides housing and community development assistance to primarily low- and very low-income residents of the County. A significant portion of these funds are used to carry out housing rehabilitation, housing construction, and public facilities and infrastructure projects. Whenever the total amount of HUD financial assistance provided to a project exceeds \$200,000 dollars the project is defined by HUD as “Section 3” covered project.¹

The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons.

In order for the Department to comply with the Section 3 Safe Harbor² requirements it shall “to the greatest extent feasible”³

1. Certify the Prioritization of Efforts:
 - a) Employment and training opportunities to Section 3 workers; and
 - b) Award contractors and subcontractors that provide economic opportunities for Section 3 workers.

2. Meet or exceed the applicable Section 3 Benchmarks established by Prince George’s County:

- a) **Thirty-five percent (35%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and**

¹ September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75.3(2)

² September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75.23

³ “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, 12 U.S.C. 1701u (Section 3) 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.

- b) Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

The HUD Office of Fair Housing and Equal Opportunity (FHEO) is charged with oversight and monitoring of Section 3 compliance for recipients of covered funding. In accordance with Section 3 guidelines at 24 C.F.R. § 75, DHCD will report annually Section 3 activities using HUD's Integrated Disbursement and Information System (IDIS)/Consolidated Performance Evaluation Report (CAPER). Section 3 businesses are required to self-certify through HUD's Section 3 Performance Evaluation and Registry System (SPEARS) so that local recipients can notify them about the availability of HUD-funded contracting opportunities.

In efforts to utilize DHCD's federal programs to maximize economic opportunities for low and very low-income persons, the County Council enacted Council Bill (CB-112-2012)⁴ by adding requirements under Section 3 of the Housing and Urban Development Act of 1968, as amended, generally related to housing and community development. Effective November 20, 2012, DHCD is required to prepare a Section 3 Action Plan as part of its five-year Consolidated Plans and Annual Action Plans. 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, 12 U.S.C. 1701u (Section 3); instead, it is a tool to assist the Department with facilitating its implementation.

DHCD amended the FY 2016 – 2020 Consolidated Plan and FY 2016 Annual Action Plan by including a Section 3 Action Plan. The County Council and County Executive adopted and approved Council Resolution (CR-15-2016) on May 17, 2016.

The FY 2016 – 2020 Section 3 Action Plan was prepared based on the Section 3 Proposed Rule 24 C.F.R. § 135. DHCD would amend its Section 3 Action Plan whenever HUD finalized the Section 3 regulations to reflect any revisions in the new regulations.

In September 2020, HUD finalized the Section 3 Rule, removed the implementing regulations and added the final regulation 24 C.F.R. § 75. The final rule updated HUD's Section 3 regulations to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamlined reporting requirements by aligning them with typical business practices, provided for program-specific oversight, and clarified the obligations of entities that are covered by Section 3.⁵

The DHCD must implement Section 3 activities pursuant to these final regulations and comply with the reporting requirements starting July 1, 2021. The following is a comparison of the

⁴ December 6, 2012, Prince George's County Maryland Code, Chapter No. 94, Subtitle 15A. Consolidated Housing and Community Development Plan

⁵ September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75

implementing regulations versus the final regulation 24 C.F.R. § 75 and the HUD established Section 3 benchmarks under Federal Register notice (FR-6085-N-04)⁶.

<p>DHCD 2016 - 2020 Section 3 Action Plan Section 3 Proposed Rule 24 C.F.R. § 135</p>	<p>DHCD 2021 - 2025 Section 3 Action Plan Section 3 Final Rule 24 C.F.R. § 75 and Section 3 Benchmarks in FR-6085-N-04</p>
<p>Threshold for Section 3 Covered Project</p> <p>The recipient, contractor and subcontractor of housing and community development assistance for a Section 3 covered project for which the amount of assistance exceeds \$200,000.</p> <p>In addition to the above threshold requirement, Section 3 applies to contractors or subcontractors with an agreement in excess of \$100,000 from HUD funds.</p>	<p>Threshold Section 3 Covered Project</p> <p>Section 3 applies to all construction related activities when the total amount of HUD financial assistance to the project exceeds a \$200,000 threshold.</p> <p>In addition to the above threshold requirement, the threshold is \$100,000 where the assistance is from the Lead Hazard Control and Healthy Homes program.</p>
<p>HUD Numerical Goals:</p> <ol style="list-style-type: none"> 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 projects for building trades work; and 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. 	<p>Section 3 Safe Harbor Requirements:</p> <ol style="list-style-type: none"> 1. Certify that the County followed the following Prioritization Efforts: <ol style="list-style-type: none"> a. Provide employment and training opportunities to Section 3 workers; and b. Award contractors and subcontractors that provide economic opportunities for Section 3 workers. 2. Meet or exceed the applicable Section 3 Benchmarks established by Prince George’s County: <ol style="list-style-type: none"> a. 35% or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and b. 5% of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

⁶ <https://www.federalregister.gov/documents/2020/09/29/2020-19183/section-3-benchmarks-for-creating-economic-opportunities-for-low--and-very-low-income-persons-and>

<p>DHCD 2016 - 2020 Section 3 Action Plan Section 3 Proposed Rule 24 C.F.R. § 135</p>	<p>DHCD 2021 - 2025 Section 3 Action Plan Section 3 Final Rule 24 C.F.R. § 75 and Section 3 Benchmarks in FR-6085-N-04</p>
<p>Section 3 Residents:</p> <ol style="list-style-type: none"> 1. Individuals who reside in public housing; 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. 	<p>Section 3 Workers:</p> <p>Any worker who currently fits or when hired within the past 5 years fit at least one of the following categories:</p> <ol style="list-style-type: none"> 1. The worker’s income for the previous or annualized calendar year is below the income limit established by HUD; or 2. The worker is employed by a Section 3 business concern; or 3. The worker is a YouthBuild participant. <p>The status of a Section 3 worker shall not be negatively affected by prior arrest or conviction.</p>
	<p>Targeted Section 3 Workers:</p> <p>A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker residing within a one-mile radius of the Section 3 project who is:</p> <ol style="list-style-type: none"> 1. A worker employed by a Section 3 business concern; or 2. A worker who currently fits or when hired fit at least one of the following categories: <ol style="list-style-type: none"> a. Living within the service area or the neighborhood of the project; or b. A YouthBuild participant.
<p>Section 3 Business Concerns:</p> <ol style="list-style-type: none"> 1. Businesses owned by 51% or more Section 3 residents; or 	<p>Section 3 Business Concerns:</p>

DHCD 2016 - 2020 Section 3 Action Plan Section 3 Proposed Rule 24 C.F.R. § 135	DHCD 2021 - 2025 Section 3 Action Plan Section 3 Final Rule 24 C.F.R. § 75 and Section 3 Benchmarks in FR-6085-N-04
<p>2. Businesses with at least 30% permanent, full-time employees of whom are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents; or</p> <p>3. Businesses providing evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns and meeting qualifications in items (1) or (2).</p>	<p>A business concern meeting at least one of the following criteria, documented within the last six-month period:</p> <ol style="list-style-type: none"> 1. It is at least 51% owned and controlled by low- and very low-income persons; or 2. Over 75% of the labor hours performed for the business over the three-month period are performed by Section 3 workers or; 3. It is a business at least 51% owned and controlled by current public housing residents or residents who currently living in Section 8-assisted housing.
Section 3 Reporting	Section 3 Reporting
The Grantee submits Section 3 Summary Reports annually to HUD electronically through SPEARS.	The Grantee submits annually Section 3 activities using HUD’s IDIS/CAPER.

The DHCD amended its Section 3 Action Plan to reflect the Section 3 Final Rule 24 C.F.R. § 75 regulations. Once the FY 2021–2025 Section 3 Action Plan is approved by the County Council and County Executive, DHCD will incorporate its Section 3 Action Plan in its FY 2021 -2025 Consolidated Plan and Annual Action Plans covering FY 2022 – 2025.

2. FY 2021 – 2025 DHCD Section 3 Action Plan

The Section 3 Action Plan outlines the Department’s policies and procedures, ensuring that both low- and very low-income persons and local businesses benefit from this resource.

The Department’s Section 3 Action Plan describes Federal requirements (i.e., responsibilities, goals and strategies, reporting, and monitoring) pertaining to DHCD.

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 the DHCD Section 3 Action Plan for Contractors and Subcontractors to assist awardees in achieving their Section 3 employment and contracting goals.

Collaborative Opportunities

In April 2021, DHCD partnered with Employ Prince George’s, Inc. (EPG). This partnership aims to assist the agency with meeting its Section 3 Safe Harbor requirements and strengthens the employment and contracting outreach strategies targeted for Section 3 residents and businesses. This employment and economic opportunities partnership will help to reinforce the County’s “best efforts” for meeting the applicable Section 3 benchmarks established by HUD.

2.1 DHCD General Policy Statement

DHCD implements its Section 3 Policy to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and implementing regulations at 24 C.F.R. § 75.

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 of projects related to housing rehabilitation, housing construction, and other public construction implemented with housing and community development assistance.

The following is a general description of DHCD programs which may include 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.) benefitting primarily low and very low-income persons.⁷
- HOME Investment Partnerships (HOME) - the HOME Program is designed to create affordable housing for low and very low-income 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 be used as

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

emergency shelter for homeless families and individuals, and operating emergency shelters.⁹

- Section 108 Loan Guarantee Program (Section 108) – The County is applying to HUD to establish a Section 108 Loan Guarantee Pool to support housing rehabilitation, economic development, and mixed-use and mixed-income housing development. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Local governments may borrow funds, guaranteed by HUD, through the Section 108 program and must pledge current and future CDBG allocations as security for the loan.¹⁰
- 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.¹¹ Currently, DHCD does not receive any of these funds.

2.2 Applicability

Section 3 applies to housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of HUD financial assistance to the project exceeds a threshold of \$200,000. The threshold is \$100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs. HUD will update the threshold not less than once every five (5) years based on a national construction cost inflation factor through Federal Register notices.

Section 3 covered projects may include water and sewer repairs, roads, bridges or enhancements to business facades in low to moderate-income communities. The project site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.

2.3 Compliance with Section 3

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.

⁹ December 5, 2011, ESG Final Rule 24 C.F.R. § 576

¹⁰ December 15, 2015, CDBG Interim Final Rule 24 C.F.R. § 570

¹¹ June 21, 2004 Lead-Based Paint Poisoning Prevention in Certain Residential Structures Final Rule 24 C.F.R. § 35

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.

2.4 Employment and/or Contracting Opportunities

Any employment or contracting opportunities generated by the expenditure of a Section 3 covered project, including professional services, and construction, are subject to compliance with Section 3. Professional services mean non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, architectural services, and civil engineering services. The chart below lists other examples of employment opportunities.

Examples of Employment and/or 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

2.5 Section 3 Workers and Targeted Section 3 Workers

The application of the Section 3 provision¹² is designed to benefit both local citizens and business concerns. The regulations define both groups as follows:

Section 3 Workers:

Any worker who currently fits or when hired within the past five (5) years fit at least one (1) of the following categories:

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD; or
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

¹² September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75.5

The status of a Section 3 worker shall not be negatively affected by prior arrest or conviction.

Targeted Section 3 Workers:

A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker residing within a one-mile radius of the Section 3 project who is:

1. A worker employed by a Section 3 business concern; or
2. A worker who currently fits or when hired fit at least one of the following categories:
 - Living within the service area or the neighborhood of the project; or
 - A YouthBuild participant.

2.6 Section 3 Business Concerns

A business is considered Section 3 business concern if it meets at least one (1) of the following criteria, documented within the last six-month period:

1. It is at least 51 percent (51%) owned and controlled by low- or very-low-income persons; or
2. Can demonstrate that over 75 percent (75%) of the labor hours performed for the business over the three-month period are performed by Section 3 workers; or
3. It is a business at least 51 percent (51%) owned and controlled by current public housing residents or residents who currently living in Section 8-assisted housing.

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 business¹³ by completing a HUD Section 3 Business Registry Form.¹⁴ The contractor or subcontractor shall provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

2.7 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, Section 108, LBPHC, and LHRD bear the responsibility to comply with Section 3 covered assistance. Responsibilities include:

¹³ September 29, 2020, Section 3 Final Rule 24 C.F.R. § 75.5

¹⁴ This form is available online at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome>.

1. Notifying Section 3 residents about employment and training opportunities and businesses regarding contracts generated by Section 3 covered assistance;
2. Notifying potential contractors and subcontractors of the Section 3 objectives and ways in which each contractor can assist the sub-recipient to meet Section 3 benchmark; and
3. 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 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. Conduct compliance reviews consisting of detailed analysis and evaluation of the contractor's and subcontractor's compliance with Section 3 requirements;
3. Notify contractors and subcontractors of non-compliance and direct instructions to obtaining compliance of regulation 24 C.F.R. § 75;
4. Refrain from entering into contracts with contractors or subcontractors in violation of the regulations 24 C.F.R. § 75; and
5. Respond to complaints alleging non-compliance of regulation 24 C.F.R. § 75 by Section 3 residents or business concerns.

2.8 Section 3 Goals and Strategies

In efforts to ensure the objectives of Section 3 are met in the use of applicable Federal funds in the County, DHCD established the following goals and strategies.

Section 3 Goals

In efforts to meet or exceed the applicable Section 3 benchmarks established by HUD, DHCD aims to accomplish the following annual goals through its Section 3 projects.

2021 – 2025 Section 3 and Local Benchmarks							
Annual Goal	Source of Funds	County FY Year	Performance Indicators	Number of Labor Hours worked by all Workers	Number of Labor Hours worked by Section 3 Workers	Number of Labor Hours worked by Targeted Section 3 Workers	Percent Met
Meet or exceed the 25% applicable Section 3 Benchmarks established by HUD: 35% of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and 5% of the total number of labor hours worked by all workers on a Section project are Targeted Section 3 workers.	CDBG, HOME, ESG, Section 108, LBPHC and LHRD	2022	Number of labor hours worked				
		2023					
		2024					
		2025					
		MULTI-YEAR GOAL TOTALS					

Strategies to Achieve Section 3 Goals

The DHCD plans to use the following strategies to achieve the Section 3 Benchmarks:

Strategy: DHCD shall require contractors and subcontractors to provide justification for not utilizing Section 3 workers or Targeted Section 3 workers.

Failure to submit these documents shall constitute a breach of contract and may result in termination of the contract.

Strategy: DHCD shall standardize Section 3 requirements in all written agreements with contractors and subcontractors.

Strategy: DHCD shall require sub-recipients to monitor and enforce the DHCD Section 3 Action Plans for Contractors and Subcontractors timely.

Strategy: DHCD shall provide updated DHCD Contractor and Subcontractor with the Section 3 Action Plan and request that sub-recipients provide it to their contractors and subcontractors.

Strategy: DHCD shall provide the sub-recipients, contractors, and subcontractors with a list of Section 3 business concerns interested and qualified for all proposed Section 3 covered projects.¹⁵

Strategy: DHCD shall require Section 3 covered sub-recipients to utilize, maintain, and monitor contractors and subcontractors using required documents in the DHCD Section 3 Action Plan for Contractors and Subcontractors.

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.

Failure to submit these documents shall constitute a breach of contract and may result in termination of the contract.

Strategy: DHCD shall include a provision notifying prospective applicants that Section 3 and the regulations in 24 C.F.R. § 75 are applicable to all funding awards during its announcements of notices of funding availability (NOFAs).

Strategy: DHCD shall require prospective applicants of Section 3 Covered projects to demonstrate efforts to reach the Section 3 Goals.

2.9 Employment and Economic Opportunities for Section 3 Workers

The Department of Housing and Community Development (DHCD) has joined the Prince George's County American Job Center Network¹⁶ partnered with Employ Prince George's, Inc. (EPG) to assist the agency with meeting its Section 3 Safe Harbor requirements. Both agencies have agreed that EPG's Construction Works Program can serve as a valuable tool for job seekers and businesses to connect to DHCD's Section 3 covered projects.

Employ Prince George's Construction Works Program prepares County job seekers with the training that leads to entry to middle-skilled employment opportunities with the high growth-high demand Construction Industry. In addition, this Program connects job seekers with local businesses that participate in the Construction Works Program for employment.

¹⁵ Section 3-based Business Concerns Directory for contractors and subcontractors seeking to do business in Prince George's County: <http://www.hud.gov/Sec3Biz>.

¹⁶ Prince George's County American Job Center Network: <http://pgcajc.com>

The Program partners with numerous businesses, Prince George’s County Public Schools, Prince George’s County Community College, private career schools, nontraditional educational entities, and Maryland Department of Labor Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers to provide superior construction trades training.

The EPG Construction Works Program will be staffed with a Construction Works Program Coordinator and a Construction Works Program Business Consultant. The Construction Works Program Coordinator will enroll Section 3 job seekers into the Program, provide one-on-one services to help remove barriers to employment, and assist them with achieving their employment goals. In addition, the Construction Works Program Coordinator will partner with the Construction Works Program Business Consultant to connect program graduates with Section 3 business concerns, local businesses that have employment opportunities in the Construction and Real Estate Industries.

Employ Prince George’s, Inc. will also help to market the DHCD Section 3 Action Plan for Contractors and Subcontractors by participating in DHCD subrecipient technical assistance workshops, pre-bid and pre-construction conferences.

DHCD will encourage sub-recipients, contractors, and subcontractors to participate in the EPG Construction Works Program to help ensure compliance with the Section 3 Safe Harbor requirements.

2.10 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 and participants’ 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-recipients, contractors, and subcontractors 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 and regulatory program requirements for which sanctions or other corrective actions are authorized. Failure to comply could result in a recovery of HUD funds.

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 goals for employment and contracting opportunities;
- If the sub-recipient provided an explanation if the contractors and subcontractors failed to meet the goals for Section 3; and
- If the sub-recipient’s annual Section 3 reporting requirements were met on a timely basis.

2.11 Section 3 Reporting Requirements

The DHCD is required to report annually Section 3 activities using HUD’s Integrated Disbursement and Information System (IDIS)/Consolidated Performance Evaluation Report (CAPER). The CAPER highlights DHCD’s achievements in providing decent housing, suitable living environments, and expanding economic opportunities for low to moderate-income residents. The CAPER is due to HUD sixty (60) days after the program year ends. DHCD’s CAPER’s is due at the end of September each year.

The IDIS Section 3 report in the CAPER will correspond to the covered projects and activities that received Federal funding (i.e., CDBG, HOME, ESG, Section 108, etc.). Projects for which assistance or funds are committed after July 1, 2020, are subject to the new Section 3 regulations. The DHCD will include a summary of the Section 3 Summary Report(s) in its CAPERs.

2.12 Section 3 Workers or Section 3 Business Complaints

Any Section 3 workers 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

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: Senior Compliance Officer
Prince George's County Department of Housing and Community Development
9200 Basil Court, Suite 500
Largo, Maryland 20774

(301) 883-5531

Attachment:**DHCD Contractor and Subcontractor Section 3 Action Plan**

- Exhibit A: General Statement
- Exhibit A-1: Equal Employment Opportunity Agreement
- Exhibit A-2: Program Assurance of Compliance
- Exhibit A-3: Estimated Project Workforce Breakdown
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown
- Exhibit A-5: Actual Contracts/Subcontracts Breakdown
- Exhibit A-6: Section 3 Business Concern Utilization
- Exhibit A-7: Section 3 Summary Report
- Exhibit A-8: Section 3 Projects Income Limits
- Exhibit A-9: Section 3 Flyers
- Exhibit B: Regulatory Definitions
- Exhibit C: Helpful Links



Angela D. Alsobrooks
County Executive



Aspasia Xypolia
Director

PRINCE GEORGE'S COUNTY, MARYLAND

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT SECTION 3 ACTION PLAN FOR CONTRACTORS AND SUBCONTRACTORS

DRAFT

NAME OF CONTRACTOR: _____

NAME OF SUB-RECIPIENT: _____

PROJECT NAME: _____

PROJECT IDIS NO: _____



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.

Draft: 8/16/2021

Introduction

The Prince George's County Department of Housing and Community Development (DHCD) is the lead agency responsible for administering the following federal programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Solutions Grants (ESG)
- Section 108 Loan Guarantee Program (Section 108)
- Lead-Based Paint Hazard Control Grant Program (LBPHC) and Lead Hazard Reduction Demonstration Grant Program (LHRD)

These federal funds are allocated by the U.S. Department of Housing and Urban Development (HUD) and provide housing and housing and community development assistance to primarily low and very low-income residents of Prince George's County. A significant portion of these federal funds are used to carry out housing rehabilitation, housing construction, and other public construction projects. Whenever the total amount of HUD financial assistance to a project exceeds a threshold of \$200,000 dollars it is defined by HUD as a "Section 3" covered project. The threshold is \$100,000 when the assistance is from the LBPHC and LHRD programs.

The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low and very low-income persons.

The DHCD will be considered to have complied with the Section 3 Safe Harbor requirements if "to the greatest extent feasible" each Section 3 covered project is able to:

1. Certify the Prioritization of Efforts:
 - a) Employment and training opportunities to Section 3 workers; and
 - b) Award contractors and subcontractors that provide economic opportunities for Section 3 workers.
2. Meet or exceed the applicable Section 3 Benchmarks established by HUD:
 - a) Thirty-five percent (35%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
 - b) Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

Section 3 covered projects include housing rehabilitation, housing construction, and other public construction such as infrastructure related projects. These projects may include water and sewer repairs, roads, bridges or enhancements to business facades in low to moderate-income communities. The project site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.

Section 3 is not applicable when program funds are invested in direct assistance to homebuyers, acquisition, and administration, because these are not construction activities.

In efforts to utilize DHCD's federal programs to maximize economic opportunities for low and very low-income persons, the contractor and subcontractor are required to prepare a Section 3 Action Plan.

The DHCD has joined the Prince George's County American Job Center Network, partnered with Employ Prince George's, Inc. (EPG) to assist the agency with meeting its Section 3 Safe Harbor requirements. Both agencies have agreed that EPG's Construction Work Program can serve as a valuable tool for job seekers and businesses to connect to DHCD's Section 3 covered projects.

Employ Prince George's Construction Works Program prepares County job seekers with the training that leads to entry to middle-skilled employment opportunities with the high growth-high demand Construction Industry. In addition, this Program connects job seekers with local businesses that participate in the Construction Work Program for employment.

DHCD encourages sub-recipients, contractors, and subcontractors to participate in the EPG Construction Work Program to help ensure compliance with the Section 3 Safe Harbor requirements. Please contact EPG Construction Work Program at:

Employ Prince George's Construction Work Program:

1801 McCormick Drive, Suite 400

Largo, MD 20744

301-618-8400

Contact info for employers/contractors: BusinessServices@co.pg.md.us

Contact info for job seekers: wsd@co.pg.md.us

The following outlines the contents of the Contractor and Subcontractor Section 3 Action Plan.

Exhibit A: General Statement

- Exhibit A-1: Equal Employment Opportunity Agreement
- Exhibit A-2: Program Assurance of Compliance
- Exhibit A-3: Estimated Project Workforce Breakdown
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown
- Exhibit A-5: Actual Contracts/Subcontracts Breakdown
- Exhibit A-6: Section 3 Business Concern Utilization
- Exhibit A-7: Section 3 Summary Report
- Exhibit A-8: Section 3 Projects Income Limits
- Exhibit A-9: Section 3 Flyers

Exhibit B: Regulatory Definitions

Exhibit C: Helpful Links

EXHIBIT A

General Statement:

_____, as the contractor is committed to comply with the Section 3 regulations (24 C.F.R. § 75). It is our desire to work together to ensure compliance to the “greatest extent feasible”, through awarding of contracts for work and services to Section 3 Business Concerns, and to provide employment and training to Section 3 Workers. All subcontractors interested in submitting bids for contracts will be informed of the Section 3 requirements and goals.

Section 3 Goals:

The _____ will be considered to have complied with the Section 3 Safe Harbor requirements if “to the greatest extent feasible” they:

- 3. Certify the Prioritization of Efforts:
 - c) Employment and training opportunities to Section 3 workers; and
 - d) Award contractors and subcontractors that provide economic opportunities for Section 3 workers.
- 4. Meet or exceed the applicable Section 3 Benchmarks established by HUD:
 - c) Thirty-five percent (35%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
 - d) Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

Outreach:

We are committed to conduct an aggressive outreach campaign to make Section 3 Business Concerns and Section 3 Workers aware of contracting and hiring opportunities in connection with this Section 3 Covered Project. Efforts will include, but not limited to, publication of opportunities in the local newspapers, use of signage at the project site, flyers posted in the neighborhood, and surrounding areas, notification of local housing authorities, employment agencies, and local YouthBuild chapters.

Section 3 Covered Project Neighborhood Area:

Attachments:

The following attachments are incorporated into and made a part of this Section 3 Action Plan:

- ____ Exhibit A-1: 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

We agree to provide to the Department of Housing and Community Development the following documentations as soon as the information is available:

- Exhibit A-5: Actual Project Workforce Breakdown
- Exhibit A-6: Section 3 Business Utilization
- Exhibit A-7: DHCD Section 3 Summary Report
- Evidence of Outreach to Solicit Bids from Section 3 Business Concerns

Date: _____

Contractor: _____

(Print Name and Title)

Signature of Contractor: _____

**PRINCE GEORGE'S COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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")

(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 who employ low and very low-income persons with contract opportunities.
- (3) I understand that failure to carry out the requirements position out herein shall 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 75, 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 75. 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 75 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 75, 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 75.

(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 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

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
LOW- AND VERY LOW-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 75 (published in 85 Federal Register 61562, September 29, 2020), 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 75.27 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 75, 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 75.

Date _____

(Contractor)

(Contractor's Mailing Address)

BY _____
(Authorized Official Signature)

EXHIBIT A-3

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 WORKER	NUMBER OF POSITIONS TO BE FILLED WITH A SECTION 3 TARGETED WORKER
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					

Company: _____ Project IDIS No: _____

Persons Completing Form: _____ Project Name: _____

EXHIBIT A-4

PROPOSED CONTRACTS/SUBCONTRACTS BREAKDOWN

TYPE OF CONTRACT (BUSINESS OR PROFESSIONAL)	TOTAL NO.	TOTAL APPROX. DOLLAR AMOUNT	ESTIMATED NO. OF CONTRACTS TO SECTION 3 BUSINESS CONCERNS	ESTIMATED DOLLAR AMOUNT TO SECTION 3 BUSINESS CONCERNS

Company: _____ Project IDIS No: _____

Persons Completing Form: _____ Project Name: _____

EXHIBIT A-5

ACTUAL CONTRACTS/SUBCONTRACTS BREAKDOWN

TYPE OF CONTRACT (BUSINESS OR PROFESSIONAL)	TOTAL NO.	TOTAL APPROX. DOLLAR AMOUNT	NO. OF CONTRACTS TO SECTION 3 BUSINESS CONCERNS	DOLLAR AMOUNT TO SECTION 3 BUSINESS CONCERNS

Company: _____ Project IDIS No: _____

Persons Completing Form: _____ Project Name: _____

EXHIBIT A-6

SECTION 3 BUSINESS CONCERN UTILIZATION

Project No: _____ Total Dollar Amount of Contract: _____

Name of Prime Contractor: _____ Address: _____

Federal Identification No: _____

NAME OF SUBCONTRACTOR	SECT. 3 Business Concern	ADDRESS AND PHONE NO.	TRADE/SERVICE OR SUPPLY	CONTRACT AMOUNT	AWARD DATE	COMPETITIVE OR NEGOTIATED NO.	FEDERAL IDENTIFICATION NO.

TOTAL DOLLAR AMOUNT AWARDED TO SECTION 3 BUSINESS CONCERN \$ _____

Prince George's County, Maryland
Department of Housing and Community Development
Section 3 Summary Report
Economic Opportunities for Low- and Very Low-Income Persons

Part II: Section 3 Labor Report					
Total Labor Hours	Section 3 Labor Hours	% of Section 3 Labor Hours	Total Targeted Labor Hours	Targeted Section 3 Workers Labor Hours	% of Section 3 Workers Labor Hours
Part III: Summary of Qualitative Efforts					
Indicate the efforts made to direct 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.)					
<input type="checkbox"/>	Outreach efforts to generate job applicants who are Targeted Section 3 workers				
<input type="checkbox"/>	Training/apprenticeship opportunities				
<input type="checkbox"/>	Technical assistance provided to help Section 3 workers compete for jobs (resume assistance, etc.)				
<input type="checkbox"/>	Provide/connect Section 3 workers with assistance in seeking employment				
<input type="checkbox"/>	Holding job fairs				
<input type="checkbox"/>	Provided/referred Section 3 workers to services supporting work readiness and retention				
<input type="checkbox"/>	Provided assistance to apply for/attend education/vocational training				
<input type="checkbox"/>	Provide financial literacy training				
<input type="checkbox"/>	Engaged in outreach to identify and secure bids from Section 3 business concerns				
<input type="checkbox"/>	Provided technical assistance to Section 3 business concerns to help them understand Section 3 requirements				
<input type="checkbox"/>	Provided bonding assistance, guarantees, or other efforts to support viable bids from Section 3 business concerns				
<input type="checkbox"/>	Promoted use of Section 3 business registry and HUD Opportunity Portal				
<input type="checkbox"/>	Outreach, engagement, or referrals with the Employ Prince George's Construction Works Program				

Note: Documentation of qualitative efforts made by the Contractor and Subcontractor should be maintained. Documentation might include:

- Copies of direct mail solicitations
- Email and internet outreach efforts
- Formal advertisements
- Flyers or brochures about meetings
- Sign-in lists from job fairs and other public meetings
- Agendas and/or meeting notes from meetings with contractors

In accordance with Section 3 guidelines at 24 C.F.R. § 75, the Department of Housing and Community Development is required to report Section 3 activities using HUD's Integrated Disbursement and Information System. The information will be used to monitor program recipients' compliance with Section 3. An assurance of confidentiality is not applicable to this form. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

EXHIBIT A-8

Department of Housing and Community Development
Section 3 Projects Income Limits
Effective June 01, 2021

FY 2021 Median Family Income: \$129,000

Household Size	30% Limits (Extremely Low)	Very Low Income	60% Limits	Low Income	2020 Uncapped Income Limits
1	\$27,000	\$45,150	\$54,180	\$57,650	\$72,250
2	\$31,000	\$51,600	\$61,920	\$65,850	\$82,600
3	\$34,850	\$58,050	\$69,660	\$74,100	\$92,900
4	\$38,700	\$64,500	\$77,400	\$82,300	\$103,050
5	\$41,800	\$69,700	\$83,640	\$88,900	\$111,500
6	\$44,900	\$74,850	\$89,820	\$95,500	\$119,750
7	\$48,000	\$80,000	\$96,000	\$102,100	\$128,000
8	\$51,100	\$85,150	\$102,180	\$108,650	\$136,250

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



WHAT WE DO

CWP is a DHCD Section 3 Workforce Support Program



- FREE Industry Certified Training
- One-on-One Career Counseling
- Job Placement Assistance
- Basic Skills Training
- Supportive Services
- Pre-Apprenticeships

Training Programs available for the following:

- Carpentry
- Commercial Painting
- Electrician
- Heavy Equipment Operator
- Highway Maintenance/Repair Worker
- Welder
- Commercial & Residential
- Commercial Truck Driver
- General Construction Laborer



General Eligibility Requirements:

- Proof of Residency in Prince George's County
- Proof of Family Income (Income guidelines may apply)
- Proof of eligibility to work in the U.S.
- Proof of Registration for Selective Services (males born on or after January 1, 1960)

If you are interested in enrolling in the Construction Works Program or would like more information, visit us at www.EmployPG.org call us at (301) 618-8445.

www.EmployPG.org

The CWP will provide eligible Prince George's County residents with everything you need to gain employment in the construction industry.



CONSTRUCTION JOBS AVAILABLE

Employ Prince George's announces the availability of jobs through its Prince George's County Department of Housing and Community Development Section 3 Workforce Support Program, the Construction Works Program.

What is the Construction Works Program?

- The Construction Works Section 3 program offers jobs for low-income individuals who are bonafide residents of public housing or who live in the area where a HUD-assisted project is located and whose household income falls below HUD's income limits.
- Jobs are available for laborers, landscapers, electricians, plumbers, carpenters, and office/clerical assistants.
- Please visit www.EmployPG.org/CWP to enroll in the program or attend one of our weekly information sessions via the information below.

Information Sessions:

Zoom Link: www.EmployPG.org/DHCD_CWP

Every Thursday - 1:00 PM

Meeting ID: 874 9732 9493 | PC: 1234567



For More Information, Contact Us Today at WSD@co.pg.md.us or at **301-618-8425!**



EXHIBIT B

Regulatory Definitions

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.

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 entering into a contract with:

1. A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or
2. A subrecipient for work in connection with a Section 3 project.

“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.

Low-income person – families (including single persons) with income at 80 percent (80%) of the Area Median Income (AMI) or lower.

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).

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.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

HUD Section 3 Benchmarks –

1. Twenty-five percent (25%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the twenty-five percent (25%) threshold.

Prince George's County Section 3 Benchmarks –

1. Thirty-five percent (25%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the twenty-five percent (25%) threshold.

Section 3 Business Concern -

1. It is at least 51 percent (51%) owned and controlled by low- or very low-income persons; or
2. Over 75 percent (75) of the labor hours performed for the business over the prior-three-month period are performed by Section 3 workers; or
3. It is a business at least 51 percent (51%) owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

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. § 75.27.

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 a low-to very low-income person.

Section 3 Worker – Any worker who currently fits or when hired within the past five (5) years fit at least one (1) of the following categories:

1. The worker’s income for the previous or annualized calendar year is below the income limit established by HUD; or
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

Service Area – an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

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.

Targeted Section 3 Worker for Housing and Community Development Financial Assistance – A Section 3 worker who is:

1. A worker employed by a Section 3 business concern; or
2. A worker who currently fits or when hired at least one of the following categories, as documented within the past five (5) years:
 - a) Living within the service area or the neighborhood of the project; or
 - b) A YouthBuild participant.

Very low-income person – families (including single persons) with income at 50 percent of the AMI or lower.

YouthBuild Participant – A participant receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

EXHIBIT C

Helpful Links

To search the database for self-certified Section 3 businesses, register your business for inclusion, or for more information on the Business Registry, please visit <http://www.hud.gov/Sec3Biz>.

How to match residents to jobs and training opportunities, and businesses to contracting opportunities: <https://hudapps.hud.gov/OpportunityPortal/>.

How to file a Section 3 Complaint:

https://www.hud.gov/program_offices/field_policy_mgt/section3/complaint_register.

Frequently Asked Questions (FAQs) for Section 3:

<https://www.hud.gov/sites/dfiles/FPM/documents/Section-3-FAQs.pdf>

Employ Prince George's Construction Work Program:

1801 McCormick Drive, Suite 400
Largo, MD 20744

301-618-8400

Contact info for employers/contractors: BusinessServices@co.pg.md.us

Contact info for job seekers: wsd@co.pg.md.us

Copies of the FY 2021 - 2025 DHCD Section 3 Action Plan: are available on the County's website at www.princegeorgescountymd.gov/sites/dhcd/resources/plansandreports. To obtain a copy of the Plan, contact the Department of Housing and Community Development at: 301-883-5570 or 301-883-5540.

Department of Housing and Community Development
Community Planning and Development Division

Aspasia Xypolia, Director, DHCD
Tamika Gauvin, Deputy Director, DHCD

9200 Basil Court, Suite 500
Largo, Maryland 20774

Telephone: 301-883-5570 or TDD: 301-883-5428



Angela D. Alsobrooks
County Executive



Aspasia Xypolia
Director

PRINCE GEORGE'S COUNTY, MARYLAND

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT SECTION 3 ACTION PLAN FOR CONTRACTORS AND SUBCONTRACTORS

DRAFT

NAME OF CONTRACTOR: _____

NAME OF SUB-RECIPIENT: _____

PROJECT NAME: _____

PROJECT IDIS NO: _____



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.

Draft: 8/16/2021

Introduction

The Prince George's County Department of Housing and Community Development (DHCD) is the lead agency responsible for administering the following federal programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Solutions Grants (ESG)
- Section 108 Loan Guarantee Program (Section 108)
- Lead-Based Paint Hazard Control Grant Program (LBPHC) and Lead Hazard Reduction Demonstration Grant Program (LHRD)

These federal funds are allocated by the U.S. Department of Housing and Urban Development (HUD) and provide housing and housing and community development assistance to primarily low and very low-income residents of Prince George's County. A significant portion of these federal funds are used to carry out housing rehabilitation, housing construction, and other public construction projects. Whenever the total amount of HUD financial assistance to a project exceeds a threshold of \$200,000 dollars it is defined by HUD as a "Section 3" covered project. The threshold is \$100,000 when the assistance is from the LBPHC and LHRD programs.

The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low and very low-income persons.

The DHCD will be considered to have complied with the Section 3 Safe Harbor requirements if "to the greatest extent feasible" each Section 3 covered project is able to:

1. Certify the Prioritization of Efforts:
 - a) Employment and training opportunities to Section 3 workers; and
 - b) Award contractors and subcontractors that provide economic opportunities for Section 3 workers.
2. Meet or exceed the applicable Section 3 Benchmarks established by HUD:
 - a) Thirty-five percent (35%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
 - b) Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

Section 3 covered projects include housing rehabilitation, housing construction, and other public construction such as infrastructure related projects. These projects may include water and sewer repairs, roads, bridges or enhancements to business facades in low to moderate-income communities. The project site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.

Section 3 is not applicable when program funds are invested in direct assistance to homebuyers, acquisition, and administration, because these are not construction activities.

In efforts to utilize DHCD's federal programs to maximize economic opportunities for low and very low-income persons, the contractor and subcontractor are required to prepare a Section 3 Action Plan.

The DHCD has joined the Prince George's County American Job Center Network, partnered with Employ Prince George's, Inc. (EPG) to assist the agency with meeting its Section 3 Safe Harbor requirements. Both agencies have agreed that EPG's Construction Work Program can serve as a valuable tool for job seekers and businesses to connect to DHCD's Section 3 covered projects.

Employ Prince George's Construction Works Program prepares County job seekers with the training that leads to entry to middle-skilled employment opportunities with the high growth-high demand Construction Industry. In addition, this Program connects job seekers with local businesses that participate in the Construction Work Program for employment.

DHCD encourages sub-recipients, contractors, and subcontractors to participate in the EPG Construction Work Program to help ensure compliance with the Section 3 Safe Harbor requirements. Please contact EPG Construction Work Program at:

Employ Prince George's Construction Work Program:

1801 McCormick Drive, Suite 400

Largo, MD 20744

301-618-8400

Contact info for employers/contractors: BusinessServices@co.pg.md.us

Contact info for job seekers: wsd@co.pg.md.us

The following outlines the contents of the Contractor and Subcontractor Section 3 Action Plan.

Exhibit A: General Statement

- Exhibit A-1: Equal Employment Opportunity Agreement
- Exhibit A-2: Program Assurance of Compliance
- Exhibit A-3: Estimated Project Workforce Breakdown
- Exhibit A-4: Proposed Contracts/Subcontracts Breakdown
- Exhibit A-5: Actual Contracts/Subcontracts Breakdown
- Exhibit A-6: Section 3 Business Concern Utilization
- Exhibit A-7: Section 3 Summary Report
- Exhibit A-8: Section 3 Projects Income Limits
- Exhibit A-9: Section 3 Flyers

Exhibit B: Regulatory Definitions

Exhibit C: Helpful Links

EXHIBIT A

General Statement:

_____, as the contractor is committed to comply with the Section 3 regulations (24 C.F.R. § 75). It is our desire to work together to ensure compliance to the “greatest extent feasible”, through awarding of contracts for work and services to Section 3 Business Concerns, and to provide employment and training to Section 3 Workers. All subcontractors interested in submitting bids for contracts will be informed of the Section 3 requirements and goals.

Section 3 Goals:

The _____ will be considered to have complied with the Section 3 Safe Harbor requirements if “to the greatest extent feasible” they:

- 3. Certify the Prioritization of Efforts:
 - c) Employment and training opportunities to Section 3 workers; and
 - d) Award contractors and subcontractors that provide economic opportunities for Section 3 workers.

- 4. Meet or exceed the applicable Section 3 Benchmarks established by HUD:
 - c) Thirty-five percent (35%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
 - d) Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the thirty-five percent (35%) threshold.

Outreach:

We are committed to conduct an aggressive outreach campaign to make Section 3 Business Concerns and Section 3 Workers aware of contracting and hiring opportunities in connection with this Section 3 Covered Project. Efforts will include, but not limited to, publication of opportunities in the local newspapers, use of signage at the project site, flyers posted in the neighborhood, and surrounding areas, notification of local housing authorities, employment agencies, and local YouthBuild chapters.

Section 3 Covered Project Neighborhood Area:

Attachments:

The following attachments are incorporated into and made a part of this Section 3 Action Plan:

- ____ Exhibit A-1: 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

We agree to provide to the Department of Housing and Community Development the following documentations as soon as the information is available:

- Exhibit A-5: Actual Project Workforce Breakdown
- Exhibit A-6: Section 3 Business Utilization
- Exhibit A-7: DHCD Section 3 Summary Report
- Evidence of Outreach to Solicit Bids from Section 3 Business Concerns

Date: _____

Contractor: _____

(Print Name and Title)

Signature of Contractor: _____

**PRINCE GEORGE'S COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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")

(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 who employ low and very low-income persons with contract opportunities.
- (3) I understand that failure to carry out the requirements position out herein shall 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 75, 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 75. 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 75 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 75, 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 75.

(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 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

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
LOW- AND VERY LOW-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 75 (published in 85 Federal Register 61562, September 29, 2020), 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 75.27 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 75, 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 75.

Date _____

(Contractor)

(Contractor's Mailing Address)

BY _____
(Authorized Official Signature)

EXHIBIT A-3

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 WORKER	NUMBER OF POSITIONS TO BE FILLED WITH A SECTION 3 TARGETED WORKER
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					

Company: _____ Project IDIS No: _____

Persons Completing Form: _____ Project Name: _____

EXHIBIT A-4

PROPOSED CONTRACTS/SUBCONTRACTS BREAKDOWN

TYPE OF CONTRACT (BUSINESS OR PROFESSIONAL)	TOTAL NO.	TOTAL APPROX. DOLLAR AMOUNT	ESTIMATED NO. OF CONTRACTS TO SECTION 3 BUSINESS CONCERNS	ESTIMATED DOLLAR AMOUNT TO SECTION 3 BUSINESS CONCERNS

Company: _____ Project IDIS No: _____

Persons Completing Form: _____ Project Name: _____

EXHIBIT A-5

ACTUAL CONTRACTS/SUBCONTRACTS BREAKDOWN

TYPE OF CONTRACT (BUSINESS OR PROFESSIONAL)	TOTAL NO.	TOTAL APPROX. DOLLAR AMOUNT	NO. OF CONTRACTS TO SECTION 3 BUSINESS CONCERNS	DOLLAR AMOUNT TO SECTION 3 BUSINESS CONCERNS

Company: _____ Project IDIS No: _____

Persons Completing Form: _____ Project Name: _____

EXHIBIT A-6

SECTION 3 BUSINESS CONCERN UTILIZATION

Project No: _____ Total Dollar Amount of Contract: _____

Name of Prime Contractor: _____ Address: _____

Federal Identification No: _____

NAME OF SUBCONTRACTOR	SECT. 3 Business Concern	ADDRESS AND PHONE NO.	TRADE/SERVICE OR SUPPLY	CONTRACT AMOUNT	AWARD DATE	COMPETITIVE OR NEGOTIATED NO.	FEDERAL IDENTIFICATION NO.

TOTAL DOLLAR AMOUNT AWARDED TO SECTION 3 BUSINESS CONCERN \$ _____

Prince George’s County, Maryland
Department of Housing and Community Development
Section 3 Summary Report
Economic Opportunities for Low- and Very Low-Income Persons

1. Recipient Name and Address (Street, City, and Zip Code)	2. IDIS Number	3. Project Name
	4. Contact Person	5. Phone (Include Area Code)
	6. Dollar Amount of Award	7. Date Report Submitted
	8. Program Code*	9. Program Name

Part I: Employment and Training Opportunities

Job Category	Number of Workers	Number of Section 3 Workers	Number of Section 3 Targeted Workers	Number of Section 3 Workers and Trainees	Number of Section 3 Targeted Workers and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List Trade					
Trade					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Total					

*Program Codes	1	2	3	4	5
	CDBG	HOME	ESG	Section 108	LBPHC/LHRD

Prince George's County, Maryland
Department of Housing and Community Development
Section 3 Summary Report
Economic Opportunities for Low- and Very Low-Income Persons

Part II: Section 3 Labor Report					
Total Labor Hours	Section 3 Labor Hours	% of Section 3 Labor Hours	Total Targeted Labor Hours	Targeted Section 3 Workers Labor Hours	% of Section 3 Workers Labor Hours
Part III: Summary of Qualitative Efforts					
Indicate the efforts made to direct 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.)					
<input type="checkbox"/>	Outreach efforts to generate job applicants who are Targeted Section 3 workers				
<input type="checkbox"/>	Training/apprenticeship opportunities				
<input type="checkbox"/>	Technical assistance provided to help Section 3 workers compete for jobs (resume assistance, etc.)				
<input type="checkbox"/>	Provide/connect Section 3 workers with assistance in seeking employment				
<input type="checkbox"/>	Holding job fairs				
<input type="checkbox"/>	Provided/referred Section 3 workers to services supporting work readiness and retention				
<input type="checkbox"/>	Provided assistance to apply for/attend education/vocational training				
<input type="checkbox"/>	Provide financial literacy training				
<input type="checkbox"/>	Engaged in outreach to identify and secure bids from Section 3 business concerns				
<input type="checkbox"/>	Provided technical assistance to Section 3 business concerns to help them understand Section 3 requirements				
<input type="checkbox"/>	Provided bonding assistance, guarantees, or other efforts to support viable bids from Section 3 business concerns				
<input type="checkbox"/>	Promoted use of Section 3 business registry and HUD Opportunity Portal				
<input type="checkbox"/>	Outreach, engagement, or referrals with the Employ Prince George's Construction Works Program				

Note: Documentation of qualitative efforts made by the Contractor and Subcontractor should be maintained. Documentation might include:

- Copies of direct mail solicitations
- Email and internet outreach efforts
- Formal advertisements
- Flyers or brochures about meetings
- Sign-in lists from job fairs and other public meetings
- Agendas and/or meeting notes from meetings with contractors

In accordance with Section 3 guidelines at 24 C.F.R. § 75, the Department of Housing and Community Development is required to report Section 3 activities using HUD's Integrated Disbursement and Information System. The information will be used to monitor program recipients' compliance with Section 3. An assurance of confidentiality is not applicable to this form. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

EXHIBIT A-8

Department of Housing and Community Development
Section 3 Projects Income Limits
Effective June 01, 2021

FY 2021 Median Family Income: \$129,000

Household Size	30% Limits (Extremely Low)	Very Low Income	60% Limits	Low Income	2020 Uncapped Income Limits
1	\$27,000	\$45,150	\$54,180	\$57,650	\$72,250
2	\$31,000	\$51,600	\$61,920	\$65,850	\$82,600
3	\$34,850	\$58,050	\$69,660	\$74,100	\$92,900
4	\$38,700	\$64,500	\$77,400	\$82,300	\$103,050
5	\$41,800	\$69,700	\$83,640	\$88,900	\$111,500
6	\$44,900	\$74,850	\$89,820	\$95,500	\$119,750
7	\$48,000	\$80,000	\$96,000	\$102,100	\$128,000
8	\$51,100	\$85,150	\$102,180	\$108,650	\$136,250

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



WHAT WE DO

CWP is a DHCD Section 3 Workforce Support Program



- FREE Industry Certified Training
- One-on-One Career Counseling
- Job Placement Assistance
- Basic Skills Training
- Supportive Services
- Pre-Apprenticeships

Training Programs available for the following:

- Carpentry
- Commercial Painting
- Electrician
- Heavy Equipment Operator
- Highway Maintenance/Repair Worker
- Welder
- Commercial & Residential
- Commercial Truck Driver
- General Construction Laborer



General Eligibility Requirements:

- Proof of Residency in Prince George's County
- Proof of Family Income (Income guidelines may apply)
- Proof of eligibility to work in the U.S.
- Proof of Registration for Selective Services (males born on or after January 1, 1960)

If you are interested in enrolling in the Construction Works Program or would like more information, visit us at www.EmployPG.org call us at (301) 618-8445.

www.EmployPG.org

The CWP will provide eligible Prince George's County residents with everything you need to gain employment in the construction industry.



CONSTRUCTION JOBS AVAILABLE

Employ Prince George's announces the availability of jobs through its Prince George's County Department of Housing and Community Development Section 3 Workforce Support Program, the Construction Works Program.

What is the Construction Works Program?

- The Construction Works Section 3 program offers jobs for low-income individuals who are bonafide residents of public housing or who live in the area where a HUD-assisted project is located and whose household income falls below HUD's income limits.
- Jobs are available for laborers, landscapers, electricians, plumbers, carpenters, and office/clerical assistants.
- Please visit www.EmployPG.org/CWP to enroll in the program or attend one of our weekly information sessions via the information below.

Information Sessions:

Zoom Link: www.EmployPG.org/DHCD_CWP

Every Thursday - 1:00 PM

Meeting ID: 874 9732 9493 | PC: 1234567



For More Information, Contact Us Today at WSD@co.pg.md.us or at **301-618-8425!**



EXHIBIT B

Regulatory Definitions

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.

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 entering into a contract with:

1. A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or
2. A subrecipient for work in connection with a Section 3 project.

“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.

Low-income person – families (including single persons) with income at 80 percent (80%) of the Area Median Income (AMI) or lower.

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).

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.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

HUD Section 3 Benchmarks –

1. Twenty-five percent (25%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the twenty-five percent (25%) threshold.

Prince George's County Section 3 Benchmarks –

1. Thirty-five percent (25%) of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five percent (5%) of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. This means that the five percent (5%) is included as part of the twenty-five percent (25%) threshold.

Section 3 Business Concern -

1. It is at least 51 percent (51%) owned and controlled by low- or very low-income persons; or
2. Over 75 percent (75) of the labor hours performed for the business over the prior-three-month period are performed by Section 3 workers; or
3. It is a business at least 51 percent (51%) owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

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. § 75.27.

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 a low-to very low-income person.

Section 3 Worker – Any worker who currently fits or when hired within the past five (5) years fit at least one (1) of the following categories:

1. The worker’s income for the previous or annualized calendar year is below the income limit established by HUD; or
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

Service Area – an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

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.

Targeted Section 3 Worker for Housing and Community Development Financial Assistance – A Section 3 worker who is:

1. A worker employed by a Section 3 business concern; or
2. A worker who currently fits or when hired at least one of the following categories, as documented within the past five (5) years:
 - a) Living within the service area or the neighborhood of the project; or
 - b) A YouthBuild participant.

Very low-income person – families (including single persons) with income at 50 percent of the AMI or lower.

YouthBuild Participant – A participant receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

EXHIBIT C

Helpful Links

To search the database for self-certified Section 3 businesses, register your business for inclusion, or for more information on the Business Registry, please visit <http://www.hud.gov/Sec3Biz>.

How to match residents to jobs and training opportunities, and businesses to contracting opportunities: <https://hudapps.hud.gov/OpportunityPortal/>.

How to file a Section 3 Complaint:

https://www.hud.gov/program_offices/field_policy_mgt/section3/complaint_register.

Frequently Asked Questions (FAQs) for Section 3:

<https://www.hud.gov/sites/dfiles/FPM/documents/Section-3-FAQs.pdf>

Employ Prince George's Construction Work Program:

1801 McCormick Drive, Suite 400
Largo, MD 20744

301-618-8400

Contact info for employers/contractors: BusinessServices@co.pg.md.us

Contact info for job seekers: wsd@co.pg.md.us

Copies of the FY 2021 - 2025 DHCD Section 3 Action Plan: are available on the County's website at www.princegeorgescountymd.gov/sites/dhcd/resources/plansandreports. To obtain a copy of the Plan, contact the Department of Housing and Community Development at: 301-883-5570 or 301-883-5540.

Department of Housing and Community Development
Community Planning and Development Division

Aspasia Xypolia, Director, DHCD
Tamika Gauvin, Deputy Director, DHCD

9200 Basil Court, Suite 500
Largo, Maryland 20774

Telephone: 301-883-5570 or TDD: 301-883-5428

Emergency Solutions Grants Written Standards and Addendum for Coronavirus Response

1. Emergency Solutions Grants Written Standards

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

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 rehousing 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.
- Compliance with all ESG rules and regulations.

2. 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 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 rehousing 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 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.
- Compliance with all ESG rules and regulations.

DHCD also uses monitoring standards governing activities set forth in HUD's monitoring guidebook for the ESG program for making judgments about the program effectiveness and management efficiency, which includes performance expectations (i.e., number of persons in overnight shelter, number of beds created, etc.).

3. Addendum for Coronavirus Response

The CARES Act provides flexibility and authority for HUD to issue waivers and alternatives requirements to make it easier for the County to use ESG – COVID (ESG-CV) funds for coronavirus response. The waiver for Prince George's County is effective from June 23, 2020 to June 23, 2022, which is consistent with the date HUD signed the County's ESG-CV Grant Agreement.

When using the ESG-CV funds, the following ESG regulations will be waived and the alternative requirements will apply:

Administration and General Requirements

- The ESG-CV funds are not subject to the spending cap on emergency shelter and outreach under 24 CFR 576.100(b)(1);
- Up to 10 percent of ESG-CV funds may be used for administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);
- The ESG-CV funds are exempt from the ESG match requirements, including 24 CFR 576.201;
- That recipients may deviate from applicable procurement standards when using ESG-CV funds to procure goods and services to prevent, prepare for, and respond to coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317-200.326; and
- While HUD encourages the County to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness must be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.301(e).

Homeless Management Information System (HMIS) Lead Activities

The Homeless Management Information System (HMIS) Lead may use ESG-CV funds to the extent necessary to upgrade or enhance its data on ESG-CV participants and activities related to COVID-19, including 24 CFR 576.107(a)(2).

Street Outreach Eligible Component – 24 CFR 576.101

Street Outreach activities in response to the coronavirus may include:

- Distribution of masks or other PPE, if available, to people who are unsheltered,
- Provision of handwashing stations and portable bathrooms, and
- Maintaining social distancing requirements during engagement.

HUD has approved the following as eligible costs under street outreach:

- Engagement: Hand sanitizer, soap, tissue packets, masks, disposable gloves, other PPE.
- Case Management: Coordinative medical care.
- Transportation: Train or bus tokens, taxi or rideshare for program participants' travel to and from medical care.
- Expanded Staffing: Hiring additional staff to support infectious disease preparedness, providing hazard pay to staff with direct participant contact.

Emergency Shelter Component – 24 CFR 576.102

- Shelters funded by ESG-CV must establish referral pathways to isolation and quarantine if a client needs such services.
- Shelters funded through ESG-CV will maintain social distancing requirements established in partnership with the County's health department.
- Shelters funded by ESG-CV may not turn away eligible program participants and must establish referral pathways to other shelter or housing if the shelter is at maximum capacity.
- Shelters funded by ESG-CV are strongly discourage from implementing a maximum length of stay when a discharge will result in program participants returning to unsheltered settings or situations putting them at a higher risk of COVID-19 infection.

Homeless Prevention and Rapid Re-Housing Components

- The frequency of re-evaluations for homelessness prevention is required not less than once every six months, as opposed to once every three months by 24 CFR 576.301(b).
- The monthly case management requirement receiving homelessness prevention or rapid re-housing assistance (24 CFR 576.401(e) has been waived. Case management is on an as-needed basis as a result of COVID-19.
- The ESG-CV funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HUD notices) to any individual or family who does not have income higher than 50% HUD's Very Low-Income Limit for the area and meets the criteria in paragraphs (1)(ii) and (1)(iii) of the "at risk of homelessness" definition in 24 CFR 576.3.
- The County will attempt to gain income verification however if the response is as such i.e. not available from the participant due to unemployment, etc. each month asked and/or during recertification, notes will be placed in the client's files.

- Under the CARES Act ESG-CV funding, there will be no rental payment requirement for households receiving financial assistance.
- ESG-CV funds may be used to mitigate the economic impact of COVID-19 by encouraging the maximum number of rental assistance months be extended/adjusted to address unemployment, loss of income, or benefits due to COVID-19.
- ESG-CV funds may be used to pay for landlord incentives that are reasonable and necessary to obtain housing for individuals and families experiencing homelessness and at risk of homelessness. Landlord incentives may not exceed three times the rent charge for the unit. Eligible landlord incentives include:
 - Signing bonuses equal to two months of rent.
 - Security deposits equal to up three months of rent.
 - Costs to repair damages incurred by the program participant not covered by vendor or program participant insurance, or by the security deposit or that are incurred while the program participant is still residing in the unit.
 - Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

**Prince George's County, Maryland
Department of Housing and Community Development**

**HUD/CDBG Income Limits
Effective June 15, 2022**

Income Limits

FY 2022 Median Family Income: \$142,300

Household Size	<u>EXTREMELY LOW INCOME</u> (30% AMI = Maximum Income)	<u>VERY LOW INCOME</u> (50% AMI = Maximum Income)	<u>LOW INCOME</u> (80% AMI = Maximum Income)	<u>UNCAPPED FY 2022 LOW INCOME LIMITS</u>
1	\$29,900	\$49,850	\$63,000	\$79,700
2	\$34,200	\$56,950	\$72,000	\$91,100
3	\$38,450	\$64,050	\$81,000	\$102,500
4	\$42,700	\$71,150	\$90,000	\$113,850
5	\$46,150	\$76,850	\$97,200	\$123,000
6	\$49,550	\$82,550	\$104,400	\$132,100
7	\$52,950	\$88,250	\$111,600	\$141,200
8	\$56,400	\$93,950	\$118,800	\$150,300

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

FY 2024 Annual Action Plan Public Comment Summary

Community Forum

Date and Time: Thursday, January 26, 2023, at 6:00pm

Location: Virtual Platform – Annual Action Plan Community Forum

1. **Ms. Virgo, Prince George's County Citizen** – When will housing for seniors aged 55 and older, that is easily accessible, be available in the County?

DHCD Response – The Department of Housing and Community Development (DHCD)'s minimum age requirement for seniors is 62 and older. This is mandated by the U. S. Department of Housing and Urban Development (HUD) for federally funded projects geared to new construction housing and multi-family affordable housing. DHCD is restricted to the requirements of the HUD funding sources.

2. **Ms. Marilyn, Prince George's County Citizen** - Are there any housing plans/projects for the West Hyattsville area? How do you find out the Area Median Income (AMI)?

DHCD Response – Yes. There is a new project called the Sovereign at West Hyattsville, which recently broke ground. It's a high-rise building and will be completed within the next 18-20 months. It's easily accessible to the West Hyattsville Metro Station. The AMI information is located on the DHCD website at: [Emergency Rental Assistance Program | Prince George's County, MD \(princegeorgescountymd.gov\)](https://www.princegeorgescountymd.gov/emergency-rental-assistance-program). It's based on the family size, and it is set by HUD guidelines.

3. **Ray Newby, Prince George's County Citizen** - DHCD needs to focus on housing projects that are 30% AMI for individuals who are physically and intellectually disabled. This would be extremely helpful and beneficial for the people that this will affect.

DHCD Response - Comment noted.

4. **Sandy Bowman, Prince George's County Citizen** - When will the Senior housing become available in the Clinton/Oxon Hill area?

DHCD Response - The Homes at Oxon Hill is a senior project in the Oxon Hill/Clinton Area. This project is metro accessible and will be available for occupancy by the end of the Summer of 2023. For additional information contact Mrs. Pamela Wilson, Chief Housing Development Manager at 301-883-6511.

County Council Public Hearing

Date and Time: Tuesday, April 18, 2023, at 5:00pm

Location: Prince George's County Council Room Wayne K. Curry Administration Building Largo, Maryland 20774

1. **Shannon Mouton, Executive Director - Laurel Advocacy and Referral Services (LARS)** - LARS has provided food and eviction prevention relief, and long-term housing to low-income and homeless families and individuals in the Laurel area for the last 35 years. Continued funding from the County will ensure that LARS has the capacity to meet the steadily increasing number of requests and high levels of need for the safety net services that LARS provides. LARS needs support from the Community Development Block Grant of \$50,000 which will help support fellow Prince Georgians.

DHCD Response - Comment Noted.

2. **Allie O'Neil, Architect and Community Planning Program Director - Neighborhood Design Center (NDC)** – The Neighborhood Design Center (NDC) has been serving Prince George's County for 30 years. The NDC provides pro bono services to community visionaries and leaders who want to make safe and healthy places. If fully funded, NDC will undertake 15 of the 23 projects expected this year and leverage perhaps \$50,000 in volunteer hours donated. NDC welcomes the support of the Prince George's County Council and would like help to identify additional funding streams to restore the program to previous years capacities.

DHCD Response - Comment Noted.

3. **Mary Ann Dillon, Executive Director –Housing Initiative Partnership (HIP)** – The Housing Initiative Partnership (HIP) is a nonprofit green housing development and counseling agency that has served Prince George's County for 35 years. HIP will continue to work closely with DHCD and with DSS to ensure that the tenants have access to all available rental assistance. The current level of funding does not support HIP's existing housing staff. HIP is asking the Prince George's County Council to identify other sources of funding.

DHCD Response - Comment Noted.

4. **Deja Cobb, Director of Programs – First Generation College Bound (FGCB)** - First Generation College Bound (FGCB) is a Nonprofit Organization that has served high school students in Prince George's County for 33 years. FGCB works for students and their families to navigate the complicated process of applying to college along with financial aid. In the past 33 years, FGCB has assisted 2693 students attend college, 1032 of graduated, and another 1563 currently in college. FGCB has been able to inform High School Seniors about the importance of completing the FAFSA and a MSFA, which is for students that are not citizens. First Generation College Bound appreciates and thanks the County Council for their support with the request of \$200,000.

DHCD Response - Comment Noted.

5. **Patricia Hayes Parker, Executive Director - Central Kenilworth Avenue Revitalization Community Development Corporation (C-KAR)** – C-KAR has raised \$40,000 through Go-Fund Me to keep restaurants on the Kenilworth Avenue Town of Riverdale Park and Riverdale Road Corridor from going dark and closing. The main project of C-KAR is the Service Empowerment Café that will hire 11 to 12 persons from the Riverdale community to provide opportunities for the restaurants in greater

Riverdale to develop new menu items. In PY 49 C-KAR would like to continue this work for the restaurants along the corridor. Please consider the grant request of for this program.

DHCD Response - Comment Noted.

6. **Mark Anthony Johnson – Prince George's County Citizen** –Would like to be of assistance to any of the County projects.

DHCD Response - Comment Noted.

7. **Oscar Mejia Garcia, Student – High Point High School** – Mr. Mejia-Garcia is a student at High Point High School attending First Generation College Bound's Success program. Mr. Mejia-Garcia is the first in his family to apply, get accepted and attend University of Maryland Eastern Shore with the help of FGCB. This program has helped Mr. Mejia-Garcia fill out the FAFSA forms and apply for grants that will finance his education at UMES. Mr. Mejia-Garcia is requesting that FGCB's program continue to receive funding to help other students as he was helped.

DHCD Response - Comment Noted.

CDBG PY48R – Project Summary

1	Project Name	Habitat for Humanity Metro Maryland – Rehabilitation of a Parsonage into an Affordable Single-Family Home in Historic Muirkirk
	Target Area	County-Wide
	Goals Supported	Increase supply of accessible and affordable homes
	Needs Addressed	Diverse, affordable rental & homeownership opportunities
	Funding	CDBG PY48R: \$250,000.00
	Description	Habitat for Humanity Metro Maryland will use CDBG funds to purchase one (1) single-family home in Beltsville. The home will be rehabilitated and sold to a low-income family in Prince George’s County.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	1 - Household
	Location Description	Agency: Habitat for Humanity Metro Maryland 8380 Colesville Rd, #700, Silver Spring, MD 20910
	Planned Activities	Local ID: AH-1-4-48R Type of Recipient: Non-profit Organization HUD Matrix Code: 14G – Rehab and Acquisition CDBG National Objective: LMH
2	Project Name	Housing Authority of Prince George’s County – Select Roof Replacement and Rehabilitation at Kimberly Gardens and Coral Gardens
	Target Area	County-Wide
	Goals Supported	Stabilize and Improve Rental Properties
	Needs Addressed	Quality/condition of housing
	Funding	CDBG PY48R: \$380,000.00
	Description	The Housing Authority of Prince George’s County will use CDBG funds to repair and replace roofs and interior damage at Kimberly Gardens and Coral Gardens. Approximately forty (40) households will benefit from this project.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	40 - Households
	Location Description	Agency: Housing Authority of Prince George’s County 9200 Basil Ct, Suite 208, Largo, MD 20774

	Planned Activities	Local ID: AH-2-2-48R Type of Recipient: Local Government Agency HUD Matrix Code: 14C – Public Housing Modernization CDBG National Objective: LMH
3	Project Name	Latino Economic Development Center – Small Business Advisory and Support Services for Prince George’s County
	Target Area	County-Wide
	Goals Supported	Increase access to job training and economic development assistance
	Needs Addressed	Connections btw residents and businesses to services
	Funding	CDBG PY48R: \$100,000.00
	Description	The Latino Economic Development Center will use CDBG funds to offer county-wide small business development services to Prince George’s County microenterprises. Services will include outreach to businesses, one-on-one coaching, business needs assessment, and small business workshops. Approximately forty (40) jobs will be created and/or retained and thirty (30) small businesses will be assisted.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	40 - Jobs
	Location Description	Agency: Latino Economic Development Center 1401 Columbia St, NW, Unit C-1, Washington, DC 20009
	Planned Activities	Local ID: ED-1-8-48R Type of Recipient: Non-profit Organization HUD Matrix Code: 18B – Economic Development – Technical Assistance CDBG National Objective: LMJ
4	Project Name	Town of Bladensburg – Street Improvements
	Target Area	County-Wide
	Goals Supported	Support high-quality public infrastructure improvements
	Needs Addressed	Connections between residents and businesses to services
	Funding	CDBG PY48R: \$155,000.00
	Description	The Town of Bladensburg will use CDBG funds for the installation of concrete and asphalt work (curbs, gutters, mats for handicapped ramps) in Bladensburg. Approximately 9,355 persons will benefit from this project.
	Target Date	12/31/2023

	Estimate the number and type of families that will benefit from the proposed activities	9,355 - Persons
	Location Description	Agency: Town of Bladensburg 4229 Edmonston Rd, Bladensburg, MD 20710
	Planned Activities	Local ID: PF-1-10-48R Type of Recipient: Local Government Agency HUD Matrix Code: 03K – Street Improvement CDBG National Objective: LMA CT: 8040.01 BG: 1,2,3 CT: 8040.02 BG: 1,2
5	Project Name	Town of Bladensburg – Bridge Improvements
	Target Area	County-Wide
	Goals Supported	Support high-quality public infrastructure improvements
	Needs Addressed	Connections between residents and businesses to services
	Funding	CDBG PY48R: \$135,000.00
	Description	The Town of Bladensburg will use CDBG funds for bridge repairs and improvements in areas in need of repairs. Approximately 9,355 persons will benefit from this project.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	9,355 - Persons
	Location Description	Agency: Town of Bladensburg 4229 Edmonston Rd, Bladensburg, MD 20710
	Planned Activities	Local ID: PF-2-10-48R Type of Recipient: Local Government Agency HUD Matrix Code: 03K – Street Improvement CDBG National Objective: LMA CT: 8040.01 BG: 1,2,3 CT: 8040.02 BG: 1,2

FOR MORE INFORMATION

Copies of the FY 2024 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: 301-883-5540.

Prepared by:
Department of Housing and Community Development

Aspasia Xypolia, Director
Tamika C. Gauvin, Deputy Director

9200 Basil Court, Suite 500
Largo, Maryland 20774
Telephone: 301-883-6511