

**EXPANDED AGENDA**

April 4, 2018

|                      |   |  | Res #                   |
|----------------------|---|--|-------------------------|
| 3:30 p.m.            | <b><u>Public Hearing – FY 2019 Annual Public Housing Agency Plan</u></b>  |  |                         |
| 4:00 p.m.            | <b>I. <u>CONSENT ITEMS</u></b>  |  |                         |
| Page 04              | A. Approval of Minutes of March 7, 2018   |  |                         |
| 4:05 p.m.            | <b>II. <u>INFORMATION EXCHANGE</u></b>  |  |                         |
| Page 23<br>26        | A. Report of the Executive Director<br>B. Calendar<br>C. Commissioner Exchange<br>D. Resident Advisory Board<br>E. Community Forum  |  |                         |
| 4:10 p.m.<br>29      | <b>III. <u>ADMINISTRATIVE AND SPECIAL SESSION RATIFICATION</u></b>  |  |                         |
| 31                   | A. Ratification of Action taken in Administrative Session on March 7, 2018 – Approval to: (1) Acquire Limited Partner Interests in Three (3) Existing Partnerships; and (2) Approval to Fund the Purchases  |  | Res. 18-21R<br>(pg. 30) |
|                      | B. Ratification of Action taken in Administrative Session on March 7, 2018 – Rescission of Approval to Transfer Purchase Agreement for Certain Real Property in Wheaton to a Newly Created Entity; Rescission of Approval to Admit New Member to the Newly Created Entity; Approval to Form a New Entity; Approval to Transfer Purchase Agreement for Certain Real Property to the New Entity; Approval to Admit New Member to the New Entity |  | Res. 18-22R<br>(pg. 32) |
| 4:15 p.m.            | <b>IV. <u>COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION</u></b>  |  |                         |
| 4:35 p.m.<br>Page 36 | A. <b>Legislative and Regulatory Committee – Com. Byrd, Chair</b><br>1. Authorization to Submit HOC’s Fiscal Year 2019 Annual Public Housing Agency Plan  |  | Res. 18-23<br>(pg. 40)  |
| 4:55 p.m.            | <b>V. <u>ITEMS REQUIRING DELIBERATION and/or ACTION</u></b>   |  |                         |
| Page 71              | 1. Presentation Of the Executive Director’s FY19 Recommended Budget   |  |                         |
| Page 87              | <b>VI. <u>*FUTURE ACTION ITEMS</u></b><br>1. Approval of Structure, Cost of Issuance Budget, and Adoption of Series Resolution for 2018 Series A Single Family Mortgage Revenue Bonds for the Purpose of Issuing New Debt   |  |                         |
|                      | <b>VII. <u>INFORMATION EXCHANGE (continued)</u></b><br>A. Community Forum   |  |                         |
| 5:00 p.m.            | <b><u>ADJOURN</u></b>   |  |                         |
| 5:10 p.m.            | <b>VIII. <u>ADMINISTRATIVE SESSION</u></b><br><i>This Administrative Session will be called to order pursuant to Section 3-305(b)(3)(Real Estate), (5)(consider the investment of</i>   |  |                         |

|  |   |  |
|--|---|--|
|  | <i>public funds), and (13)(to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter)</i> |  |
|--|---|--|

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NOTES:

1. This Agenda is subject to change without notice.
2. Public participation is permitted on Agenda items in the same manner as if the Commission was holding a legislative-type Public Hearing.
3. ***Times are approximate and may vary depending on length of discussion.***
4. \*These items are listed "For Future Action" to give advance notice of coming Agenda topics and not for action at this meeting.
5. Commission briefing materials are available in the Commission offices the Monday prior to a Wednesday meeting.

If you require any aids or services to fully participate in this meeting, please call (240) 627-9425 or email [commissioners@hocmc.org](mailto:commissioners@hocmc.org).

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# Consent

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

10400 Detrick Avenue  
Kensington, Maryland 20895  
(240) 627-9425

**Annual Meeting Minutes**

March 7, 2018

18-03

The Annual meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, February 7, 2018 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:11 p.m. Those in attendance were:

**Present**

Jackie Simon, Chair  
Richard Y. Nelson, Vice Chair  
Margaret McFarland  
Linda Croom  
Pamela Byrd

**Absent**

Edgar Rodriguez, Chair Pro Tem

**Also Attending**

Stacy L. Spann, Executive Director  
Eugene Spencer  
Arthur Tirsky  
Zachary Marks  
Ethan Cohen  
Melody Stanford  
Fred Swan  
Jennifer Arrington  
Jim Atwell  
Ali Khademian  
Victoria Dixon  
Natalie Craver  
Terri Fowler  
Charnita Jackson  
Eugenia Pascual  
Rita Harris

Nowelle Ghahhari, General Counsel  
Patrick Mattingly  
Clarence Landers  
Shauna Sorrells  
Kayrine Brown  
Ellen Goff  
Pedro Martin  
Lauren Jackson  
Garrett Jackson  
Kashif Paul  
Renee Harris  
Ian Williams  
Gail Gunod-Green  
Bonnie Hodge  
Tiffany Jackson  
Brian Selden

**Guest**

Mindy Melgar,  
Marta Melgar  
Lynn Pekkanen  
Jay Mallin  
Harvey M. Matthews  
Ingrid Golstrom  
Marsha Adebayo, Macedonia Baptist Church  
Tim Willard  
Akiko Cacaji  
Laurel Hoa

**Guest Cont'd**

Clarence Snuggs, DHCA

**Resident Advisory Board**

Yvonne Caughman

**IT Support**

Irma Rodriguez  
Gabriel Taube

**Commission Support**

Patrice Birdsong

At the start of the Annual Meeting, Chair Simon, on behalf of the Commissioners, expressed to Executive Director Spann the admiration, talent that he brings, and the dedication to a mission they all can share.

Executive Director Spann welcomed all to the 2018 Annual Meeting. As part of the records, attached to these minutes is a copy of the Executive Director's speech.

**RECOGNITION OF HOUSING HONOR AND SPECIAL RECOGNITION RECIPIENTS**

**Housing Honor Roll Award**

HOC gives the Housing Honor Roll Award annually to recognize outstanding efforts to provide a fair and affordable housing supply in Montgomery County. The honoree will receive an engraved plaque from the Commission and have their name engraved on the list of Housing Honor Roll Award Winners.

**Sally Roman** – For more than 30-years, Mrs. Roman has dedicated her career to expanding opportunity for families in Montgomery County. She has held prominent positions with Montgomery County Government including her role as a Master Planner for Housing and Demographics in Montgomery County's Department of Park and Planning where she served as the Department's lead planner for housing issues. Most notably, Mrs. Roman worked closely with Montgomery County Council staff to update the Moderately Priced Dwelling Unit (MPDU) Law. She also worked closely with staff from the Department of Planning to update a study on the need for senior housing in Montgomery County. Mrs. Roman was appointed to the HOC Board in 2007, serving until her retirement in 2017.

**Special Recognition Award**

HOC gives the Special Recognition Awards annually to recognize outstanding efforts on behalf of HOC, its residents and affordable housing in our community. The Honorees will receive a Plaque Certificate of Recognition from the Commission. This year's recipients are:

**Rosie McCray-Moody** – Since she began working for the County in 1990, Ms. McCray-Moody has demonstrated a deep commitment to serving this community. Her work has spanned the County’s Public Library system, the Health Department and the Department of Housing. Her passion for housing issues began with her career at the Department of Housing and Community Affairs (DHCA), where she assisted eligible citizens in need with securing Rental Assistance. Within DHCA, Ms. McCray-Moody worked as both a Housing Code Enforcement Inspector and a Landlord-Tenant Investigator before assuming her current position as the Manager of the Office of Landlord-Tenant Affairs in 2009.

**Ben Toler** – Benjamin W. Toler is a veteran financial service professional dedicated to serving communities across Montgomery County. With over 20-years of experience in the consumer and small business segments, Mr. Toler has used his financial expertise in service to the Bethesda-Chevy Chase YMCA and helped developed the financial literacy curriculum planning for Junior Achievement in Montgomery County. He currently serves as Vice President & Senior Branch Manager for PNC Bank, N.A. in the Bethesda, Maryland market.

**Emmanuel Brinklow Seventh-Day Adventist Church** – Founded in 1962, the mission of Emmanuel Brinklow Seventh-Day Adventist Church has been to transform the world through the good work of its followers. One of Emmanuel Brinklow’s basic tenets is the provision of community aid – assisting low-income and disadvantaged persons in the Montgomery County community and abroad. Locally, Emmanuel Brinklow also operates youth camps, community service projects, family life counseling and other programs to assist those wishing to overcome drug addiction and alcohol or tobacco dependence. Emmanuel Brinklow Seventh-Day Adventist Church is located at 18800 New Hampshire Avenue in Ashton, Maryland.

After Mr. Spann’s speech, Vice Chair Nelson and Commissioner McFarland both expressed their gratitude to staff and the accomplishments of the organization.

Chair Simon began the business meeting at 4:31 p.m. with a motion to approve the Consent Calendar by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, McFarland, Croom, and Byrd. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

**I. CONSENT**

- A. Approval of Minutes of March 7, 2018** – The minutes were approved as submitted.
- B. Approval of Minutes of March 7, 2018 Administrative Session** – The minutes were approved as submitted.

**II. INFORMATION EXCHANGE**

- A. Report of the Executive Director** – No Reports.
- B. Calendar** – No additions.

C. **Commissioners Exchange** – No Reports.

D. **Resident Advisory Board**

- Ms. Caughman reported that presentations from the Departments are still in process. They are also considering a presentation from the Legal Department and other future initiatives.

E. **Community Forum**

- Marta Melgar addressed the Board with her housing concern at Alexander House. Charnita Jackson, Asset Manager, was designated to assist.

### III. **COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION**

A. **Budget, Finance and Audit Committee – Com. Nelson, Chair**

1. **Acceptance of Second Quarter Budget Amendment**

Gail Willison, Chief Project Officer, and Terri Fowler, Budget Officer, were presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Simon, Nelson, McFarland, Croom, and Byrd. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

**Resolution No.: 18-16**

**Re: Acceptance of Second Quarter FY'18  
Budget to Actual Statements**

**WHEREAS**, the budget policy for the Housing Opportunities Commission of Montgomery County states that quarterly budget to actual statements will be reviewed by the Commission; and

**WHEREAS**, the Commission reviewed the Second Quarter FY'18 Budget to Actual Statements during its March 7, 2018 meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it hereby accepts the Second Quarter FY'18 Budget to Actual Statements.

2. **Approval of FY'18 Second Quarter Budget Amendment**

Gail Willison, Chief Project Officer, and Terri Fowler, Budget Officer, were presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson,





**WHEREAS**, the Calendar Year 2018 budget forecasts net cash flow of \$669,653 that will be restricted to the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and for and on behalf of Greenhills Apartments Limited Partnership as its current general partner, hereby approves the CY'18 Budget for Greenhills Apartments Limited Partnership.

**4. Approval to Extend the \$60 Million PNC Bank Line of Credit and the \$90 Million Real Estate Line of Credit (RELOC) to Finance Commission Approved Actions related to: Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments**

Gail Willison, Chief Project Officer, and Tiffany Jackson, Accounting Manager, were presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, McFarland, Croom, and Byrd. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

**Resolution No.: 18-19**

**RE: Approval to Extend the \$60 Million PNC Bank Line of Credit and the \$90 million Real Estate Line of Credit (RELOC) to Finance Commission Approved Actions related to: Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments**

**WHEREAS**, various Commission actions related to Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments are currently financed through the \$60 Million PNC Bank Line of Credit and \$90 Million RELOC; and

**WHEREAS**, it is proposed to extend, through June 30, 2019, the use of the \$60 Million PNC Bank Line of Credit at the taxable borrowing rate of LIBOR plus 90 basis points or the tax exempt rate of 68.5% of LIBOR plus 59 basis points and the \$90 Million RELOC at the taxable rate of LIBOR plus 58 basis points or the tax exempt rate of 68.5% of LIBOR plus 38 basis points to finance approved Commission actions; and

**WHEREAS**, the estimated cost, as of February 8, 2018, under the Lines of Credit is expected to be approximately \$441,744.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it hereby approves extending, through June 30, 2019, the use of the \$60 Million PNC Bank Line of Credit and the \$90 Million RELOC to finance various Commission actions related to: Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments.

At the close of the Budget, Finance, and Audit Committee presentations, Mr. Spann and Vice Chair Nelson, acknowledged and expressed their gratitude to Gail Willison former Chief Financial Officer for her outstanding service to the agency. Ms. Willison will now serve as the Chief Project Officer and thanked the Commission for the opportunity to serve as the Chief Financial Officer.

**B. Legislative and Regulatory Committee – Com. Byrd, Chair**

**1. Authorization to Implement Voucher Payment Standards Based on HUD FY 2018 Small Area Fair Market Rents**

Ethan Cohen, Housing Programs Coordinator, and Lynn Hayes, Director of Housing Resources, were presenters.

The following resolution was adopted upon a motion by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, McFarland, Croom, and Byrd. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

**Resolution No.: 18-20**

**RE: Authorization to Implement  
Voucher Payment Standards Based on HUD FY  
2018 Small Area Fair Market Rents**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development (HUD) require that the Housing Opportunities Commission of Montgomery County (HOC) establish and implement new Voucher Payment Standards (VPS) annually for use in HOC's administration of the Housing Choice Voucher Program; and

**WHEREAS**, the establishment of these Voucher Payment Standards must be based upon a percentage between 90 and 110 percent of the HUD Small Area Fair Market Rents (SAFMR) for the given fiscal year; and

**WHEREAS**, the Housing Opportunities Commission of Montgomery County must and desires to revise its Administrative Plan for the Housing Choice Voucher Program to use the new,

lower payment standards to calculate a family's Housing Assistance Payment (HAP) for existing voucher customers whose new VPS will decrease due to HUD's SAFMRs.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County to establish the VPSs described herein and revise HOC's Administrative Plan for the Housing Choice Voucher program to use the new, lower payment standards to calculate a family's HAP for existing voucher customers whose new payment standards will decrease due to HUD's SAFMRs. Furthermore, the Commission authorizes the Executive Director, or his designee, to implement the VPSs described herein and to insert this revision to the Administrative Plan into the Plan for HOC's administration of the Housing Choice Voucher program.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized and directed, without further action on its part, to take any and all other actions necessary and proper to carry out the activities contemplated herein.

**IV. ITEMS REQUIRING DELIBERATION and/or ACTION**  
**None**

**V. INFORMATION EXCHANGE (continued)**

- A.** Community Forum – a second Community Forum took place allowing representatives of the Macedonia Baptist Church address the Board. Those who addressed the Board are as followed: Marsha Adebayo provided a copy of letter to General Council regarding request for cadaver dogs; Lynn Pekkanan provided a copy of FOIA request to the Commissioners; Harvey A. Matthews, Sr.; Alicia Bernadette; Tim Willard – County Council at Large Candidate; Laurel Hoa - Showing Up for Racial Justice (SURJ); Carol Spring-Brooks - Brandy Brooks, Candidate for Council at Large

**VI. NEW BUSINESS**  
**None**

Based upon this report and there being no further business to come before this session of the Commission, a motion was made, seconded and unanimously adopted to adjourn.

The open session adjourned at 5:35 p.m.

Respectfully submitted,

Stacy L. Spann  
Secretary-Treasurer

Attachment

1- Annual Meeting Speech

/pmb



**Stacy L. Spann**  
***Executive Director***

**March 7, 2018**

2018 Annual Meeting

**Introduction**

Good afternoon and welcome. For the record, my name is Stacy Spann and I'm the Executive Director of the Housing Opportunities Commission of Montgomery County. Thank you for joining us for our 2018 annual meeting. I'd like to begin by once again by recognizing the efforts of Commissioner Hatcher.

While we will miss his leadership on the Commission, I am thankful that we will never be far from the friendship. We wish him success in his future endeavors and look forward to the continued partnership.

Thank you Sir.

Please also join me again in congratulating our 2018 Honor Roll and Special Recognition honorees.

Simply put, we could not fulfill our mission or support our customers at the level they deserve without the outstanding efforts of our honorees. Their passion is inspiring, and I am continuously moved by their sense of duty to this community. Today we offer just a tiny bit of that service back to you.

Thank you Sally Roman, Rosie McCray-Moody, Benjamin Toler, and the members of Emmanuel Brinklow Seventh Day Adventist Church for your work on behalf of the thousands of men, women and children we serve.

Because of the dedication and hard work of a lot of people inside – and outside – of this room, HOC is able to provide so many important benefits to our customers that help Montgomery County thrive. Today, I'm honored to share a glimpse at some of our accomplishments from 2017 and how we've positioned ourselves to serve the community in 2018 and beyond.

## **2017 Overview and Video**

Today, we'll take a look at where we've been – the steps we've taken to make a lasting impact on the lives of our customers and their families. Thanks to the guidance of our Board of Commissioners, renewed community partnerships, and the unrelenting commitment of our staff, HOC has pushed the limits of what is possible in affordable housing and service provision in this county, and across the country.

As an agency, we are **LEADING** in how we provide customer programming and services that have impact at scale – not because of the individuals we touch, but how that interaction impacts how they show up in their communities and in their families. And, what I'm especially proud of are the ways we help them tell their own stories. If you'll indulge me, I'd like to share one of those stories now:

**[PLAY OSWALDO MONTOYA FATHERHOOD INITIATIVE VIDEO]**

**[2 minute video]**

Nothing is better than when people have an opportunity to tell their own story – and we want to help our customers give voice to their dreams for themselves, their children and their families.

Mr. Montoya graduated from our Fatherhood Initiative, just one program that helps customers meet their potential.

When I think about the impact of our work, I think about how our approach to service separates us from the pack. At HOC, we are Housers – but that involves much more than the development of affordable housing. It means that when we serve a customer, we serve **the whole customer**, using housing as a platform to address their health, educational, workforce and any myriad of other needs.

That’s why this past year HOC staff has worked tirelessly to provide what we call community-connected housing. We understand that our customers want to live in neighborhoods connected to opportunity, enhancing their ability to prosper and realize their fullest potential. Every day, we focus on creating communities and promoting services that encourage and cultivate social interaction, helping build strong relationships between neighbors.



In reflecting on our role as Housers and our accomplishments last year, I'd like to turn your attention back to the screen to take a quick look at why we do this work:

**[PLAY 2017 YEAR IN REVIEW VIDEO – WE ARE HOUSERS]**

**[2 minute video]**

We are Housers. That mindset and approach to what we do will be critical as we focus on our priorities – and challenges – for the year ahead.

### **Path Forward**

In a world of diminished resources, we as an agency will have to work harder and smarter to develop housing and deliver services at a level this county deserves. If we hope to remain leaders in innovation in the affordable housing and community development space, then we have to start by building best practices at home. That means continuing to embrace data-driven metrics that will demonstrate the impact of our work on our customers and this community.

In 2017, as we embarked on the strategic planning process, we committed to using our data to answer the question, “How do we know we are successful?” We used the data walk as a tool to reach agreement on which data were important for developing strategies and achieving our goals. It helped us discover some things about who we are as an organization – both good and bad. But moreover, it helped foster a candid conversation about how we move forward and improve.

Examining this data honestly and critically helped renew our strategic vision, and made clear our core identity as Housers. At HOC, being a Houser means every person is focused on just three things:

- Getting people housed.
- Keeping people housed.
- And helping customers reach their fullest potential.

These three principles capture the essence of our mission and are embedded in our new strategic plan.

## Strategic Plan

As we turn our attention to the new 2018 – 2022 strategic plan, I believe that we are in a good place with a sound strategy, a set of solid business principles, and above all else, a great team.

Our goals and metrics for meeting mission include:

- **Getting People Housed**

- HOC will expand the supply of affordable housing in Montgomery County by **1,000 units by 2022**.
- We intend to remain diversified in our strategies to meet the range of affordable housing needs in the county. To accomplish this, we'll work to expand and preserve units through our own development activity, as well as providing financing vehicles to support affordable development by others.

- **Keeping People Housed**

- HOC will increase housing stability for vulnerable populations by offering service connections and counseling services for **100%** of households identified as “at risk” of losing their housing.

- To accomplish this, we'll ensure not only that HOC units are maintained to the highest standards, but that customers are able to navigate our programs and service offerings successfully – keeping folks connected to their communities and helping to stem housing loss.
  
- **And Helping Customers Reach Their Fullest Potential**
  - HOC will extend enrichment and supportive services beyond the 13,800 households served by our current housing programs to some of the nearly 32,100 households on our HousingPath wait list by making training available online.
  - We will continue to provide robust workforce and education programming for adults and youth – supporting their movement along the self-sufficiency continuum – and increase program participation by **30%**, touching **1,300** households annually.

So, we're clear on our path and on our goals moving forward. This new strategic plan will serve as a roadmap – guiding us on our mission to transform our community for the betterment of all Montgomery County residents. Our strategy lets us be ready for that!

## Closing

2017 was an extraordinary year at HOC. Together we helped families across the county get stable, affordable housing. I invite everyone to review this month's Executive Director Report to take a look at the year's highlights and the impact and accomplishments of our staff.

I want you to know how proud I am of this team, and how appreciative I am of all your efforts. I strongly believe the people we serve benefit most from the simplest acts – the small kindnesses and gestures of caring you show our customers every day.

As we embark on this new year ahead, we will not rest on our laurels. We will keep our focus on doing what's right. We'll continue to provide more services and more convenience for our customers.

We will seek to help more people in our community get on solid ground through our programming and services coordination. And through it all, we will choose to lead and focus on people first. It's what makes HOC different. It's what makes us strong.

Thank you for being part of the HOC community. On behalf of the entire staff, we look forward to an incredible year ahead.

# Information Exchange

*HOC Students Receive Free Homework Computers*

On March 27, 2018, students and families from across Montgomery County gathered to engage with County officials and receive laptop computers as part of the Homework Gap Computer Project. HOC, in partnership with Montgomery County Public Schools (MCPS) and Montgomery County Government, launched the Homework Gap Computer Project to address the barriers to online access many students still face at home. The project supplies 136 students residing in HOC properties across the county with brand new Chromebooks at no cost to their families. HOC, MCPS, and Montgomery County Public Libraries and Community Recreation Centers will provide public Wi-Fi access and HOC will provide ongoing technical support for the computers at HOC locations.



Commissioner Jackie Simon and I had the opportunity to meet many of the bright, young people receiving computers and to hear about how these tools will help them succeed in the classroom. The Homework Gap Computer Project truly goes to the heart of connecting communities to opportunity, and we are extremely pleased that through this partnership, our investment in providing customers with access to high-speed wireless broadband will be further enhanced

with County-funded computers for students. We are honored that our partners at the County - County Executive Isiah Leggett, Councilmember Sidney Katz, and Superintendent Dr. Jack Smith – were able to join us for the event and are grateful for their ongoing support of our students and communities.

### *Towne Centre Place Hosts Local Track Star*



In honor of Women’s History Month, HOC’s Towne Centre Place in Olney hosted a young, up-and-coming track star from Bullis School in Potomac. On March 14, 2018, students had the opportunity ask questions of Bullis School Sophomore track standout Leah Phillips. Phillips spoke about her accomplishments on the track and balancing life as a student-athlete. In 2018, Phillips was selected to the Washington Post’s Winter All-Met team and posted one of the nation’s top times in the 300-meter event. She recounted her recent accomplishments for the group, including setting a national record as part of Bullis’s 4 x 200 relay team at the New Balance Nationals, and spoke about her future goals.



Students were excited to ask Leah about her performance on and off the track. Phillips continues to set records for her school and she hopes that it will inspire other kids to reach for their own goals. We are privileged to have hosted such an accomplished student-athlete and to highlight the achievements of local young women in Montgomery County.

### *HOC at 2018 2Gen Summit on Breaking Cycles of Poverty*

On March 13 and 14, 2018, Chief Operating Officer Shauna Sorrells and I had the opportunity to attend the 2018 2Gen Summit on Breaking Cycles of Poverty in Sarasota, Florida. The Community Foundation of Sarasota County, in partnership with Ascend at the Aspen Institute, hosted more than 250 local leaders from nonprofit organizations, civic groups, the private sector and city and county entities to share strategies directed at lifting families out of poverty.

The 2Gen Summit focuses on programs and practices that use a two-generational approach – creating opportunities for and addressing the needs of both children and parents in their lives together. Topics covered during the summit included affordable housing, mental health, racial equity, parent education



and workforce training, engaging and listening to families, building successful partnerships and effectively measuring program outcomes.

I had the privilege of speaking to summit participants about how HOC is working to reduce poverty and increase access to opportunity in Montgomery County using affordable housing as a platform. I shared our strategies for providing customers with programming and enrichment that puts them on the path to reaching their fullest potential and tools for creating community connected housing in high-opportunity areas. HOC is a national leader in applying a holistic, multi-generational approach to housing and supportive services – a fact that was prominently featured in articles on the summit in [The Sarasota Observer](#) and [Sarasota Herald-Tribune](#). It was a pleasure to share our best practices with organizations from across the country and add to the foundation of the successful 2Gen model.



#### *FSS Partners with Emmanuel Brinklow Church on Customer Workshops*

On March 10, 2018, the Family Self-Sufficiency program kicked off its monthly workshop series with Emmanuel Brinklow Seventh-Day Adventist Church. Emmanuel Brinklow Church, a 2018 recipient of HOC's Special Recognition Award, frequently partners with the FSS staff to provide essential programming and support for our customers. The following workshops were conducted in March: Self-Defense Class, Arts and Crafts for Kids, Manhood Initiative, Healthy Mind, Healthy Cooking Demonstration, and Preparing for the Unexpected. A total of 50 individuals participated in the workshops, including children, adolescents, and adults. Each session spanned 45 minutes and allowed participants to rotate to several sessions during the event.

All participants enjoyed snacks and a full lunch during the workshop series. FSS staff donated 17 gift cards and two gift baskets as raffle prizes for the day's participants. Participants left the workshops armed with new knowledge and tools, and expressed an eagerness to return for workshop sessions in April.

#### *Fatherhood Initiative Holds Completion Ceremony*

On Friday, March 30, 2018, HOC's Fatherhood Initiative held a completion ceremony for its eleventh cohort of fathers. The ceremony for the fathers and their families was held at HOC's MetroPointe in Wheaton. Eighteen fathers from the Lambda Cohort were recognized for their completion of the program and their ongoing efforts to pursue goals that will help them reach their fullest potential and support their families.

# HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

## April 2018

|       |  |            |
|-------|--|------------|
| 4     | Public Hearing – re: Annual Public Housing Agency (PHA) Plan   | 3:30 p.m.  |
| 4     | HOC Regular Meeting ( <i>All</i> )   | 4:00 p.m.  |
| 6     | Development and Finance Committee Meeting ( <i>Simon, McFarland, Nelson</i> )                                    | 10:00 a.m. |
| 6     | Special Session Teleconference ( <i>All</i> )  | 11:30 a.m. |
| 9     | Budget, Finance and Audit Committee Meeting – re: Rents ( <i>Nelson, Simon</i> )                                 | 10:00 a.m. |
| 16    | Resident Advisory Board ( <i>Croom</i> )   | 6:00 p.m.  |
| 18    | Budget, Finance and Audit Committee Meeting – re: Budget – Opportunity Housing ( <i>Nelson, Simon</i> )          | 10:00 a.m. |
| 20    | Development and Finance Committee Meeting ( <i>Simon, McFarland, Nelson</i> )                                    | 10:00 a.m. |
| 20    | Status/Lunch Meeting w/Executive Director ( <i>All</i> ) – Location TBD  | 12:00 noon |
| 22-24 | NAHRO Washington Conference ( <i>All</i> ) – Crystal Gateway Marriott Hotel, Arlington, VA                       |            |
| 23    | Agenda Formulation ( <i>Simon, Nelson</i> )  | 12:00 noon |
| 24    | Budget, Finance and Audit Committee Meeting – re: Budget – Mortgage Finance/Real Estate ( <i>Nelson, Simon</i> ) | 10:00 a.m. |
| 30    | Budget, Finance and Audit Committee Meeting – re: Budget ( <i>Nelson, Simon</i> )                                | 10:00 a.m. |

## May 2018

|       |  |            |
|-------|--|------------|
| 2     | Public Hearing – re: Administrative Plan Revision  | 3:30 p.m.  |
| 2     | HOC Regular Meeting ( <i>All</i> )   | 4:00 p.m.  |
| 3-4   | Council of Large Public Housing Authorities (CLPHA) - Housing Is Summit – Washington, DC       |            |
| 8     | Budget, Finance and Audit Committee Meeting – re: Budget ( <i>Nelson, Simon</i> )              | 10:00 a.m. |
| 9-12  | NALHFA Conference ( <i>All</i> ) – The Hotel Monteleone, 214 Royal St., New Orleans, Louisiana |            |
| 15    | Budget, Finance and Audit Committee Meeting – re: Budget ( <i>Nelson, Simon</i> )              | 10:00 a.m. |
| 15    | Legislative and Regulatory Committee Meeting ( <i>Byrd, Croom, Rodriguez</i> )                 | 4:00 p.m.  |
| 18    | Development and Finance Committee Meeting ( <i>Simon, McFarland, Nelson</i> )                  | 10:00 a.m. |
| 21    | Agenda Formulation ( <i>Simon, Nelson</i> )  | 12:00 noon |
| 21    | Resident Advisory Board ( <i>Croom</i> )   | 6:00 p.m.  |
| 22    | Budget, Finance and Audit Committee Meeting – re: Budget ( <i>Nelson, Simon</i> )              | 10:00 a.m. |
| 24-25 | MAHRA Spring Conference ( <i>All</i> ) – Ocean City, MD  |            |
| 28    | Memorial Day Holiday ( <i>HOC Offices Closed</i> )   |            |

## June 2018

|       |  |            |
|-------|--|------------|
| 6     | HOC Regular Meeting ( <i>All</i> )   | 4:00 p.m.  |
| 14    | Day of Service   |            |
| 15    | Staff Appreciation Day   |            |
| 18    | Resident Advisory Board ( <i>Croom</i> )   | 6:00 p.m.  |
| 22    | Development and Finance Committee Meeting ( <i>Simon, McFarland, Nelson</i> )        | 10:00 a.m. |
| 22    | Status/Lunch Meeting w/Executive Director ( <i>All</i> ) – Location TBD              | 12:00 noon |
| 24-27 | MARC-NAHRO 2018 Annual Conference & Expo ( <i>All</i> ) - Hershey Lodge, Hershey, PA |            |
| 25    | Agenda Formulation ( <i>Simon, McFarland</i> )                                       | 12:00 noon |

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## July 2018

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|    |   |            |
|----|---|------------|
| 4  | Independence Day – HOC Offices Closed                                 |            |
| 11 | HOC Regular Meeting (All)   | 4:00 p.m.  |
| 17 | Legislative and Regulatory Committee Meeting (Byrd, Croom, Rodriguez) | 4:00 p.m.  |
| 23 | Resident Advisory Board (Croom)                                       | 6:00 p.m.  |
| 27 | Development and Finance Committee Meeting (Simon, McFarland, Nelson)  | 10:00 a.m. |
| 30 | Agenda Formulation (Simon, McFarland)                                 | 12:00 noon |

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## August 2018

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|    |  |            |
|----|--|------------|
| 7  | National Night Out   | 5:00 p.m.  |
| 8  | HOC Regular Meeting (All)  | 4:00 p.m.  |
| 14 | Budget, Finance and Audit Committee Meeting – re: Budget (Nelson, Simon) | 10:00 a.m. |
| 24 | Development and Finance Committee Meeting (Simon, McFarland, Nelson)     | 10:00 a.m. |
| 24 | Status/Lunch Meeting w/Executive Director (All) – Location TBD           | 12:00 noon |
| 27 | Agenda Formulation (Simon, Croom)  | 12:00 noon |

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## September 2018

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|    |  |            |
|----|--|------------|
| 3  | Labor Day – HOC Offices Closed   |            |
| 5  | HOC Regular Meeting (All)  | 4:00 p.m.  |
| 11 | Legislative and Regulatory Committee Meeting (Byrd, Croom, Rodriguez)            | 4:00 p.m.  |
| 18 | Budget, Finance and Audit Committee Meeting – re: Budget (Nelson, Simon)         | 10:00 a.m. |
| 21 | Development and Finance Committee Meeting (Simon, McFarland, Nelson)             | 10:00 a.m. |
| 24 | Agenda Formulation (Simon, Croom)  | 12:00 noon |
| 26 | HOCP - Inspire Gala (All) – The Filmore - 8656 Colesville Rd., Silver Spring, MD | 6:00 p.m.  |

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### Activities of Interest

- 1 – Follow-up Meeting w/Housing for People with Disabilities Group
  - 2 – Property Tour
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# Administrative and Special Session Ratifications

**RATIFICATION OF ACTION TAKEN IN ADMINISTRATIVE SESSION ON  
MARCH 7, 2018:**

**RATIFICATION OF ACQUISITION OF THREE LIMITED PARTNER  
INTERESTS IN THREE EXISTING PARTNERSHIPS; APPROVAL TO FUND  
THE PURCHASE; APPROVAL TO TRANSFER OWNERSHIP TO AN  
EXISTING SUB-ENTITY.**

**April 3, 2018**

- At an Administrative Session on March 7, 2018, the Commission adopted Resolution 18-21AS, which authorized the acquisition of three limited partner interests in three existing partnerships, the funding for the acquisitions, and the transfer of those partner interests to an existing sub-entity.
- Consistent with the Commission's Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in an open meeting with a quorum physically present, the action undertaken at the March 7, 2018 Administrative Session to provide notice to the public under the Maryland Open Meetings Act. Further, the Commissioner wishes to ratify any action taken since the Executive Session with respect to the approved transaction.

**RESOLUTION: 18-21R**

**RE: Authorization to Acquire Three Limited Partner Interests; Authorization for Funding the Acquisitions; Authorization to Transfer Ownership of the Interests to Existing Sub-Entities**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”), a public body corporate and politic duly created, organized and existing under the laws of the State of Maryland, is authorized pursuant to the Housing Authorities Law, organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland (the “Act”), to carry out and effectuate the purpose of providing affordable housing including providing for the acquisition, construction, rehabilitation and/or permanent financing or refinancing (or a plan of financing) of rental housing properties which provide a public purpose; and

**WHEREAS**, at an Administrative Session duly called and held on March 7, 2018, with a quorum present, the Commission duly adopted Resolution 18-22AS, which authorized the acquisition of three limited partner interests in three existing partnerships, the funding for the acquisitions, and the transfer of those partner interests to an existing sub-entity.

**WHEREAS**, consistent with the Commission’s Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in an open meeting with a quorum physically present, the action undertaken by the Commissioners in adopting Resolution 18-21R and any action taken since March 7, 2018 to effectuate the transaction contemplated therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that Resolution 18-21R and any subsequent actions taken in relation thereto, are hereby ratified and affirmed.

**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Housing Opportunities Commission of Montgomery County at a meeting conducted on April 3, 2018.

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Patrice M. Birdsong  
Special Assistant to the Commission

**RATIFICATION OF ACTION TAKEN IN ADMINISTRATIVE SESSION ON  
MARCH 7, 2018:**

**RESCISSION OF APPROVAL TO TRANSFER PURCHASE AGREEMENT  
FOR CERTAIN REAL PROPERTY IN WHEATON TO A NEWLY CREATED  
ENTITY; RESCISION OF APPROVAL TO ADMIT NEW MEMBER TO THE  
NEWLY CREATED ENTITY; APPROVAL TO FORM A DIFFERENT NEW  
ENTITY; APPROVAL TO TRANSFER PURCHASE AGREEMENT FOR  
CERTAIN REAL PROPERTY TO THE DIFFERENT, NEWLY CREATED  
ENTITY**

**April 3, 2018**

- At an Administrative Session on March 7, 2018, the Commission adopted Resolution 18-22AS, which rescinded approval to transfer the Purchase Agreement for certain real property in Wheaton to a newly created entity, rescinded approval to admit a new member to that newly created entity, approved creation of a different new entity, and approved transfer of the Purchaser Agreement for certain real property in Wheaton and admission of a new member to the newly created entity.
- Consistent with the Commission's Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in an open meeting with a quorum physically present, the action undertaken at the March 7, 2018 Administrative Session to provide notice to the public under the Maryland Open Meetings Act. Further, the Commissioner wishes to ratify any action taken since the Executive Session with respect to the approved transaction.

**RESOLUTION: 18-22R**

**RE: Rescission of Approval to Transfer Purchase Agreement for Certain Real Property in Wheaton to a Newly Created Entity; Rescission of Approval to Admit New Member to the Newly Created Entity; Approval to Form a Different New Entity; Approval to Transfer Purchase Agreement for Certain Real Property to the New Entity; Approval to Admit New Member to the New Entity**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”), a public body corporate and politic duly created, organized and existing under the laws of the State of Maryland, is authorized pursuant to the Housing Authorities Law, organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland (the “Act”), to carry out and effectuate the purpose of providing affordable housing including providing for the acquisition, construction, rehabilitation and/or permanent financing or refinancing (or a plan of financing) of rental housing properties which provide a public purpose; and

**WHEREAS**, at an Administrative Session duly called and held on March 7, 2018, with a quorum present, the Commission duly adopted Resolution 18-22AS, rescinding approval to transfer purchase agreement for certain real property in Wheaton to a newly created entity as well as approval to admit new member to the newly created entity, and approving formation of a different new entity, and the transfer of the purchase agreement for certain real property and admission of the new member to the new entity.

**WHEREAS**, consistent with the Commission’s Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in an open meeting with a quorum physically present, the action undertaken by the Commissioners in adopting Resolution 18-22R and any action taken since March 7, 2018 to effectuate the transaction contemplated therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that Resolution 18-22R and any subsequent actions taken in relation thereto, are hereby ratified and affirmed.



**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Housing Opportunities Commission of Montgomery County at a meeting conducted on April 3, 2018.

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Patrice M. Birdsong  
Special Assistant to the Commission

# Committee Reports and Recommendations for Action

# Legislative and Regulatory Committee

# **AUTHORIZATION TO SUBMIT HOC'S FISCAL YEAR 2019 ANNUAL PUBLIC HOUSING AGENCY PLAN**

**April 5, 2017**

- The Quality Housing and Work Responsibility Act of 1998 requires that Public Housing Agencies (“PHAs”), such as the Housing Opportunities Commission of Montgomery County (“HOC”), draft Annual and Five-Year PHA Plans.
- The PHA Plan serves as a comprehensive guide to HOC’s policies, programs, operations, and strategies for meeting local housing needs and goals. The Plan informs the U.S. Department of Housing and Urban Development (HUD), residents, and the public of HOC’s mission for serving the needs of low-income and very low-income families as well as HOC’s overarching strategy for addressing those needs.
- This year, HOC is submitting a Fiscal Year (FY) 2019 Annual PHA Plan, which serves as an update on HOC’s progress toward meeting the goals outlined in its FY 2015-2019 Five-Year PHA Plan, which was submitted four years ago. The Annual Plan provides a description of the revisions made to the PHA Plan since last year as well as a description of HOC’s primary policies and plans for the Housing Choice Voucher and Public Housing programs for the coming fiscal year. This is HOC’s twentieth Annual PHA Plan submission.
- The 45 day public comment period for the FY 2019 PHA Plan began on February 16, 2018.
- At this time, staff is requesting authorization to submit the FY 2019 PHA Plan to HUD by no later than April 17, 2018.



HOC will submit its FY 2019 Annual PHA Plan after presenting a draft to the Resident Advisory Board (RAB), making a draft available to the public for at least 45 days, holding a public hearing, and presenting the final version to the Commission. HOC's FY 2019 Annual PHA Plan is due to HUD 75 days before the beginning of the fiscal year covered in the Plan. For HOC, that is April 17, 2018.

The only substantive change to this year's FY 2019 PHA Plan from the Annual Plan submitted last year are to the sections discussing HOC's use of the RAD program. Taking into account the progress made by HOC over the last four years of RAD conversions, the FY 2019 PHA Plan features an updated description of the RAD accomplishments from this past year as well as those expected for the coming year. As a result of the RAD conversion project, additional guidance discussing the goals, objectives, and program regulations specific to the converted RAD units are described in this Annual Plan. At the completion of HOC's RAD conversions, no public housing (PH) units will remain in HOC's portfolio. HOC's RAD conversion project is expected to finish with the conversion of Elizabeth House in July of 2018. At that time, the content described in the PHA Plan regarding PH will cease in its applicability to the converted units. In place of the PH policies for these converted units will be the RAD conversion policies detailed in the Plan.

Staff released a draft of the FY 2019 PHA Plan to the public on February 16, 2018. Staff discussed the FY 2019 PHA Plan with the RAB on February 26, 2018. HOC is expecting a letter of endorsement from the RAB for the FY 2019 PHA Plan in the coming days. This RAB endorsement letter will be submitted along with the PHA Plan to HUD on, or before, April 17, 2018. To date, HOC has received no public comments on the FY 2019 PHA Plan. A public hearing on the FY 2019 PHA Plan is scheduled for April 4, 2018.

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**ISSUES FOR CONSIDERATION:**

Does the Housing Opportunities Commission of Montgomery County wish to accept the recommendation of the Legislative and Regulatory Committee to authorize the Executive Director, or his designee, to submit the FY 2019 Annual PHA Plan to HUD on, or before, April 17, 2018?

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**PRINCIPALS:**

Housing Resources Division  
Property Management Division

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**BUDGET IMPACT:**

None.

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**TIME FRAME:**

The Legislative and Regulatory Committee reviewed this item at its meeting on March 20, 2018 and recommended it for Commission action on April 4, 2018.

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**

Staff recommends that the Housing Opportunities Commission of Montgomery County accept the recommendation of the Legislative and Regulatory Committee to authorize the Executive Director, or his designee, to submit the FY 2019 Annual PHA Plan to HUD on, or before, April 17, 2018.

**RESOLUTION: 18-23**

**RE: Authorization to Submit HOC's  
Fiscal Year 2019 Annual  
Public Housing Agency Plan**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County ("HOC") seeks to implement the mandatory Annual and Five-Year PHA Plan requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA); and

**WHEREAS**, the submission of the FY 2019 Annual PHA Plan was prepared in accordance with 24 CFR Part 903 regulations and requirements for submission to HUD; and

**WHEREAS**, HOC worked in collaboration with HOC's Resident Advisory Board to obtain recommendations in the development of the proposed Annual PHA Plan Submission; and

**WHEREAS**, HOC obtained certification from local government officials that the proposed Annual PHA Plan Submission is consistent with the jurisdiction's Consolidated Plan; and

**WHEREAS**, HOC will conduct a Public Hearing on April 4, 2018 to obtain public comments regarding the proposed Annual PHA Plan Submission; and

**WHEREAS**, HOC has considered all comments and recommendations received and has incorporated all relevant changes in the proposed Annual PHA Plan Submission.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Opportunities Commission of Montgomery County that it approves the FY 2019 Annual PHA Plan and its submission to HUD no later than April 17, 2018, as required by federal regulation.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized and directed, without further action on its part, to take any and all other actions necessary and proper to carry out the activities contemplated herein.

**I HEREBY CERTIFY** that the forgoing resolution was adopted by the Housing Opportunities Commission of Montgomery County at a regular open meeting conducted on April 4, 2018.

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**Patrice Birdsong  
Special Assistant to the Commission**



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| <b>Annual PHA Plan</b><br><i>(Standard PHAs and Troubled PHAs)</i> | <b>U.S. Department of Housing and Urban Development</b><br><b>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226</b><br><b>Expires: 02/29/2016</b> |
|--|---|--|

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

| A.                 | PHA Information.   |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------|--|--------------------|----------|-----------------------------|---------------------------------|------------------------------|---------------------------------|------------------------------|-----|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| A.1                | <p> <b>PHA Name:</b> _____ <b>PHA Code:</b> _____<br/> <b>PHA Type:</b> <input type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA<br/> <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____<br/> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)<br/> <b>Number of Public Housing (PH) Units</b> _____ <b>Number of Housing Choice Vouchers (HCVs)</b> _____ <b>Total Combined Units/Vouchers</b> _____<br/> <b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program |                                 | PH                           | HCV | Lead PHA: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating PHAs | PHA Code   |                    |          |                             |                                 | Program(s) in the Consortia  | Program(s) not in the Consortia | No. of Units in Each Program |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  | PH                 | HCV      |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lead PHA:          |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



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| <p><b>B.5</b></p>  | <p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p>   |
| <p><b>B.6</b></p>  | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N<br/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> |
| <p><b>B.7</b></p>  | <p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>  |
| <p><b>B.8</b></p>  | <p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y   N   N/A<br/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>   |
| <p><b>C. Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p> |   |
| <p><b>C.1</b></p>  | <p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>   |

# Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

## A. PHA Information. All PHAs must complete this section.

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Annual Plan. All PHAs must complete this section.

### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

**Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

**Safety and Crime Prevention.** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

**Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD’s website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

**B.5 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**B.7 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark “yes,” and describe that plan. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” (24 CFR §903.9)

**C. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

**C.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX.”

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Fiscal Year (FY) 2019 Annual Public Housing Agency (PHA) Plan Submission  
Housing Opportunities Commission of Montgomery County

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**Narrative and Additional Information**

**A. 1** The Public may view the PHA Plan, supporting documentation, and obtain information regarding any of the activities outlined in this plan at HOC’s main administrative offices (10400 Detrick Avenue, Kensington, Maryland 20895) and at the following three satellite offices:

HOC Gaithersburg Customer Service Center  
101 Lakeforest Blvd.  
#200  
Gaithersburg, Maryland 20877

HOC Silver Spring Customer Service Center  
8241 Georgia Avenue  
3rd Floor  
Silver Spring, Maryland 20910

HOC East Deer Park Offices  
231 East Deer Park Drive  
Gaithersburg, Maryland 20877

Additional documents and supporting documents for this PHA Plan, that are also available for viewing at the above locations, are listed below:

- Form HUD-50077-ST-HCV-HP: PHA Certifications of Compliance with the PHA Plans and Related Regulations (MD004a01.pdf)
- Resident Advisory Board (RAB) comments on PHA Plan (MD004f01.pdf)
- Form HUD-50077-CR, Civil Rights Certifications (MD004j01.pdf)
- Form HUD-50077-SL, Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (MD004k01.pdf)

The Plan and its supporting documents are also available for review on HOC’s web site: [www.hocmc.org](http://www.hocmc.org).

Staff will meet with the Resident Advisory Board (RAB) on February 26, 2018 to discuss this PHA Plan and receive any comments from the RAB.

A public hearing regarding this PHA Plan will be held on April 4, 2018 at 3:30 p.m. in the Hearing Room at HOC’s main administrative offices (10400 Detrick Avenue, Kensington, Maryland 20895).

**B.1** Revision of PHA Plan Elements

(b) HOC’s Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs are governed by HOC’s Administrative Plan. The Administrative Plan derives its layout and much of its content from the Code of Federal Regulations (CFR), Title 24, Part 982 – Section 8 Tenant-Based Assistance: Housing Choice Voucher Program and Title 24, and Part 983 – Project-Based Voucher Program.

- HOC’s policies for HCV admission eligibility are established in Chapter 2 of the HOC Administrative Plan.
- HOC’s policies for persons applying for HCV admission are established in Chapter 3 of the HOC Administrative Plan.
- HOC’s HCV wait list and selection processes are established in Chapter 4 of the HOC Administrative Plan.
- All of HOC’s PBV policies are established in Chapter 22 of the HOC Administrative Plan.

HOC’s Public Housing (PH) program is governed by HOC’s Public Housing Admissions and Continued Occupancy Policy (ACOP).

- HOC’s policies for PH eligibility and admissions are established in Chapter 8 of the HOC ACOP.
- HOC’s PH wait list and selection processes are established in Chapters 9 and 10 of the HOC ACOP.

1. HCV Eligibility and Selection Criteria

Eligibility for HOC’s HCV program is determined when an applicant is called from the wait list. HOC uses the following criteria for screening applicants:

- a. An applicant must be a “family”.
- b. An applicant must be within the appropriate Income Limits.
- c. An applicant must furnish Social Security Numbers for all family members.
- d. An applicant must furnish Declaration of Citizenship or Eligible Immigrant Status and verification where required.
- e. At least the head of household or spouse of the applicant family must be either a U.S. citizen or have eligible immigration status before the PHA may provide any financial assistance.
- f. Criminal or drug related activity only to the extent required by law or regulation including criminal records from local and state law enforcement agencies. HOC checks national and state sex offender registries and will deny persons subject to lifetime registration. HOC will review, on a case by case basis, the issues related to any applicant who is registered as a sex offender for other than their lifetime.

2. PH Eligibility and Selection Criteria

Eligibility for HOC’s PH program is determined when an applicant is called from the wait list. HOC uses the following criteria for screening applicants:

- a. Family status
- b. Income eligibility
- c. Citizenship/eligibility status
- d. Social Security Number documentation
- e. Signing consent forms
- f. Criminal or drug related activity only to the extent required by law or regulation including criminal records from local and state law enforcement agencies. HOC checks national and state sex offender registries and will deny persons subject to lifetime



registration. HOC will review, on a case by case basis, the issues related to any applicant who is registered as a sex offender for other than their lifetime.

3. In May of 2017, HOC added to Chapter 4 of its Administrative Plan a wait list preference for up to 10 Housing Choice Vouchers to be allocated for families with histories of homelessness who are currently housed within the Montgomery County Homeless Continuum of Care (CoC). The Montgomery County Homeless CoC is a collaboration of public and private groups working to prevent and end homelessness in Montgomery County, Maryland. Support for the CoC's efforts include federal, state, local and private funds.

Continuing its efforts to end homelessness in Montgomery County, the Montgomery County Government requested that HOC allocate up to 10 vouchers for families with histories of homelessness who are currently housed within the Montgomery County Homeless CoC. These families have achieved stability and are, therefore, no longer in need of the supportive services that are currently provided by the programs in which they participate. By providing these families with vouchers, they will be able to fully integrate into the community with long-term housing assistance. As a result of these families exiting the CoC, approximately 12-15 new chronically homeless persons will be housed and provided the supportive services they need to transition into stable housing situations.

New vouchers were not allocated to HOC by HUD for this purpose nor were vouchers taken from any existing HOC residents. Rather, the 10 vouchers aside by HOC for housing families with histories of homelessness became available through attrition within HOC's existing voucher allocation and then were held for this purpose.

4. In December of 2017, HOC added to Chapter 3 of its Administrative Plan wait list related changes to the admissions process. These changes followed those made in July of 2015, to completely revise Chapter 4 of HOC's Administrative Plan which is entitled Establishing Preferences and Maintaining the Wait List. The July 2015 revisions focused on providing customers and staff with a guidance document that explains the functionality of HOC's new, fully electronic wait list, Housing Path.

While the July 2015 revisions to Chapter 4 were comprehensive and detailed, they were limited in their scope in that they only addressed the information contained in Chapter 4. Chapter 3 of the Administrative Plan is entitled Applying for Admission. In this chapter, the Administrative Plan describes the admissions and application process for the voucher program, including the functionality of the wait list as it pertains to initial call-ups. In order to ensure consistency and accuracy within the Administrative Plan for its description of the Housing Path wait list, HOC made these revisions to Chapter 3.

5. Also in December of 2017, HOC added to Chapter 22 of its Administrative Plan a non-competitive selection process for Project-Based Voucher (PBV) assistance. These changes were developed based on the latest statutory changes to the PBV program in the Housing Opportunity Through Modernization Act of 2016 (HOTMA). The details of the HOTMA changes, and further guidance, are provided in PIH Notice 2017-21, published on October 30, 2017.

Among the most significant changes described in PIH Notice 2017-21 is the ability of PHAs to add a non-competitive selection process for PBV assistance. In order to utilize this provision, the

PBV assistance must be added to a project in which HOC has an ownership interest or over which the Agency has control. Importantly, use of this non-competitive selection exception also requires HOC's engagement in an initiative to improve, develop, or replace a public housing property or site.

As mentioned above, in order to qualify for this exception to use a non-competitive selection process for receipt of PBV assistance, the units which receive the assistance must be in a project in which HOC has an ownership interest or over which HOC has control. Additionally, HOC must meet the following conditions in order to qualify for use of the non-competitive selection exception:

- a. HOC must be engaged in an initiative to improve, develop, or replace public housing properties or sites. The public housing properties or sites may be in HOC's existing public housing inventory or they may be from those previously removed from the public housing inventory through any available legal removal tool within five years of the date on which HOC entered into the Agreement to Enter a Housing Assistance Payments (AHAP) contract or Housing Assistance Payments (HAP) contract, pursuant to the non-competitive selection.
- b. If HOC plans rehabilitation or new construction, a minimum threshold of \$25,000 in hard costs per-unit is required.
- c. If HOC plans to replace public housing by attaching project-based assistance to existing housing in which the Agency has an ownership interest or over which HOC has control, then the \$25,000 per-unit minimum threshold does not apply as long as the existing housing substantially complies with HUD's housing quality standards (HQS). Please see Chapter 10 of HOC's Administrative Plan for further information on what it means to substantially comply with HUD's housing quality standards.
- d. HOC must explain in its Administrative Plan the work it plans to do on the property or site and how many units of PBV the Agency plans to add via non-competitive selection. These explanations are added on an as needed basis at the end of Chapter 22 of HOC's Administrative Plan, in Section G.
- e. All of the units identified by HOC for non-competitive selection must be eligible for PBV assistance in accordance with 24 CFR 983.53. Furthermore, selection of the units must satisfy all other statutory and regulatory requirements of the PBV program as per HUD guidance and this chapter of HOC's Administrative Plan.

As per this guidance from HOTMA, HOC added the required criteria described herein to HOC's Administrative Plan. HOC also added to its Administrative Plan the required explanation of the work it plans to do on the property or site and how many units of PBV HOC plans to add via non-competitive selection. That explanation is as follows:

In December of 2017, HOC used the non-competitive selection process provided for herein to award HOC 40 Project-Based Vouchers (PBV). These vouchers are reserved for use at HOC's Park View apartment project. Park View is a new construction, age-restricted property which is currently under development, and is expected to open for

occupancy in April of 2019. Park View is located at 3132 Bel Pre Road in Aspen Hill, Maryland. HOC is developing Park View as a mixed-income property with a total of 120 units. HOC expects to exceed the required minimum threshold of \$25,000 in hard costs per unit during construction of Park View. At closing, Park View had an estimated hard cost per unit of \$142,610.

(c) HOC’s Public Housing Deconcentration Policy is described in Chapter 10 of the Agency’s Admissions and Continued Occupancy Policy (ACOP). More specifically, Sections 10.4 and 10.5 state the following:

**10.4 DECONCENTRATION POLICY**

It is the Housing Opportunities Commission’s policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we may skip families on the wait list to reach other families with a lower or higher income. Additionally, the Housing Opportunities Commission may use flat rents to encourage higher-income eligible residents to lease or remain in a public housing unit. We will accomplish this in a uniform and non-discriminating manner.

The Housing Opportunities Commission will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

**10.5 DECONCENTRATION INCENTIVES**

Subject to its annual deconcentration analysis, the Housing Opportunities Commission may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

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

**B.2 New Activities**

(b) Beginning in 2014 and continuing into FY 2019, HOC is using the Rental Assistance Demonstration (RAD) program to convert its Public Housing (PH) portfolio to Project-Based Rental Assistance (PBRA) units and Project-Based Voucher (PBV) units. As a result of the RAD conversion project, additional guidance discussing the goals, objectives, and program regulations specific to the converted RAD units have been added to this Annual Plan. At the completion of HOC’s RAD conversions, no PH units will remain in HOC’s portfolio. As HOC’s RAD conversions finish during this coming fiscal year (FY 2019), the PHA Plan content described herein regarding PH will cease to be applicable to the converted units. In place of the PH policies for these converted units will be the RAD conversion polices detailed in this Plan and in HOC’s Administrative Plan for those units converted to PBVs.

As identified above, HOC is currently in the process of converting all of its existing PH units to either PBRA or PBV through HUD’s RAD program. Of the 11 PH properties scheduled for conversion, the actual conversions have occurred in a staggered format over the last four fiscal years. HOC has received

Commitments to Enter into Housing Assistance Payments Contracts (“CHAP”) for all eleven (11) public housing developments and the final PH property will convert in early FY 2019. These public housing properties are grouped into multiple Asset Management Projects (the “RAD AMPs”), as follows:

| <b>Properties Comprising RAD AMPs</b>      |
|--|
| Seneca Ridge (aka Middlebrook Square)      |
| Parkway Woods and Ken Gar                  |
| Towne Centre Place and Sandy Spring Meadow |
| Washington Square and Emory Grove          |
| Arcola Towers                              |
| Waverly House                              |
| Elizabeth House                            |
| Holly Hall                                 |

A number of these RAD AMPs have been re-grouped (consolidated and/or divided) into one or more properties under common ownership by an affiliate of HOC and under a common financing scheme following their RAD conversions (each a “RAD Property” and collectively, the “RAD Properties”). Further, some of the Assistance Transfer Units from some of the RAD AMPs or sites were consolidated into other RAD properties. The following table illustrates these re-groupings.

| <b>RAD Properties</b>  |
|--|
| Seneca Ridge, Parkway Woods, Ken Gar, Towne Centre Place, Sandy Spring Meadow, and Washington Square |
| Emory Grove (scattered site single-family homes)   |
| Arcola Towers  |
| Waverly House  |
| Elizabeth House  |
| Holly Hall   |

As HOC’s RAD conversions finish during this coming fiscal year (FY 2019), the PH content from this PHA Plan will become inapplicable to the converted units. Importantly, the following eligibility, selection, admissions policies, deconcentration, and wait list procedures apply to the units converted and converting from PH units to either PBRA or PBV units through the RAD program.

1. RAD Eligibility and Selection Criteria Modifications

- I. Occupied Units to be Converted Under RAD. Any tenant residing in a PH unit at any of the RAD properties at the time of conversion, shall be eligible for tenancy in a post-conversion unit. These tenants will be eligible for either PBRA units or PBV units. The PBRA RAD units will be located either (i) on-site, after a rehabilitation of the property (the “On-Site PBRA Units”), or (ii) at a new location as new construction replacement units (the “Replacement

RAD Units”). The PBV RAD units will be units for which the assistance is transferred to other properties owned by an affiliate of HOC (the “Assistance Transfer PBV Units”, referenced jointly with the On-Site PBRA units and the Replacement RAD units as the “RAD units”). Beginning in FY 2015, HOC’s plan was to convert 508 public housing units as On-Site PBRA units, convert 256 public housing units to Replacement RAD units (for the Elizabeth House and Holly Hall properties), and transfer assistance for 113 public housing units. In all cases, each of the 877 public housing units converted under RAD would continue to receive a subsidy.

During FY 2015, HOC completed the above described Assistance Transfer PBV Unit process with all 113 units that were planned to have their PH assistance transferred off-site to PBV assistance. Also during FY 2015, HOC completed the above described On-Site PBRA Unit process for 209 units that were planned to have their PH assistance converted to on-site PBRA assistance. This process included four RAD AMPs: (1) Seneca Ridge, (2) Parkway Woods and Ken Gar, (3) Towne Centre Place and Sandy Spring Meadow, and (4) Washington Square and Emory Grove.

During FY 2016, HOC completed the conversion of all of the units at Arcola Towers (141) and Waverly House (145) RAD AMPs to PBRA.

During FY 2018, HOC completed the conversion of all of the units at Holly Hall (96) and 54 of the 160 units at Elizabeth House.

Accordingly, the only remaining RAD conversion, which will take place in early FY 2019, is for the remaining 106 units at Elizabeth House. During its conversion from PH to project-based rental subsidy programming, all of the units from Elizabeth House property will be transferred fully offsite as Replacement RAD Units.

| <b>RAD AMP</b>  | <b>Current Public Housing Units</b> | <b>On-Site PBRA Units</b> | <b>Replacement RAD Units</b> | <b>Assistance Transfer PBV Units</b> |
|-----------------|-------------------------------------|---------------------------|------------------------------|--------------------------------------|
| Elizabeth House | 106                                 | -                         | 106                          | -                                    |

- A. On-Site PBRA Units and Replacement RAD Units. This list enumerates the rights of those existing residents who occupy a RAD unit at the time of conversion and who either remain on-site at the RAD property after conversion or who relocate to a newly constructed Replacement RAD Unit. Occupants of these RAD units will receive PBRA. All PH units that are converting to PBRA through RAD will use Form HUD 90105-A Model Lease for Subsidized Programs with an initial lease term of one year. Complete information on these matters may be found under the heading of “Special Provisions Affecting Conversions to PBRA” in HUD’s PIH Notice 2012-32 (Section 1.7.B & C), which are incorporated herein by reference and summarized below:
  - a. No re-screening of tenants upon conversion.

- b. Resident right to return to the property (or, in the case of Elizabeth House and Holly Hall, the newly constructed replacement property) if relocated as a result of conversion, irrespective of income level.
- c. Phase-in of tenant rent increase: If the rent increase is the greater of 10 percent or \$25, the increase will be phased in over three (3) years or five (5) years, as determined by HOC.
- d. Continued eligibility for Public Housing-Family Self-Sufficiency (“PH-FSS”) and Resident Opportunities and Self-Sufficiency- Service Coordinators (“ROSS-SC”) programs; provided, however, that these tenants will be given first priority for Assistance Transfer Units.
- e. Resident Participation and Funding: Residents will have the right to establish and operate a resident organization and be eligible for resident participation funding (see Attachment 1B of PIH Notice 2012-032).
- f. Termination notification: HOC must provide written notification of termination of lease within a reasonable time:
  - i. Not to exceed 30 days if health or safety of other tenants, HOC employees, or persons residing in the vicinity are threatened or in the event of drug-related or violent criminal activity or any felony conviction;
  - ii. 14 days for non-payment of rent; and
  - iii. In all other cases, the requirements at 24 CFR §880.603, as revised for RAD in PIH Notice 2012-32, the Multifamily HUD Model Lease and any other HUD multifamily administrative guidance shall apply.
- g. Grievance process: See PIH Notice 2012-32 Section 1.7.B.6. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the United States Housing Act of 1937 (the “Act”). The RAD program will require that:
  - i. Residents be provided with notice of the specific grounds of the proposed owner adverse action, as well as their right to an informal hearing with HOC (as owner);
  - ii. Residents will have an opportunity for an informal hearing with an impartial member of HOC’s staff (as owner) within a reasonable period of time;
  - iii. Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the owner as the basis for the adverse action. With reasonable notice to HOC (as owner), prior to a hearing and at the residents’ own cost, the resident may copy any documents or records related to the proposed adverse action;
  - iv. HOC (as owner) will provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence HOC (as owner) relied upon as the basis for the adverse action; and

- v. HOC (as owner) will be bound by decisions from these hearings, except if the:
  - 1) Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
  - 2) Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.
  - 3) If HOC (as owner) determines that it is not bound by a hearing decision, HOC must promptly notify the resident of this determination, and of the reasons for the determination.
  
- h. Establishment of Wait List. Wait lists will be kept in accordance with PIH Notice 2012-32 Section 1.7.C.
  
- i. Earned Income Disregard (“EID”). Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 960.255. If a tenant requests that the EID cease, or upon the expiration of the EID for such tenants, the tenant will no longer receive the EID exclusion and the Owner will no longer be subject to the provisions of 24 CFR §960.255. Furthermore, tenants whose EID ceases or expires after conversion shall not be subject to the rent phase-in provision, as described in Section 1.7.B.3; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time (please See PIH Notice 2012-32, Section 1.7.B.7).
  
- B. Assistance Transfer PBV Units. HOC has determined that it will be advantageous to transfer the assistance from some of the RAD AMPs to units of similar bedroom count located at other properties controlled by HOC (or its wholly owned affiliate). During FY 2015, HOC transferred the assistance of 113 units from four RAD AMPs to become PBV subsidized units. These RAD AMPs are: (1) Seneca Ridge, (2) Parkway Woods and Ken Gar, (3) Towne Centre Place and Sandy Spring Meadow, and (4) Washington Square and Emory Grove. For a specific breakdown of the units transferred from each AMP, please see the chart below:

| <b>RAD AMP</b>                             | <b>Units</b> |
|--|--------------|
| Seneca Ridge (Middlebrook Square)          | 16           |
| Parkway Woods and Ken Gar                  | 4            |
| Towne Centre Place and Sandy Spring Meadow | 9            |
| Washington Square and Emory Grove          | 84           |

Any resident of a RAD AMP (at time of conversion) who is offered and accepts the transfer of the rental assistance to an Assistance Transfer PBV Unit is entitled to the same rights as a current resident remaining at the converted RAD Property. The assistance available at Assistance Transfer PBV Units will be PBV. Complete information on these matters may be found under the heading of “Special Provisions Affecting

Conversions to PBV” in HUD’s PIH Notice 2012-32 (Section 1.6.C & D), which are incorporated herein by reference and summarized below:

- a. No re-screening of tenants upon conversion.
- b. Resident right to an assisted unit, irrespective of income level; residents of Assistance Transfer Units waive the right to return to their prior units.
- c. Phase-in of tenant rent increase: If the rent increase is the greater of 10% or \$25, the increase will be phased in over three (3) years or five (5) years, as determined by HOC.
- d. Continued eligibility for Public Housing-Family Self-Sufficiency (“PH-FSS”) and Resident Opportunities and Self-Sufficiency- Service Coordinators (“ROSS-SC”) programs.
- e. Resident Participation and Funding: Residents will have the right to establish and operate a resident organization and be eligible for resident participation funding (see Attachment 1B of PIH Notice 2012-032).
- f. Termination notification: HOC must provide written notification of termination of lease within a reasonable time:
  1. Not to exceed 30 days if health or safety of other tenants, HOC employees, or persons residing in the vicinity are threatened or in the event of drug-related or violent criminal activity or any felony conviction;
  2. 14 days for non-payment of rent; and
  3. In all other cases, the requirements at 24 CFR §880.603, as revised for RAD in PIH Notice 2012-32, the Multifamily HUD Model Lease and any other HUD multifamily administrative guidance shall apply.
- g. Grievance process. See PIH Notice 2012-32 Section 1.6.C.7.b. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. RAD will require that:
  1. Residents be provided with notice of the specific grounds of the proposed owner adverse action, as well as their right to an informal hearing with the HOC (as owner);
  2. Residents will have an opportunity for an informal hearing with an impartial member of HOC’s staff (as owner) within a reasonable period of time;
  3. Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the owner as the basis for the adverse action. With reasonable notice to the HOC (as owner), prior to hearing and at the residents’ own cost, resident may copy any documents or records related to the proposed adverse action;
  4. HOC (as owner) will provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence HOC (as owner) relied on as the basis for the adverse action.



5. HOC (as owner) will be bound by decisions from these hearings, except if the:

- i. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
- ii. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.
- iii. If HOC (as owner) determines that it is not bound by a hearing decision, HOC must promptly notify the resident of this determination, and of the reasons for the determination.

h. Establishment of Wait List. See PIH Notice 2012-32 Section 1.6.D.4.

i. Earned Income Disregard (“EID”). Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 960.255. If a tenant requests that the EID cease, or upon the expiration of the EID for such tenants, the tenant will no longer receive the EID exclusion and the Owner will no longer be subject to the provisions of 24 CFR §960.255. Furthermore, tenants whose EID ceases or expires after conversion shall not be subject to the rent phase-in provision, as described in Section 1.6.C.8; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time. (Please See PIH Notice 2012-32, Section 1.6.C.8)

C. Relocation. There is no planned offsite relocation with the exception of the Assistance Transfer Units described above. During the rehabilitation of each RAD AMP, residents may be relocated to facilitate the rehabilitation work within the RAD AMP. All relocations will be subject to the Uniform Relocation Act (“URA”) and HOC will arrange for and assume all costs of relocation either on-site or off-site.

II. Vacant Units Converted Under RAD and New Tenants. After conversion under the RAD program, any new tenant of a vacant RAD Unit (whether an On-Site RAD Unit or an Assistance Transfer Unit), will be subject to the terms of HUD regulations for Project-Based Section 8. This includes the requirement that tenants have incomes no greater than eighty percent (80%) of AMI. These RAD units and their tenants will not be governed by HOC’s Admissions and Continued Occupancy Policy (“ACOP”) for its PH units. Each RAD Property will have its own Tenant Selection Plan developed to be consistent with efforts to Affirmatively Further Fair Housing and the provisions of HUD Handbook 4350.3 REV-1.

Arcola Towers, Elizabeth House, and Waverly House are each designated for occupancy by only the elderly. Holly Hall is designated for occupancy by the elderly and/or non-elderly disabled (NED) families/ individuals. Except with respect to these four properties the RAD properties and RAD units are not designated as elderly-only and there will be no age restrictions or other preferences in the admission for tenancy.

Future applicants after the RAD conversion will be screened to ensure that they meet project eligibility requirements including citizenship requirements, disclosure and documentation of social security numbers, and income limitations. They will also be screened to determine that they will be responsible residents, which will include, but not be

limited to, a review of references from previous landlords, credit history, and criminal and eviction history. In addition, Resident Selection Criteria incorporates screening requirements as established for the Section 8 program in HUD Handbook 4350.3, Occupancy Requirements for Subsidized Multi-Family Housing Programs.

After conversion of the RAD Units, future applicants for units at each RAD Property will be placed on a wait list, processed for immediate occupancy or rejected. All eligibility factors will be verified in writing and will be kept in the applicant's file. The following procedure will be used if an applicant is found to be unacceptable:

- A. The applicant will be immediately notified if it is found that the applicant is ineligible because their income exceeds the appropriate income limits or because the applicant's family size is not suitable for the size of the available unit(s).
- B. If the applicant meets the eligibility criteria, they will be offered a unit or placed on a wait list.
- C. The applicant will be promptly notified, in writing, of the determination of their ineligibility. The letter will explain why the applicant is not eligible.
- D. The rejection letter will advise the applicant that they have fourteen (14) days to respond in writing or request a meeting with a representative of the owner not involved in the original determination process.
- E. The rejection letter will also inform the applicant that responding to the rejection letter does not preclude the applicant from exercising other avenues available if they feel they are being discriminated against.
- F. If the applicant responds in writing and/or after a meeting is held, the applicant will be advised, in writing, whether or not the decision has changed. The letter will be sent within five (5) days from the date of the applicant's letter or from the date of the meeting.

- III. On-Site Unassisted Units. As a result of the transfer of assistance to off-site Assistance Transfer Units, there will be a commensurate number and type of non-RAD units located at the RAD Property (the "On-Site Unassisted Units"). The On-Site Unassisted Units allow HOC to make units at the RAD Properties available to tenants without rental assistance and, at HOC's discretion, without income restrictions, which not only promotes the economic viability of the converted properties, but also furthers HOC's goal to deconcentrate poverty. HOC has set an initial rent level for these On-Site Unassisted Units at or below the eighty percent (80%) AMI level. There will be no difference in unit quality or amenities between the On-Site RAD Units and the On-Site Unassisted Units. Additionally, HOC will not require any resident to move from a RAD Property. Subsidy will be transferred to the Assistance Transfer Units for those units which are currently occupied by families participating in the PH-FSS program and for vacant units. In the former case, HOC will pay the costs of relocation. As previously discussed with HUD, subsidy will be transferred to these off-site Assistance Transfer Units in the form of PBV. The Assistance Transfer Units were formerly part of one of HOC's scattered site public housing developments that recently underwent disposition under Section 18 of the Act and are now owned by a wholly-owned affiliate of HOC. These scattered site units are currently undergoing substantial renovations. There is no external financing required for the renovation.

## 2. RAD Wait List Modifications

HOC opened its wait list (Housing Path) in August of 2015. In advance of the opening of the wait list, HOC undertook a comprehensive process of combining all of the Agency's wait lists into one single list for all HOC programs. Prior to the opening of the new wait list, all applicants on HOC's PH wait lists received notification that the lists were being purged and that they will be given priority on new site-based wait lists for the converted RAD Properties, which will be developed based upon direction provided within and in conformity with HUD Notice PIH-2012-32 (HA), REV-1 Sections 1.6.D.4 and 1.7.C.3. HOC's new wait list policies are described in Chapter 4 of HOC's Administrative Plan for the Housing Choice Voucher Program and in Chapter 9 of HOC's Admissions and Continued Occupancy Policy (ACOP).

Previously, HOC's Public Housing wait lists were not site-based or project specific, but separated into four regional lists by bedroom size with preferences for families designated as "Federal Emergency Assisted" and residents who live and/or work, or have been offered to work in the jurisdiction. The selection process for each list was by preference and then random selection by lottery. After the RAD conversions, there will be site-based wait lists for the RAD Properties (or definable portion of such property, where geographic proximity is lacking). The wait lists for each RAD Property will then be opened to the public. Opening of the RAD Properties' wait list(s) will be announced on HOC's website and, where required, with a public notice stating that applications for the RAD Properties will be accepted. The public notice will state where, when, and how to apply. The public notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations as to who may apply.

Once applications are received, date and time of receipt will be recorded. The applications will be evaluated using the criteria for admission. Any applications meeting the eligibility criteria will be placed on the wait list. Applications not meeting these requirements will be rejected and not placed on the wait list. In the event that an applicant is rejected, the applicant will receive written notification. The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting to discuss the rejection. Each applicant's position on the wait list will be determined by the date and time on which all of the applicant's application materials are received at the office. Importantly, however, acceptance to the wait list does not automatically guarantee eligibility for a unit. Further screening as described under the eligibility section (above) will be completed at the time a unit is offered. Units will be rented to eligible applicants in accordance with the applicants' place on the wait list.

## 3. RAD Assignment Modification

- A. All tenants currently participating and residing in PH units at the RAD AMPs will be admitted into converted RAD Units. After the RAD conversion, admission and selection of future tenants at these RAD Properties will be governed by HUD regulations as detailed above.
- B. Residents of RAD Units will be required to meet the following occupancy standards (as further depicted in the table below):

- i. A single head of household or a head of household with a spousal relationship or significant other will be assigned one bedroom.
- ii. Two members of the same gender, regardless of age, will be assigned one bedroom.
- iii. A live-in aide will get a separate bedroom.

| <u>Unit Bedroom Size</u> | <u>Family Size</u> |
|--------------------------|--------------------|
| Efficiency               | 1 person           |
| 1 Bedroom                | 1 – 2 persons      |
| 2 Bedrooms               | 2 – 4 persons      |
| 3 Bedrooms               | 3 – 6 persons      |
| 4 Bedrooms               | 5 – 8 persons      |

- iv. Exceptions to normal bedroom size standards include the following:
  - a. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. HOC will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned.
  - b. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. HOC will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
  - c. If there are no families on the wait list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family’s own expense) to the appropriate sized unit when an eligible family needing the larger unit applies.
  - d. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.
- C. If a RAD unit with accessible features becomes vacant, management will offer the unit in the following order of priority: first, to a current resident of the RAD property who requires the accessible feature; then second, to an eligible qualified applicant on the RAD property’s wait list who requires the feature; and third, to an eligible qualified applicant on the RAD property’s wait list without a disability.

4. Deconcentration of Poverty

As a result of the transfer of assistance to off-site Assistance Transfer Units, there will be a commensurate number and type of On-Site Unassisted Units. These On-Site Unassisted Units allow HOC to make units at the RAD properties available to tenants without rental assistance and, at HOC’s discretion, without income restrictions, which not only promotes the economic viability of the converted properties, but also furthers HOC’s goal to deconcentrate poverty.

5. Conversion of Public Housing

HOC’s conversion of PH units to RAD Units under the RAD program was designed to entail (i) the renovation of 268 single family and townhome units in 3 RAD AMPs, (ii) the renovation of 141

units at two elderly properties in 2 RAD AMPs, (iii) the construction of 256 new units to replace the existing units which will be demolished at an elderly property and property designated for elderly and Non-Elderly Disabled (NED) residents in 2 RAD AMPs, and (iv) the transfer of assistance for 113 units from four separate RAD AMPs to newly renovated single-family homes.

During FY 2015, HOC completed the above described transfer of assistance step with all 113 units that were planned to have their PH assistance transferred off-site to PBV assistance. This process included four RAD AMPs: (1) Seneca Ridge, (2) Parkway Woods and Ken Gar, (3) Towne Centre Place and Sandy Spring Meadow, and (4) Washington Square and Emory Grove.

During FY 2016, HOC completed the conversion of all of the units at the Arcola Towers (141) and Waverly House (158) RAD AMPs to PBRA.

Arcola Towers is a 141 unit elderly high-rise property consisting of 141 one-bedroom units. It is located at 1135 University Boulevard in Silver Spring, MD 20902. The Arcola Towers units were substantially rehabilitated during FY 2017 and FY 2018. The building and housing units now meet Enterprise Green Communities standards. All work performed was completed under the International Existing Building Code (IEBC) and all applicable Montgomery County construction codes.

Waverly House is a 158 unit elderly high-rise property consisting of 156 one-bedroom units and 2 two-bedroom units, originally constructed in 1978. It is located at 4521 East West Highway in Bethesda, MD 20814. The Waverly House units were substantially rehabilitated during FY 2017 and FY 2018. The building and housing units now meet Enterprise Green Communities standards. All work performed was completed under the International Existing Building Code (IEBC) and all applicable Montgomery County construction codes.

During FY 2018, HOC completed the conversion of all of the units at the Holly Hall (96) RAD AMP to PBRA and converted 54 of the 160 units at the Elizabeth House RAD AMP. The remaining 106 units at Elizabeth House are scheduled for RAD conversion in early FY 2019. Upon their conversion HOC will complete its RAD conversion process.

Holly Hall is a 96 unit property consisting of one efficiency unit, 53 one-bedroom units, and 42 two-bedroom units, originally constructed in 1965. It is located at 10110 New Hampshire Avenue in Silver Spring, MD 20903. This property is designated exclusively for elderly and non-elderly disabled residents. The former public housing units at Holly Hall are scheduled for demolition and will be replaced with newly constructed units at multiple properties in Montgomery County. All of the former PH residents from Holly Hall are moving to a combination of the following new properties:

| Property Name           | Property Location                          |
|-------------------------|--|
| 900 Thayer              | 900 Thayer Avenue, Silver Spring, MD 20910 |
| Park View at Aspen Hill | 3132 Bel Pre Road, Aspen Hill, MD 20906    |
| Victory Crossing        | 1090 Milestone Drive, White Oak, MD 20904  |
| Victory Haven           | 9616 Main Street, Damascus MD 20872        |

The final HOC property scheduled for RAD conversion is Elizabeth House. Elizabeth House is a 160 unit elderly high-rise property consisting of 40 efficiencies, 100 one-bedroom units, and 20

two-bedroom units, originally constructed in 1970. It is located at 1400 Fenwick Avenue in Silver Spring, MD 20910. Fifty-four of the 160 PH units at Elizabeth House completed their conversion to PBRA in FY 2018. All 54 of the former PH residents from Elizabeth House are moving to a combination of the same four new properties as the former residents of Holly Hall described above.

All of the former public housing units at Elizabeth House are scheduled for demolition. A replacement building, Elizabeth Square, will be constructed on an adjacent site. The final scope for the new construction will be developed in conjunction with HOC’s selected architect. After construction, the building and housing units are expected to meet Enterprise Green Communities standards. All work to be performed will be completed under the International Existing Building Code (IEBC) and all applicable Montgomery County construction codes. The 106 remaining PH residents at Elizabeth House will move to a combination of the new Elizabeth Square property and the same four new properties as the former PH residents of Holly Hall and the 54 already converted residents of Elizabeth House.

6. Designated Housing for Elderly and/or Disabled Families

HOC has approved the following developments for Designated Housing:

| <b>Designation of Public Housing Activity Description</b> |
|---|
| Development name: Elizabeth House                         |
| Development (project) number: MD004511402                 |
| Designation type: Occupancy by only the elderly           |
| Application status: Approved                              |
| Date this designation was Approved: 1/2015                |
| Number of units affected: 158                             |

7. Project-Based Vouchers

HOC currently operates a Project-Based Voucher (PBV) program within its Housing Choice Voucher (HCV) program. The rules governing HOC’s PBV program are enumerated in Chapter 22 of HOC’s Administrative Plan for the Housing Choice Voucher Program. As described in HOC’s Administrative Plan, the program goals for the Project-Based Voucher (PBV) Program are as follows:

- a. To contribute to the improvement and long-term viability of the area’s housing stock.
- b. To increase the supply of affordable housing and location choice for very low-income households.
- c. To integrate housing and supportive services such as education, case management, job training, and day care to help families and individuals achieve stability and self-reliance.
- d. To promote the coordination and leveraging of resources of public, semi-public, or nonprofit agencies with compatible missions.

During FY 2017, HOC posted a Request for Proposals (RFP) for its PBV program. HOC received requests for a total of 90 units, of which 56 were approved. This competitive selection process utilized the selection criteria described in HOC's Administrative Plan ensuring compliance with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.57 and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions for the Housing Choice Voucher program.

As per the Code of Federal Regulations (CFR) at 24 CFR 983.6 and HOC's Administrative Plan, the maximum amount of PBV assistance that HOC may provide is up to 20 percent of the amount of budget authority allocated to the Agency by HUD. HOC currently has 683 PBV units located throughout Montgomery County, Maryland, including Silver Spring, Aspen Hill, Bethesda, Montgomery Village, Gaithersburg, Rockville, Germantown, Chevy Chase, Wheaton, Takoma Park, Clarksburg, and Boyds.

#### **B.4 Most Recent Fiscal Year Audit**

(b) There were two findings in HOC's most recent FY Audit. All recommendations have been followed to remedy these finding. Excerpted below are the details of this finding:

1. Condition/Context:

The Commission's internal controls did not always ensure that tenant files included all required documentation. Exceptions noted in five out of 40 files tested. Two files did not include the required signed documents. Three files did not include supporting documentation for the income calculation.

Recommendation:

It is recommended that the Commission review the checklists used by housing specialists when they complete annual recertifications to ensure that the checklists adequately identify all of the information required.

HOC Response:

The Commission acknowledges the eligibility finding however would like to elucidate that all required verification forms were in the client files. Two of the five files included signed documents, though not dated.

Currently all annual recertifications are completed by mail. To ensure that HOC obtains all of the required forms with client dates and signatures, the Commission will schedule client appointments if the submitted paperwork is missing or incomplete. Upon receipt of the recertification paperwork, the Housing Specialists will review for accuracy and completion. If client forms, signatures, or dates are missing, the Housing Specialists will schedule an individual client appointment within five days of receipt of the recertification paperwork.

The Housing Specialists will continue to utilize the checklist to ensure receipt of all required documentation prior to completion of the action. Staff from the Housing Resources Division Management Team will continue to conduct monthly quality control reviews and identify corrective actions.

2. Condition/Context:

The Commission's internal controls did not always ensure that annual inspections or failed inspections were performed timely and/or properly documented. Exceptions noted in seven out of 80 files tested for special tests and provisions relating to inspection compliance requirements. Exceptions noted in six out of 40 failed inspections tested. Four files did not include a passed inspection and the Commission did not take proper action to enforce the HAP contract. One out of 40 files tested for annual HQS inspections was not inspected on an annual basis.

Recommendation:

It is recommended that management review the Commission's policy relating to inspections to determine whether any changes are necessary to ensure compliance.

HOC Response:

The Commission has modified procedures to ensure more internal quality control of the inspection process. The modified procedures include:

- Procurement of a new third party vendor for inspections;
- Addition of expanded reporting requirements;
- On-going staff training; and
- Completion of multiple internal audits by HOC's Compliance Division.

**B.5 Progress Report**

HOC continues to make positive strides toward meeting the mission and goals described in its FY 2015-2019 Five-Year Plan. Below are some highlights of HOC's efforts over this past year:

- HOC has developed and is developing affordable, mixed-use developments in Montgomery County.
- HOC continued to utilize and improve its resident services and customer service through its two customer service centers, one down-County in Silver Spring and the second up-County in Gaithersburg.
- HOC has used the RAD program to begin disposing its PH portfolio, already converting nine former PH properties to PBRA and/or PBV assistance.
- HOC continues its efforts through newsletters and forums to reach out to landlords for the voucher program.
- HOC has continued to work with staff, other local agencies, and outside partners to enhance its fair housing efforts.

Violence Against Women Act (VAWA):

To help meet the goals of the Violence Against Women Act (VAWA), HOC provides support and referrals to counseling for victims of domestic violence, dating violence, sexual assault, or stalking. HOC's partner, the Montgomery County Department of Health and Human Services, features an Abused Persons Program (240-777-4673) which provides 24-hour services, including access to counseling and shelters. HOC has an Agency-wide VAWA Policy which clearly defines and describes HOC's efforts to ensure that VAWA victims retain their housing assistance. HOC also assists victims with referrals to obtain restraining orders.



On November 16, 2016, the U.S. Department of Housing and Urban Development (HUD) published a new Final Rule implementing the housing protections authorized in the Violence Against Women Reauthorization Act of 2013 (“VAWA 2013” or “2013 Act”). Despite the VAWA 2013 Final Rule’s identification that a formal PHA policy is not required in order to implement the provisions of VAWA 2013, HOC’s Commission chose to develop a single, stand-alone VAWA policy which describes HOC’s commitment to VAWA adherence and enforcement.

HOC’s new VAWA Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, sexual assault, or stalking who are assisted by HOC;
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault, or stalking;
- D. Creating and maintaining collaborative arrangements between HOC, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence, sexual assault, or stalking, who are assisted by HOC; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault, or stalking, affecting individuals who HOC assists.

Additionally, HOC’s new VAWA Policy states the Agency’s commitment to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If HOC staff becomes aware that an HOC assisted individual is a victim of domestic violence, dating violence, sexual assault, or stalking, HOC will refer the victim to such providers of shelter or services as appropriate. While HOC’s VAWA Policy does not create any legal obligation requiring HOC either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence, dating violence, sexual assault, or stalking or to make a referral in any particular case, HOC’s Emergency Transfer Plan does describe providers of shelter or other services to victims of domestic violence, dating violence, sexual assault, or stalking with which HOC has referral or other cooperative relationships.

Lastly, HOC’s new VAWA Policy incorporates and explains the Agency’s use of the following four HUD documents required as per the VAWA 2013 Final Rule:

- 1. Notice of Occupancy Rights under the Violence Against Women Act
- 2. Model Emergency Transfer Plan for Victims of Domestic Violence
- 3. Certification of Domestic Violence
- 4. Emergency Transfer Request for Victims of Domestic Violence

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

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PHA Name

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PHA Number/HA Code

\_\_\_\_\_ Annual PHA Plan for Fiscal Year 20\_\_\_\_\_

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_\_ - 20\_\_\_\_\_

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

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|                             |       |
|-----------------------------|-------|
| Name of Authorized Official | Title |
| Signature                   | Date  |

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Tim Goetzinger, the Chief, Finance and Administration Division  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Opportunities Commission of Montgomery County, Maryland  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

Montgomery County Department of Housing and Community Affairs  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The activities to be undertaken by HOC in FY 2019 are consistent with the Montgomery County Consolidated Plan. These include the continued conversion of HOC s Public Housing (PH) portfolio to Project-Based Rental Assistance (PBRA) and Project-Based Voucher (PBV) units under the RAD program. HOC s RAD conversion project is expected to finish in July of 2018. All activities will comply with HOC s commitment to affirmatively further fair housing.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Tim Goetzinger

Signature



Title

Chief, Finance and Administration  
Division

Date

3/15/18

## Civil Rights Certification

### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

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PHA Name

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PHA Number/HA Code

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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official

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Title

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Signature

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Date

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# Deliberation and/or Action

# **PRESENTATION OF THE EXECUTIVE DIRECTOR'S FY'19 RECOMMENDED BUDGET**

**April 4, 2018**

- The Executive Director's FY'19 Recommended Budget reflects the Housing Opportunities Commission of Montgomery County's ("HOC", the "Commission", or the "Agency") priorities and strategic objectives.
- The Recommended Operating Budget for FY'19 is \$252.3 million.
- The Recommended Capital Budget for FY'19 is \$269.4 million.
- The Budget, Finance and Audit Committee will review this budget proposal in detail and recommend the FY'19 Budget, as amended, to the full Commission for adoption at the June 6, 2018 Commission meeting.





this by enhancing affordability and increasing the availability of housing resources within the county.

To accomplish this, HOC employs diverse financing and development strategies to get people housed and meet the range of affordable housing needs in the county. One example is the way we have maximized HUD's Rental Assistance Demonstration (RAD) Program. We are positioned to increase the overall supply of mixed-income affordable housing in Montgomery County, creating integrated communities where crucial resources exist. In FY'18, we will complete the conversion of all our multifamily public housing properties to project based subsidies. HOC's ability to pivot toward more sustainable funding has resulted in significant reinvestment in our real property assets. As a result, we are able to provide stable, high-quality and amenity-rich affordable housing on which families can depend.

In addition to investing in our housing and increasing the supply, by strategically spending resources, HOC intends to leverage our valuable and scarce resources to strengthen Agency operations. One way that we will do this is by reducing and streamlining paperwork wherever possible to house people as quickly as possible. This budget continues to make technology investments that provide more self-service options so that customers can obtain answers to questions, submit paperwork, or request service 24 hours a day.

HOC will keep people housed by ensuring that the units are maintained to the highest standards and that customers remain connected to their community. By offering service connections and counseling services to at-risk households, HOC helps increase housing stability for vulnerable populations, including seniors and persons with disabilities. Over the past year, HOC customers have benefited from increased programming on financial literacy and budget counseling in addition to other supportive services that helps keep families housed. Developing and implementing interventions that meet customers where they are along the spectrum of housing needs is crucial to stemming housing loss for at-risk populations.

Furthermore, keeping families connected to their homes requires significant attention to and investment in both property maintenance and property management. Effective and efficient operation of both divisions are necessary to ensure the preservation of affordable best-in-class properties.

Streamlining programs and operations will allow staff to *spend less time processing paperwork and more time focusing on our customers*. By enhancing both program efficiency and service delivery, HOC can provide greater support to our most vulnerable customers so they remain housed.

Through programs like HOC Academy, Family Self-Sufficiency, and the Fatherhood Initiative, HOC helps customers reach their fullest potential by developing strategic community

partnerships that offer robust workforce, training and educational opportunities. Together with non-profit organizations, schools, and other agencies, HOC provides customers with the tools and training to take charge of their futures and pursue their ambitions. Using a two-generational approach, we look for opportunities to engage both parents and children together, ensuring the whole family has access to HOC's basket of services.

This FY'19 budget demonstrates these priorities of connecting customers to opportunity and reinforcing our identity as Housers. As mission driven Housers and Montgomery County's foremost affordable housing provider, we embrace our role as community-builders and conveners, using housing as a platform.

Essential to our work are partners and volunteers who demonstrate an unwavering sense of duty to this community. Their passion helps drive our work, and will help propel our mission forward. Our ability to continue innovating in Montgomery County requires strong partnerships and collaboration with the County Executive and County Council. Finally, with the steady guidance of our Commissioners and the hard work of our staff, HOC will continue to pursue a vision of Montgomery County where individuals can improve their economic status, remain stably housed and reach the goals they hold for themselves and their families.

The research findings are clear, Montgomery County is among the best communities in the country for vulnerable children to live and grow so they have the best opportunity to reach their potential and meet their basic needs. *One of the most basic of needs we all have is shelter.* We believe a community like Montgomery County deserves world-class housing options so that all of its citizens may thrive.

This budget supports these priorities and objectives and endeavors to honor the support we continue to receive from all of our partners.

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**ISSUES FOR CONSIDERATION:**

The Recommended Operating Budget for FY'19 is \$252.3 million. In addition, the Capital Budget for FY'19 is \$269.4 million.

The FY'19 Recommended Budget reflects the Agency's commitment to the five-year strategic plan implemented at the outset of FY'18. Through aggressive and thoughtful development activity, the Agency continues to re-position the real estate portfolio. Moreover, the Agency recognizes that Property Management and Maintenance are paramount to realizing the benefits of the substantial investment in its portfolio. To this end, the FY'19 budget reflects ongoing investment in personnel and systems to successfully manage and maintain our properties. In addition to the Agency's focus on efficiently developing, managing and maintaining our real estate portfolio, we continue to deliver cutting-edge services to our clients through HOC Academy and HOC Works.

The Agency's development activities continue to generate commitment and development fees that support the Agency's operations and the Opportunity Housing Reserve Fund (OHRF), which provides funding for future development activities. Redevelopment and renovation of HOC's aging mixed-income properties continue to improve the ability to attract market rate renters, which offset the affordable units and support the financial viability of the Agency's portfolio.

Detailed discussions will be held with the Budget, Finance and Audit Committee during April and May. During these meetings, the specifics of each fund will be discussed. It should be noted that staff anticipates significant changes between the Recommended Budget and the Adopted Budget.

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**BUDGET IMPACT:**

None for FY'18. This budget, when adopted on June 6, 2018, will set the financial plan for the Agency for FY'19.

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**TIME FRAME:**

During April and May, the Budget, Finance and Audit Committee will review this budget proposal in detail and recommend the FY'19 Budget, as amended, to the full Commission for adoption at the June 6, 2018 meeting. The Commission must adopt a budget for FY'19 before the fiscal year begins on July 1, 2018.

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**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**

No action is asked of the Commission at this meeting. The following is the meeting schedule for the review and adoption of the FY'19 Budget:

- April 9<sup>th</sup>,
- April 18<sup>th</sup>,
- April 24<sup>th</sup>,
- April 30<sup>th</sup>
- May 8<sup>th</sup>, and
- May 15<sup>th</sup>

All meetings will be held in the Hearing Room.

The Budget, Finance and Audit Committee will present the revised FY'19 Budget to the full Commission for adoption at the June 6, 2018 Meeting.

# **Spreadsheets Highlighting FY'19 Recommended Operating and Capital Budgets**

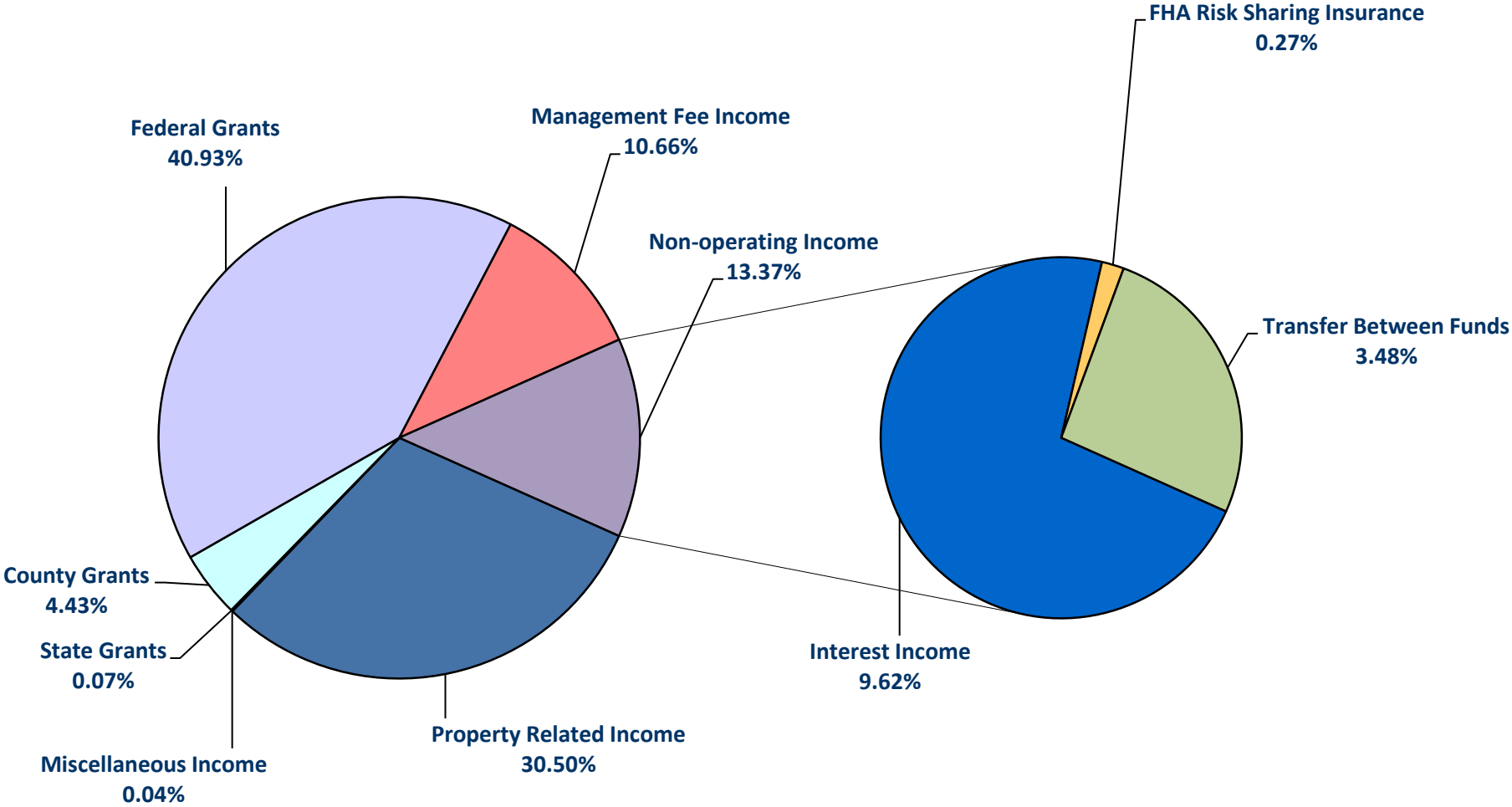
# Overview - Revenue and Expense Summary

| Fund Summary Overview                                    | FY 2019 Recommended Budget |                      |               |
|--|----------------------------|----------------------|---------------|
|  | Revenues                   | Expenses             | Net           |
| General Fund   | \$24,274,030               | \$26,729,290         | (\$2,455,260) |
| Multifamily Bond Funds                                   | \$17,023,350               | \$17,023,350         | \$0           |
| Single Family Bond Funds                                 | \$10,374,310               | \$10,374,310         | \$0           |
| Opportunity Housing Fund                                 |                            |                      |               |
| Opportunity Housing Reserve Fund (OHRF)                  | \$4,920,870                | \$1,406,780          | \$3,514,090   |
| Restrict to OHRF   | \$0                        | \$3,514,090          | (\$3,514,090) |
| Opportunity Housing & Development Corporation Properties | \$76,335,640               | \$74,013,680         | \$2,321,960   |
| Draw from GFOR for MetroPointe Deficit                   | \$133,300                  | \$0                  | \$133,300     |
| Public Fund  |                            |                      |               |
| Public Housing Fund                                      | \$1,371,130                | \$1,723,680          | (\$352,550)   |
| County Contributions towards Public Housing              | \$352,550                  | \$0                  | \$352,550     |
| Housing Choice Voucher Program                           | \$98,476,930               | \$99,258,250         | (\$781,320)   |
| County Contributions towards HCVP Administration         | \$781,320                  | \$0                  | \$781,320     |
| Federal, State and County Grants                         | \$18,304,640               | \$18,304,640         | \$0           |
| <b>TOTAL - ALL FUNDS</b>                                 | <b>\$252,348,070</b>       | <b>\$252,348,070</b> | <b>\$0</b>    |

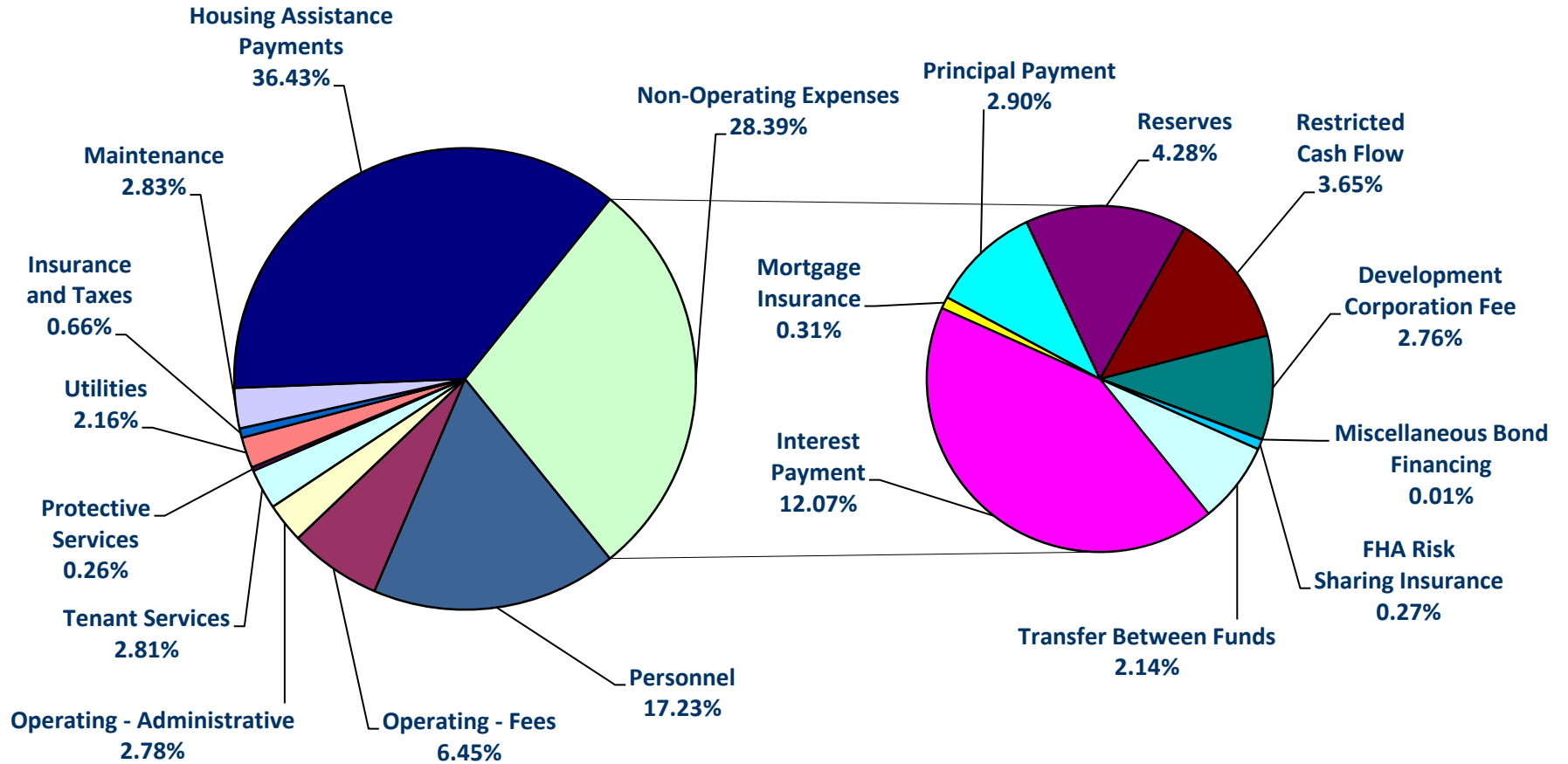
# FY 2019 Revenue and Expense Statement

| Operating Budget                    |                      | Non-Operating Budget                  |                       |
|-------------------------------------|----------------------|---------------------------------------|-----------------------|
| <b>Operating Income</b>             |                      | <b>Non-Operating Income</b>           |                       |
| Tenant Income                       | \$75,931,740         | Investment Interest Income            | \$24,269,250          |
| Non-Dwelling Rental Income          | \$1,044,850          | FHA Risk Sharing Insurance            | \$671,570             |
| Federal Grant                       | \$103,289,800        | Transfer Between Funds                | \$8,791,440           |
| State Grant                         | \$170,110            |                                       |                       |
| County Grant                        | \$11,175,620         |                                       |                       |
| Management Fees                     | \$26,889,950         |                                       |                       |
| Miscellaneous Income                | \$113,740            |                                       |                       |
| <b>TOTAL OPERATING INCOME</b>       | <b>\$218,615,810</b> | <b>TOTAL NON-OPERATING INCOME</b>     | <b>\$33,732,260</b>   |
| <b>Operating Expenses</b>           |                      | <b>Non-Operating Expenses</b>         |                       |
| Personnel Expenses                  | \$43,482,910         | Interest Payment                      | \$30,461,400          |
| Operating Expenses - Fees           | \$16,286,880         | Mortgage Insurance                    | \$789,400             |
| Operating Expenses - Administrative | \$7,009,940          | Principal Payment                     | \$7,326,560           |
| Tenant Services Expenses            | \$7,100,970          | Operating and Replacement Reserves    | \$10,803,040          |
| Protective Services Expenses        | \$663,620            | Restricted Cash Flow                  | \$9,198,260           |
| Utilities Expenses                  | \$5,440,980          | Development Corporation Fees          | \$6,964,740           |
| Insurance and Tax Expenses          | \$1,657,580          | Miscellaneous Bond Financing Expenses | \$29,430              |
| Maintenance Expenses                | \$7,144,150          | FHA Risk Sharing Insurance            | \$671,570             |
| Housing Assistance Payments (HAP)   | \$91,917,020         | Transfer Out Between Funds            | \$5,399,620           |
| <b>TOTAL OPERATING EXPENSES</b>     | <b>\$180,704,050</b> | <b>TOTAL NON-OPERATING EXPENSES</b>   | <b>\$71,644,020</b>   |
| <b>NET OPERATING INCOME</b>         | <b>\$37,911,760</b>  | <b>NET NON-OPERATING ADJUSTMENTS</b>  | <b>(\$37,911,760)</b> |

# FY 2019 Operating Budget Source of Funds



# FY 2019 Operating Budget Use of Funds

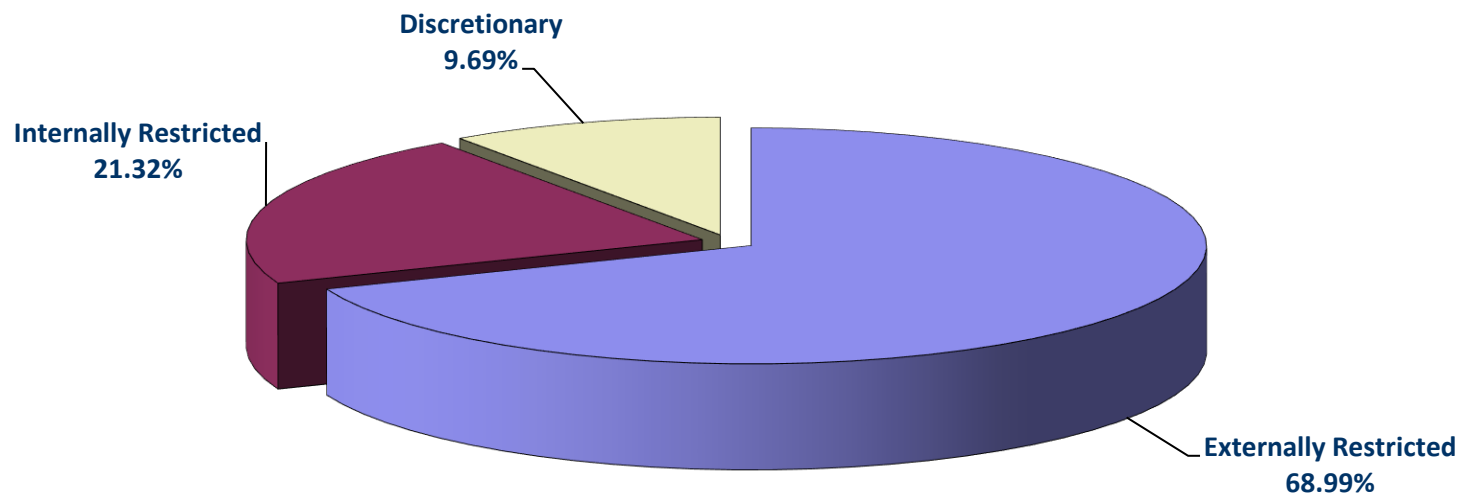


Attachment D



| Total Revenue and Expense Statement              | FY 2015               | FY 2016               | FY 2017               | FY 2018               | FY 2019               |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|  | Actual                | Actual                | Actual                | Final Amended Budget  | Recommended Budget    |
| <b>Operating Income</b>                          |                       |                       |                       |                       |                       |
| Tenant Income                                    | \$67,678,833          | \$67,455,171          | \$67,333,831          | \$71,047,990          | \$75,931,740          |
| Non-Dwelling Rental Income                       | \$1,005,425           | \$1,346,229           | \$1,150,050           | \$1,230,620           | \$1,044,850           |
| Federal Grant                                    | \$97,290,034          | \$95,780,190          | \$97,705,641          | \$90,813,410          | \$103,289,800         |
| State Grant                                      | \$194,723             | \$157,083             | \$184,480             | \$174,080             | \$170,110             |
| County Grant                                     | \$9,306,964           | \$9,761,734           | \$9,877,142           | \$10,747,220          | \$11,175,620          |
| Management Fees                                  | \$17,913,663          | \$16,672,501          | \$17,879,325          | \$24,582,700          | \$26,889,950          |
| Miscellaneous Income                             | \$272,085             | \$348,240             | \$1,642,884           | \$259,480             | \$113,740             |
| <b>TOTAL OPERATING INCOME</b>                    | <b>\$193,661,727</b>  | <b>\$191,521,148</b>  | <b>\$195,773,353</b>  | <b>\$198,855,500</b>  | <b>\$218,615,810</b>  |
| <b>Operating Expenses</b>                        |                       |                       |                       |                       |                       |
| Personnel Expenses                               | \$35,299,016          | \$35,610,940          | \$37,420,400          | \$40,828,860          | \$43,482,910          |
| Operating Expenses - Fees                        | \$14,307,255          | \$13,635,450          | \$14,138,428          | \$15,968,000          | \$16,286,880          |
| Operating Expenses - Administrative              | \$7,504,008           | \$7,695,705           | \$8,000,361           | \$6,940,380           | \$7,009,940           |
| Tenant Services Expenses                         | \$4,540,828           | \$5,444,800           | \$5,540,710           | \$3,696,450           | \$7,100,970           |
| Protective Services Expenses                     | \$717,915             | \$756,953             | \$678,418             | \$559,620             | \$663,620             |
| Utilities Expenses                               | \$5,830,514           | \$5,394,293           | \$4,962,367           | \$4,833,170           | \$5,440,980           |
| Insurance and Tax Expenses                       | \$1,585,782           | \$1,616,298           | \$1,553,706           | \$1,578,670           | \$1,657,580           |
| Maintenance Expenses                             | \$6,656,200           | \$6,779,554           | \$6,211,113           | \$6,545,110           | \$7,144,150           |
| Housing Assistance Payments (HAP)                | \$81,437,288          | \$81,539,944          | \$84,763,551          | \$85,581,470          | \$91,917,020          |
| <b>TOTAL OPERATING EXPENSES</b>                  | <b>\$157,878,806</b>  | <b>\$158,473,937</b>  | <b>\$163,269,054</b>  | <b>\$166,531,730</b>  | <b>\$180,704,050</b>  |
| <b>NET OPERATING INCOME</b>                      | <b>\$35,782,921</b>   | <b>\$33,047,211</b>   | <b>\$32,504,299</b>   | <b>\$32,323,770</b>   | <b>\$37,911,760</b>   |
| <b>Non-Operating Income</b>                      |                       |                       |                       |                       |                       |
| Investment Interest Income                       | \$27,698,946          | \$23,536,467          | \$23,439,972          | \$26,779,920          | \$24,269,250          |
| FHA Risk Sharing Insurance                       | \$623,236             | \$639,692             | \$609,502             | \$755,280             | \$671,570             |
| Transfer Between Funds                           | \$10,727,372          | \$12,533,892          | \$7,398,074           | \$11,319,570          | \$8,791,440           |
| <b>TOTAL NON-OPERATING INCOME</b>                | <b>\$39,049,554</b>   | <b>\$36,710,051</b>   | <b>\$31,447,548</b>   | <b>\$38,854,770</b>   | <b>\$33,732,260</b>   |
| <b>Non-Operating Expenses</b>                    |                       |                       |                       |                       |                       |
| Interest Payment                                 | \$29,690,973          | \$27,982,289          | \$28,212,630          | \$33,007,140          | \$30,461,400          |
| Mortgage Insurance                               | \$769,092             | \$764,050             | \$816,079             | \$1,183,170           | \$789,400             |
| Principal Payment                                | \$6,946,832           | \$6,661,644           | \$7,111,496           | \$8,315,320           | \$7,326,560           |
| Debt Service, Operating and Replacement Reserves | \$12,214,511          | \$12,208,303          | \$13,365,814          | \$7,662,470           | \$10,803,040          |
| Restricted Cash Flow                             | \$11,002,670          | \$11,865,614          | \$5,982,752           | \$10,219,440          | \$9,198,260           |
| Development Corporation Fees                     | \$6,049,249           | \$5,211,017           | \$5,592,375           | \$7,044,000           | \$6,964,740           |
| Miscellaneous Bond Financing Expenses            | \$23,752              | \$57,343              | \$511,025             | \$418,150             | \$29,430              |
| FHA Risk Sharing Insurance                       | \$563,236             | \$639,692             | \$609,502             | \$755,280             | \$671,570             |
| Transfer Out Between Funds                       | \$6,818,483           | \$4,870,590           | \$4,301,071           | \$2,573,570           | \$5,399,620           |
| <b>TOTAL NON-OPERATING EXPENSES</b>              | <b>\$74,078,798</b>   | <b>\$70,260,542</b>   | <b>\$66,502,744</b>   | <b>\$71,178,540</b>   | <b>\$71,644,020</b>   |
| <b>NET NON-OPERATING ADJUSTMENTS</b>             | <b>(\$35,029,244)</b> | <b>(\$33,550,491)</b> | <b>(\$35,055,196)</b> | <b>(\$32,323,770)</b> | <b>(\$37,911,760)</b> |
| <b>NET CASH FLOW</b>                             | <b>\$753,677</b>      | <b>(\$503,280)</b>    | <b>(\$2,550,897)</b>  | <b>\$0</b>            | <b>\$0</b>            |

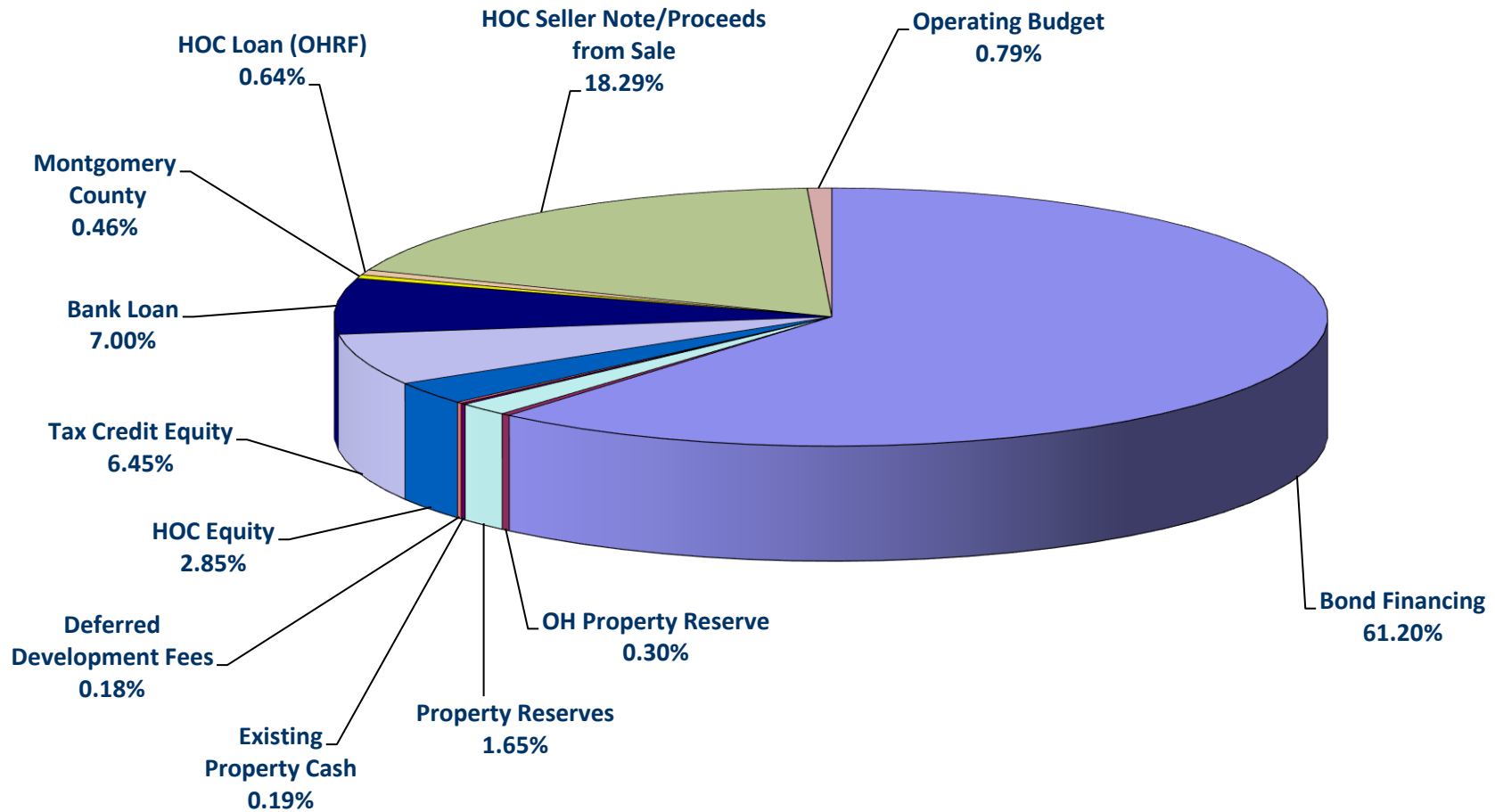
| Revenue Restriction<br>(Showing externally placed restrictions) | FY 2019<br>Recommended Budget |                          |                     | Total                |
|---|-------------------------------|--------------------------|---------------------|----------------------|
|   | Externally<br>Restricted      | Internally<br>Restricted | Discretionary       |                      |
| <b>Operating Income</b>   |                               |                          |                     |                      |
| Property Related Income   | \$25,648,790                  | \$48,872,540             | \$2,455,260         | \$76,976,590         |
| Federal Grant   | \$103,289,800                 | \$0                      | \$0                 | \$103,289,800        |
| State Grant   | \$170,110                     | \$0                      | \$0                 | \$170,110            |
| County Grant  | \$11,175,620                  | \$0                      | \$0                 | \$11,175,620         |
| Management Fees   | \$0                           | \$4,920,870              | \$21,969,080        | \$26,889,950         |
| Miscellaneous Income  | \$106,240                     | \$0                      | \$7,500             | \$113,740            |
| <b>TOTAL OPERATING INCOME</b>                                   | <b>\$140,390,560</b>          | <b>\$53,793,410</b>      | <b>\$24,431,840</b> | <b>\$218,615,810</b> |
| <b>Non-Operating Income</b>                                     |                               |                          |                     |                      |
| Interest Income   | \$24,238,730                  | \$0                      | \$30,520            | \$24,269,250         |
| FHA Risk Sharing  | \$671,570                     | \$0                      | \$0                 | \$671,570            |
| Transfer Between Funds  | \$8,791,440                   | \$0                      | \$0                 | \$8,791,440          |
| <b>TOTAL NON-OPERATING INCOME</b>                               | <b>\$33,701,740</b>           | <b>\$0</b>               | <b>\$30,520</b>     | <b>\$33,732,260</b>  |
| <b>TOTAL - ALL REVENUE SOURCES</b>                              | <b>\$174,092,300</b>          | <b>\$53,793,410</b>      | <b>\$24,462,360</b> | <b>\$252,348,070</b> |



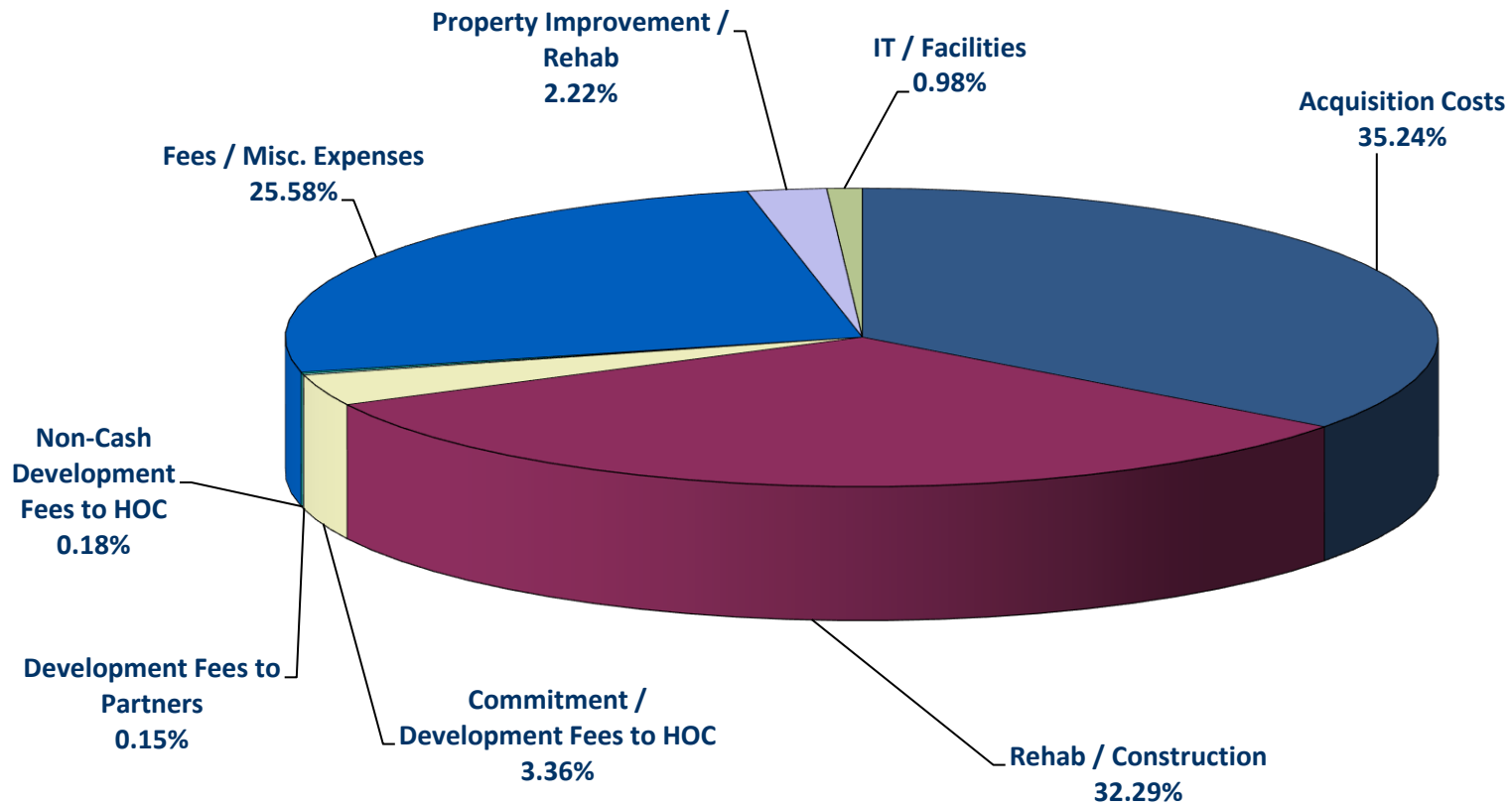
| <b>Capital<br/>Budget<br/>Summary</b> | <b>FY 2019<br/>Recommended<br/>Budget</b> |
|---------------------------------------|---|
| <b>Capital Improvements</b>           |   |
| East Deer Park                        | \$150,000                                 |
| Kensington Office                     | \$370,000                                 |
| Information Technology                | \$2,135,000                               |
| Opportunity Housing Properties        | \$5,981,090                               |
| <b>SUBTOTAL</b>                       | <b>\$8,636,090</b>                        |
| <b>Capital Development Projects</b>   |   |
| 900 Thayer                            | \$25,527,590                              |
| Alexander House                       | \$12,827,760                              |
| Arcola Towers                         | \$6,297,220                               |
| Bauer Park                            | \$33,635,160                              |
| Elizabeth House III                   | \$22,780,650                              |
| Georgian Court                        | \$30,343,290                              |
| Greenhills                            | \$3,646,850                               |
| Hillandale Gateway                    | \$22,095,010                              |
| Metropolitan                          | \$12,772,460                              |
| Shady Grove                           | \$34,007,450                              |
| Stewartown                            | \$21,022,690                              |
| Upton II                              | \$22,348,010                              |
| Waverly House                         | \$13,445,530                              |
| <b>SUBTOTAL</b>                       | <b>\$260,749,670</b>                      |
| <b>TOTAL</b>                          | <b>\$269,385,760</b>                      |

Attachment G

# FY 2019 Capital Budget Source of Funds



# FY 2019 Capital Budget Use of Funds



Attachment I

# Future Action

## MEMORANDUM

**TO:** Housing Opportunities Commission

**VIA:** Stacy L. Spann, Executive Director

**FROM:** Kayrine Brown, Chief Investment and Real Estate Officer      Ext. 9589  
Jennifer Hines Arrington, Asst. Director of Bond Management      Ext. 9760

**RE:** Approval of Structure, Cost of Issuance Budget and Adoption of a Series Resolution for 2018 Series A Single Family Mortgage Revenue Bonds for the Purpose of Issuing New Debt

**DATE:** April 4, 2018

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**STATUS:**      Consent       Deliberation       Status Report       Future Action

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**OVERALL GOAL & OBJECTIVE:**

To seek Commission approval of the structure, allocation of volume cap, cost of issuance budget, and adoption of a series resolution for the purpose of issuing new debt for single family mortgages and down payment assistance loans.

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**BACKGROUND:**

Since the creation of the Single Family Mortgage Purchase Program in 1979, the Commission has issued multiple series of bonds under the Single Family Mortgage Revenue Bond Resolution (the “1979 Indenture”) and the Single Family Housing Revenue Bond Resolution (the “2009 Indenture” for the purpose of issuing new debt for single family first trust mortgage loans and down payment assistance loans. As monies from the 2017 single family issuance are nearly exhausted, staff is currently reviewing bond structures and schedules for a 2018 issuance, and anticipates seeking the Commission’s authorization to approve the structure, cost of issuance budget and adopt a series resolution for said issuance.

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**ISSUES FOR CONSIDERATION:**

None at this time.

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**BUDGET IMPACT:**

Expenses of the Single Family Program are borne from excess revenue in the program. Savings from reduced bond cost remain with the indenture.

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**TIME FRAME:**

Staff expects to bring a request to the Development and Finance Committee on April 20, 2018 and to the full Commission at the May 2, 2018 meeting.

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**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**

None at this time.

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# Information Exchange



Adjourn

# Administrative Session