

The Delray Beach Housing Authority  
FL083  
Five Year/Annual Plan  
2020-2021



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[www.dbha.org](http://www.dbha.org)

82 NW 5<sup>th</sup> Avenue  
Delray Beach, Florida 33444

**Mission Statement**

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**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.	<b>PHA Information.</b>
A.1	<p><b>PHA Name</b> <u>Delray Beach Housing Authority</u> <b>PHA Code:</b> <u>FL083</u>  <b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>04/01/2020</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>13</u>  <b>Number of Housing Choice Vouchers (HCVs)</b> <u>1111</u> <b>Total Combined Units/Vouchers</b> <u>1124</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission  <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</p>

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.

No Revisions were made since last submission.

The Five Year and Annual Plan may be obtained at the following locations:

Delray Beach Housing Authority Office

82 NW 5<sup>th</sup> Avenue

Delray Beach, Florida 33444

PHA website: dbha.org

City of Delray Beach Office

100 NW 1<sup>st</sup> Avenue

Delray Beach, Florida 33444

**PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

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:					

**B. Annual Plan Elements**

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

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs
- De-concentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Grievance Procedures.
- Homeownership Programs.
- Community Service and Self-Sufficiency Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Asset Management.

- Substantial Deviation.  
  Significant Amendment/Modification

**Violence Against Woman Act (VAWA)**

On January 5, 2006 , President Bush signed into law the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub L 109-162). In addition to reauthorizing many programs at the Department of Justice, the bill authorizes and expands provisions of the Violence Against Women Act (VAWA).

The VAWA and Justice Department Reauthorization Act of 2005 protects qualified tenants an family members of tenants who are victims of domestic violence, dating violence, or staking from being evicted or terminating from housing assistance based on acts of such violence against them.

The Delray Beach Housing Authority has implemented the following activities to serve the needs of domestic violence victims that may include, but not be limited to the following:

1. DBHA will collaborate closely with agencies that provide services to domestic violence victims and local legal services organizations.
2. Keep statistics on reported domestic violence claims provided by Section 8 participants.
3. Train staff in implementation of activities related to VAWA and tenant rights.
4. Educate tenants of their rights under the VAWA.

The Section 8 Administrative Plan was revised on August 15, 2018 by Resolution 2018-08 to implement HUD’s new regulations and mandated policies related to the VAMA, Annual Recertification, Inspections, Utility Allowances and Small Area Fair Market Rents. Copy of the HCV Administrative Plan is available at the DBHA office.

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

**Financial Resources and Planned Sources Uses**

<b><u>Sources</u></b>	<b><u>Planned \$</u></b>	<b><u>Planned Uses</u></b>
<b>1. Federal Grant</b>		
Public Housing Operation Subsidy		Public Housing Program
Annual Contributions for Section 8	\$	HAP & Administrative Fees
<b>2. Prior Year Federal Capital Grant listed below</b>		
FL14R083501-18	\$	Operational Rehab
FL14R083501-19	\$	Operational
<b>3. Public Housing Dwelling Rental Income</b>	\$	Public Housing Program
TOTAL	\$	

<p><b>B.2</b></p>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?  Y N  <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><b>Mixed Finance Modernization or Development.</b></p> <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition. <input checked="" type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families. <input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families. <input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers. <input checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies. <input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate Demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b><u>Designated Housing for Elderly and/or Disabled Families</u></b></p> <p>The Delray Beach Housing Authority has designated three Public Housing units located at the West Settlers Mixed-Used building as Elderly and/or disabled Housing units through Board resolution 2016-28 Establishing local preferences to grandparents raising grandchildren for occupancy of the three Public Housing units. Four additional units are currently under construction and will be designated as Elderly and/or disabled housing units upon completion.</p> <p><b><u>Smoke Free Policy</u></b></p> <p>The Delray Beach Housing Authority adopted through Board Resolution 2017-13 the Smoke Free Policy for the Public Housing Program and the Administrative office of the Delray Beach Housing Authority. On July 25, 2017 a resident meeting was held to discuss the implementation of the Smoke Free Policy with participation of all residents. We also solicited resident comments for the period of three months and whereas no comments were received. The ACOP was amended to include the Smoke Free Policy effective November 15, 2017.</p> <p><b><u>702 SW 2<sup>nd</sup> Avenue- Public Housing Units designated for elderly</u></b>  <b>The Delray Beach Housing Authority expects to complete the rehabilitation of the four 2 bedrooms units by December 1, 2019 and fully occupy the units by December 31, 2019.</b></p>
<p><b>B.3</b></p>	<p><b>Civil Rights Certification.</b>  Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>B.4</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?  Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p><b>B.5</b></p>	<p><b>Progress Report.</b>  <u><b>Accomplishment of Goals and Objectives for the Delray Beach Housing Authority And Delray Housing Group.</b></u></p> <p><b>The Delray Beach Housing Authority’s Goals and Objectives are:</b>  <u><b>Goals</b></u></p> <ul style="list-style-type: none"> <li>➤ DBHA will continue to increase the availability of decent, safe, and affordable housing by conducting outreach to unit owners throughout Palm Beach County for its Housing Choice Voucher Section 8 Program and through the website Gosection8.com.</li> <li>➤ DBHA will continue to promote affordable housing opportunities for Families and the Elderly in throughout the Community.</li> <li>➤ DBHA will maintain the waiting list open for PBV-Project-Based Vouchers for the 62 years and older Elderly and/or disabled families for housing assistance at the Lake Delray Apartments and the Courts at Village Square Elderly.</li> <li>➤ DBHA will continue strengthen opportunities for the Section 8 Family Self-Sufficiency Program by its continued involvement in network practices with Private Businesses, Corporations, Financial Institutions and Local Agencies to promote Education, homeownership and employment opportunities. The DBHA currently has 45 Section 8 participants under the Family Self-Sufficiency Program with homeownership goals and one Section 8 Voucher Homeownership Assistance.</li> <li>➤ DBHA will continue to explore competitive funding opportunities as it become available as the VASH Program, Family Unification Program and the Move to Work Program.</li> <li>➤ DBHA will continue to maintain its High Performance status in the SEMAP.</li> <li>➤ DBHA will continue to maintain partnership with local housing authorities to enforce Program requirements throughout Palm Beach County such as the revision of Utility allowance schedules, rent reasonableness, landlord outreach and Program Fraud Prevention.</li> <li>➤ DBHA plans to conducts annual Section 8 landlord workshops in partnership with the local Palm Beach County Housing Authorities and Local Fair Housing Office.</li> <li>➤ DBHA plans to explore educational opportunities for the staff to promotional growth.</li> <li>➤ DBHA will continue to work closely with all Local government offices and the Department of Housing and Urban Development to enhance services to all families serve.</li> <li>➤ DBHA/DHG will continue to update the website to improve outreach and promote knowledge of the Delray Beach Housing Authorities mission.</li> <li>➤ Updated the Housing Choice Voucher Program Administrative Plan consistent with HUD mandatory policies.</li> <li>➤ The Delray Beach Housing Authority will continue to plan the development project of the Phase 3 Village Square-Island Cove that will consist of 54 townhomes. ‘</li> <li>➤ DHG plans to acquire the Property Management contract of the Villas at Village Square that consist of 144 Multi-Family LIHTC property by March 31, 2020.</li> </ul>

- DBHA plans submit for HUD approval the repositioning the 13 Public Housing units to Section 22 with Tenant Based Voucher.

### **Accomplishments**

- Phase II The Courts at Village Square Elderly Community that consists of 84 Elderly Project-Based Section 8 units is completed and all units were fully occupied on February 1, 2018
- DBHA continues to maintain its High Performance status in the SEMAP-Section 8 Management Assessment Program with a score of 103% and Standard Performance for Public Housing Program with a score of 80%.
- DHG continues to co-manage the Village Square Family site that consist of 144 Multifamily Tax Credit Property.
- DHG continues to manage the 404 Elderly Tax Credit Apartments at Lake Delray Apartments that consist of 202 Project Based units and Tenant Based Housing Choice Vouchers.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

### **DBHA / DHG STRATEGIC GOALS**

The Delray Beach Housing Authority (DBHA) Board contracted the services of a qualified firm to provide general consultation to develop a Strategic Plan and Organizational Structuring for its non-profit entity Delray Housing Group (DHG). The Strategic Plan was approved by Board Resolution on February 23, 2017. The following are the Goals and Objectives for the next five years (2018-2023).

#### **STRATEGIC GOAL: MARKETING AND IMAGE-BUILDING**

DBHA and DHG will expand their marketing and promotion of their image, mission and products to the general public, stakeholders and current / future residents to inform, promote and advocate. Both agencies will bring clarity and transparency in proactively defining all of the public values that are furthered by providing affordable housing in Delray Beach. DBHA and DHG will continue to be recognized as strong affordable housing leaders and advocates in the community and region.

#### **STRATEGIC GOAL: COMMUNITY AND REGIONAL ENGAGEMENT**

DBHA and DHG will maximize the engagement and collaboration with key community and regional stakeholders that are critical to the achievement of their affordable housing vision, mission, values and goals. While this has been a strength of both agencies, a special emphasis will be placed on building stronger linkages and interaction with the business community, major employers, the political community and the new leadership team in City Hall

#### **STRATEGIC GOAL: SUPPORT SERVICES AND SELF-SUFFICIENCY**

The DBHA and DHG will ensure that its residents are linked to the critical support services that will provide opportunities for self-sufficiency for families and independent living for the elderly and persons with disabilities. Through an increased utilization of local support services and a strong

emphasis on self-sufficiency and transition opportunities, residents that are capable of transitioning in to the workforce and out of assisted housing will achieve this intended outcome.

Independent living programs and services participation will be encouraged for all elderly and / or disabled residents.

**STRATEGIC GOAL: PORTFOLIO EXPANSION AND MAINTENANCE**

DHG will expand their portfolio of quality affordable housing in Delray Beach and the surrounding area, with an emphasis placed on workforce housing. The agency will maintain the quality of its current portfolio through quality asset management while seeking funding options and partnership relationships that will expand their real estate portfolio that complements its vision, mission, values, and business models.

**STRATEGIC GOAL: BUSINESS SUSTAINABILITY**

DBHA and DHG will function as high-performing business entities while still being grounded in their advocacy for affordable housing for everyone. Both agencies will achieve the business sustainability and diversification that will ensure their strong financial health and condition to meet their respective missions. A solid business culture will drive both agencies. Performance metrics will be applied to evaluate programs, services, outcomes, outputs and quality assurance.

**STRATEGIC GOAL: NONPROFIT IDENTITY AND MISSION**

DHG will continue its growth and capacity-building as the business entity that will provide key community leadership in managing real estate and expanding the portfolio of real estate including, but not limited to, affordable housing. The DHG will provide clarity and transparency on its mission and standing as compared and contrasted with the DBHA. DHG will aggressively seek out funding opportunities and partnerships that could not have been accessed and utilized by the housing authority.

**STRATEGIC GOAL: HUMAN RESOURCES MANAGEMENT**

The DBHA and DHG will build on its current positive internal organizational culture and environment by strengthening its succession planning, career goal setting, professional development, quality performance evaluations, and rewards / recognition initiatives. The agency will continue to be viewed as an inclusive, progressive, competitive employer that is on the cutting edge of employee recruitment and retention as compared to other competitive housing authorities.

**KEY OBJECTIVE BY STRATEGIC GOALS**

**STRATEGIC GOAL: MARKETING AND IMAGE-BUILDING**

DBHA and DHG will prepare a Power Point presentation that profiles the updated vision, mission, and strategic goals and that also addresses the economic impact, social impact and resident success stories in Delray Beach. Commissioners and staff will be encouraged to deliver this power point presentation to groups and organizations throughout the community and beyond.



DBHA and DHG will use multiple marketing and public relations strategies and messages to dispel negative or erroneous perceptions regarding assisted housing programs (in particular the Housing Choice Voucher Program) and clients by providing factual realities and personal success stories. DBHA and DHG will use multiple marketing and public relations strategies and messages to improve the clarity and understanding of the public values advanced through housing assistance to lower-income residents, as well as the many indirect public values that are furthered through assisted housing.

DBHA and DHG will expand the promotion and outreach of housing resources available to lower-income residents, with a strong emphasis on the Hispanic population and new immigrants to the community.

DBHA and DHG will build an inclusive brand to ensure that the agency is perceived as a welcoming and inviting environment for both current and prospective residents and community stakeholders.

DBHA and DHG will provide leadership in raising the local awareness of affordable housing needs and issues by focusing on issues that include, but are not limited to, increasing property values, income restrictions, and lack of affordable housing supply, high development costs, and zoning / land use regulations.

DBHA and DHG will provide a marketing and public relations training session for its staff to ensure that every employee recognizes their responsibility to be part of the marketing team and to address how each employee can use their unique position in the agency to advance the cause of and image of the DBHA and DHG.

**STRATEGIC GOAL: COMMUNITY AND REGIONAL ENGAGEMENT**

DBHA and DHG will expand its collaboration with the business community, major employers, the Delray Beach Chamber of Commerce , the PBC Business Development Council, the Delray Beach Economic Development Board and the public / political sector to formulate stronger public-private partnerships to address critical shortages of workforce housing.

DBHA and DHG will provide a leadership role in expanding the initiatives and membership of the Delray Beach Affordable Housing Collaborative Group to address housing needs, housing plans and affordable housing advocacy issues.

DBHA and DHG will continue its strong commitment to engaging with the public sector and their key stakeholders and partners in local planning and implementation processes that further community revitalization and community building.

DBHA and DHG will continue to build its relationships with property owners, landlords and the real estate sector to maximize opportunities for providing affordable quality housing and housing choice.

DHG will explore new, or expand existing partnerships with other affordable housing providers and stakeholders to enhance referrals, business opportunities, acquisition of properties coming out of affordability periods, and related activities.

DBHA and DHG will provide for agency branding and messaging that will ensure transparency and clarity related to their respective programs, services and residents.

DBHA and DHG will provide for community outreach initiatives to build awareness of the agencies through community forums, workshops and speakers bureau presentations.

**STRATEGIC GOAL: SUPPORT SERVICES AND SELF-SUFFICIENCY**

DBHA and DHG will expand the educational and employment linkage with major employers, educational institutions and job training providers to provide the life skills, job training and other capacity building credentials that will allow residents to earn a livable wage.

DBHA will expand the homeownership program with voucher residents and with linkages to FSS participation and livable wage jobs.

DBHA will improve the screening of landlords, the enforcement of all rules and the enforcement of all inspection requirements.

DBHA and DHG will improve the support services referral process and include the Neighborhood Resources Center in implementing such improvements.

DBHA and DHG will prepare a staff guide that provides staff and residents with the listing of key support services providers and the services such agencies can provide to residents.

DBHA will expand the marketing of the FSS program to provide for the greater engagement of, and understanding by, resident and support services agencies in achieving desired outcomes.

DBHA and DHG will promote community opportunities to expand resident youth engagement programs and services (recreation, education, arts, etc.).

DBHA and DHG will create and track performance metrics to monitor and report out on progress in the reduction of tenancy lengths and the successful transition of residents in to market rate housing.

**STRATEGIC GOAL: PORTFOLIO EXPANSION AND MAINTENANCE**

DBHA and DHG will expand the potential for the management and development of affordable housing through strong linkages with developers, landlords and real estate sectors.

DBHA and DHG will foster new relationships through networking and formal partnerships that will better leverage limited affordable housing resources and better define potential public – private partnerships for development ventures.

DHG will determine what affordable housing properties are in the pipeline to be potentially sold when the affordability period has been concluded and will reach out to such owners to determine if there is a joint interest in a sales agreement.

DHG will market the opportunity to link up with developers of higher-end market rate housing to meet the lower-income housing demands and requirements called for in the Delray Beach zoning and land development standards.

DBHA and DHG will provide the leadership, in collaboration with the Affordable Housing Collaborative Group, to organize an Affordable Housing Funding Forum that will bring federal, state and local funding providers to Delray Beach to brief housing providers, lenders and advocates on current funding resources and partnership opportunities.

**STRATEGIC GOAL: BUSINESS SUSTAINABILITY**

DBHA and DHG will seek out traditional and non-traditional funding opportunities from governmental entities, foundations and local lenders that may involve expanding boundaries, partnering with AHCG entities and acquiring existing housing properties.

DHG will increase its outreach to governmental entities, foundations and financial institutions to become a key contributor to the community development and community redevelopment of Delray Beach.

DBHA and DHG will evaluate the competencies of its staff and business units to determine if the agency is in a favorable competitive position to market its services to other affordable housing

providers. This evaluation should also be utilized to determine if there are some functions that should be outsourced or shared with other housing providers.

DBHA and DHA will provide performance metrics for its key programs and services to better measure and evaluate performance on outcomes, outputs, and quality and customer satisfaction. Annual reports should be provided to the Board on the trending of key performance factors.

DBHA and DHA will collaborate on a long-range Business Plan for Sustainability that includes, but is not limited to: (1) financial and human resources needed to maintain the long-range vision and mission, (2) multiple scenario projections of variables impacting on agency sustainability, (3) alternative business decisions that would be linked to each of the multiple scenarios, and (4) gaps in resources that will need to be filled through options such as portfolio diversification, fee-for-services, and related options.

**STRATEGIC GOAL: NONPROFIT IDENTITY AND MISSION**

DHG will formulate a mission statement and update its bylaws to provide for clarity on its business purpose, its business governance and its business operations.

DBHA and DHG will strive for cross-agency teambuilding and collaboration that will enhance mutual understanding and the mutual benefits of organizational interdependency.

DHG will collaborate with other affordable housing partners on new technology, standards and best practices that will provide for new options in alternate housing types, resident consumer trends, zoning and land development regulations, etc.

DHG will expand the supply of affordable starter homes to also include rent-to-own opportunities.

DHG will provide technical assistance to other affordable housing providers / developers to expand the community housing portfolio and to generate additional fee-for-services income for the agency.

DHG will market opportunities throughout the county to provide fee-for-services to manage, maintain or develop real estate.

DHG will increase its economic development partnerships at the county level to provide more workforce housing and to provide job opportunities for agency residents.

**STRATEGIC GOAL: HUMAN RESOURCES MANAGEMENT**

DBHA and DHG will provide a culture and human resources system that encourages and promotes succession planning, upward mobility, career goal-setting and individual development plans. Human resources guidance materials and training will be provided to advance all of these initiatives.

DBHA and DHG will assess the quality of its performance evaluation system and instruments and determine how to best utilize such evaluations to reward and recognize staff.

DBHA and DHG will place a strong emphasis on teambuilding and team problem-solving that spans across business units and both agencies.

DBHA and DHG will prepare an annual training plan that profiles the major training and professional development plans based on agency program needs and personnel development needs.

**B.6 Resident Advisory Board (RAB) Comments.**

(a) Did the RAB(s) provide comments to the PHA Plan?

Y N

	(b) 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.
<b>B.7</b>	<b>Certification by State or Local Officials.</b>  <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.
<b>B.8</b>	<b>Troubled PHA.</b> (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y   N   N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>C.</b>	<b>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).
<b>C.1</b>	<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.  The Department of Housing and Urban Development approved the Delray Beach Housing Authority’s Five Year Action Plan on September 18, 2017 to utilize the Capital Funds FL083P083501-18 and FL083P083501-19 for operational expenses that will include maintenance repairs, energy efficient improvements and overall expenses associated with the management of the Public Housing Program.

**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\(a\)\(2\)\(ii\)\)](#)

**Deconcentrating and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentrating 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 deconcentrating of poverty and income mixing of lower-income families in public housing. The Deconcentrating 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 deconcentrating requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentrating 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 deconcentrating 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 deconcentrating 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 de-concentration.

standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of de-concentration 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.”

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.

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