

Annual PHA Plan <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: 03/31/2024
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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, including changes to these policies, 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. The 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 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, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 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 exceed 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> PHA Name: <u>Delray Beach Housing Authority</u> PHA Code <u>FL083</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>April 1, 2022</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>13</u> EHV <u>30</u> VASH Vouchers <u>35</u> Number of Housing Choice Vouchers (HCVs) <u>1111</u> Total Combined Units/Vouchers <u>1189</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> DBHA's 5-Year/Annual Plan ,PHA Elements and Public Hearing information can be found and obtained at the following locations: </p> <p> Delray Beach Housing Office 82 NW 5th Avenue Delray Beach, Florida 33444 </p> <p> Website: http://www.dbha.org </p>

Availability of Information. PHAs must have the elements listed below 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.

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. Plan Elements

B.1 Revision of Existing 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
- Deconcentration 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

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

Financial Resources

This section lists the financial resources that are anticipated to be available to the PHA for the support of Federal Public Housing and tenant- based Section 8 assistance programs administered by the PHA during The Plan year.

Sources	Planned \$	Planned Uses
1. Federal Grant		
Public Housing Operating Subsidy	\$ 22,230.00	Public Housing Program
Annual Contributions Contract Allocation for the Housing Choice Voucher Program	\$ 13,435,033.00	HCV-Housing Assistance Payments
Emergency Housing Vouchers	\$417,060.00	EHV-American Recovery Act Funds
VASH-Vouchers	\$315,656.00	VASH Voucher Allocation
FSS-ROSS GRANT	\$60,000.00	HCV-FSS Coordinator
2. Federal Capital Grant (Public Housing)		
FL14R083501-21	\$16,143.00	Capital Fund-Operational
3. Public Housing Dwelling Rental Income		
	\$ 45,000.00	Public Housing Rental Income
TOTAL	\$ 14,311,122.00	

(c) The PHA must submit its Deconcentration Policy for Field Office review.

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

- Y N
- Hope VI or Choice Neighborhoods.
 - Mixed Finance Modernization or Development.
 - Demolition and/or Disposition.
 - Designated Housing for Elderly and/or Disabled Families.
 - Conversion of Public Housing to Tenant-Based Assistance.
 - Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
 - Occupancy by Over-Income Families.
 - Occupancy by Police Officers.
 - Non-Smoking Policies.
 - Project-Based Vouchers.
 - Units with Approved Vacancies for Modernization.
 - Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(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.

Repositioning Public Housing Portfolio to Tenant Base Section 8

The Delray Beach Housing Authority plans to submit to HUD for approval a repositioning plan to convert the existing 13 public housing units to tenant base Section 8 by end of fiscal year.

Project Based Section 8 Vouchers

As part of the revitalization project of Village Square Phase and address the availability of affordable housing, the Delray Beach Housing Authority plans to request HUD approval to project base HCV Vouchers from its baseline allocation through a subsidy layering review for the Island Cove multi-family project.

B.3

Progress Report.

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

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.

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 public, stakeholders and current / future residents to inform, promote and advocate. Both agencies will bring clarity and transparency in proactively defining all 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 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 (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 into 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

Progress Report. Include a report on the progress the PHA has made in meeting the goals and Objectives, described in the previous 5-Year Plan.

Accomplishment of Goals and Objectives for the Delray Beach Housing Authority

- DBHA will continue to increase the availability of safe and affordable housing by conducting outreach to unit owners throughout Palm Beach County for its Housing Choice Voucher Section 8 Program and through partnership with Affordablehousing.com.
- DBHA plans to re-open the Section 8 HCV Waiting list by end of first quarter 2022.
- DBHA will thrive to maintain the agencies High Performing designation in the Section 8 Management Assessment Program (SEMAP) and of the Public Housing Program.
- DBHA will continue to 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.
- DBHA will continue to explore competitive funding opportunities as it become available such as the VASH Program, Family Unification Program, and the Move to Work Program.
- DBHA will strengthen partnerships with local housing authorities to enforce Program requirements throughout Palm Beach County such as the implementation of Utility allowance schedules, rent reasonableness, landlord outreach and Program Fraud Prevention.
- DBHA plans to conduct its annual Section 8 landlord virtual workshops in partnership with the local Palm Beach County Housing Authorities, Affordable Housing Partners and Local Fair Housing Office.
DBHA will explore educational opportunities for the staff empowerment and professional growth.
- DBHA will continue to collaborate with the CRA, the City of Delray Beach and the Department of Housing and Urban Development to enhance services for all participants.
- DBHA/DHG will continue to update its website and social media outlet to improve outreach and promote knowledge of the Delray Beach Housing Authorities mission and accomplishments.
- The Housing Choice Voucher Program Administrative Plan will be updated as needed in consistent with all HUD's regulatory requirements.

DHG- Goals and Objectives

- The Delray Beach Housing Authority and the Delray Housing Group plans to initiate the construction of the Phase 3-Island Cove affordable housing development that consist of 60 Low Income Housing Tax Credit units.
- Delray Housing Group, Inc. plans to acquire the property management of Phase II-the Courts at Village Square, that consists of 84 Elderly Project-Base Section 8 units.

<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. The most recent HUD- Approved 5-year Action Plan in Epic was approve on 9/14/2021</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> <u>Not applicable.</u></p> <p>(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.</p>
<p>C.2</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <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>C.3</p>	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.4</p>	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p>

If yes, include Challenged Elements.

C.5 Troubled PHA.

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?

Y N N/A

(b) If yes, please describe:

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing (AFFH).

Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

<p>Fair Housing Goal:</p> <p><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p>It is a policy of the Delray Beach Housing Authority (DBHA) Authority to comply fully with all Federal, State, and local non-discrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing employment.</p> <p><u>The Delray Beach Housing Authority has taken the following steps to affirmatively further fair housing:</u></p> <p>(1) PHA will not deny any family or individual the opportunity to apply for or receive assistance under the Section 8 Programs on the basis of color, sex, religion, creed, national origin, age, familial or marital status, handicap, disability or sexual orientation.</p> <p>(2) The Housing Authority will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act.</p> <p>(3) All Housing Program Staff is required to attend fair housing training and remain informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service.</p>
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(4) Section 8 Housing Counselors will formally apprise all applicants of the process to report violations of Fair Housing Policy. Names, telephone numbers and mailing addresses of appropriate officials will be provided at orientation.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Fair Housing Issues related to Disability as well as Discrimination related to Race/Color, Familiar Status and National Origin.

o The DBHA will ensure that all its employees receive periodic refresher training in fair housing issues. Education provided will also concentrate on disability issues, as well as those related to reasonable accommodations.

o The DBHA will conduct regularly scheduled landlord workshops to address Fair Housing Discrimination issues as well as those issues that impact the disabled.

o The DBHA will continue to implement its policy to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

o The DBHA will continue to refer all allegations of fair housing discrimination to the Fair Housing Center of the Greater Palm Beaches, Legal Aid Society, and the Office of Equal Opportunity as appropriate.

– **Fair Housing Issues Related to Zoning, Land Use and Other Public Policies**

o The DBHA will cooperate with the City's Code Enforcement authorities to identify and prevent unintended discriminatory code enforcement issues.

– **Fair Housing Issues Related to Mortgage and Credit**

o The DBHA through the implementation of its Housing Choice Voucher Homeownership Program and its Family Self Sufficiency Program will help to increase the purchasing power of its clients to help overcome some measures of housing discrimination. Referrals will be made to such agencies as the Community Financing Consortium, as well as other appropriate agencies to provide below market rate mortgage loans for the acquisition and rehabilitation of homes.

Fair Housing Goal:

The DBHA through its Housing Choice Voucher Homeownership Program and its Family Self Sufficiency Programs will provide to its participants education related to Homebuyer/Homeownership, Credit Management and Repair as well as Budget and Money Management.

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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. (24 CFR §903.4)

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. Plan Elements. All PHAs must complete this section.

B.1 Revision of Existing 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 and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. 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 (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([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 ([24 CFR §903.7\(l\)](#)). Provide 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 subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention (VAWA). 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. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

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\(b\)](#))

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:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6 . ([Notice PIH 2011-47](#))

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:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development 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 approval under section 18 of the 1937 Act (42 U.S.C. 1437p); 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. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: 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, **5)** the number of units affected and; **6)** expiration date of the designation of any HUD approved plan. **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 under the Voluntary or Mandatory Conversion programs. 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\(i\)](#))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. 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 Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

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 and Notice PIH-2017-03. \(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 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.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 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\(p\)](#))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on 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](#))

C.2 Certification by State or 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.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* 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 certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, 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\(o\)](#)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

C.5 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. Include dates in the description and most recent revisions of these documents as attachments. 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](#))

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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 7.52 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.