

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
--	---	---

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-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

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 and 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>SAINT JOSEPH COUNTY HOUSING AUTHORITY</u> PHA Code: IN100 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/01/2024 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 228 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																
Lead HA:																																				

B.

Plan Elements.

B.1

Revision of Existing PHA Plan Elements.

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

- | | | |
|-------------------------------------|-------------------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Statement of Housing Needs and Strategy for Addressing Housing Needs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Financial Resources. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rent Determination. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Operation and Management. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Informal Review and Hearing Procedures. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Homeownership Programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Substantial Deviation. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Significant Amendment/Modification. |

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

SIGNIFICANT AMENDMENTS AND MODIFICATIONS TO IN100 ADMINISTRATIVE PLAN

IN100 PHA CRITERIA FOR DETERMINING SIGNIFICANT AMENDMENT OR MODIFICATION *Significant amendments or modifications will be defined as changes to rent or admission policies, changes to waiting list organization, addition of new activities to the Plan, deletion of any activities to the current plan.*

VIOLANCE AGAINST WOMEN ACT (VAWA) – included human trafficking in all sections addressing VAWA throughout the plan

OVERVIEW OF THE PROGRAM AND PLAN – CHAPTER 1

1-II.A. OVERVIEW AND HISTORY OF THE PROGRAM – added information on the Housing Opportunity Through Modernization Act of 2016 (HOTMA) and regulations.

FAIR HOUSING AND EQUAL OPPORTUNITY – CHAPTER 2

2-I.C. DISCRIMINATION COMPLIANTS- updated policy to conform with 24 CFR 982.301, including a three-part policy on how the PHA will advise the family of their rights to file a fair housing complaint, a policy reflecting PIH 2014-20 for allegations of discrimination under the Equal Access Final Rule, and a policy for VAWA complaint processing under the additional authority and procedures described in FHEO 2023-01

2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION – added to PHA policy a notice to inform the family of the right to appeal the PHA’s decision through an informal review or hearing

2-III.B. ORAL INTERPRETATION – updated policy for remote briefings, informal reviews, and hearings taking affirming steps to communicate with people who need services or information in language other than English.

ELIGIBILITY – CHAPTER 3

3-INTRODUCTION– added language to clarify an applicant family must not currently be receiving duplicative subsidy and must meet net asset and property ownership restriction requirements

3-I.B. FAMILY AND HOUSEHOLD [24 CFR ; FR Notice 02/03/12; Notice PIH 2014-20; and FR Notice 2/14/23] – updated family definition to include displaced person, eligible youth, homeless or at risk of becoming homeless or group of persons residing together

3-I.C. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY – updated policy to reflect VAWA documentation requirements

3-I.K. FOSTER CHILDREN AND FOSTER ADULTS [24 CFR 5.603]– updated foster child and foster adult definitions

3-III.L. ABSENT FAMILY MEMBERS– added language to clarify policy for an individual confined to a nursing home or hospital on a permanent basis

3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 5.232; HCV GB, p. 5-13] – updated language to include regulations from 24 CFR 982.552(b)(3) AND 24 CFR 5.232(a)

3-II.F. EIV SYSTEM SEARCHES [EIV FAQs; EIV System Training 9/30/20; and Notice PIH 2023-27] -updated language and policies to reflect HOTMA polices from PIH 2023-27

3-III.C. RESTRICTION ON ASSISTANCE BASED ON ASSETS [24 CFR 5.618]– updated language to reflect HOTMA from PIH 2023-27

3-III.D. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE – changed policy for criminal activity to 3 years instead of 5 years to broaden the pool of eligible applicants

APPLICATIONS, WAITING LIST AND TENANT SELECTION – CHAPTER 4

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] – changed policy to mail all purge documents via first class mail to assure all applicants receive the documentation the same way. Removed the ability to submit documentation by email to increase security of personal identifiable information and replaced it with a secure portal for uploading documents.

4-III.B. SELECTION AND HCV FUNDING SOURCES – added Veterans Affairs Supporting Housing (VASH) to targeted funding.

4-III.C. SELECTION METHOD – redefined Jurisdictional Preference and added Residency Preference for local preferences. Updated system of preferences to aggregated system using points assigned to preferences.

INCOME AND SUBSIDY DETERMINATIONS – CHAPTER 6

6-I.A. OVERVIEW [24 CFR 5.609] – updated to reflect HOTMA annual income and family assets changes in Notice PIH 2023-27

6-I.B. HOUSEHOLD COMPOSITION AND INCOME – overview updated to reflect HOTMA summary of income included and excluded by person in Notice PIH 2023-27

6-I.D. EARNED INCOME – updated definitions for earned income, day laborer, seasonal worker to reflect HOTMA Notice PIH 2023-27

6-I.E. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES [24 CFR 5.617; Streamlining Final Rule (SFR) Federal Register 3/8/16; Notice PIH 2023-27] – due to HOTMA removing statutory authority for the EID, policies were updated for the discontinuance

6-I.F. BUSINESS AND SELF-EMPLOYMENT INCOME [24 CFR 5.609(b)(28); Notice PIH 2023-27] – defined independent contractor

6-I.G. STUDENT FINANCIAL ASSISTANCE [FR Notice 2/14/23 and Notice PIH 2023-27] – updated policy to include HOTMA language for student financial assistance, pre and post HOTMA, types of assistance, and income calculation from student assistance

6-I.H. PERIODIC PAYMENTS – updated policy to include HOTMA language for periodic payments including an updated policy for lump sum payments, delayed-start payments, retirement accounts, social security benefits, alimony and child support.

6-I.I. NONRECURRING INCOME [24 CFR 5.609(b)(24) and Notice PIH 2023-27] – updated language to include HOTMA language from Notice PIH 2023-27

6-I.L. CIVIL RIGHTS SETTLEMENTS [24 CFR 5.609(b)(25); FR Notice 2/14/23] – updated language to reflect FR Notice 2/14/2023

6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME [24 CFR 5.609(b)] – updated language to include HOTMA guidelines from Notice PIH 2023-27 for insurance payments and settlements, payments related to aid and attendance under 38 U.S.C. 1521 to veterans in need of regular aide, load proceeds, payments received by tribal members as a result of claims relating to mismanagement of assets held in trust by the United States.

6-II.A. ASSETS OVERVIEW – changed language to reflect HOTMA guidance in Notice PIH 2023-27 regarding income from assets

6-II.B. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE [24 CFR 5.603(b)(2)] – updated language to reflect HOTMA Notice PIH 2023-27 regarding asset moved to a retirement account, minimum threshold, asset owned by a business entity, and family declaration.

6-II.C. ASSET INCLUSIONS AND EXCLUSIONS – updated language to reflect HOTMA Notice PIH 2023-27 for assets greater than \$50,000 instead of the previous \$5,000 for checking and savings accounts, investment accounts, necessary and non-necessary personal property, lump-sum additions to net family assets, jointly owned assets, trusts, life insurance, tax refunds. Updated language for real property, irrevocable trust, and revocable trusts.

6-II.D. DETERMINING INCOME FROM ASSETS – updated language to reflect HOTMA Notice PIH 2023-27 for net family assets, actual income from assets, imputed income from assets exceeding \$50,000

6-III.B. DEPENDENT DEDUCTION – updated language to reflect new mandatory deduction amounts per HOTMA Notice PIH 2023-27 and included that amounts will be adjusted annually by HUD

6-III.C. ELDERLY OR DISABLED FAMILY DEDUCTION – updated language to reflect new mandatory deduction amounts per HOTMA Notice PIH 2023-27 and included that amounts will be adjusted annually by HUD

6-III.E. DISABILITY ASSISTANCE EXPENSES DEDUCTION [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] – updated language for eligible auxiliary apparatus and eligible attendant care per Notice PIH 2023-27

6-III.G. HARDSHIP EXEMPTIONS [24 CFR 5.611(c), (d), and (e)] – updated language to reflect new health and medical care disability assistance expenses and child care expense hardship exemption per HOTMA PIH 2023-27 and the phase in policies for the changes

VERIFICATION – CHAPTER 7

7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516; 982.551; CFR 5.230; and Notice PIH 2023-27] – updated to reflect HOTMA policy and new HUD-9886 form

7-I.B. USE OF OTHER PROGRAMS' INCOME DETERMINATIONS [24 CFR 5.609(c)(3) and Notice PIH 2023-27] – adopted Safe Harbor determinations within HOTMA regulations PIH 2023-27

7-I.D. VERIFICATION HIERARCHY [Notice PIH 2023-27] – updated Verification Hierarchy to reflect HOTMA PIH 2023-27

7-I.E. LEVEL 5 AND 6 VERIFICATION: UP-FRONT INCOME VERIFICATION (UIV) – updated policy on when EIV, IVT, and New Hire reports will be used. Updated language for Deceased Tenants Reports to reflect HOTMA PIH 2023-27

7-I.F. LEVEL 4 VERIFICATION [Notice PIH 2023-27] – updated policies for EIV + Self-Certification, written third party verification from the source in accordance with HOTMA PIH 2023-27

7-I.G. LEVEL 3 VERIFICATION: WRITTEN, THIRD-PARTY FORM [Notice PIH 2023 -27] – updated policies for third party form within HOTMA regulations in accordance with PIH 2023-27

7-I.H. LEVEL 2: ORAL THIRD-PARTY VERIFICATION [Notice PIH 2023-27] – updated policies for oral third-party verification within HOTMA regulations in accordance with PIH 2023-27

7-I.I. LEVEL 1: NON-THIRD-PARTY VERIFICATION TECHNIQUE: SELF-CERTIFICATION [Notice PIH 2023-27] – updated policies for non-third-party verification and self-certification verification within HOTMA regulations in accordance with PIH 2023-27

7-II.B. SOCIAL SECURITY NUMBERS [24 CFR 5.216, Notice PIH 2023-27] – updated language and policy in accordance with HOTMA PIH 2023-27

7-II.H. VERIFICATION OF PREFERENCE STATUS – updated Jurisdictional preference and Residency preference

7-III.B. BUSINESS AND SELF EMPLOYMENT INCOME – updated policies in accordance with HOTMA Notice PIH 2023-27

7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS – updated language in accordance with HOTMA Notice PIH 2023-27

7-III.D. ALIMONY OR CHILD SUPPORT [Notice PIH 2023-27] – updated language in accordance with HOTMA Notice PIH 2023-27

7-III.E. NONRECURRING INCOME [Notice PIH 2023-27] – updated language in accordance with HOTMA Notice PIH 2023-27

7-III.F. ASSETS AND INCOME FROM ASSETS – updated to reflect \$50,000 asset self-certification in accordance with HOTMA Notice PIH 2023-27

7-III.I. FEDERAL TAX REFUNDS OR REFUNDABLE TAX CREDITS [Notice PIH 2023-27] – updated to reflect \$50,000 asset certification in accordance with HOTMA Notice PIH 2023-27

7-III.J. RETIREMENT ACCOUNTS – updated to reflect \$50,000 asset certification in accordance with HOTMA Notice PIH 2023-27

7-III.L. ZERO INCOME STATUS REVIEWS [Notice PIH 2023-27] - updated policies in accordance with HOTMA Notice PIH 2023-27

7-IV.B. HEALTH AND MEDICAL CARE EXPENSE DEDUCTION – updated policy and language to reflect FR Notice 2/14/2023

7-IV.C. DISABILITY ASSISTANCE EXPENSES - updated policy and language to comply with Health Insurance Portability and Accountability Act (HIPAA)

NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE AND RENT REASONABLENESS DETERMINATIONS – CHAPTER 8

PART I: NSPIRE STANDARDS - updated policy and language to comply with National Standards for the physical Inspection of Real Estate (NSPIRE)

GENERAL LEASING POLICIES – CHAPTER 9

9-I.D. ELIGIBLE UNITS - updated policy and language to comply with National Standards for the physical Inspection of Real Estate (NSPIRE)

REEXAMINATIONS – CHAPTER 11

11-I.E. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION [24 CFR 5.609(c)(2) and Notice PIH 2023-27] – updated to use Safe Harbor methods as allowed by HOTMA PIH 2023-27

PART II: INTERIM REEXAMINATIONS [24 CFR 982.516; Notice PIH 2023-27] - updated interim policies to comply with HOTMA Notice PIH 2023-27

PROJECT-BASED VOUCHERS – CHAPTER 17 - - added chapter to open opportunities for SJCHA to run a PBV program. At this time, SJCHA does not have any PBVs.

	<p>SPECIAL PURPOSE VOUCHERS – CHAPTER 18 - added VASH to special vouchers run by SJCHA. SJCHA is submitting application with IHEDA to have 15 VASH vouchers reallocated to SJCHA from IHEDA. Anticipated transfer is July 1, 2024.</p>
B.2	New Activities. – Not Applicable

B.3 Progress Report.

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

The SJCHA adheres to the goals and objectives described in previous 5-Year Plan.

Goal: Improve customer service and enhance employee performance by reviewing processes and the use of technology.

- SJCHA has used software and technology to streamline internal operations. It is in the process of implementing a secure portal for participants, owners, and applicants to upload information.
- SJCHA has facilitated online applications and applicant status by using waitlistcheck through MRI software company.
- SJCHA has created a website.
- A quality control double check system was implemented before 50058 forms are submitted to HUD.
- SJCHA has maintained over a 95% family record submission rate to HUD.
- SJCHA achieved a 100% on the last Section Eight Management Assessment Program (SEMAP) and is recognized by HUD as a High Performer.
- New procedures for file management, including digital files and security measures have been implemented.
- The SJCHA receives and gives council to other small housing authorities in a monthly small PHA peer group to problem solve and develop best practices.

Goal: Expand and preserve the supply of assisted housing.

- SJCHA has operated the Housing Choice Voucher program above 95% of utilization of the annual budget authority and has increased unit utilization by 12% over the past year.
- SJCHA adopted a Small Area Fair Market Rent (SAFMR) payment standards to enable families to rent throughout the jurisdiction and encourage leasing in low poverty concentration areas.

Goal: Improve the quality of assisted housing.

- SJCHA has adhered to Housing Quality Standards (HQS) performance requirements.
- SJCHA has adhered to the higher standards as adopted by the SJCHA and described in Chapter 8 of the Administrative Plan.
- Quality Control inspections are conducted beyond the requirement for SEMAP
- HQS informational material has been developed and distributed to participants and owners. SJCHA has also utilized HUD developed material.
- SJCHA has begun educating owners and participants on the change from HQS to NSPIRE.

Goal: Increase assisted housing choices.

- Voucher mobility is discussed at briefing meetings and information is given during recertification meetings.
- Standard language and procedures for voucher mobility have been developed.
- SJCHA has increased outreach efforts to potential property owners by utilizing HUD landlord informational material and creating its own.
- SJCHA has begun bi-monthly owner meetings to educate owners and potential owners on the HCV program.
- During the last year, 3 new landlords have entered a HAP contract with SJCHA.
- The administrative plan has been updated to include implementing Project Based Vouchers and a VASH program for the future.

Goal: Ensure equal opportunity and affirmatively further fair housing.

- Screening of program applicants for drug abuse and criminal activity is carried out without regard to a person's race, religion, or other protected category.

	<ul style="list-style-type: none"> • The Administrative Plan has been updated to include Limited English Proficiency policy. • Fair Housing HUD-1686-1FHEO brochure and form HUD-903.1 are included in all briefing packets and made available to the public in the SJCHA office. • Fair Housing Rights and complaint procedures are reviewed orally at briefing meetings.
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C. Other Document and/or Certification Requirements.	
C.1	<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"/></p> <p>The SJCHA does not have a resident advisory board, but it does have a resident commissioner. The resident commissioner has reviewed the plan.</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>
C.2	<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>
C.3	<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>
C.4	<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> <p>If yes, include Challenged Elements.</p>
D. Affirmatively Furthering Fair Housing (AFFH).	
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Fair Housing Goal: Ensure that persons with disabilities have full access to the PHA’s programs and services.</p> </div>

Describe fair housing strategies and actions to achieve the goal

The PHA will ask all applicants and participants if they require any type of accommodations, in writing, on the intake application, reexamination documents, and notices of adverse action by the PHA, by including the following language:

“If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.”

Fair Housing Goal: Advise families of their right to file Fair Housing Complaints

Describe fair housing strategies and actions to achieve the goal

Information on how to fill out and file a housing discrimination complaint form will be given to all applicants at the briefing meeting. Fair Housing Rights and how to file a complaint will be reviewed orally during the briefing meeting.

The fair housing poster, posted in conspicuous and accessible locations in PHA lobbies, will reference how to file a complaint with FHEO.

The PHA will keep a record of all complaints, investigations, notices, and corrective actions.

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only 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), Number of 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.

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. (24 CFR §903.11(c)(3))

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.”

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 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. 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. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (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 HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support 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 rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

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.

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

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

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 §903.11(c)(3), 24 CFR §903.7(r)(1))

B.4 Capital Improvements. This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

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 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.

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.

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 Annual PHA Plan. The Annual PHA Plan provides 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 for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour 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