

HOUSING AUTHORITY OF
ST. MARY'S COUNTY, MARYLAND

(aka St. Mary's County Housing Authority)

MD021

PHA ANNUAL PLAN 2021

| | | |
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| Streamlined Annual PHA Plan (HCV Only PHAs) | U.S. Department of Housing and Urban Development Office of Public and Indian Housing (HUD) | OMB No. 2577-0226 Expires 02/29/2016 |
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-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 of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units 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>Housing Authority of St. Mary's County, Maryland (HASMC)</u> PHA Code: <u>MD021</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>1478</u> 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;"> <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: 25%;">Program(s) not in the Consortia</th> <th style="width: 15%;">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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Lead HA: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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B. Annual Plan. *Herein this Plan and others now face the challenge of COVID-19, preventing and protecting against the virus, while working collaboratively to meet the housing and community development needs in St. Mary's County, Maryland (the local community).*

B.1 Revision of PHA Plan Elements.

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

Y N

- Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

Coronavirus Aid, Relief, and Economic Security (CARES) Act, other additional Acts and HUD Notices, as amended.

Housing Opportunity Through Modernization Act of 2016: Implementation of Various Section 8 Voucher Provisions (HOTMA):
HOTMA updates this Plan as applicable.

HASMC continues to partner with public and private entities to preserve and create affordable housing and improve opportunities.

Southern Maryland Continuum of Care:

HASMC is a member of the Board of the Southern Maryland Continuum of Care (CoC) and is actively involved in CoC activities, including aspects of Housing First. HASMC is also working in partnership with the St. Mary's County Health Department to administer the Shelter Plus Care Program, which is a part of the CoC.

Maryland Department of Housing & Community Development Weatherization Assistance Programs:

HASMC is a Local Weatherization Agency and administers the DOE and DHCD EmPOWER Weatherization Programs for the Southern Maryland Region.

Violence Against Women Act (VAWA):

HASMC has an active VAWA policy

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1) and 24 CFR §903.7(a)(2)(i)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. 24 CFR §903.7(a)(2)(ii)

Statement:

The tables below are a statistical summary of HASMC's Housing Choice Voucher Waiting List (HDS data set) dated 01/23/2020. This statistical summary includes details of those households on our waiting list.

| <i>Housing Authority of St. Mary's County, Maryland</i> | | |
|---|--------------|----------------|
| Waiting List: Housing Choice Voucher Program | | |
| Race | Count | Percent |
| American Indian/Alaska Native | 36 | 1% |
| Asian/Pacific Islander | 15 | 1% |
| Black/African American | 1784 | 61% |
| Hispanic | 94 | 3% |
| White | 1014 | 34% |
| Total | 2943 | 100% |

| Range of Income | | |
|---------------------|-------------|-------------|
| Amount | Count | Percentage |
| \$0 - \$5,000 | 764 | 26% |
| \$5,000 - \$10,000 | 650 | 22% |
| \$10,000 - \$15,000 | 503 | 17% |
| \$15,000 - \$20,000 | 426 | 14% |
| \$20,000 - \$25,000 | 246 | 8% |
| More than \$25,000 | 390 | 13% |
| Total | 2979 | 100% |

| Income Levels | | |
|--|-------------|-------------|
| Housing Choice Voucher Program | Count | Percent |
| Over Limit for Low Income | 8 | 0% |
| Qualifying for Low Income | 43 | 1% |
| Qualifying for Very Low Income | 321 | 11% |
| Qualifying for Extremely Low Income | 2594 | 88% |
| Total | 2966 | 100% |

Maryland Housing Needs Assessment 2020

ALICE: A Study of Financial Hardship in Maryland 2020 Report:

The ALICE Maryland 2020 Report states that in 2018 there were 40,332 households in St. Mary's County, Maryland and 31% of those households were below the ALICE Threshold. Details on each county's household income and ALICE demographics are listed in the ALICE County Pages at www.UnitedWayALICE.org.

Out of Reach 2020 – National Low-Income Housing Coalition:

<https://www.ncsha.org/resource/national-low-income-housing-coalition-out-of-reach-the-high-cost-of-housing-2020/>

The Out of Reach 2020 report for Maryland shows the California-Lexington Park area is in the top three (3) most expensive rental markets (for a two-bedroom unit) within the State of Maryland. This means that without any subsidy or rental assistance, a St. Mary's County family would need to earn at least \$53,120 annually or \$25.54 per hour.

To these reports/surveys, rents continue to trend upward and at a faster rate than wages. These factors themselves limit housing opportunities and HASMC's 2020 strategy is to maintain existing funding resources aiding needy households. These resources range from HUD-VASH, LIHTC to State grants to the HCV program.

HASMC's strategy for addressing housing needs will be to continue public-private partnerships and collaborations focused on developing housing options for those in need and optimal use of existing resources.

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))

Statement:

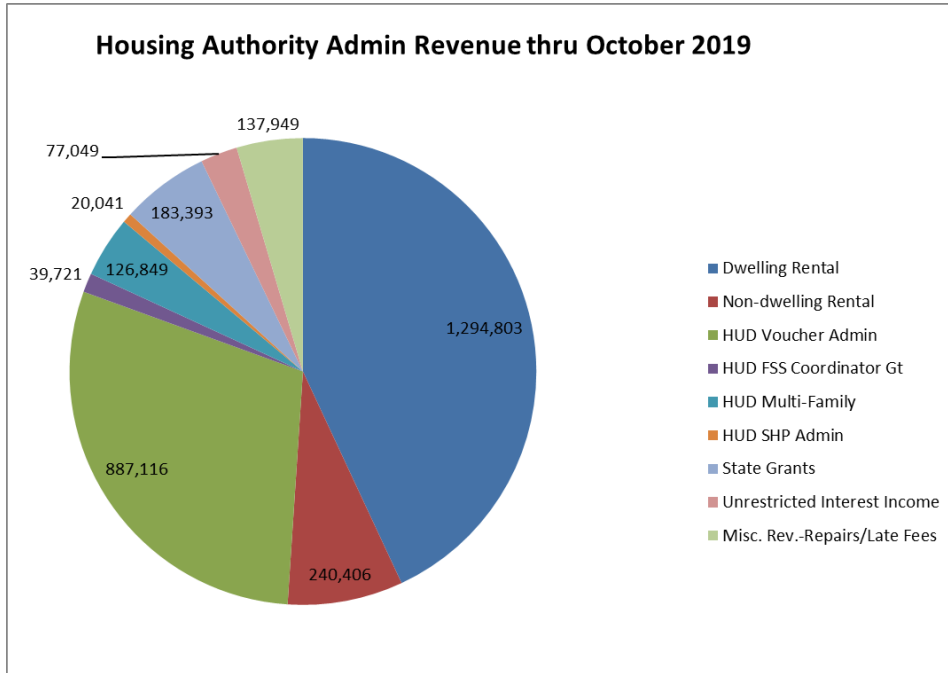
Not Applicable.

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)).

Statement:

HASMC is a multi-purpose housing and community development public corporation/governmental entity. It's typical operations revenue sources in 2020 were:

Update for 2019 – **working on 2020's update**



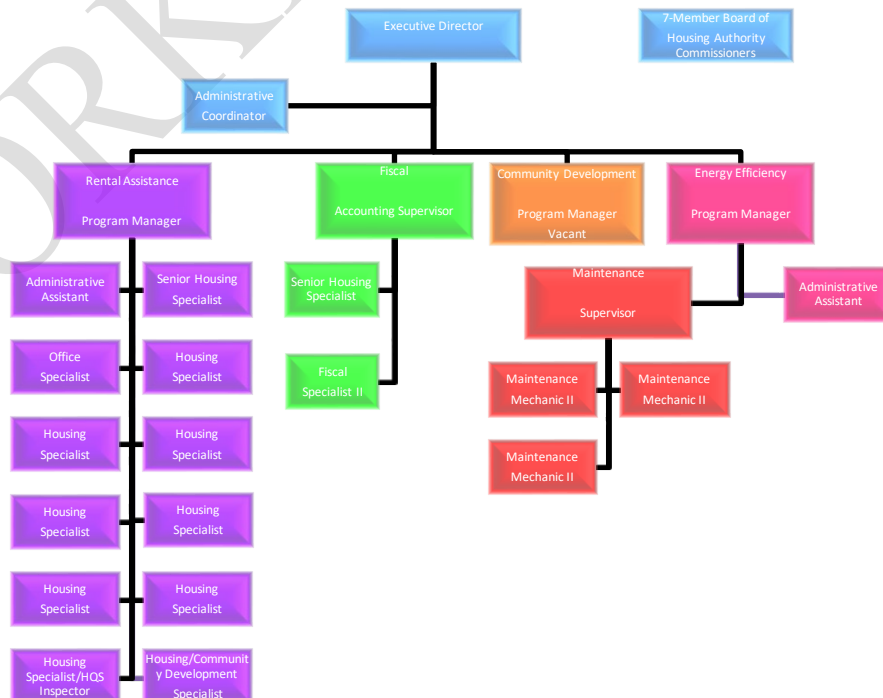
Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d)).

Statement:

HASMC's payment standard will be used to the fullest extent practicable, to open housing/employment/education opportunities, and to support reasonable accommodations to elderly, the disabled and veterans.

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)(3)(4)).

Statement:



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)). N/A

Statement:

When applicable, HASMC in administering the tenant-based Housing Choice Voucher Program will comport to 24 CFR 982.554 & 982.555.

These review processes are conducted by a third-party independent Review Officer.

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

Statement:

The Section 8 Homeownership Voucher Program is a “homeownership option” authorized by section 8(y) of the United States Housing Act of 1937, as amended by section 555 of the Quality Housing and Work Responsibility Act of 1998. Under the section 8(y) homeownership option, “a public housing agency may provide tenant-based assistance to an eligible family that purchases a dwelling unit that will be occupied by the family.” As part of the Housing Choice Voucher Program, HASMC is participating in the Homeownership Voucher Program.

HASMC will work to increase homeownership among St. Mary’s County low-to-moderate income households, and to assist in preserving the safe and habitable conditions of existing homes in the County. HASMC will accomplish this by providing access to a variety of homeownership tools, such as Housing Choice Voucher Homeownership, DHCD’s mortgage and assistance products, HUD’s Family Self-Sufficiency Program Homeownership preparation, Earned Income Disregard and education programs, etc. This education may include, but not be limited to, credit counseling and repair, homeownership acquisition and homeowner support programs; all of which are designed to educate about good financial habits and provide homeowner awareness.

HASMC offers its resources in Federal, State and local funding programs to assist low-to-moderate income households with the purchase of homes, needed upgrades and/or needed repairs/rehabilitation modifications to existing homes. HASMC is a Level II Loan Administrator for the “Maryland Housing Rehabilitation Program.” This program is a component of the Maryland Department of Housing and Community Development’s Community Development Administration.

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 under Section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program (FSS) list (also known as Building Foundations) 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)).

Statement:

As of July 2020, HASMC has an active Family Self-Sufficiency Program of seventy-six (76) households, with a goal of reaching one-hundred (100) households within this Annual Plan.

Other services supporting Family Self-Sufficiency Program:

- A Memorandum of Understanding with the St. Mary’s County Department of Social Services regarding the Family Unification Program. This program assists up to fifty (50) households and has fully committed all Housing Choice Vouchers for such.
- A collaboration with the St. Mary’s County Continuum of Care to provide services to the homeless.
- A Memorandum of Understanding with Pathways to provide community space to support E-Psychiatry services.
- A Memorandum of Understanding with the Board of Education.
- Work document multi agency homeless MOU being developed and completed.
- The J. Patrick Jarboe Family Education and Support Center, which offers services in support of individuals, families and children via a number of public and private entities. This Campus provides quality and accessible program space for services ranging from nutritional programs, child care, health care, educational programs, counseling services, mental health care, referral service and affordable rental housing. Providers at the J. Patrick Jarboe Family Education and Support Center:
 - Little People Childcare Center, Inc.
 - Tri-County Youth Services Bureau
 - The Special Supplemental Nutrition Program for Women, Infants, and Children

Partnerships

- Commissioners of St. Mary’s County
- Community Health–Access Health formally known as Health Enterprise Zone (HEZ); Health Connections
- Private Sector Affordable Housing Preservation
- Early Childhood Education and Child Care – Ready at Five Program Early Childhood Advocacy Council Judy Center
- Housing those in homeless situations -Three Oaks Homeless Shelter, St. Mary’s County Homeless Prevention Board, Southern Maryland Continuum of Care Program
- Housing Veterans–HUD Veterans Affairs Supportive Housing (VASH) Program
- Homeownership Opportunities–Department of Housing and Community Development (DHCD)
- Housing Rehabilitation–DHCD
- Neighborhood Improvement and Community Development – DHCD

- Mental Health Services – Pathways E-Psychiatry
- Family Counseling Services–Tri County Youth Services Bureau
- St. Mary’s County Department of Social Services
- St. Mary’s County Sheriff
- Adult Education Programs (ESL and GED classes) – College of Southern Maryland
- Women, Infants and Children Program (WIC)
- Weatherization Assistance Program - DHCD
- And others

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

Statement:

New program activities required or adopted to reflect changes in HUD regulations or as a result of a declared national or local emergency are exempted actions. In such cases, the administrative/programmatic changes implemented will not be considered as a Substantial Deviation from the 5-Year Plan.

Substantial is defined as: *Of real worth and importance; of considerable value; valuable. Belonging to substance; actually existing; real; not seeming or imaginary; not illusive; solid; true; veritable.*

A substantial deviation from HASMC’s 5-Year or Annual Plan is an overall change in the direction of HASMC pertaining to its goals and objectives. HASMC will consider the following actions as a Substantial Deviation from the 5-Year Plan or Annual Plan:

- The undertaking of new program activities that do not otherwise further HASMC’s stated mission or further the goals as set forth in the current 5-Year Plan.
- Insufficient budget authority from HUD necessitating the need to alter, reduce, or terminate any specific program activity.
- Other deviations: specify action via State legislation impacting the legal powers of Housing Authorities or unforeseen events.

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii)).

Statement:

New program activities required or adopted to reflect changes in HUD tenant-based housing choice voucher regulations or as a result of a declared national or local emergency are exempted actions. In such cases, the administrative/programmatic changes implemented will not be considered as a Substantial Amendment or Modification to the 5-Year and Annual Plan.

A Significant Amendment or Modification to its 5-Year and Annual Plan is a change in policy pertaining to the operation of HASMC. HASMC will consider the following actions as a Significant Amendment or Modification to its 5-Year and Annual Plan:

- Addition of new work related to the tenant- based housing choice voucher items (excludes emergency work) not included in the 5-Year Action Plan or Annual Statement(s) exceeding a cumulative amount greater than 20% of the previous year’s Total Revenue or Total Expenses as listed on an annual “Financial Data Schedule – Revenue & Expenses.”

Note: These plans may be altered by unforeseen circumstances in the best interest of HASMC or to serve vital public needs.

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
 Project Based Vouchers as updated by HOTMA

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

HASMC shall allocate at least sixty (120) Project Based Vouchers including using project selection procedures: 24 C.F.R. 983.51(b)(2) and 24 C.F.R. 983.207 supporting the below needs:

- Bond financed and/or LIHTC projects preserving affordable housing or increasing. Such projects may include but not limited to Victory Woods, Fox Chase Village and Lex Woods Villas or their locations should name change. These locations are in the California/Lexington Park area of St. Mary’s County, Maryland.
- Other Project Based Voucher uses involve The Arc of Southern Maryland – in collaboration with Mainstream Vouchers and the 811 Program; Three Oaks Homeless Shelter, Inc. and St. Mary’s County’s CoC/DSS Coordinated Point/Single Point of Entry process; such vouchers will also aid the Housing First process, veterans, elderly and other Mainstream Vouchers; lastly permanent housing for the Southern Maryland Continuum of Care.

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| <p>B.3</p> | <p>Most Recent Fiscal Year Audit. (THERESA)</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) 2020 Audit not completed, completion in progress</p> |
| <p>B.4</p> | <p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> |
| <p>B.5</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>B.6</p> | <p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><u>Historical Perspective</u></p> <p>The HASMC 5-Year PHA Plan 2015-2019, involved this historical context: HASMC’s separation from local government, the expenses and fiscal stress associated with that separation, as well as the creation of internal operation components necessary for an Authority to operate without local government support. In addition, in 2015 the national economy and federal funding were regaining strength.</p> <p>Below is a brief overview of action items deemed progress made towards HASMC’s 2021 PHA Annual Plan as of October 2019:</p> <p>2019</p> <ul style="list-style-type: none"> • HUD-VASH Vouchers – 7 vouchers (\$79,472.00) • Mainstream Voucher Program (Non-elderly Disabled) – 100 vouchers (\$1,462,080.00) • Homeownership assisted 3 Low income families for a total of \$48,011.50 • MEA (Maryland Energy Administration) grant - energy demand and increase energy efficiency and the use of renewable energy resources. • Maryland Affordable Housing Trust Grant (MAHT) – R22upgrades at Gateways (\$75, 000.00.00) • Community Legacy Grant – (Phase 1) Design and grading for the land next to the Lexington Park Library (\$75, 000.00). • Special Loans and Grant Programs for Home Repair and Improvement. The Maryland DHCD offers several programs designed to help low income homeowners with home repairs. • Homeownership assisted 3 Low income families for a total of \$62,400.00 • SEMAP Performance – Has not been graded for 2019 • <p>2020</p> <ul style="list-style-type: none"> • Received 8 PBV (Project Based Voucher) units for Patuxent Cove • Received February 1, 2020 7 HUD-VASH Vouchers (\$79,472.00) • Received February 1, 2020, 100 Mainstream Vouchers (\$1,462,080.00) • Will be receiving an additional 45 Mainstream Vouchers on September 1, 2020 (\$615,159.00) • Maryland Affordable Housing Trust Grant (MAHT) – Townhouse acquisition and rehab (\$75,000.00) • Special Loans and Grant Programs for Home Repair and Improvement. The Maryland DHCD offers several programs designed to help low income homeowners with home repairs. Examples of what is happening . • Community Legacy Grant – (Phase 2) Design and grading for the land next to the Lexington Park Library (\$75, 000.00). • MEA (Maryland Energy Administration) grant - energy demand and increase energy efficiency and the use of renewable energy resources. (\$100,000.00) • In collaboration with Three Oaks Center and the Department of Aging and Human Services, a Community Development Block Grant (CDBG) was awarded to assist with the impact of the coronavirus in the amount of \$400,000.00 • The Housing Authority is also working with employees that are affected by COVID-19 who do not have childcare. • SEMAP Performance – Updated or amended by CARES ACT |

B.7 Resident Advisory Board (RAB) Comments.

As an HCV Only PHA, staff solicited input from HCV participants via sample mailing solicitation dated Pending and received Pending comments

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

Y N

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.

WORKING DRAFT

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 §903.23\(4\)\(e\)](#))

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. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

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

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. 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\(e\)\(3\)\(4\)](#)).

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 under section 3 of the Housing and Community Development Act of 1968 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. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 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 §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))

- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 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.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

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 4.5 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