**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 annuallyby **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***- APHA 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 PHAthat 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.

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| --- | --- | --- | --- | --- | --- |
| **A.** | **PHA Information.** | | | | |
| **A.1** | **PHA Name**: Housing Authority of St. Mary’s County, Maryland (HASMC) **PHA Code**: MD021  **PHA Plan for Fiscal Year Beginning**: (MM/YYYY): 01/2022  **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  **Number of Housing Choice Vouchers (HCVs):**  **PHA Plan Submission Type:**  Annual Submission Revised Annual Submission  **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.  **PHA Consortia**: (Check box if submitting a joint 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** |
| Lead HA: |  |  |  |  |
|  |  |  |  |  |
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| **B.** | **Annual Plan.**  Herein HASMC’s Annual Plan (*and the plans of other such Housing Authorities in their communities across our Nation*) represent a specific management planning tool created back in 1998 (as amended). This tool’s origin was Section 511 of the Quality Housing and Work Responsibility Act (aka QHWRA). Today, this planning document is facing a range of local challenges caused by COVID-19. Annual Plans need to be flexible and supportive in their local communities, focusing on prevention and protection against the virus, including assisting in the deployment of vaccines, while working collaboratively with local partners to meet the housing and community development needs.  To this, working collaboratively towards solutions to St. Mary’s County’s COVID-19 needs herein do not represent a revision(s) to HASMC’s Annual Plan. | | | | |
| **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.  **New Initiative and Updates to Applicable Programs.**  **Coronavirus Aid, Relief, and Economic Security (CARES) Act, other additional Acts and HUD Notices, as amended.**  **Emergency Rental Assistance Program (ERAP) ACT:**  Emergency Rental Assistance program makes funding available to assist households that are unable to pay rent or utilities. [Emergency Rental Assistance Program | U.S. Department of the Treasury](https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program)  **Housing Opportunity Through Modernization Act of 2016: Implementation of Various Section 8 Voucher Provisions (HOTMA):**  HOTMA updates this Plan as applicable.  **Exception Payment Standard set at no less than 120% of Fair market Rate (FMR) for calendar year 2021**  HASMC continues to partner with public and private entities to preserve and create affordable housing and improve opportunities.  **Southern Maryland Continuum of Care/Balance of State (MD-514) (CoC):**  HASMC is a board member of the CoC and is involved in CoC activities, including aspects of homelessness Housing First plus eviction prevention. HASMC is also working in partnership with the St. Mary’s County Health Department (SMCHD) to administer the Shelter Plus Care Program (SPC), which is a part of the CoC.  **Maryland Department of Housing & Community Development (DHCD) Weatherization Assistance Programs (WAP):**  HASMC is a Local Weatherization Agency and administers the DHCD/Department of Energy (DOE) and DHCD/EmPOWER Weatherization Programs for the Southern Maryland Region. These programs assist eligible low-income families in the Southern Maryland region to reduce their energy and home maintenance costs with the installation of energy conservation materials. The Maryland Energy Assistance Program (DHCD/MEAP) is a crisis program that assists eligible low-income families to repair or replace broken heating/cooling systems.  **Violence Against Women Act (VAWA):**  HASMC has an active VAWA policy | | | | |
|  | **Statement:**  **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).  HASMC recognizes limited household income and high rental rates in St. Mary’s County, preserving affordable housing is important to HASMC along with understanding the breadth of this goal. Moreover, the data tables below assist in this goal.  The tables below are a statistical summary of HASMC’s Housing Choice Voucher (HCV) Waiting List (HDS data set) dated 08/11/2021. This statistical summary includes details of those households on our waiting list.   |  |  |  | | --- | --- | --- | | ***Housing Authority of St. Mary’s County, Maryland*** | | | | **Waiting List: Housing Choice Voucher Program** | | | |  | | | | **Race** | **Count** | **Percent** | |  |  |  | | American Indian/Alaska Native | 37 | 1% | |  |  |  | | Asian/Pacific Islander | 15 | 0% | |  |  |  | | Black/African American | 1906 | 61% | |  |  |  | | Hispanic | 101 | 3% | |  |  |  | | White | 1036 | 33% | |  |  |  | | **Total** | 3095 | 100% |  |  |  |  | | --- | --- | --- | | **Range of Income** | | | | **Amount** | **Count** | **Percentage** | | $0 - $5,000 | 812 | 26% | | $5,000 - $10,000 | 643 | 21% | | $10,000 - $15,000 | 539 | 17% | | $15,000 - $20,000 | 423 | 14% | | $20,000 - $25,000 | 277 | 6% | | More than $25,000 | 435 | 14% | |  |  |  | | **Total** | 3129 | 100% |  |  |  |  | | --- | --- | --- | | **Income Levels** | | | | **Housing Choice Voucher Program** | **Count** | **Percent** | |  |  |  | | Over Limit for **Low** Income | 5 | 0% | |  |  |  | | Qualifying for **Low** Income | 31 | 1% | |  |  |  | | Qualifying for **Very Low** Income | 323 | 10% | |  |  |  | | Qualifying for **Extremely Low** Income | 2756 | 88% | |  |  |  | | **Total** | 3115 | 100% | | | | | |
|  | **Maryland Housing Needs Assessment & 10-Year Strategic Plan 2021:**  The Housing Needs Assessment provides the background necessary to develop a comprehensive housing policy that meets the needs of current and future residents. The Housing Needs Assessment will help inform an updated set of housing principles, goals, targets, strategies, and priorities. Maryland DHCD commissioned the Maryland Housing Needs Assessment & 10-Year Strategic Plan to chart a course for Maryland to become a more affordable place to live by 2030. [Report.pdf (maryland.gov)](https://dhcd.maryland.gov/Documents/Other%20Publications/Report.pdf).  **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](http://www.UnitedWayALICE.org).  **Out of Reach 2021 – National Low-Income Housing Coalition:**  <https://nlihc.org/sites/default/files/oor/2021/Out-of-Reach_2021.pdf>  The Out of Reach 2021 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 $59,480 annually or $25.83 per hour.  These reports/surveys demonstrate that rents continue to trend upward and at a faster rate than wages. These factors themselves limit housing opportunities and HASMC’s 2022 strategy is to maintain existing funding resources aiding needy households. These resources include, but are not limited, to:   * HUD Veterans Affairs Supportive Housing Program (HUD-VASH) * Low Income Housing Tax Credit Program (LIHTC) * Various State grants * 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 the 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 2021 were:  **July 2021 Administrative Revenue**  **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 the 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:**  **Management Organization:**    **HASMC’s HCV Programs:**   * Tenant Based Assistance   + HCV   + Non-elderly Disabled (NED)   + Mainstream (MS5)   + Family Unification Program (FUP)   + HUD-VASH   + Family Self-Sufficiency Program (FSS)   + HCV Homeownership Program (HCV HO) * Project Based Assistance via tenant-based budget authority   **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 HCV Program will comport to 24 CFR 982.554 & 982.555.  This review process is conducted by an independent third-party Review/Hearing Officer.  **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)).  **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 HCV Program, HASMC is participating in the HCV HO Program.  HASMC will work to increase homeownership among low-to-moderate households in St. Mary’s County, 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 HCV HO, and HUD’s FSS Homeownership preparation.  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 DHCD’s Maryland Housing Rehabilitation Program (MHRP), which includes the Special Loans Program (SLP). This program is a component of DHCD’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 August 11, 2021, HASMC has an active FSS Program of seventy-four (74) households, with a goal of reaching one-hundred (100) households within this Annual Plan.  Other services supporting FSS:   * A Memorandum of Understanding with the St. Mary’s County Department of Social Services (DSS) regarding FUP/FSS. * A collaboration with the CoC 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 – including homelessness assistance. * Working document: multi agency homeless MOU being developed and completed – DSS lead agency. * 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. The following are 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:   * Health and Housing collaboration with St. Mary’s County Health Department * Commissioners of St. Mary’s County * Community Health – Access Health formally known as Health Enterprise Zone; 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 (Three Oaks), St. Mary’s County Homeless Prevention Board, CoC Program * HUD-VASH * DHCD Homeownership Opportunities * DHCD MHRP Housing Rehabilitation * Neighborhood Improvement and Community Development – DHCD * Tri-County Youth Services Bureau – Family Counseling Services * Department of Social Services – DSS * Pathways E-Psychiatry – Mental Health Services * St. Mary’s County Sheriff * College of Southern Maryland – Adult Education Programs (ESL and GED classes) * Women, Infants and Children Program (WIC) * DHCD/DOE WAP * DHCD/EmPOWER WAP * Board of Education Homeless Committee * And others   S**ubstantial 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 national, state, or local needs are exempted actions. In such cases, the administrative/programmatic changes implemented will not be considered as a Substantial Deviation from the 5-Year Plan.  \* The COVID environment and changes to program operations or policies caused by such (directly or indirectly) do not represent a revision to the PHA 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 Plan or Annual Plan is an overall major change in the direction of HASMC pertaining to its goals and mission. HASMC considers the following actions as an example of a Substantial Deviation from its PHA Plan:   * Insufficient HCV budget authority from HUD resulting in a major reduction or termination in HCV program activities. * Other deviations: actions via State legislation impacting the legal powers of Housing Authorities.   **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 HCV regulations or as a result of a national, state or local emergency(ies), including emergencies as determined by HASMC, are exempted actions. In such cases, the administrative/programmatic changes implemented will not be considered as a Significant Amendment or Modification to HASMC’s 5-Year and Annual Plan.  A Significant Amendment or Modification to HASMC’s 5-Year and Annual Plan is triggered by a substantial deviation as previously stated above. In addition, this only applies HASMC’s HCV program.  Note: These plans may be altered by unforeseen circumstances in the best interest of HASMC or to serve vital public | | | | |
| **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    (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.  **Existing Activities**  Continuation of an existing activity from our 2021 Annual Plan  **Statement:**  HASMC Payment standard for the Housing voucher program will operate at 120% of the (fair Market Rent). To this, HASMC will have an exception payment standard no less than 120% of FMR effective for calendar year 2021. Such an essential increase will become part of HASMC’s Annual Plan for the 2021 calendar year improving choices for households in high-poverty areas plus providing better options for elderly, veterans and large size households. This 120% increase will also significantly boost housing, education, employment, health, and transportation opportunities. Moreover, it will directly benefit local Continuum of Care efforts such as Housing First for those in homeless situations, etc. and will be an important component supporting the Eviction Prevention Program. | | | | |
| **B.3** | **Most Recent Fiscal Year Audit.**   1. Were there any findings in the most recent FY Audit?   Y N N/A     1. **Comments:** HASMC’s 2019 audit has not been completed, it is in progress. | | | | |
| **B.4** | **Civil Rights Certification**  [Form HUD-50077](http://www.hud.gov/offices/adm/hudclips/forms/files/50077.pdf), *PHA Certifications of Compliance with the PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan. | | | | |
| **B.5** | **Certification by State or Local Officials.**  [Form HUD 50077-SL](http://www.hud.gov/offices/adm/hudclips/forms/files/50077sl.doc), *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. | | | | |
| **B.6** | **Progress Report.**  Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.  **Historical Perspective**  HASMC’s 5-Year PHA Plan (2020-2024) involved this historical context: HASMC’s 2012 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. | | | | |
|  | Below is a brief overview of action items deemed progress made towards HASMC’s 5-Year PHA Plan (2020-2024):  **2020**   * PBV – 8 vouchers * HUD-VASH – 7 vouchers ($79,472.00) * MS5 – 100 vouchers ($1,462,080.00) * MS5 – 45 vouchers ($615,159.00) * Maryland Affordable Housing Trust Grants – Townhouse acquisition and rehab (2 grants totaling $90,000.00) * DHCD SLP/MHRP – 3 homes ($106,972.00) * Community Legacy Grant – (Phase 2) Design and grading for land next to the Lexington Park Library ($75,000.00) * Maryland Energy Administration Grant – energy efficiency upgrades to at least 12 homes ($100,000.00) * DHCD/Community Development Block Grant – a collaboration with Three Oaks Center and the Department of Aging and Human Services to assist with the impact of COVID-19 ($400,000.00) * HASMC is working with employees who are experiencing childcare issues due to COVID-19 * HCV HO assisted a total of 61 low-income families * DHCD/DOE WAP Grant – ($1,741,542.00) * DHCD/EmPOWER WAP Grant (2018 to 2020) – ($2,700,000.00) * DHCD/MEAP Grant (2020 to 2021) – ($175,750.00) * HUD EnVision Center – HASMC has submitted an application to establish an EnVision Center on Great Mills Road in Lexington Park * Planning and development stage for an aggregate net-metering neighborhood solar project in the Great Mills/Lexington Park area * SEMAP Performance – **Updated or amended by CARES ACT**   **2021**   * MS5 – 75 vouchers (1,123,791.00) * Community Legacy Grant - Replacement of existing HVAC systems that use obsolete refrigerant at the Gateways ($100,000.00) * DHCD/DOE WAP Grant ($788,125.00) * DHCD/EmPOWER WAP Grant ($1,383,780.00) * Maryland Affordable Housing Trust (MAHT) 4511 ($75,000.00) * Emergency Rental Assistance Program (ERAP) (4,500,000.00) HASMC is the Subrecipient for St. Mary’s County government ERAP program. * Donation by PNC National Association of its Great Mills Road branch, (value 1,500,000.00) to HASMC. This is a HASMC and St. Mary’s County Health Department collaboration making operational in 2021 a COVID testing and vaccination site and a future behavioral Health Services Hub. * Neighborhood Solar Program, a collaborative planning entitative between HASMC and Southern Maryland Electrical Cooperative. * Preservation of affordable rental Housing via a HUD 223(F) multifamily loan application, pertaining to Indian Bridge Apartments | | | | |
| **B.7** | **Resident Advisory Board (RAB) Comments.**  As an HCV Only PHA, staff solicited input from HCV participants via sample mailing solicitation dated August 19, 2021 and received **no** comments.  (a) Did the RAB(s) provide comments to the PHA Plan? (Pending Responses)  Y N    (a) 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. | | | | |

**Instructions for Preparation of Form HUD-50075-HCV**

**Annual PHA Plan for HCV Only PHAs**

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**A. PHA Information.** All PHAs must complete this section. ([24 CFR §903.23(4)(e)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.14))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=cc31cf1c3a2b84ba4ead75d35d258f67&rgn=div5&view=text&node=24:4.0.3.1.10&idno=24#24:4.0.3.1.10.2.5.7))

**B. Annual Plan.** All PHAs must complete this section. ([24 CFR §903.11(c)(3)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c84b8750d7c9fcd46c0c7546aeb860cf&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.8))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5) 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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)(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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)(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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)(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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/pih). ([24 CFR §903.7(r)(2)(ii)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c84b8750d7c9fcd46c0c7546aeb860cf&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.7) 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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c84b8750d7c9fcd46c0c7546aeb860cf&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.7), [24 CFR §903.7(p)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=929855241bbc0873ac4be47579a4d2bf&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.10))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c84b8750d7c9fcd46c0c7546aeb860cf&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.7), [24 CFR §903.7(r)(1)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=663ef5e048922c731853f513acbdfa81&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.9), [24 CFR §903.19](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=f41eb312b1425d2a95a2478fde61e11f&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.12))

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