

# HOUSING AUTHORITY OF ST. MARY'S COUNTY, MARYLAND

MD021

## **2023** STREAMLINED ANNUAL PHA PLAN



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# SECTION 1

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## **HUD 50075-SM**

HASMC 2023 Streamlined Annual PHA Plan

<b>Streamlined Annual PHA Plan (Small PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A. PHA Information.														
<p><b>PHA Name:</b> <u>Housing Authority of St. Mary’s County, Maryland (HASMCMC)</u>      <b>PHA Code:</b> <u>MD021</u></p> <p><b>PHA Type:</b>    <input checked="" type="checkbox"/> Small</p> <p><b>PHA Plan for Fiscal Year Beginning (MM/YYYY):</b> <u>01/2023</u></p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above):</p> <p>          <b>Number of Public Housing (PH) Units:</b> <u>18</u>                      <b>Number of Housing Choice Vouchers (HCVs):</b> <u>1,604</u></p> <p>          <b>Total Combined:</b> <u>1,622</u></p> <p><b>PHA Plan Submission Type:</b>    <input checked="" type="checkbox"/> Annual Submission                      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> 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 each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><i>The availability of information is readily available to the public at the following locations. It can be viewed on HASMCMC’s webpage at <a href="https://www.stmaryshousing.org/about-us/hasmc-board-of-commissioners/">https://www.stmaryshousing.org/about-us/hasmc-board-of-commissioners/</a> or it can be viewed at HASMCMC’s office located at 21155 Lexwood Drive, Suite C, Lexington Park, MD 20653. The annual plan is housed in the reception area, in a binder on a side table to the right of the receptionist desk.</i></p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program					
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program										

					<b>PH</b>	<b>HCV</b>
	Lead PHA:					
<b>B.</b>	<b>Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).					
<b>B.1</b>	<b>Revision of Existing PHA Plan Elements.</b>  <b>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</b>  <b>Y    N</b> <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification  <b>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</b>  <b>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</b>  <b>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</b> 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)).  <b>Statement:</b>					
<b>B.2</b>	<b>New Activities.</b>  <b>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</b>  <b>Y    N</b> <input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).  <b>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</b>					
<b>B.3</b>	<b>Progress Report.</b>  Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.					
<b>B.4</b>	<b>Capital Improvements.</b>  Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.					

B.5	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N</p> <p><input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
XX	<p><b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>
B.1	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p><b>Coronavirus Aid, Relief, and Economic Security (CARES) Act, other additional Acts and HUD Notices, as amended</b></p> <p>Notices PIH 2020-05, PIH 2020-13, PIH 2020-22, PIH 2020-33 and PIH 2021-14 established and revised waivers and alternative requirements for HCV programs. HASMC has adopted many of these waivers and alternative requirements, and are listed in the current Administrative Plan.</p> <p><b>Emergency Rental Assistance Program (ERAP) ACT</b></p> <p>Emergency Rental Assistance program makes funding available to assist households that are unable to pay rent or utilities. <a href="#">Emergency Rental Assistance Program   U.S. Department of the Treasury</a></p> <p><b>Housing Opportunity Through Modernization Act of 2016: Implementation of Various Section 8 Voucher Provisions (HOTMA)</b></p> <p>HOTMA updates this Plan as applicable.</p> <p><b>Southern Maryland Continuum of Care/Balance of State (MD-514) (CoC)</b></p> <p>HASMC participates in CoC activities, including aspects of homelessness Housing First plus eviction prevention.</p> <p><b>Maryland Department of Housing &amp; Community Development (DHCD) Weatherization Assistance Programs (WAP)</b></p> <p>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.</p> <p><b>Violence Against Women Act (VAWA)</b></p> <p>HASMC has an active VAWA policy.</p>

### Additional Information

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 number totals from HASMC's Housing Choice Voucher (HCV) software, (known as HDS) as of 09/02/2022. These tables are separate and distinct data sets and as such will not produce the same totals.

Waiting List	
Race	Count
American Indian/Alaska Native	37
Asian/Pacific Islander	14
Black/African American	1853
Hispanic	96
White	1041
Total	3041

Range of Income	
Amount	Count
\$0 - \$5,000	828
\$5,000 - \$10,000	592
\$10,000 - \$15,000	540
\$15,000 - \$20,000	377
\$20,000 - \$25,000	277
More than \$25,000	462
Total	3076

### Maryland Housing Needs Assessment & 10-Year Strategic Plan

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 \(maryland.gov\)](#).

### Out of Reach 2022 – National Low-Income Housing Coalition

[https://nlihc.org/sites/default/files/oor/Maryland\\_2022\\_oor.pdf](https://nlihc.org/sites/default/files/oor/Maryland_2022_oor.pdf)

The Out of Reach 2022 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 \$54,880 annually or \$26.38 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 2023 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

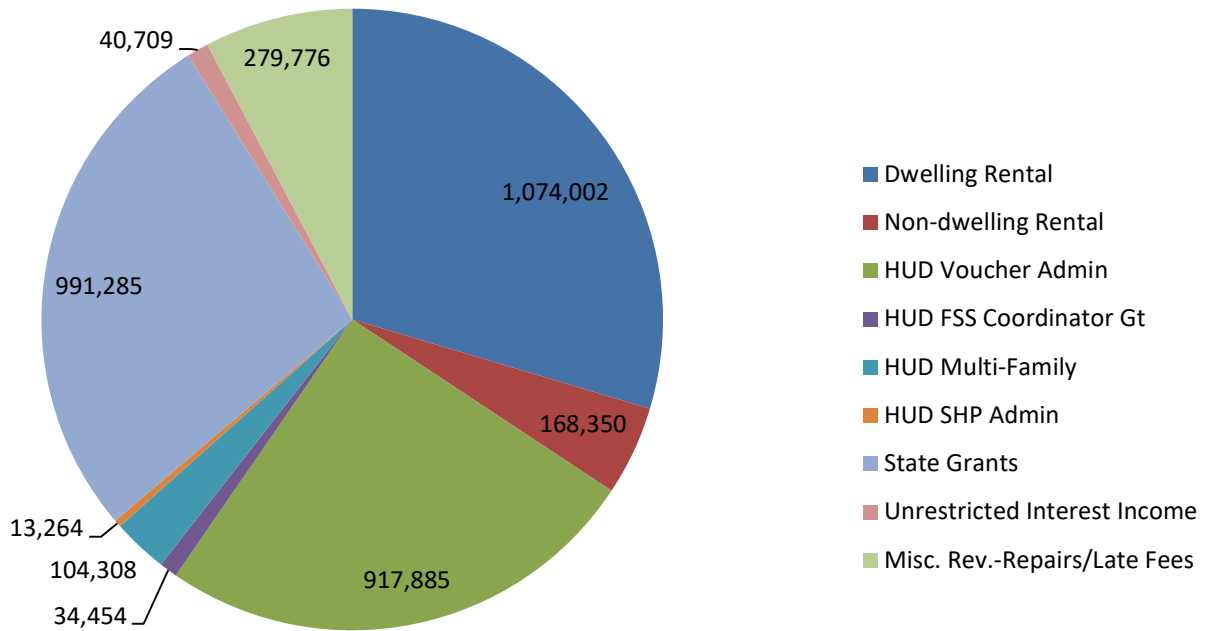
HASMC's strategy for addressing housing needs will be to continue public-private partnerships and collaborations focused on developing housing options for those in need and the optimal use of existing resources.

## Financial Resources

HASMC is a multi-purpose housing and community development public corporation/governmental entity. It's typical operations revenue sources in 2022 to date:

### July 2022 Administrative Revenue

#### Housing Authority Admin Revenue thru July 2022

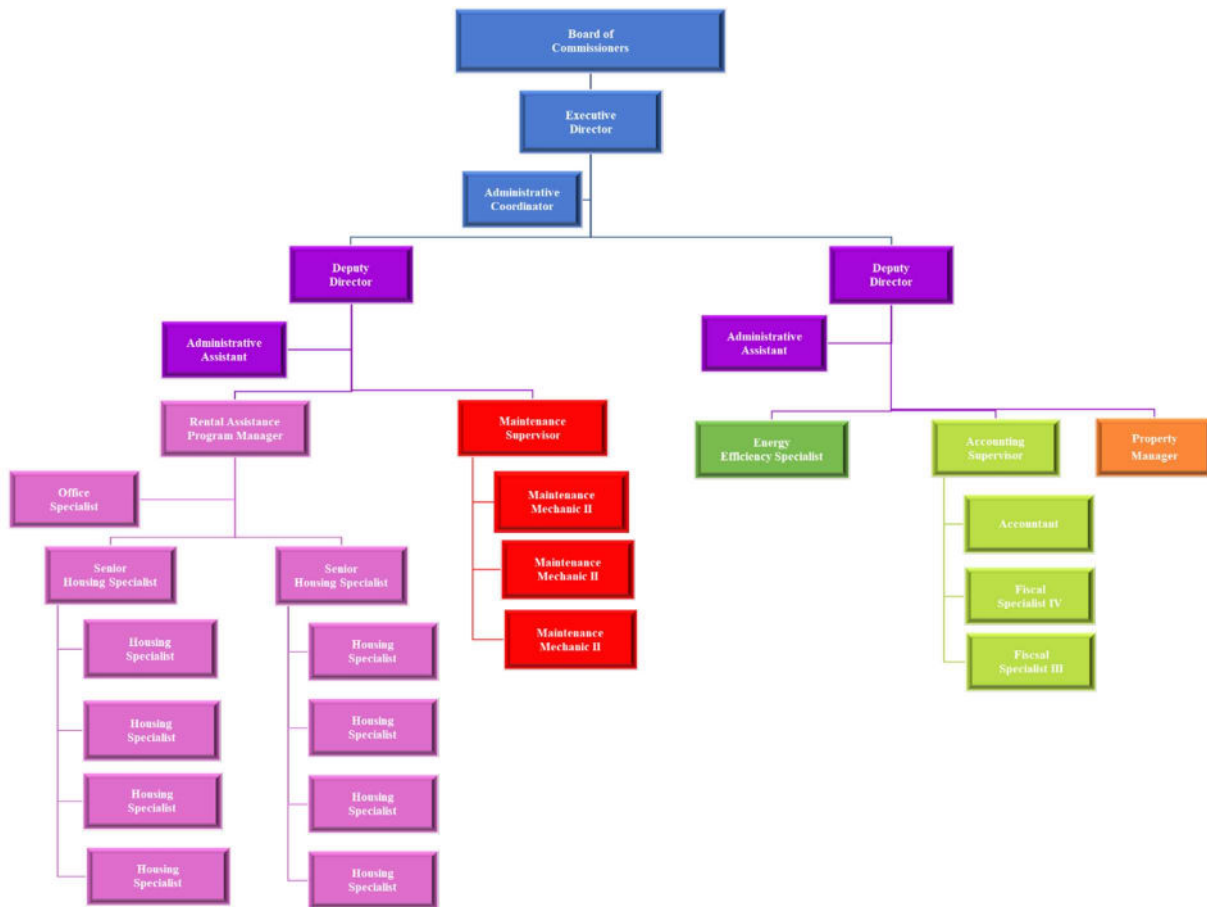


### Rent Determination

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



### 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

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.

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. In addition, HASMC will reach out to the Southern Maryland Association of Realtors for additional assistance and/or collaboration.

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**

As of August 31, 2022, HASMC has an active FSS Program of sixty (60) households, with a goal of reaching seventy-five (0) 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

Existing 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
- DHCD - Neighborhood Improvement and Community Development
- Tri-County Youth Services Bureau – Family Counseling 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

### Substantial Deviation

HASMC's definition of "Substantial Deviation" of Annual Plans from the 5-Year Plan and "Significant Amendment/Modification" of the Annual Plan will consider the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list
- Any change with regard to homeownership programs

New program activities required or adopted to reflect changes in HUD regulations or as a result of 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-19 environment and changes to program operations or policies caused by such (directly or indirectly) do not represent a revision to the PHA Plan. \*\*\***

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

HASMC's definition of "Substantial Deviation" of Annual Plans from the 5-Year Plan and "Significant Amendment/Modification" of the Annual Plan will consider the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list.
- Any change with regard to homeownership programs.

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

Mission and Goals described in the PHA 5-Year Plan:

#### 2020

- PBV – 8 vouchers at Patuxent Cove Apartments
- HUD-VASH – 7 vouchers (\$79,472)
- MS5 – 100 vouchers (\$1,462,080)
- MS5 – 45 vouchers (\$615,159)
- Maryland Affordable Housing Trust (MAHT) Grant – Townhouse acquisition and rehabilitation (2 grants totaling \$90,000)
- DHCD SLP/MHRP – 3 homes (\$106,972)
- Community Legacy Grant – (Phase 2) Design and grading for land next to the Lexington Park Library (\$75,000)
- Maryland Energy Administration Grant – Energy efficiency upgrades to at least 12 homes (\$100,000)
- 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)
- HASMC worked with employees who were experiencing childcare issues due to COVID-19
- HCV HO assisted a total of 61 low-income families
- DHCD/DOE WAP Grant – (\$1,741,542)
- DHCD/EmPOWER WAP Grant (2018 to 2020) – (\$2,700,000)
- DHCD/MEAP Grant (2020 to 2021) – (\$175,750)
- Money Follows the Person Bridge Subsidy Program – A collaboration with the Maryland Department of Disabilities and the Department of Health and Mental Hygiene to provide rental assistance for Medicaid-eligible individuals with disabilities (2 vouchers)
- HUD EnVision Center – HASMC submitted an application to establish an EnVision Center on Great Mills Road in Lexington Park
- SEMAP Performance – Updated or amended by CARES ACT

#### 2021

- MS5 – 75 vouchers (\$1,123,791)
- Community Legacy Grant - Replacement of existing HVAC systems that use obsolete R-22 refrigerant at the Gateways (\$50,000)
- DHCD/DOE WAP Grant (\$788,125)
- DHCD/EmPOWER WAP Grant (\$1,383,780)

	<ul style="list-style-type: none"> <li>• MAHT Grant – Replacement of existing HVAC systems that use obsolete R-22 refrigerant HVAC systems at the Gateways (\$75,000)</li> <li>• ERAP – HASMC is the Subrecipient to St. Mary’s County Government (\$4,500,000)</li> <li>• Donation by PNC of its former branch located on Great Mills Road (valued at \$1,500,000) to HASMC. This is a HASMC and SMCHD collaboration for a COVID-19 testing and vaccination site and a future behavioral Health Services Hub, operational as of August 2021.</li> <li>• Low Income Housing Tax Credit Partnership – A joint venture with Osprey Property Company, LLC to secure DHCD funding to complete a comprehensive renovation of Fox Chase Village Apartments.</li> <li>• SEMAP Performance – Updated or amended by CARES ACT</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• HCV – 6 Vouchers (\$90,079)</li> <li>• HCV HO assisted a total of 69 low-income families</li> <li>• DHCD/DOE WAP Grant (2022-2025) – (\$1,448,218)</li> <li>• DHCD/EmPOWER WAP Grant (2021-2023) – (\$1,383,781)</li> <li>• DHCD/MEAP Grant (2021-2024) – (\$752,000)</li> <li>• ERAP II – HASMC is the Subrecipient to St. Mary’s County Government (\$1,400,000)</li> <li>• Maryland Energy Administration Grant – Energy efficiency upgrades to at least 10 homes (\$115,000)</li> <li>• SEMAP Performance – Updated or amended by CARES ACT</li> </ul> <p><b>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</b></p> <p>Not applicable.</p> <p><b>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</b></p> <p>HASMC promotes the deconcentration of low-income families in Public Housing, pursuant to the requirements of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The QHWRA provides that during a Housing Authority (HA) fiscal year, the Income Targeting Requirement to be used by a HA is that not less than 40% of new public housing families have incomes at or below 30% of the area median income and that other admissions must be at or below 80% of the area median. The Housing Authority may use the following methods to comply with the requirements of the QHWRA:</p> <ul style="list-style-type: none"> <li>• Use of waiting list skipping</li> <li>• Establishment of preference</li> <li>• Affirmative marketing</li> <li>• More applicant consultation and information</li> <li>• Additional supportive services and amenities</li> <li>• Rent incentives</li> <li>• Other incentives/measures deemed as in the best interests of the Housing Authority.</li> </ul>
<p><b>B.2</b></p>	<p><b>Capital Improvements.</b></p> <p>Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p>
<p><b>C</b></p>	<p><b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.</p>
<p><b>C.1</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p><b>(a) Did the RAB(s) have comments to the PHA Plan?</b></p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p><b>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</b></p>
<p><b>C.2</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <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><b>Challenged Elements.</b> 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><b>(a) Did the public challenge any elements of the Plan?</b>  Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>						
D.	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>						
D.1	<p><b>Affirmatively Furthering Fair Housing.</b></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> <table border="1" data-bbox="180 997 1455 1266"> <tr> <td data-bbox="180 997 1455 1024"><b>Fair Housing Goal:</b></td></tr> <tr> <td data-bbox="180 1024 1455 1266"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1" data-bbox="180 1289 1455 1533"> <tr> <td data-bbox="180 1289 1455 1316"><b>Fair Housing Goal:</b></td></tr> <tr> <td data-bbox="180 1316 1455 1533"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1" data-bbox="180 1558 1455 1799"> <tr> <td data-bbox="180 1558 1455 1585"><b>Fair Housing Goal:</b></td></tr> <tr> <td data-bbox="180 1585 1455 1799"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>
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# Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small PHAs

## A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(c\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Plan Elements. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

### 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 public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

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

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. [24 CFR §903.7\(b\)](#) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. [24 CFR §903.7\(b\)](#) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. [24 CFR §903.7\(b\)](#)

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#) and 24 CFR §903.12(b)).

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

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **HOPE VI or Choice Neighborhoods.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). ([Notice PIH 2011-47](#))

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices](#).

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. ([24 CFR §903.7\(b\)](#)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

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

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

**B. Annual Plan Elements Submitted All Other Years (Years 1-4).** PHAs must complete this section during years where the 5-Year Plan is also due. ([24 CFR §903.12](#))

**B.1 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The



application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.2 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7(g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

## **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 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077 CRT-SM, *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.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. 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.

Public reporting burden for this information collection is estimated to average 7.02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

# SECTION 2

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## **HUD 50077-SL**

Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan

## **HUD 50077-CRT-SM**

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws  
and Regulations including PHA Plan Elements that Have Changed

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Kenneth C. Holt, the Secretary, Maryland DHCD  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years \_\_\_\_\_ and/or Annual PHA Plan for fiscal year  
2023 of the Housing Authority of St. Mary's County, Maryland (HASMC) is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

State of Maryland  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

HASMC's PHA Plan, the State Consolidated Plan and the AI have mutual goals – please see Exhibit  
A, attached.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

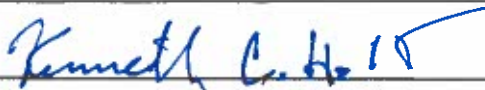
Name of Authorized Official:

Kenneth C. Holt

Title:

Secretary  
Maryland Department of Housing and Community Development

Signature:



Date:

10/5/22

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.



# Housing Authority Of St. Mary's County, Maryland

21155 LEXWOOD DRIVE, SUITE C      LEXINGTON PARK, MARYLAND 20653

301-866-6590      Fax 301-737-7929      MD Relay Svc. 711 or 1-800-552-7724

## **Exhibit A** **Certification by State or Local Official of PHA Plans** **Consistency with the Consolidated Plan or State Consolidated Plan** **September 26, 2022**

The Maryland Department of Housing and Community Development (DHCD) prepares the State's Consolidated Plan for the State's non-entitlement jurisdictions and receives funding to help finance housing, community development, and homeless assistance in non-entitlement areas. St. Mary's County is a State non-entitlement area. The State of Maryland Five Year Consolidated Plan 2020-2024 link is:

<https://dhcd.maryland.gov/Documents/Consolidated%20Plan/StateofMarylandConsolidatedPlan.pdf>.

HASMC's PHA plan, within its scale of resources, collaborates with DHCD and utilizes funding to deploy resources supporting HASMC's mission of:

*Improving communities; optimizing & preserving affordable rental housing & homeownership combined with reducing household energy costs.*

In addition, HASMC staff and programs work with and complement DHCD planning objectives. Examples of such local programs and/or DHCD funded programs include Continuum of Care funding, Homeownership Vouchers, Energy Efficiency funds and DHCD's affordable housing financing resources.

The State's Consolidated Plan 2020-2024 outlines four objectives as main areas:

1. Increasing Affordable Rental Housing (with an emphasis on rental housing for low and extremely low-income households, special needs population including persons with physical and mental disabilities as well as those living with HIV/AIDs) – outcomes will be based on the number of units produced as well as leveraging to provide additional housing resources to provide services.
2. Promoting homeownership for first time homebuyers (including families with student debt and veterans) – outcomes will be measured by units as well as new homebuyers in designated Sustainable Communities.
3. Community Revitalization (with an emphasis on small business expansion and lending) – outcomes will include economic impact on neighborhoods assisted, number of new small businesses assisted/created.



4. Reducing homelessness, with a particular emphasis on supportive housing for vulnerable populations, including the chronically homeless, youth, and veterans and those living with HIV/AIDs – outcomes will include reduced homelessness counts and services provided to those living with HIV/AIDs.

As part of the requirements for receiving HUD funds, DHCD is required to complete an Analysis of Impediments (AI) to Fair Housing Choice, and develop fair housing strategies to overcome any identified impediments in the non-entitlement areas. St. Mary's County is a non-entitlement area serviced by DHCD's AI. The link for DHCD's active AI is:

<https://dhcd.maryland.gov/Documents/Consolidated%20Plan/Analysis%20of%20Impediments%20Final%202015.pdf>.





# Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

## PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or XXX Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning January 1, 2023, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
  - ☐ 903.7a Housing Needs
  - ☐ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
  - ☐ 903.7c Financial Resources
  - ☐ 903.7d Rent Determination Policies
  - ☐ 903.7h Demolition and Disposition
  - ☐ 903.7k Homeownership Programs
  - ☐ 903.7r Additional Information
    - ☐ A. Progress in meeting 5-year mission and goals
    - ☐ B. Criteria for substantial deviation and significant amendments
    - ☐ C. Other information requested by HUD
      - ☐ 1. Resident Advisory Board consultation process
      - ☐ 2. Membership of Resident Advisory Board
      - ☐ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing



Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its 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 maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.

19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of St. Mary's County, Maryland  
PHA Name

MD021  
PHA Number/HA Code

**XXX Annual PHA Plan for Fiscal Year 2023**

5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:

Shawn A. Kingston  
P/T Executive Director  
Housing Authority of St. Mary's County, Maryland

Name of Board Chairman:

Tina L. Dean  
Chair  
Housing Authority of St. Mary's County, Maryland

Signature

Date

Signature

Date

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.



# SECTION 3

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## **“Southern Maryland News” Newspaper Publication**

Annual PHA Plan Public Discussion

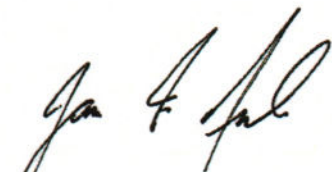
# CERTIFICATE OF PUBLICATION

STATE OF : MARYLAND  
COUNTY OF: St. Mary's County

This is to certify that the annexed legal advertisement has been published in the publications and insertions listed below. "Draft Annual Plan - September 26th..." was published in the:

**Southern Maryland News - Enterprise**  
for the following dates

09/23/22



James F. Normandin  
President & Publisher

**PUBLIC DISCUSSION**  
Topic

**THE HOUSING AUTHORITY OF ST. MARY'S  
COUNTY, MARYLAND'S (HASM)**

**\*DRAFT ANNUAL PLAN\***

**TIME & LOCATION:**

**Monday, September 26, 2022 @ 11:00 a.m.**

**Phone Conference Meeting**

**Dial-In Number: (667) 770-1004**

**Access Code: 281120**

All interested citizens are encouraged to call in to this public discussion. A working draft of the 2023 Annual Plan is available online at <https://www.stmaryshousing.org/about-us/hasmc-board-of-commissioners/>. Ongoing public review, written comments and suggestions concerning the draft Annual Plan or local housing & community development needs are encouraged; please submit your written feedback no later than October 12, 2022 to HASMC, Attention: Marissa Laurence, 21155 Lexwood Drive, Suite C, Lexington Park, Maryland 20653 or by email to [mlaurence@stmaryshousing.org](mailto:mlaurence@stmaryshousing.org). The final Annual Plan will be uploaded to HUD on or before October 18, 2022.

Citizens with mobility, vision, or hearing impairments should contact HASMC at 301-866-6590, ext. 1405 or the Maryland Relay Service at 1-800-735-2258 (V/TTY) so that arrangements can be made to meet any special needs.



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9/23/2022