

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
--	---	---

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.					
A.1	PHA Name: <u>Housing Authority of the City of Napa</u> PHA Code: <u>CA073</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07-2016</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>1375</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission  <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 the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.  <input type="checkbox"/> <b>PHA Consortia:</b> (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:				

<b>B. Annual Plan.</b>	
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N</p> <p> <input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.  <input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.  <input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.  <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.  <input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.  <input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.  <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.  <input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.  <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.  <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.         </p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>The Housing Authority of the City of Napa (HACN) will adopt a limited homeless preference for the HCV program. The HACN intends to set aside 15 vouchers for homeless individuals or families who are referred by a partnering service organization.</p>
<b>B.2</b>	<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? Y N Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(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.</p> <p>The HACN has been awarded 17 project based HUD-VASH vouchers. These vouchers and up to 17 more vouchers will be project based and will be used in a new construction project in American Canyon, CA. This is consistent with the PHA plan to expand the availability of rental housing for low income households.</p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit? Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>The HACN improperly reported in the SEFA the Section 8 HCV program revenues instead of the program expenses. The HACN failed to identify in its accounts, the administrative expenses for the Family Unification Program and the FUP program expenses were improperly presented under the Section 8 CFDA#.</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p>Form HUD-50077 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.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p>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.</p>
<b>B.6</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p>see attached</p>
<b>B.7</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(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.</p> <p>see attached</p>

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 7-1-16, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) 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.
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, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
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 Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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 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.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans 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 a site-based waiting list 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 a waiting list is consistent with affirmatively furthering fair housing;
  - 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 part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. 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.
19. 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).

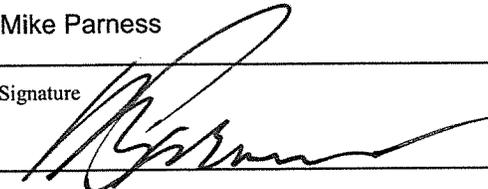
Housing Authority of the City of Napa  
 PHA Name

CA073  
 PHA Number/HA Code

xx Annual PHA Plan for Fiscal Year 2016

       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 Authorized Official  Mike Parness	Title  Executive Director
Signature 	Date  2-5-16

**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 2/29/2016

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

I, Mike Parness, the Executive Director \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the City of Napa  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Napa, Napa, CA  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

Expands affordable rental housing opportunities for low income households including seniors, elderly and disabled (through project based vouchers and maximizing voucher utilization). Goal of ensuring equal opportunity through funding fair housing is consistent with the consolidated plan's goal of furthering fair housing.

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	Title
Mike Parness	Executive Director
Signature 	Date
	2-3-16

## **B.6 Progress Report**

**Goal: Promote self-sufficiency and asset development of families and individuals.**

The Housing Authority's Family Self Sufficiency (FSS) program currently has a remaining obligation to graduate 50 families/individuals. The FSS program currently has 49 families/individuals enrolled in the program. The Housing Authority submitted a funding application and was awarded \$138,000 for two Family Self Sufficiency Program Coordinator positions for the calendar year 2016.

**Goal: Ensure equal opportunity in housing for all by ensuring equal opportunity and affirmatively furthering fair housing.**

The Housing Authority annually provides Fair Housing Napa Valley (FHNV) funding in the amount of not less than \$45,000 to provide fair housing assistance to tenants. In addition, FHNV provides landlord tenant counseling and work with mobile home organizations to maintain rents at a reasonable level.

**Goal: Manage the PHA Section 8 Housing Choice Voucher Program in an efficient and effective manner, thereby qualifying on a continuing basis on the Section 8 Management Assessment Program (SEMAP) as a high performing PHA.**

The Housing Authority received a High Performer designation for SEMAP for the fiscal year ending June 30, 2015.

**Goal: Expand the range and quality of housing choices available to participants in the PHA tenant based assistance program.**

The Housing Authority worked with the City of Napa to include language in regulatory agreements with new developments to require them to accept applications for new units from voucher holders. The Housing Authority has adopted a policy allowing all voucher holders to use their vouchers in shared housing accommodations and is under contract with non-profit Napa Valley Community Housing to help fund the recently launched Home Share Match-Up Program, which matches housing providers with housing seekers. The Housing Authority has contracted with a consultant to assist voucher holders with housing searches and to conduct outreach to landlords in our community.

**Mission: Form effective partnerships with other agencies to maximize social and economic opportunities and availability of supportive services for participants in a non-discriminatory manner.**

The Housing Authority continues to partner with other agencies to provide services for participants in the Family Self Sufficiency Program, the Family Unification Program and the Mainstream Program. Working with Satellite Affordable Housing Associates (SAHA) and the U.S. Department of Veterans Affairs, the Housing Authority applied for, and was

## **B.6 Progress Report**

awarded 17 VASH project-based vouchers for a new construction housing development in American Canyon.

**Mission: Utilize staff resources and available funds in a collaborative partnership with other governmental and community agencies to assist in achieving the stated goals in the City of Napa's Consolidated Plan, including the development of new affordable housing, the improvement of existing housing stock occupied by lower income households, supporting the Continuum of Care for homeless, and providing first time homebuyer opportunities.**

As described previously, the Housing Authority has actively worked in partnership with SAHA, the City of American Canyon, and the County of Napa to leverage funding for 75-units of new affordable rental housing, of which 22 units will be set-aside for veterans. The Housing Authority provided funding to Napa Valley Community Housing for Oak Creek Terrace. This 41-unit affordable housing complex was completed in March 2016. The Housing Authority also operates housing rehabilitation programs in four jurisdictions in Napa County. These programs provide low or no interest loans for low-income homeowners to make repairs to their homes. The Housing Authority is also an active participant in the Continuum of Care and is working closely with the County and nationally recognized consultants to make improvements to the community's homeless shelter system.

## **B.7 Resident Advisory Board Comments**

### **Housing Authority of the City of Napa 2016 Annual Plan**

#### **Resident Advisory Board Meeting February 19, 2016**

**Board Members:** Carol Hamilton, Johanna Moore, Diane Sarant, Maricela Pelayo

**Comment 1:** What time period does this annual plan cover?

*Staff Response: The annual plan covers the second year of the Five year plan which covers Fiscal Years 2015-2020.*

**Comment 2:** Will the homeless preference have places for the recipients to live?

*Staff Response: No, the homeless preference will provide housing choice vouchers only. The Housing Authority of the City of Napa (HACN) will be partnering with other agencies to provide case management for the recipients which will include assistance with locating units.*

**Comment 3:** What is the current estimate of the number of homeless in Napa County?

*Staff Response: The last point in time count estimated the number of homeless at between 70-100 chronically homeless persons in need of permanent supportive housing.*

**Comment 4:** The Family Self Sufficiency program is a great program and should be continued.

*Staff Response: The Family Self Sufficiency Program has 50 mandatory slots left to graduate. The HACN will consider continuing the program on a voluntary basis in the future.*

**Comment 5:** Hiring a consultant to help voucher holders locate units and the Home Share Match-Up Program are good ideas to help people locate housing.

*Staff Response: We agree and feel that it will help in this time of dwindling vacancies and high rents. The Home Share Match-Up Program is open to everyone in the community but it also gives voucher holders another option in utilizing their voucher.*

## **B.7 Resident Advisory Board Comments**

**Comment 6:** It is exciting to see the new affordable housing complex, Oak Creek Terrace, is about to start moving people in. We support the effort to work with SAHA and the City of American Canyon to build Valley View Senior Homes.

*Staff Response: The HACN provided funding to Napa Valley Community Housing for Oak Creek Terrace. Our agency is also partnering with SAHA to help them build Valley View Senior Homes. Our agency will do this by project basing 17 HUD-VASH vouchers and committing up to 17 more project based vouchers.*

**Comment 7:** How does the Housing Authority of the City of Napa connect voucher participants to supportive services?

*Staff Response: The Family Unification Program participants are case managed for a minimum of one year. Their case managers connect participants with needed services. The Family Self Sufficiency Program coordinators also connect participants by referring them and telling them about available services in the community. Participants of the Voucher program are able to list on the form HUD-92006 (supplement to application) if they are working with an agency or non-profit. In addition, the lobby of our office has information regarding available services throughout the community and our Housing Specialists provide information to participants on a one on one basis. The Shelter Plus Care Program administered by our agency also has case managers.*

**Comment 8:** Good work for achieving high performer status for SEMAP with HUD.

*Staff Response: Thank you goes to staff for their hard work. Comment acknowledged*

**Housing Authority of the City of Napa  
2016 Annual Plan**

**VAWA Attachment**

There are number of resources in Napa County for victims of violence and sexual assault, including the following:

- Napa County Victim Services – Office of the District Attorney: Provides specialized services for victims of domestic violence.
- Napa Emergency Women’s Shelter (NEWS): Provides a safe house, counseling, and 24-hour hotline.
- County of Napa Child Welfare Services: Provides investigation services and 24-hour hotline.

The Housing Authority has included the following provisions in its Administrative Plan to respond to the requirements of VAWA:

**NOTIFICATION REGARDING APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)**

HACN will post the information regarding VAWA in its offices and on its Web site. It will also make the information readily available to anyone who requests it.

**A. NOTIFICATION TO PARTICIPANTS**

HACN will provide all participants notification of their protections and rights under VAWA at the time of admission and is available to participants at annual reexamination. Notification will also be provided when a tenant is notified of eviction or termination of housing benefits. This notice will explain the protections afforded under the law, and inform the participant of HACN confidentiality requirements. HACN provides contact information for local victim advocacy groups or service providers. HUD-50066 form will also be provided with the notification.

**B. NOTIFICATION TO APPLICANTS**

HACN will provide all applicants notification of their protections and rights under VAWA at the time they receive their Housing Choice Voucher and in any notice of denial of assistance. The notice will explain the protections afforded under the law, and inform applicants of HACN confidentiality requirements. HACN provides contact information for local victim advocacy groups or service providers. HUD-50066 form will also be provided with the notification.

**C. NOTIFICATIONS TO OWNERS AND MANAGERS**

HACN will inform property owners and managers of their screening and termination responsibilities related to VAWA. HACN will utilize any or all of the following means to notify owners of their VAWA responsibilities:

- As appropriate in day to day interactions with owners and managers.
- Inserts in HAP payments, 1099s, owner workshops, classes, orientations, and/or newsletters.
- Signs in the HACN lobby and/or mass mailings which include model VAWA certification forms.

#### D. EMERGENCY TRANSFERS

HACN will allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to transfer to another unit assisted under the Housing Choice Voucher program if the tenant expressly requests the transfer and the tenant reasonably believes that they are threatened with imminent harm from further violence if they remain within the same dwelling unit (and in the case of a tenant who is a victim of sexual assault, the sexual assault occurred on the premises during the 90 day period preceding the request.)

These emergency transfers will be processed before all other voucher transfers and will be processed within two working days of the request.

HACN will require that all staff maintain confidentiality to ensure that they do not disclose the location of the dwelling unit to a person that commits an act of domestic violence, dating violence, sexual assault, or stalking against the tenant.

Information will not be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

HACN, when presented with a claim based on VAWA protections, will require that the individual making the claim document the abuse. The individual may satisfy HACN's request by providing any one of the following three forms of documentation:

- a. A completed and signed HUD-approved certification form (HUD-50066) which must include the name of the perpetrator.
- b. A federal, state, tribal, territorial, or local police report or court record.
- c. Documentation signed by a person who has assisted the victim in addressing the abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional. The person signing the documentation

must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.

The documentation must be provided or an extension must be requested within 14 calendar days of HACN's request. HACN may extend the deadline 14 additional days.

# Instructions for Preparation of Form HUD-50075-HCV

## Annual PHA Plan for HCV Only PHAs

---

**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.23(4)(e))

**A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

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

**B. Annual Plan.** All PHAs must complete this section. (24 CFR §903.11(c)(3))

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

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

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

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

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

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

**Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4)).

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

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

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

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

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

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

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

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

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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