



**COLORADO**

**Department of Local Affairs**

Division of Housing

# **2018 PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN**



**COLORADO DEPARTMENT OF LOCAL AFFAIRS  
DIVISION OF HOUSING  
DIRECTOR – ALISON GEORGE**

**COLORADO DEPARTMENT OF LOCAL AFFAIRS**

**DIVISION OF HOUSING (CO-911)**

**2018 PHA ANNUAL PLAN**

**TABLE OF CONTENTS**

EXECUTIVE SUMMARY..... PAGE 3

INTRODUCTION ..... PAGE 4

PHA INFORMATION..... PAGE 7

INVENTORY..... PAGE 7

SUBMISSION TYPE..... PAGE 8

REVISIONS TO PHA PLAN ELEMENTS..... PAGE 8

PROJECT-BASED VOUCHER PROGRAM..... PAGE 10

PHA PROGRESS ON MEETING GOALS..... PAGE 12

RESIDENT ADVISORY BOARD COMMENTS..... PAGE 15

## **Executive Summary of Annual Plan**

The Department of Local Affairs (DOLA) serves as the primary interface between the State and local communities. The Department provides financial support to local communities and professional and technical services (including training and technical assistance) to community leaders in the areas of governance, housing, and property tax administration. While all state governments provide such services through various Departmental structures, Colorado's approach is unique in that these local community services are gathered into one Department of "Local Affairs" which has a central focus on strengthening those communities and enhancing livability.

DOLA's Division of Housing (DOH) was created by statute in 1970 to improve the access of all Coloradans to decent, affordable housing. The Division provides state and federal funding to private housing developers, housing authorities, and local governments to increase the inventory of affordable housing, offers Housing Choice Voucher and other rental assistance programs statewide through local housing authorities and non-profit service organizations and certifies all factory/manufactured structures built in or shipped to Colorado, and approves multifamily construction in counties with no construction codes.

The Housing Choice Voucher (HCV) Program is a major federal government program which assists very low-income families and Colorado's most vulnerable populations to afford decent, safe, and sanitary housing in the private market. DOH uses a preference system to ensure that its voucher programs are serving those Coloradans who are most in need. Over 80% of individuals served by DOH's rental assistance programs are persons with disabilities.

DOH is a statewide Public Housing Agency (PHA) designated to administer the HCV Program throughout Colorado. DOH currently administers 6,166 Housing Choice Vouchers, 642 Permanent Supportive Housing Vouchers, 321 State Housing Vouchers, and 143 Homeless Solutions Program subsidies statewide. DOH also administers an HCV Homeownership Program to promote opportunities for families to become homeowners.

DOH must comply with the United States Department of Housing and Urban Development (HUD) requirements regarding activities as a Public Housing Agency (PHA), including the development of both a 5-year PHA Plan and Annual Plan. The statements and policies set forth in the Annual Plan all reflect the accomplishments of our 5-Year Plan goals and objectives. Taken as a whole, these policies and accomplishments outline a comprehensive approach consistent with the State's Consolidated Plan.

As part of the Agency Plan review process, DOH appoints a Resident Advisory Board which reviews and comments on components of the Agency Plan as well as the DOH Administrative Plan. DOH appoints all HCV program participants to the Resident Advisory Board (RAB). The Plan is posted on DOH's website for a 45-day public comment review period and is also available at the local housing provider's office. The Advisory Board's comments are included in the Final Plan.

DOH tries to enhance customer service by continuously working with staff to instill quality work practices and initiatives. In addition, DOH applies for additional HCV funding as Notifications of Funding Availability (NOFA) announcements are issued by HUD. DOH strives to improve the quality of life for program participants.

In summary, DOH is continuously working to provide quality affordable housing for extremely low income households in Colorado by operating a high quality Housing Choice Voucher program.

## **Introduction**

### ***Constitutional and Statutory Authority***

Title 24, Article 32, Section 702, C.R.S.

### ***Mission Statement***

The Department of Local Affairs (DOLA) strengthens communities and enhances livability in Colorado by providing accessible assistance in the following areas:

1. Equitable and consistent implementation of property tax laws;
2. Community development that is revitalizing and sustainable;
3. Financial support for community needs; and
4. Safe, affordable housing.

DOLA strives to be responsive, attentive, solutions-oriented and respectful, within and beyond our departmental boundaries. DOLA distills its mission to be: “Strengthening Colorado’s Communities” and is committed to this motto.

### ***Vision Statement***

The Department of Local Affairs is responsible for strengthening Colorado's local communities and building capacity by providing strategic training, research, technical assistance, and funding to localities.

### ***General Information***

To assist in meeting the affordable housing needs within the State of Colorado, DOLA’s Division of Housing (DOH) administers the following grant, loan, and bond authority, rental assistance as well as manufactured housing programs:

- Community Development Block Grant Program
- Consumer complaint service program for factory/manufactured structures
- Emergency Solutions Grant Program
- Fort Lyon Supportive Housing Program
- HOME Investment Partnership Grant/Loan Program
- Homeless Prevention Tax Check Off Program
- Housing Choice Voucher, Homeownership and Family Self-Sufficiency Program
- Housing Development Grant (HDG) Program
- Housing Development Loan Fund (HDLF)
- Housing Opportunities for People with AIDS Grant Program
- Homeless Solutions Program (HSP)
- Inspection and certification programs for all factory-built (modular) housing, commercial structures, and manufactured homes
- Manufactured Home Installation Program
- Manufactured Housing Dealer Registration Program
- Permanent Supportive Housing (PSH) Program

- Private Activity Bonds (balance of State) Program
- Section 811
- State Housing Vouchers (SHV)
- Tenant Based Rental Assistance (TBRA)

***Preparation of the DOLA Housing Division Strategic Plan:*** The DOH develops two housing plans annually that assist in setting the strategic plan for the Division. The State Consolidated Plan and the Housing Choice Voucher (HCV) Agency Plan identify the DOH strategies and goals to address affordable housing needs in Colorado communities. DOH relies on a number of resources and publications to identify the greatest needs for affordable housing in Colorado. These sources include a quarterly vacancy survey report, foreclosure report, household income report, housing needs assessments, US census building permits, unemployment reports, economic growth report, public housing waiting lists and the homeless vulnerability index. Information from these reports is supplemented by data from the DOLA demography section and outside sources. All the information referenced above is utilized in preparing the DOH Strategic Plan.

DOH also has a Community Housing Assistance Team, or "CHATS" staff that works one-on-one with local communities statewide to identify housing needs, prepare housing strategies, identify potential housing projects and create financing packages for new housing and to preserve existing housing. The team has staff in Denver and in three field offices in Colorado. The CHATS work with other affordable housing funders (Colorado Housing Finance Authority, Department of Housing and Urban Development, Rural Development, Mercy Housing, Enterprise Foundation, etc.) to identify and maintain a pipeline of potential affordable housing projects.

***Livability Focus:*** DOLA, in partnership with local governments and the public and private sector, is strategically linking each of its programs to improve people's lives in five areas: jobs, housing, transportation, education and environment. This is accomplished by leveraging program dollars and staff consultation within DOLA for our partners and stakeholders as well as strengthening coordination of services and funding resources from other state agencies. DOH's leadership and participation in this effort is essential.

Because safe and affordable housing is fundamental to the ultimate success of all Colorado communities, DOH will target a number of key objectives with the greatest emphasis on providing housing to those earning less than 50% of the Area Median Income.

***Division of Housing Customers***

- Chronically homeless individuals, persons with disabilities, and other vulnerable populations
- Colorado renters and homeowners
- Housing authorities
- Housing manufacturers
- Mental health agencies
- Nonprofit independent living agencies

- Owners and potential owners of factory-built residential and non-residential structures
- Private for-profit and nonprofit housing organizations
- Nonprofit service agencies providing housing services

*Fund Sources for Division of Housing – FY 2018-19*

**State**

General Fund  
Private Activity Bond Allocation Cash Funds  
Homeless Prevention Activities Program Cash Funds  
Building Regulation Cash Funds  
Local Government Energy & Mineral Impact Funds  
Local Government Severance Tax Funds

**Federal**

Community Development Block Grant Funds  
HUD-VA Grant Funds  
Department of Justice Grant Funds  
Department of Housing and Urban Development Grant Funds

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

**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.	<b>PHA Information.</b>
A.1	<p><b>PHA Name:</b> <u>Colorado Division of Housing</u> <b>PHA Code:</b> <u>CO-911</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2018</u></p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p>

**Number of Housing Choice Vouchers (HCVs) 6,113**

**PHA Plan Submission Type:**  Annual Submission  Revised Annual Submission

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.

**PHA Consortia:** (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

**B. Annual Plan.**

**B.1 Revision of PHA Plan Elements.**

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

- Y N
- Housing Needs and Strategy for Addressing Housing Needs.
  - Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
  - Financial Resources.
  - Rent Determination.



- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

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

Definition of Substantial Deviation and Significant Amendment

Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

**Substantial Deviation:**

- A substantial change in a goal(s) identified in the Five-Year Plan. For example, adding or deleting a goal.

**Significant Amendment/Modification:**

- Significant modifications to major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities).

The following substantial amendments have been made to the DOH Housing Choice Voucher Administrative Plan:

**Chapter 1: Overview of the Program and Plan**

- Substantial change to the HAP Contract signature process

**Chapter 3: Eligibility**

- Definitions
  - More detailed definition provided for *Independent Student*
- Criminal History Requirements and Screening
  - Updates to denial of assistance process

**Chapter 4: Applications, Waiting List and Tenant Selection**

- Waiting List – Order of Selection
  - Preferences
    - Added Homeless Solutions Program (HSP) to "current participant" preference

**Chapter 6: Income and Subsidy Determinations**

- Payment Standards
  - HOTMA Update - Payment standard decrease process updated

**Chapter 8: Housing Quality Standards and Rent Reasonableness Determinations**

- Life-Threatening Conditions
  - Additional deficiencies and improved definitions added
- Elevated Blood Lead Level
  - Changed language to be in line with updated Federal Register related to lead levels

**Chapter 10: Moving with Continued Assistance and Portability**

- Allowable Moves
  - Included VAWA language regarding emergency transfers

**Chapter 12: Termination of Assistance and Tenancy**

- Updated termination process as it relates to VAWA households

**Chapter 15: Special Housing Types and Special Programs**

- Manufactured Homes
  - HOTMA Update – Substantial changes to the Payment Standard, Utility Allowance, and HAP Calculation
- Homeownership Program
  - Changes to affordability protections – capped at 40% affordability
  - Increased down payment requirement to 3%, with at least 1% of purchase price coming from participant’s personal resources

**Chapter 16: Program Administration**

- Updated VAWA law outlined including references made to updated forms and transfer plan (see Exhibits)

**Chapter 17: Project-Based Vouchers**

- Included Emergency Transfer under VAWA information

B.2

**New Activities**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

Y N

Project Based Vouchers.

(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.

**Project-Based Voucher (PBV) Program:**

DOH reserves the right to allocate up to 20 percent of its Housing Choice Vouchers for the potential use under the Project Based Vouchers Assistance Program. The proposed units may be located throughout DOH’s jurisdiction. This potential reallocation of the Project Based Assistance is consistent with DOH’s Agency Plan and goal of providing quality affordable housing to low income families and will increase housing choices for these families. The locations will be

consistent with goals of de-concentrating poverty and expanding housing and economic opportunities in accordance with HUD and the DOH Administrative Plan. Project basing is being pursued to compliment the goal to end homelessness and link supportive services to housing.

DOH currently has 566 active and approved units of project based voucher assistance for special needs populations statewide.

- Current Projects:
  - 6 units in Larimer County for people exiting the prison system with mental health disabilities. (AIIMS)
  - 4 units in Larimer County for persons with disabilities. (SummitStone)
  - 10 units in Denver for homeless youth. (Urban Peak)
  - 4 units in Pueblo for homeless individuals. (Health Solutions)
  - 126 units in Denver for homeless individuals. (Colorado Coalition for the Homeless)
  - 16 units for homeless veterans in Pueblo. (VASH)
  - 25 units for homeless veterans in Denver. (VASH)
  - 35 units for persons with disabilities in Longmont. (Mental Health Partners)
  - 18 units for persons with disabilities and individuals needing services in Lafayette. (Imagine)
  - 8 units for homeless individuals needing supportive services in Edwards. (Garfield Housing Authority)
  - 23 units in Weld County for persons with disabilities (NRBH)
  - 30 units in Denver, County for persons with disabilities (MHCD)
  - 25 units in Lakewood, County for veterans permanent supportive housing (VASH)
  - 24 units in Denver County for homeless individuals (MHCD)
- Approved Projects (not yet constructed):
  - 9 units in Durango, CO for permanent supportive housing (MHCD)
  - 50 units in Denver, CO for permanent supportive housing (Colorado Coalition for the Homeless)
  - 20 VASH units in Lakewood, CO for permanent supportive housing (Jefferson Center for Mental Health)
  - 49 units in Denver for permanent supportive housing (AUMHC)
  - 10 units in Towaoc, CO for permanent supportive housing
  - 40 units in Boulder for permanent supportive housing (Mental Health Partners)
  - 30 units in Colorado Springs for permanent supportive housing (Aspen Pointe)
  - 30 units in Canon City for permanent supportive housing (UAACOG)
  - 25 units in Colorado Springs for permanent supportive housing for veterans (Aspen Pointe)
  - 39 units in Lakewood, County for veterans permanent supportive housing (VASH)
- Most recent RFA: DOH currently has an RFA for permanent supportive housing.

<p><b>B.3</b></p>	<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   N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>B.4</b></p>	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>B.5</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>

B.6

## Progress Report.

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

### 5 Year Plan Goals:

**Housing Goal #1: Ensure sufficient affordable housing for persons with the lowest incomes  
Creation of additional affordable housing options for renters and homeowners, especially households in greatest need:**

#### **Strategies:**

- *Application for and Development of HUD funded 811 Programs*

DOH successfully applied for and received 811 Program funds in the amount of \$6.7 million. The Division issued an RFA in 2017 to solicit developers who will set aside units within their developments for approximately 91 Section 811 eligible individuals. To date, DOH has award letters signed for 4 projects totaling 64 units.

- *Continuation and expansion to other populations of the State Housing Voucher Program*

DOH worked in conjunction with the Department of Health Care Policy and Financing to expand the individuals eligible to receive Colorado Choice Transitions vouchers to individuals in jeopardy of being institutionalized.

- *Complete competitive grant applications for new resources including VASH, Mainstream, Family Unification Program (FUP) etc.*

DOH has applied for and received 10 additional Permanent Supportive Housing (PSH) vouchers to support a youth focused PSH Programs.

DOH has been granted continuation of their existing grants and 544 PSH vouchers.

- *Additional homeless beds and resources for service agencies*
- *Establishing and applying funding priorities for developing housing for households with the lowest incomes*

DOH recently issued a request for applications for Permanent Supportive Housing Project-Based Vouchers

- *Resources for additional special needs housing*

The 2017 legislative session resulted in an additional \$15.3 million dollars from the state's marijuana tax cash fund to the DOLA/DOH budget to provide permanent supportive housing assistance for individuals with behavioral health needs, or who are at risk or experiencing homelessness.

Targeted populations include homeless youth, veterans, and individuals exiting mental health institutions and/or correctional facilities into homelessness.

- *Resources for rental housing assistance*  
The Division continues to apply for all housing resources available.
- *Educational activities (e.g. Section 8 trainings, etc.)*  
DOH provides monthly trainings to all of its rental assistance contractors.

DOH is planning 4 Fair Housing Trainings in 2018 in conjunction with Housing Colorado

**Housing Goal #2: Fulfill Division’s regulatory role as a statewide housing authority.**

**Perform required housing authority functions to include:**

**Strategies:**

- *Manage housing under its jurisdiction*  
In 2017 DOH received a High Performer classification from HUD on its annual Section 8 Management Assessment Program (SEMAP).
- The HCV program was the subject of a single audit as part of DOLA’s annual state audit in 2017. The HCV program had no findings in that audit.
- *Manage lease rates to be most cost-effective based on HUD Section 8 performance measures and current budget allocation*  
DOH was able to serve 274 more families in 2017 than in 2016 through strong program management and strategic use of program reserves.
- *Maximize the division’s voucher rate while serving households with the lowest incomes as well as those with disabled household members*  
DOH was able to serve 274 more families in 2017 than in 2016 through strong program management and strategic use of program reserves.
- *Maintain a minimum reporting rate in Public Information Center (PIC) of 98%*  
DOH maintained a 100% PIC reporting rate for 2017.

**Housing Goal #3: Ensure that all consumers, service providers, and stakeholders receive professional, high quality, and respectful service.**

**Strategies:**

- *Create and distribute a tenant and landlord newsletter*  
DOH is currently publishing a quarterly landlord newsletter available through the Landlord Portal and the DOLA website.  
  
The tenant newsletter remains a strategy in process.
- *Increase technical assistance and monitoring of contractors to include creation of a “troubled agency” plan.*  
An updated monitoring plan was created and released in May 2017. After all contractors have been monitored using the new plan, DOH will determine the

	<p>factors that will be used to categorize “troubled agencies” and will design a strategy to assist those agencies.</p> <ul style="list-style-type: none"> <li>○ <i>Increase training opportunities for current contractors on HCV rules and regulations</i> DOH provides monthly trainings to all of its rental assistance contractors in addition to a variety of specialized trainings and 1:1 technical support.</li> <li>○ <i>Continue providing Fair Housing Training sessions statewide</i> DOH is planning to participate in four Fair Housing Trainings in 2018 in conjunction with the Denver Metro Fair Housing Center and Housing Colorado.</li> </ul>
<p><b>B.7</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" 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</p>

	the decisions made on these recommendations.
--	--



## **Resident Advisory Board Comments**

*No comments were received*

# 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