

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
**TDHCA Governing Board Approved Draft of  
2025 Streamlined Annual Public Housing Authority Plan**

**Disclaimer**

Attached is a draft of the 2025 Streamlined Annual Public Housing Authority Plan (PHA Plan) that was approved by the TDHCA Governing Board on October 10, 2024.

**Public Comment**

**Public Comment Period:** Starts: **8:00 AM Central time on Monday, November 18, 2024**  
Ends: **5:00 PM Central time on Monday, December 16, 2024**  
**Comments received after 5:00 PM Central time on Monday, December 16, 2024 will not be accepted.**

Written comments may be submitted, in hard copy or electronic formats to:

Texas Department of Housing and Community Affairs  
Attn: Andre Adams, Section 8 Manager  
P.O. Box 13941  
Austin, Texas 78711-3941  
Email: [andre.adams@tdhca.texas.gov](mailto:andre.adams@tdhca.texas.gov)

A public hearing will be held on November 19, 2024 beginning at 2:00 PM Central time and end at 3:00 PM at:  
Texas Department of Housing and Community Affairs  
221 E 11<sup>th</sup> Street, Room 129  
Austin, TX 78701

Written comments may be submitted in hard copy or email formats within the designated public comment period. Those making public comment are encouraged to reference the specific draft rule, policy, or plan related to their comment as well as a specific reference or cite associated with each comment. **Please be aware that all comments submitted to the TDHCA will be considered public information.**

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

Street Address: 221 East 11th Street, Austin, TX 78701  
Mailing Address: PO Box 13941, Austin, TX 78711-3941  
Main Number: 512-475-3800 Toll Free: 1-800-525-0657  
Email: [info@tdhca.texas.gov](mailto:info@tdhca.texas.gov) Web: [www.tdhca.texas.gov](http://www.tdhca.texas.gov)

DEPARTAMENTO DE VIVIENDA Y ASUNTOS COMUNITARIOS DE TEXAS  
**Propuesta aprobada por la Junta Directiva del Departamento de Vivienda y Asuntos Comunitarios de Texas del  
Plan Anual simplificado de la Autoridad de Vivienda Pública 2025**

**Descargo de responsabilidad**

Se adjunta la propuesta del Plan Anual Simplificado de la Autoridad De Vivenda Pública (Plan PHA) de 2025 que fue aprobado por la Junta Directiva del Departamento de Vivienda y Asuntos Comunitarios el 10 de octubre de 2024.

**Comentario Público**

**Período de comentario público:** **Comienza: 8:00 a.m. del lunes 18 de noviembre de 2024**  
**Finaliza: 5:00 p.m. del lunes 16 de diciembre de 2024**

Comentarios recibidos después de las 5:00p.m. el lunes 16 de diciembre de 2024 no serán aceptados.

Se pueden enviar comentarios por escrito, en copia impresa/fax o en formato electrónico a:

Departameto de Vivienda y Asuntos Comunitarios de Texas  
A la atención de: Andre Adams, Gerente de la Sección 8  
P.O Bo 13941  
Austin, TX 78711-3941  
Correo electrónico: [andre.adams@tdhca.texas.gov](mailto:andre.adams@tdhca.texas.gov)

**Se llevará a cabo una audiencia pública el 19 de noviembre de 2024 a partir de las 2:00 p.m. y finalizará a las 3:00 p.m. en la siguiente dirección:**

**Departamento de Vivienda y Asuntos Comunitarios de Texas**  
**221 E. 11<sup>th</sup> Street, Cuarto 129**  
**Austin, TX 78701**

Los comentarios por escrito se pueden enviar en formato impreso o por correo electrónico dentro del período designado para comentarios públicos. Los que hagan comentarios públicos son animados a hacer referencia a la propuesta de regla, póliza, o plan específico relacionado con su comentario, así como a una referencia o cita específica asociada con cada comentario. **Por favor tenga en cuenta que todos los comentarios enviados al Departamento de Vivienda y Asuntos Comunitarios de Texas se considerarán información pública.**

**DEPARTAMENTO DE VIVIENDA Y ASUNTOS COMUNITARIOS DE TEXAS**

Dirección física: 221 East 11th Street, Austin, TX 78701  
Dirección de correspondencia: PO Box 13941, Austin, TX 78711-3941  
Número principal: 512-475-3800 Número gratuito: 1-800-525-0657  
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<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 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-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 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, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>				
<b>A.1</b>	<p><b>PHA Name:</b> <u>Texas Department of Housing and Community Affairs</u>  <b>PHA Code:</b> <u>TX901</u>  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>09/2024</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Housing Choice Vouchers (HCVs)</b> <u>2,506</u>  <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 the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p>				
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>
	Lead HA:				


**B. Plan Elements.**

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

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

Y N

- Statement of 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):

Housing Needs.  
Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, the Department makes a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA. This includes elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Need Analysis- Section 8  
When analyzing local housing markets and developing strategies for meeting housing challenges, HUD suggests the consideration of several factors. These factors include how much a household spends on housing costs, the physical condition of housing and whether or not the household is overcrowded.

An excess cost burden is identified when a household pays more than 30 percent of its gross income for housing costs. When so much is spent on housing, other basic household needs may suffer.

The measure of physical inadequacy is the number of units lacking complete kitchen and/ or plumbing facilities. While this is not a complete measures of physical inadequacy, the lack of plumbing and/ or kitchen facilities can serve as a strong indication of one type of housing inadequacy.

Overcrowded housing conditions may occur when a residence accommodates more than one person per each room in the dwelling. Overcrowding may indicate a general lack of affordable housing in a community either where

households have been forced to share space, because other housing units are not available or because the units are too expensive.

The following table estimates the number of low-income households with housing needs for the 34 counties that comprise TDHCAs Section 8 service area.

Total Population = 4,426,265  
 Total Population below Poverty = 496,003  
 Total Renter Overcrowded Households = 32,297  
 Total Renter Cost Burdened Households = 205,572

All these data points are from the 2018-2022 5-year ACS data

Total Households in Substandard Housing = 6,779

This point comes from 2016-2020 HUD CHAS data, which gives total households in substandard housing (lacking Kitchen OR Plumbing), while ACS data would provide overlapping data causing the number to be much higher.

The TDHCA waiting list is approximately 497 applications. The waiting list figure is a composite of our 34 county jurisdictional waiting lists, as well as the Project Access statewide and VASH waiting lists.

**B.2 New Activities.** – Not Applicable

**B.3 Progress Report.**

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

**Expanding supply of affordable units [24 CFR 982.503]**

The Department will continue to set payment standards between 90% and 110%, with higher percentages in areas where market rents are elevated for the Housing Choice Voucher program within the 34-county jurisdiction. In regions with high rental demand, voucher holders often face challenges in finding available units. Adequate payment standards will assist in areas where voucher holders struggle to find acceptable or affordable units in more desirable locations. Higher Fair Market Rents (FMRs) provide tenants with additional choices and opportunities in competitive rental markets. In areas with higher market rents, poverty levels are lower, schools are better, and there are more employment opportunities. Ensuring that a household’s voucher provides sufficient assistance to house them is balanced with avoiding over-subsidization.

The Department oversees a HUD Veterans Assistance Supportive Housing (HUD-VASH) program, which is currently active in two areas of the state. In Kerr County, the Project-Based HUD-VASH is administered at Freedom’s Path in Kerrville, with a subsidy standard set at 100% of the Kerr County Fair Market Rent (FMR). In Fort Bend and Galveston counties, the Department runs a Tenant-Based HUD-VASH program, adopting a payment standard of 120% of the Small Area Fair Market Rent (SAFMR) for HUD-VASH families. Following Notice PIH 2024-18, HUD-VASH Registration of Interest Notice, the Department registered interest for twenty additional vouchers. Currently, the Department is assisting with 55 HUD-VASH vouchers.

The Department also manages an Emergency Housing Voucher (EHV) program, which supports individuals experiencing homelessness, those at risk of homelessness, and those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. It also aids those who are recently homeless and for whom rental assistance will prevent a return to homelessness, as well as those at high risk of housing instability. Unlike other Housing Choice Voucher (HCV) programs, EHV is available statewide. The Department will apply a payment standard of 120% of the HUD Fair Market Rent (FMR) or Small Area Fair Market Rent (SAFMR), as applicable, for Zip codes across the state, assisting 798 individuals experiencing homelessness. As of today, the Department has assisted 805 voucher holders.

HUD has adjusted the effective date for the Payment Standard to January 1st each year, or within three months of the FMR effective date, whichever comes first. This change applies to both HUD-mandated and discretionary revisions.

### **Improve Performance and Processes**

To improve performance and processes, the Department will continue to innovate and train both new and existing staff on the latest housing policies and procedures. In order to maintain its high performing PHA status, the Department's goal is to ensure that monthly Housing Assistance Payments (HAP) and expenses equal at least 98% of the Annual Contributions Contract amount. For calendar year 2024, the Department has achieved an overall utilization rate of 99.7%.

Additional efforts are being made to increase voucher utilization for non-specialty vouchers, Near Elderly Disabled (NED), Mainstream (MS5) voucher holders, Veteran Assistance Supportive Housing (VASH), and Emergency Housing Vouchers (EHV), and the Department is now also seeking Foster Youth to Independence (FYI) Vouchers. These initiatives are part of a broader strategy to enhance efficiency and effectiveness in service delivery.

### **Improve the quality of assisted housing**

To improve the quality of assisted housing, the Department will continue to enhance its housing assessments by utilizing HUD's Enterprise Income Verification (EIV). This system collects data through agreements with the Social Security Administration (SSA) and the Department of Health and Human Services (HHS), providing a comprehensive analysis of income and benefits. As well as streamlines the income verification process, making it easier for PHAs to manage and verify resident information Income Information and Verification Reports, including the Multiple Subsidy Report, Identity Verification Report, Immigration Report, and Income Validation Tool Report. These reports are monitored and reviewed monthly, with staff required to correct and resubmit any necessary adjustments for further review.

### **Improve and continue to build partnership with Centers for Independent Living, Veteran Support Services, coordinating Centers of Care, Continuum of Care, and Victim Service Providers**

The Department will continue to strengthen and expand its partnerships with Centers for Independent Living, Veteran Support Services, coordinating Centers of Care, Continuum of Care, and Victim Service Providers.

Areas for Improvement and Continued Partnership Building: The Department is focused on enhancing communication and collaboration with its external partners and stakeholders. This involves meeting on an as-needed basis and clear communication channels to ensure all partners remain aligned and informed about ongoing initiatives and challenges.

Innovation of Technology: The Department has updated the software used to administer the program. The new software enhances services provided through an efficient online portal database that offers real-time services for providers, voucher holders, and the public, while also addressing common challenges with sending out mail or receiving mail, completing applications, or possibly the mobility outside the home. The portal is mobile device compatible, to assist users that do not have access to a web-connected PC or accessories readily available.

### **Increase assisted housing choices**

Annual Briefings: The Department will continue to provide annual briefings on the latest HUD policies and changes to both voucher holders and property owners. This ensures everyone is informed and up-to-date on important regulations and opportunities.

Housing Databases and Websites: The Department will continue to refer clients to its database, affordable housing websites, and other property unit registries. These resources help voucher holders locate property owners who offer decent, safe, and affordable housing options.

The Department, in addition to being a PHA, issues LIHTCs and other funds for development of affordable housing. Units that are developed using TDHCA funds must accept vouchers issued by TDHCA or other PHAs for occupancy. TDHCA's Vacancy Clearinghouse shows available units as reported by the owners of these properties, and may be searched by either city or county.

Partnerships and Outreach: The Department will continue to work to strengthen partnerships with local housing providers, community organizations, and service agencies to expand the network of available housing options.

Incentives for Property Owners: The Department will offer incentives to property owners to participate in the voucher program, such as expedited inspection processes, financial incentives, or support services, as permitted by the program. Recently, the Department instituted a pilot program to leverage its HOME funding to provide security deposits for voucher holders, which is paid directly to the property owner.

Tenant Education: The Department provides education and resources to voucher holders on how to search for housing, understand their rights and responsibilities, and effectively communicate with property owners. This is provided in group instruction during the briefing process, and through interaction with the voucher holder's assigned Regional Coordinator.

### **National Standards for the Physical Inspection of Real Estate (NSPIRE-V)**

Initially, HUD required Public Housing Authorities (PHAs) to implement the National Standards for the Physical Inspection of Real Estate - Voucher (NSPIRE-V) by October 1, 2024. However, after further consideration, HUD has extended the implementation date to be effective October 1, 2025. This new standard will replace the existing Housing Quality Standards (HQS) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs. NSPIRE-V aims to enhance the quality and safety of housing by introducing more comprehensive and consistent inspection criteria. PHAs are encouraged to prepare for this transition to ensure compliance and improve housing conditions for all participants. The extended timeline will allow PHAs to allocate resources more effectively and ensure a smoother transition.

Implementing the NSPIRE-V standard offers several benefits:

- **Enhanced Quality and Safety:** The new inspection criteria are more comprehensive and consistent, ensuring higher standards of living for residents.
- **Extended Preparation Time:** The extended deadline to October 1, 2025, allows PHAs more time to allocate resources effectively and ensure a smoother transition.
- **Improved Compliance:** With clear guidelines and additional time, PHAs can better prepare to meet the new standards, reducing the risk of non-compliance.
- **Resource Optimization:** The extended timeline provides an opportunity for PHAs to plan and implement changes without rushing, leading to more efficient use of resources.
- **Better Housing Conditions:** Ultimately, the goal is to improve housing conditions for all participants, leading to healthier and safer living environments.

These benefits collectively aim to enhance the overall effectiveness and impact of housing programs under the PHA.

The changes for the 2025 Annual Public Housing Agency (PHA) Plan contain significant revisions to the Department's administrative Plan as a result of upcoming changes to the federal regulations enacted under the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

### **Background**

HOTMA was signed into law on July 29, 2016 (Public Law 114–201, 130 Stat. 782). The HOTMA statute consists of 14 sections of law that affect the Housing Choice Voucher Program. On September 17, 2019, HUD issued a proposed rule to update its regulations according to HOTMA's statutory mandate. The proposed rule may be found at 84 FR 48820 (September 17, 2019).

Sections 102 and 104 of HOTMA make sweeping changes to the United States Housing Act of 1937 (1937 Act), particularly those affecting income calculations and reviews. Section 102 changes requirements related to income reviews for Public Housing and Section 8 programs. Section 104 sets maximum asset limits for Public Housing and Section 8 applicants and participants.

### **Highlights of the Final Rule Implementing Sections 102 and 104 of HOTMA**

Section 102: Income Reviews

Fewer Interim Reexaminations: HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next

Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.

Streamlined Verifications: Several provisions will streamline the verification process for housing providers.

Adults Only Need to Sign Consent Form Once: HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.

Use of Income Determinations from Other Programs: HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.

Review of Enterprise Income Verification (EIV) Not Required at Interim Reexamination:

HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.

Increased Standard Deduction for Elderly/Disabled Households: HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability from \$400 to \$525.

Additional Income Exclusions:

The rule codifies additional income and asset exclusions, including:

- Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home or Veterans' aide and attendant care.
- Distributions of principal from non-revocable trusts, including Special Needs Trusts.

**Threshold for Claiming Medical/Disability Expenses Increased:**

HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.

**Higher Threshold for Imputing Asset Income:**

HOTMA raises the imputed asset threshold from \$5,000 to \$50,000, incentivizing families to build wealth without imputing income on those assets.

**Hardship Relief:**

HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability expenses and families who are no longer eligible for the childcare expense deduction.

#### **Section 104: Asset Limits**

**Asset Limitation:**

HOTMA imposes a \$100,000 asset limit for eligibility and continued assistance.

Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.

**Exclusion of Retirement and Educational Savings Accounts:**

Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.

**Self-Certification of Assets under \$50,000:**

HOTMA allows self-certification of net assets if estimated to be at or below \$50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.

**Effective Date, Compliance, and Updates to PHA Policies**

The Department of Housing and Urban Development (HUD) requires that the Department have their plan and policies updated with HOTMA regulations effective January 1, 2025.



	<p>Further, since the changes under HOTMA will most likely constitute a significant amendment to the Department's Administrative Plan.</p> <p>The Department's compliance date will be determined when HUD's new Housing Information Portal (HIP) is accepting certifications, and the Department's software vendor indicates that the PHA may begin submitting certification to HIP. The Department's currently awaiting more information from HUD on its HIP conversion date to establish the effective date of the Administrative Plan changes. Until then, the currently effective Administrative Plan will remain in place.</p>
<b>B.4</b>	<b>Capital Improvements.</b> – Not Applicable
<b>B.5</b>	<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>
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/> A public hearing will be held to solicit comment from the RAB during the public comment period.</p> <p>(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.</p>
<b>C.2</b>	<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>C.3</b>	<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-ST-HCV-HP, <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>
<b>C.4</b>	<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>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/> Challenges will be accepted until the expiration of the public comment period.</p> <p>If yes, include Challenged Elements.</p>

<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>						
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</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="191 556 1471 871"> <tr> <td data-bbox="191 556 1471 588"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="191 588 1471 871"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> </table> <table border="1" data-bbox="191 903 1471 1165"> <tr> <td data-bbox="191 903 1471 934"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="191 934 1471 1165"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> </table> <table border="1" data-bbox="191 1197 1471 1428"> <tr> <td data-bbox="191 1197 1471 1228"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="191 1228 1471 1428"><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-HCV  
Annual PHA Plan for HCV-Only PHAs**

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

**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 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. 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.** 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\(e\)](#)).

**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 subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) 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.

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

**B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.

**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 §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))

**B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

**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\(p\)](#))

### 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 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *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 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 6.02 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