

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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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.

A. PHA Information.					
A.1	PHA Name: Vermont State Housing Authority PHA Code: VT901 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2023 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 4425 (including 5-Year Mainstream) PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> 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.				
	<input type="checkbox"/> 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.	Plan Elements.
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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):

Statement of Housing Needs and Strategy for Addressing Housing Needs:

The Vermont State Housing Authority (VSHA) addresses the needs of the low-income and very low-income families who reside in our jurisdiction, and other families who are on our Section 8 tenant- and project-based waiting lists, by making reasonable effort to identify the housing needs of each of the groups listed based on the information provided by the applicable consolidate plan, information by HUD and other generally available data.

The VSHA meets the housing needs of families who meet the definition of extremely low-income (24 CFR 5.603), elderly, households with individuals with disabilities, and households of various races and ethnic groups residing in our jurisdiction or on the waiting list by continuing to work collaboratively with various State and local community partners to expand the supply of available, affordable, and safe housing.

The VSHA continues to apply for additional rental vouchers when opportunity arises. This will be expanded upon in the Progress Report section of this Plan.

The VSHA continues to leverage private and public funds to create additional housing opportunities through the expansion of our project-based voucher program. This will be expanded upon in the Progress Report section of this Plan.

The VSHA maintains collaborative partnerships with the State of Vermont Agency of Commerce and Community Development and local municipalities encouraging the development and implementation of innovative programs, such as Manufactured Home Improvement and Repair Program (MHIR) and Accessory Dwelling Units (ADU's). This will be expanded upon in the Progress Report section of this Plan.

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions:

The VSHA regularly evaluates our policies that govern participant eligibility, selection, and admission, to include admission preferences and occupancy policies that pertain to housing units assisted under Section 8.

On October 1, 2022, the VSHA adopted a change in our Section 8 Administrative Plan preferences policy. The adoption of this modified policy ensured that the VSHA continued to meet the goals and objectives of the collaborative work undertaken by various partnering agencies to support the successful transition of families who are at risk of housing instability or receiving time-limited rental assistance benefits to a form of permanent rental assistance.

As a result of this adopted change in our Section 8 Administrative Plan preferences policy, we have successfully supported 55 families obtain or maintain housing stability with a form of permanent tenant-based rental assistance.

Disaster	0
Housing Instability	15
Move-up	5
Non-elderly persons with disabilities transitioning out of institutions	2
Vermont Residents	33

*Section 8 tenant-based and Mainstream tenant-based from November 1, 2022-April 20, 2023.

Section 8 tenant-based waiting list as of April 20, 2023, is consistent with the Vermont Housing Needs Assessment and the Consolidated Plan.

B.1

Race			Ethnicity		
Primary Race	Number of Families	Percentage of Families	Ethnicity	Number of Families	Percentage of Families
White	1258	60.13%	Hispanic	47	2.25%
Black	111	5.31%	Not Hispanic	2045	97.75%
Indian	18	0.86%	Total Families	2092	
Asian	7	0.33%			
Hawaiian	3	0.14%			
Other	695	33.22%			
Total Families	2092				

Bedroom Size			Family Type		
Bedroom	Number of Families	Percentage of Families	Type	Number of Families	Percentage of Families
0	123	5.88%	Has Children	511	24.43%
1	1472	70.36%	Near Elderly Families	43	2.06%
2	283	13.53%	Elderly Families	248	11.85%
3	140	6.69%	Single Occupancy	1387	66.30%
4	65	3.11%	Disabled Families	591	28.25%
5+	9	0.43%			
Total Families	2092				

The VSHA opened its waiting list on October 1, 2022, and closed its waiting list on January 23, 2023, during which 12,512 applications were received. The VSHA's waiting list for tenant-based rental assistance continues to be closed, except for direct-referral special purpose voucher programs and project-based voucher projects.

For the period beginning May 27, 2022, through February 28, 2023, 218 families were stably housed with a form of permanent tenant-based rental assistance.

Section 8 Success Summary			
	Total Issued	Total Leased	Success Rate
Housing Choice Voucher (HCV)	157	100	64%
Family Unification Program (FUP)	69	30	43%
Foster Youth to Independence Program (FYI)	7	3	43%
Non-elderly Disabled (NED)	5	3	60%
HUD-Veteran Affairs Supportive Housing (VASH)	14	7	50%
	252	143	57%

Mainstream Success Summary			
	Total Issued	Total Leased	Success Rate
Mainstream	128	75	59%

For the period beginning March 1, 2023, through April 30, 2023, 15 families were stably housed with a form of permanent tenant-based rental assistance.

Section 8 Success Summary			
	Total Issued	Total Leased	Success Rate
Housing Choice Voucher (HCV)	44	9	20%
Family Unification Program (FUP)	11	1	9%
Foster Youth to Independence Program (FYI)	6	1	17%
Non-elderly Disabled (NED)	1	0	0%
HUD-Veteran Affairs Supportive Housing (VASH)	4	1	25%
	66	12	18%

Mainstream Success Summary			
	Total Issued	Total Leased	Success Rate
Mainstream	19	3	16%

In response to PIH Notice 2022-30, the VSHA was approved for continued implementation of regulatory waiver authority; specifically, increase in payment standard during HAP Contract term and voucher tenancy: new payment standard amount, until December 31, 2023.

Financial Resources:

Financial Resources 2023			
		2023	2022
Setion 8 Tenant Based Assistance Programs:		\$37,481,037.00	\$33,771,109.00
Resident Opportunity and Self-Sufficiency Grants:		\$261,343.00	\$296,468.00
Continuum of Care:		\$1,083,044.00	\$1,794,702.00
Section 8 Project Based Assistance Programs:		\$32,775,085.00	\$31,496,826.00
Property Management Fees:		\$1,373,618.00	\$1,183,959.00
Property Rental/Tenant Income:		\$1,557,518.00	\$1,517,029.00
Development Fees:			\$0.00
Miscellaneous Income:		\$588,289.00	\$2,882,806.00
Interest Income:		\$88,959.00	\$50,917.00
Total Sources		\$75,208,893.00	\$72,993,816.00
<p><u>Operation and Management:</u></p> <p>The VSHA administers a variety of programs: Housing Choice Voucher to include Family Unification Program / Foster Youth to Independence Program / HUD-Veteran Affairs Supportive Housing (VASH) Program / Non-elderly disabled (NED), Emergency Housing Voucher (EHV) Program, Mainstream, Moderate Rehabilitation, and Continuum of Care.</p> <p>The VSHA administers a variety of state-funded programs: Department of Mental Health's Housing Subsidy & Care and Department of Health's Bridge to HOPWA.</p> <p><u>Homeownership Programs:</u></p> <p>The VSHA Authority continues to administer a homeownership program under section 8(y) of the 1937 Act.</p> <p><u>Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements:</u></p> <p>The VSHA currently administers the Family Self-Sufficiency Program to enhance the economic and social self-sufficiency of our assisted families. We updated our Family Self-Sufficiency Program Action Plan to reflect regulatory and policy modifications to ensure compliance with HUD regulations.</p> <p>The VSHA's program goal is to serve 150 families. We are currently serving 101 families. We allocate assistance to households by County to maximize and streamline services offered in partnership with other entities.</p> <p>The VSHA does not require families to report increases in income between annual recertification; however, our policy does afford families participating in the Family Self-Sufficiency program to report increases in income at their discretion to maximize economic benefits.</p>			
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.

The VSHA continues to make good progress in fulfilling and furthering our mission, "to promote and expand the supply of affordable rental and homeownership opportunities on a statewide basis".

The good progress is made possible by meeting the goals and objectives described in our 5-Year Plan (fiscal year beginning 10/01/2019).

In the Fall of 2020, the VSHA Board of Commissioners and Executive leadership staff, launched a strategic planning process for calendar years 2021-2023. This strategic planning process is commencing once again for calendar years 2024-2029 to support our goal of meeting all programmatic requirements with integrity.

07/01/2021: Awarded 99 Emergency Housing Vouchers to serve homeless households as part of the American Rescue Plan and HUD's House America initiative. The Continuum of Care prioritized selecting households fleeing from domestic and sexual violence. These selected households are served by receiving permanent rental assistance, initial housing services from local Victim Service Providers, and one-time housing assistance (security deposits, landlord incentives, etc.).

10/01/2022: Awarded 17 Fair Share Housing Choice Vouchers

03/31/2023: Awarded renewal funding to continue administering the Family Self-Sufficiency Program

04/19/2023 Submitted application to be awarded Stability Vouchers

04/25/2023: Working in collaboration with the State of Vermont Office of Economic Opportunity department to apply for an additional award of Family Unification Program vouchers.

Project-Based vouchers (PBV's) are a component of a public housing agency's (PHA's) Housing Choice Voucher (HCV) program. PHAs are not allocated additional funding for PBV units; the PHA uses its tenant-based voucher funding to allocate project-based units to a project. Projects are typically selected for PBV's through a competitive process managed by the PHA; although in certain cases projects may be selected non-competitively. A PHA can use up to 20 percent of its authorized voucher units to project-base units in a specific project if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development. In certain cases, the PHA may use an additional 10 percent of its authorized voucher units for PBV. The VSHA has exercised our option to fully utilize our project-basing authority, totaling 30% of our authorized vouchers – totaling 1,285 vouchers.

Since October 1, 2022, the period covered by this update, we continued to expand upon our commitments, leveraging quality, affordable housing for program participants throughout the state: awarding 25 PBV's in 4 projects; awarding 16 units in two projects under an Agreement to Enter into HAP Contract; and issued a Letter of Intent to 11 projects, totaling 94 units. Total commitments made since 10/1/22 are 135 units, of which, 125 units are targeted to homeless households. These commitments reflect awards made in 11 unique communities and 9 unique counties.

As part of the FFY2022 Special Continuum of Care Notice of Funding Opportunity (Rural Set Aside), HUD awarded the VSHA with a new \$1,674,486 three-year grant to serve 72 additional homeless families as part of our Permanent Supportive Housing "A Way Home" Program. The grant funds much needed housing case management services, as well as security deposits, property damages, and vacancy costs. Ongoing rental assistance will be provided as part of partnerships with project-based voucher programs from the VSHA and local Public Housing Agencies, including Brattleboro and Rutland.

We continue to administer federally funded programs for Vermont Housing Conversation Board's Housing Opportunities for Persons with AIDS (HOPWA) Program and Elevate Youth Services' Youth Homeless Demonstration Rapid Rehousing (YHDP-RRH) Program.

We continue to administer state-funded housing grants, including the Department of Mental Health's Housing Subsidy & Care and Department of Health's Bridge to HOPWA.

We continue to perform housing inspections under the terms and conditions of grant agreements with the Agency of Human Services' Housing Opportunities and Vermont Rental Subsidy programs.

We perform inspections and rent reasonableness determinations under the terms and conditions of contract agreements with Bennington and Rutland Public Housing Authorities.

We continue to obtain a Section 8 Management Assessment Program (SEMAP) score equaling "high performer" for the period ending 9/30/2019, as well as for the past consecutive seven years – designation carried forward to 9/30/2023.

We continue to comply with our department's quality control program to ensure clear and consistent communication is had amongst the team to identify and provide necessary training. This includes conducting quality control Housing Quality Standard inspections to monitor the quality of inspections conducted by program staff.

We research, assist in the development of, and implement resources and tools available to move towards a paperless file management system and online application system. We have successfully launched the use of an applicant, participant, and landlord portal to increase ease in accessing our programs and services.

On October 1, 2022, we implemented a Mainstream landlord incentive program. The intention behind this program was to recruit new and retain existing landlords, while also affording participants a tool to increase housing choice. We have paid \$8,750 to 15 landlords – successfully recruiting 7 new landlords and retaining 6 landlords.

In partnership with the NeighborWorks Homeownership Centers, we supported 4 families in achieving homeownership through our homeownership program. We are expanding our partnerships to include Habitat for Humanity.

We graduated 6 individuals from our Forward Motion, a program of Family Self-Sufficiency, disbursing a total of \$53,466.86 in escrow funds.

	<p>We continue to take undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability by making thoughtful policy decisions that encourage inclusivity through actively serving on the State of Vermont's Fair Housing Committee, working with State of Vermont's Human Rights Commission, and participating member of Vermont Mental Health Block Grant Council.</p> <p>We administer our programs with the utmost integrity. Understanding that as stewards of limited resources we have a responsibility to the community to investigate cases of suspected non-compliance while working with the appropriate entities to prosecute egregious cases of fraud.</p> <p>The VSHA Property & Asset Management department worked diligently to increase the percentage of units housing homeless individuals to 15% over the past few years. We are proud to announce this goal was reached on 8/31/2022. This department also launched an initiative in winter 2023 to decrease the number of homeless families in Vermont. This initiative involved the installation of 7 new 2- and 3-bedroom manufactured mobile homes located in 3 different mobile home park communities in xx counties. These mobile homes are matched with case management services.</p> <p>The VSHA Special Program Projects and Housing Development Administration department continues to work diligently to develop and implement innovative programs –</p> <p>In just over two years, Vermont Emergency Rental Assistance Program (VERAP) administered by the Vermont State Housing Authority (VSHA) provided more than \$173 million to 17,455 households across Vermont. The program was a lifeline for tenants who would have lost their housing, and landlords who would have lost their livelihood during the Coronavirus pandemic. VERAP not only provided rental assistance, but also Other Expenses Related to Housing such as moving costs, eviction diversion funds, and payments for emergency repair to maintain the habitability of residential rental units. On June 30, 2023, due to federal funding requirements, VERAP will reach substantial closure, only making payments obligated prior to that date, which includes housing for New Vermonters on the SIT Graduate School campus in Brattleboro. The end of VERAP comes at the same time as the end of the extended hotels and motels program that provided emergency shelter for unhoused Vermonters. These changes will have a major impact on the lives of thousands of people, and the VSHA will need to rise to the challenge that will face these households with innovative new programs and a renewed vigor in its administration of the State's largest Section 8 program.</p> <p>The VSHA Launched Landlord Relief Program (LRP) at the end of January 2023 with a \$5 million grant from the Agency of Human Services through the State's general budget for the creation and administration of this two-year program. This program is a tool for developing a supportive network of resources for a healthy rental market by providing vacancy loss and repair funding to landlords. The VSHA hired a full-time Program Manager and a full-time Program Assistant to run this program. LRP has received wide interest, with 209 applications and \$223,917 in payments to date. LRP has proven to be another truly statewide program of the VSHA, reaching landlords in 10 of the counties around the state in only 3 months. The VSHA anticipates this to be a reliable resource for rental housing providers the duration of the anticipated program timeline ending June 30, 2024.</p> <p>The Manufactured Housing Improvement and Repair Program (MHIR) has been set up to support manufactured (also known as mobile) home parks, which are an important source of affordable housing in Vermont. This program offers financial assistance (beneficiary payments) to manufactured (mobile) homeowners, prospective homeowners, and park owners to assist with the recovery from the impacts of the COVID pandemic. Funding of \$4,000,000 for this program came from The Department of Housing and Community Development (DHCD) who designed the program with State Fiscal Recovery Funds from the American Rescue Plan Act (ARPA). MHIR has been a very busy program, with 289 applications in the first three months of the program and \$142,519 in project payments. The need was so great in the Home Repair portion of the program that the project asks have totaled over \$1.6 million. Since the program only had a Home Repair budget of \$750,000, we have stopped taking new applications for Home Repair projects at this time. DHCD has asked the legislature to allow for flexibility within our budget to help fund these projects, and keep this vital component open as long as possible, while also considering the importance of the Capital Infill portion of the program, which is designed to make vacant lots available and increase the statewide housing stock.</p> <p>The Montpelier ADU Program (MADUP) has completed four of the seven required Accessory Dwelling Units (ADUs) for this program. With two projects in the construction phase, and the final project in the design and permitting phase, we are confident that we will meet our goal of adding seven new apartments to the City of Montpelier in three years for less than \$450,000. MADUP has received a grant extension to operate through December 31, 2023. The success of this pilot program has proven that ADUs are a viable part of the much-needed affordable housing across our state. One of the goals of this program was to create a statewide ADU program, and although the VSHA did not have the capacity to implement this initiative, the VT Housing Improvement Program (VHIP) started by the VT Department of Housing and Community has grabbed the torch to continue this effort.</p> <p>With \$1,044,673 in American Rescue Plan Act (ARPA) funding from the Vermont Housing and Conservation Board (VHCB), and in partnership with The Housing Foundation Inc. (HFI), the VSHA launched the Mobile Home Infill Project consisting of putting in seven (7), brand new 2 and 3-bedroom Energy Star rated homes, service enriched mobile homes in three towns in Vermont: Braintree (4), Swanton (2) and Milton (1). Construction on these homes started in January of 2023 and all seven homes were in place by the end of April. This program really showed how quickly and affordably (the average cost per 2/3-bedroom home for this project is \$133,909) mobile homes can be placed. At this time, 4 of the 7 homes have been leased.</p>
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.

C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></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>			
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>			
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</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>			
C.4	<p>Challenged Elements. 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"/></p> <p>If yes, include Challenged Elements.</p>			
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>			
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 1136 1451 1587"> <tr> <td data-bbox="180 1136 1451 1178">Fair Housing Goal:</td></tr> <tr> <td data-bbox="180 1178 1451 1587"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1" data-bbox="180 1608 1451 1648"> <tr> <td data-bbox="180 1608 1451 1648">Fair Housing Goal:</td></tr> </table>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:
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	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>
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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 §903.4)

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.

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