

**Housing Authority
of the City of Austin**

DRAFT 2025 PUBLIC HOUSING AUTHORITY ANNUAL PLAN



A 45-Day Public Comment Period for the 2025 PHA Annual Plan and the 2025-2029 Five-year Plan will commence on Friday, September 20, 2024 and conclude on Monday, November 4, 2024. A Public Hearing will be held October 3, 2024 at noon to receive public input for the draft 2025 Annual Plan and the draft 2025-2029 Five Year Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the November 21, 2024 Board of Commissioners meeting.

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.				
	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.				

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):

Financial Resources:

Fiscal Year 2025 Funding	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 82,403,109	\$ 5,698,876	\$	\$	\$ 88,101,985
Mainstream Voucher	\$ 5,584,332	\$ 419,849	\$	\$	\$ 6,004,181
Emergency Housing Vouchers	\$ 3,555,132	\$ 288,476	\$	\$	\$ 3,843,608
Single Room Occupancy	\$ 325,200	\$ 58,760	\$	\$	\$ 383,960
Foster Youth to Independence	\$ 920,256	\$ 59,501	\$	\$	\$ 979,757
Continuum of Care Grant	\$ 769,776	\$ 68,720	\$	\$	\$ 838,496
Stability Vouchers	\$ 470,568	\$ 22,569	\$	\$	\$ 493,137
FSS Grant	\$ -	\$ 483,240	\$	\$	\$ 483,240
Total	\$ 94,028,373	\$ 7,099,991	\$	\$	\$ 101,128,364
Fiscal Year 2026 Projected Funding	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 84,875,202	\$ 5,869,842	\$	\$	\$ 90,745,044
Mainstream Voucher	\$ 5,751,862	\$ 432,444	\$	\$	\$ 6,184,306
Emergency Housing Vouchers	\$ 3,448,478	\$ 279,822	\$	\$	\$ 3,728,300
Single Room Occupancy	\$ 334,956	\$ 60,523	\$	\$	\$ 395,479
Foster Youth to Independence	\$ 947,864	\$ 61,286	\$	\$	\$ 1,009,150
Continuum of Care Grant	\$ 792,869	\$ 70,782	\$	\$	\$ 863,651
Stability Vouchers	\$ 484,685	\$ 23,246	\$	\$	\$ 507,931
FSS Grant	\$ -	\$ 497,737	\$	\$	\$ 497,737
Total	\$ 96,635,916	\$ 7,295,682	\$	\$	\$ 103,931,598

Other HCV Administrative Plan Proposed Local Policy Revisions: (Also included by Attachment to this Plan as HCV Administrative Plan – HOTMA Phase 1 and Phase 2) and located on HACA’s website at: hacanet.org/hcv-administrative-plan-draft-updates-hotma/

Phase 1 Summary:

Eligibility Section – Added policy based on Notice PIH 2017-08 regarding VASH voucher and if a veteran is the perpetrator of domestic violence the victim is eligible to receive a regular Housing Choice Voucher. Revised the definition of foster children and adults. Updated Consent to Release of Information policy to include the family’s right to revoke consent to collect information relevant to the family’s income and added HACA’s policy to deny admission or terminate assistance if the family revokes consent.

Selection from the Wait List Local Preferences – Changed policy as approved per Notice PIH 2024-30 to allow for a separate Mainstream Voucher wait list. Moved Mainstream tenant selection policy to Chapter 19. Changed Project Based Voucher (PBV) wait list policy to state HACA will use separate wait lists for PBV units in individual projects or buildings (or for sets of such units). Updated briefing requirements as required with HOTMA.

Housing Quality Standards – Added information regarding INSPIRE extension date until October 1, 2025 except for carbon monoxide detectors and smoke alarm requirements. Also added carbon monoxide detectors and smoke alarm requirements.

Applying Payment Standards/Change in Payment Standards – Per HOTMA, updated policy to apply increases in Payment Standards at next annual reexamination or interim.

Use of Other Programs' Income Determinations – Added Safe Harbor verification method as allowed per HOTMA to streamline the verification process.

Verification Requirements – Revised policy as allowed per HOTMA to streamline verification processes by updating verification documents dated 120 days rather than 60 days of date provided to HACA and for fixed income, the benefits statement dated in the appropriate year.

Verification Hierarchy Requirements and Upfront Verification – Updated Verification Requirements based on recent HUD notices.

Social Security Numbers - Revised social security number policy as allowed per HUD Streamlining Notice PHI 2023-27 which allows PHAs to accept other documents if unable to obtain a social security card from applicant, to include the applicant's self-certification of their social security number plus one third-party document.

Zero Annual Income Status – Revised zero income policy as allowed per HOTMA to accept self-certification of zero income.

Child Care Expenses – Updated reasonable child expense language.

Project-Based Vouchers – Removed Bungalows at Century Park and Candlewood Suites Hotel Conversion Project at Pecan Park as the City of Austin notified HACA they no longer needed the project-based vouchers and would utilize the local voucher program instead.

Added tenant selection criteria for newly allocated vouchers and updated allocated vouchers based on the 2024 new allocation of project-based vouchers. Added tenant briefing requirements per HOTMA. Revised Overcrowded, Under-occupied and Accessible unit policy per HOTMA.

Mainstream Voucher Program – Updated Mainstream Voucher policy per Notice PIH 2024-30 as follows:

- Established separate Mainstream Voucher wait list
- Added policy regarding referral preference from partner agencies and moved non-elderly disabled homeless policy from Chapter 4 to Chapter 19
- Added mandatory 120-day voucher term and flexible extension policy and no residency preference policy.

Phase 2 Summary:

The Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law on July 29, 2016. HOTMA makes numerous amendments to Sections 3, 8, and 16 of the United States Housing Act of 1937 (1937 Act), including significant changes to income calculation, net family assets, and income reviews. HUD finalized HOTMA rulemaking in 2023 to put Sections 102, 103, and 104 into effect through revisions to HUD's regulations found in 24 CFR Part 5 and 24 CFR Part 891. On September 18, 2024, HUD announced that PHAs will not be required to be compliant with HOTMA Section 102 and 104 income and assets provisions by January 1, 2025. These income and asset provisions and the new inspection requirements require access to new HOTMA-compliant HUD-50058 forms in the Housing Information Portal (HIP), which has not-yet-released replacement by HUD.

HACA revised the HCV Administrative Plan – HOTMA Phase 2 to include HOTMA income and asset changes and changes to the inspection requirements from Housing Quality Standards to National Standards for the Physical Inspection of Real Estate (NSPIRE) requirements. HACA will wait until HUD notifies HACA that the Housing Information Portal (HIP) and all program and system changes are completed prior to implementing HCV Administrative Plan - HOTMA Phase 2. HACA will notify program participants of the date at which the HOTMA policies identified in the HCV Administrative Plan HOTMA - Phase 2 regarding income, assets and the NSPIRE inspection requirements will become effective.

Throughout the Housing Choice Voucher (HCV) Plan- HOTMA Phase 2, replaced references to Housing Quality Standards (HQS) with National Standards for the Physical Inspection of Real Estate (NSPIRE).

Eligibility – Revised the definition of family based on HOTMA requirements.

Added policy based on Notice PIH 2017-08 regarding VASH voucher and if a veteran is the perpetrator of domestic violence the victim is eligible to receive a regular HCV voucher.

Revised definition of foster children and foster adults.

Per HOTMA, added asset Limitation for New Admissions – PHAs must deny admission of an applicant for the following: Net family assets exceeding \$100,000 (adjusted annually for inflation); The family has a present ownership interest in, and the effective legal authority to sell, real property that is suitable for occupancy by the family as a residence.

Verification – Value of Assets – Per HOTMA revised policy to allow for self-certification of assets at \$50,000 or less.

	<p>Inspections – Update the chapter with new National Standards for the Physical Inspection of Real Estate (NSPIRE) requirements and replace references to Housing Quality Standards (HQS)</p> <p>Reexaminations – Updated policy for HOTMA that requires for annual reexaminations of a families’ income, the PHA must consider the previous 12-month period.</p> <p>Revised policy on notices to tenants and requirements to return documents.</p> <p>Includes updated policy on how to calculate income and income from assets.</p> <p>Includes updates to interim policy per HOTMA.</p> <p>Glossary of Terms – Updated Glossary of Terms with new HOTMA requirements outline by Nan McKay’s Revision Service.</p>
<p>B.2</p>	<p>New Activities. – Not Applicable</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan</p> <ol style="list-style-type: none"> 1. Expand affordable housing opportunities and preserve existing assets to ensure long-term sustainability. HACA continues to revitalize our assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions. HACA has broken ground on the redevelopment for Pathways at Rosewood Courts to provide new construction of units as well as a culture center, a community green space, and 12 townhouse-style homes that will be available for sale to low-income, first-time homebuyers. Our next redevelopment project, currently in planning, is Pathways at Santa Rita in 2025. Through our subsidiary, Austin Affordable Housing Corporation (AAHC), additional properties that are either developed and/or acquired accept voucher holders, providing greater choice within our service area. In the past year, AAHC added more than 2,000 units to its portfolio, with over 570 additional units currently under construction. Our subsidiary, Austin Pathways, offers homeownership opportunities through our Down Payment Assistance Program being redeveloped to respond to current market conditions. 2. Optimize the reach and impact of opportunities for residents and clients to improve their quality of life, achieve self-sufficiency, and reach their full potential. HACA promotes individual responsibility and high expectations, and fosters results-based community partnerships and programs focused on our 5 pillars of health and wellness, homeownership, digital inclusion, workforce development, and youth educational success. Scholarships are provided to eligible students to assist with the cost of higher education and to improve self-sufficiency. Among many resident-oriented programs, HACA launched the Project Based Rental Assistance Family Self Sufficiency program to build upon our Housing Choice Voucher Family Self Sufficiency program to connect families to resources on their journey to self-sufficiency. 3. Attract, support, develop and retain a talented and diverse workforce that prioritizes HACA’s values. HACA invests in our staff, ensures accountability and effective communication, and promotes an innovative, healthy and safe work environment with training and leadership development strategies. This is accomplished through a generous benefit package, wellness programs, tuition reimbursement programs, employee referral program to aid in recruitment, family scholarships, and a hybrid/telecommuting policy. We also periodically conduct salary studies to ensure we are competitive in the local employment market. 4. Support organizational efficiency that prioritizes agency resilience, climate sustainability, and the safety of residents and staff. HACA undertakes initiatives to assess program and process changes necessary with focus on ongoing development of energy conservation efforts, a secure technology infrastructure, improving business continuity to be adaptable to the ever-changing situations that can interrupt operations, as well as evaluation and promotion of safety measures to further protect residents and staff. One recent project involved water conservation programs for several properties that will result in significant savings over the next two years. More work will be performed to review portfolio energy consumption data to explore more opportunities for conservation, renewable energy, and other methods for operating cost reduction and environmental sustainability. 5. Foster exceptional customer service and enhance communications with stakeholders to nurture strong partnerships and to increase community awareness. HACA pursues opportunities to implement best practices that enhance communications with customers and stakeholders and promotes awareness of our services within the community. On the horizon is a redesign of HACA’s website to streamline information, reflect new branding and improve the user experience for residents, staff, and stakeholders. 6. Create and implement a plan to advance inclusion, diversity and racial, economic, and social equity throughout the organization, our programs, and partnerships. Based on work with our Diversity, Equity and Inclusion (DEI) consultant, HACA continues to review, assess and communicate values and commitments, incorporate those values into the employee experience, and incorporate a broader DEI lens into agency operations to further this important initiative. A DEI Advisory Group considers issues, identifies new approaches, promotes awareness and other actions to meet our goals. HACA recently hired a Diversity Recruitment Specialist to begin work on implementing key areas within this initiative.

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 checked="" 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.	Affirmatively Furthering Fair Housing (AFFH).
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> <div data-bbox="180 535 1451 600" style="border: 1px solid black; padding: 5px;"> <p>Fair Housing Goal: Explore the feasibility to create a regional resource network for down payment assistance programs that are affirmatively marketed to under-represented homeowners.</p> </div> <div data-bbox="180 600 1451 632" style="border: 1px solid black; padding: 5px;"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </div> <div data-bbox="180 667 1451 764" style="border: 1px solid black; padding: 5px;"> <p>HACA, as one of the 10 regional partners, participated in the Central Texas Regional Housing Working group on a Regional Fair Housing Plan. HACA aligns with the City of Austin to address impediments where able/applicable. For this fair housing goal, through our subsidiary AAHC, HACA offers homeownership programs through our Down Payment Assistance Program provide permanent and sustainable opportunities for very-low income persons.</p> </div> <div data-bbox="180 867 1451 903" style="border: 1px solid black; padding: 5px;"> <p>Fair Housing Goal: Implement Displacement Mitigation Strategies that are related to Disproportionate Housing Needs.</p> </div> <div data-bbox="180 903 1451 936" style="border: 1px solid black; padding: 5px;"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </div> <div data-bbox="180 972 1451 1071" style="border: 1px solid black; padding: 5px;"> <p>HACA is currently redeveloping several properties on the east side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. HACA created a Resident Protection Team that ensures residents faced with relocation are supported and protected, and to minimize disruption and harm during the relocation period.</p> </div> <div data-bbox="180 1136 1451 1199" style="border: 1px solid black; padding: 5px;"> <p>Fair Housing Goal: Encourage developers and landlords who benefit from public funding and development incentives to adopt reasonable policies on tenant criminal history and not discriminate based on source of income.</p> </div> <div data-bbox="180 1199 1451 1230" style="border: 1px solid black; padding: 5px;"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </div> <div data-bbox="180 1266 1451 1509" style="border: 1px solid black; padding: 5px;"> <p>HACA will continue to educate prospective landlords in the Housing Choice Voucher programs regarding the benefit of participating in providing housing to our voucher holders. The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA’s Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA’s Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, childcare providers, and transportation routes that FSS participants are likely to utilize, so that FSS participants can make informed housing choices.</p> </div> <div data-bbox="180 1533 1451 1583" style="border: 1px solid black; padding: 5px;"> <p>Additionally, our subsidiary, AAHC’s properties accept voucher holders at all their developed and/or acquired properties. This provides greater choice for voucher holders who may otherwise not qualify based on the 3x rent income requirements.</p> </div>

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