



HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA

HUD-50075-HP
CA076

AGENCY ANNUAL/5-YEAR PLAN

FY 2021



PUBLIC NOTICE FOR COMMENT

**Housing Authority of the City of Santa Barbara
Draft HUD Annual/5-Year Plan April 1, 2020 – March 31, 2021**

Available for Review

The Housing Authority of the City of Santa Barbara invites all interested parties to review the Agency's HUD Annual/5-Year Plan for FY 2021, which are due to be submitted to the Department of Housing and Urban Development in January, 2020. The HUD Annual Plan includes revisions to the Authority's Housing Choice Voucher Administrative Plan. All Plan elements will be reviewed at a public hearing on December 4, 2019 at 4:00PM at 706 Laguna Street, Santa Barbara, CA.

Interested parties may download a copy of the draft plans from the Housing Authority's website at: www.hacsb.org, or request a copy by calling the Housing Authority at (805) 897-1035 or by email request to Jennifer Schipa at jschipa@hacsb.org. The plans are also available for review at the Housing Authority's main office located at 808 Laguna Street, Santa Barbara CA 93101.

October, 2019

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or 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	<p> PHA Name: Housing Authority of the City of Santa Barbara PHA Code: CA076 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2020 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 0 Number of Housing Choice Vouchers (HCVs) 2,733 Total Combined 2,733 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> 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 each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> Copies of PHA Plan are available at the Housing Authority of the City of Santa Barbara via: - 808 Laguna Street, Santa Barbara, CA 93101 during regular business hours; and - HACSB website at www.hacsb.org </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p>				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
					PH HCV
	Lead PHA:				

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

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

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. (see Attachment A for amended policies)
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions - Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing.

HACSB utilizes a user-friendly, accessible on-line application process on the agency website. HACSB has established annual admissions goals for the Voucher program, which includes provisions for deconcentration of poverty and income mixing. These admission goals conform to HUD guidelines for new admissions and include targeting of extremely low-income families.

HACSB's entire public housing portfolio was repositioned through RAD, therefore, only centralized Housing Choice Voucher (HCV) waiting lists and certain project specific Project Based Voucher program waiting lists are maintained. For the HCV program, HACSB utilizes two separate waiting lists: Tenant-Based and Project-Based.

Waiting lists use pertinent applicant information, such as date and time of application, local ranking preferences (Veteran, living or working locally, involuntary displacement, special needs referrals) and income category to appropriately determine waiting list position. Waiting lists are updated and purged regularly in order to maintain an accurate record of the households requesting housing assistance. An applicant household determined ineligible will be notified promptly in writing of the determination and informed of the right to an informal review. HACSB opened its Project-Based HCV waiting list indefinitely to new applicants this fiscal year. Last fiscal year, the Tenant-Based HCV list was opened for a short period and HACSB received over 4,000 applications.

The Housing Authority implemented new landlord incentives last fiscal year that were extremely effective in attracting property owners and managers to the Section 8 program. The incentives include vacancy loss payments, signing bonus of \$500 for new landlords and landlord referral bonus of \$100. Additional incentives already in place include unit damage protection reimbursement of up to \$2,000 for unpaid damages; owner requested inspections initiated by health & safety concerns; online portal providing landlords and managers with access to Housing Assistance Payment records; Security Deposit Loans; Family Service Agency Supportive Services Referrals and more.

In 2017, the Housing Authority, utilizing local survey data, successfully advocated for HUD to allow higher Fair Market Rents for Santa Barbara County. These resulted in higher Payment Standards allowing Voucher holders to move into higher opportunity areas. The Housing Authority is currently working with UCSB on an updated countywide rental market survey to submit data to HUD for re-evaluation of Santa Barbara County's Fair Market Rents for 2020.

A revision of the Housing Authority of the City of Santa Barbara's (HACSB) Housing Choice Voucher Administrative Plan was completed since last Annual Plan submission. A copy is provided in conjunction with the Annual PHA Plan (**Attachment A**).

(c) If the PHA answered yes for any element, describe the revisions for each element below:

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.

As of September 13, 2019, HACSB has 5,068 applicants on the Section 8 waiting list. The snapshot attached demonstrates the current make-up of the Authority's applicants, including breakdown of most needed unit size, income level, etc. Extremely low-

income households (84% of waitlist) continue to be the income level with the highest need for affordable housing. The waiting list data also confirms the need to assist a variety of households with differing demographics, including those with special needs and low-income seniors on fixed incomes. Annually, HACSB calls for 75% of new Section 8 admissions to qualify as "extremely low" income households. Additional action steps include affirmatively marketing and collaborating with local agencies that assist seniors and persons with disabilities; adoption of policies to support and foster working households; and continuing outreach to private property owners for promotion of the Section 8 program.

The Housing Authority continues to actively apply for new funding streams of Voucher assistance when notifications of available funding are issued.

09/13/2019

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Using Income pre-exclusions

ORDER BY ZIP_CURR ASC ; APP_ID DESC

Applicant Statistical Reporting

App Stats - Standard Detail

'(#2) Section 8'

Ten Income Table: 2019 Income Limits

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Name	Current Address	Appl ID	Original Date	Status Date	User Status	B R # in M Fam	Head # in Income Pct	Median Income	E T E E I L A H M X S D N	Day or Home
HOH:	5068					2.14	18,307.06			32.20
Income:	92780187									

* Counts/Percentages based on criteria chosen *
 * HOH/members can have multiple race codes *
 * HOH only - near-elderly counts *

Statistical Summary I

	Count	PCT	Avg Age
Male:	1289	25.4341%	36.40
Female:	3777	74.5264%	30.75
(no gender):	2	0.0395%	50.00
Elderly:	686	13.5359%	59.85
Non-Elderly:	4382	86.4641%	27.87
Near-Elderly:	261	5.1500%	46.75
Disabled:	1706	33.6622%	39.00
Non-Disabled:	3362	66.3378%	28.74
Non-Disabled/Non-Elderly:	2988	58.9582%	24.84
Race-White:	2482	48.9740%	
Race-Black/African American:	2147	42.3639%	
Race-Amer Ind/Alaska Native:	344	6.7877%	
Race-Asian:	177	3.4925%	
Race-Nat. Hawaiian/Pacific Is.:	165	3.2557%	
Race-Other:	0	0.0000%	
Race-Declined:	0	0.0000%	
Ethnic:	1295	25.5525%	29.92
Non-Ethnic:	3773	74.4475%	32.98
Families with Federal Preference:	5		
Families with Local Preference:	5065		
PHA Employee:	1		
Families with Elderly:	713	# of Elderly:	743
Families with Disabilities:	1712	# of Disabilities:	1723
Families with Children:	2010	# of Children:	4161
		# in Family:	10849

	Count	PCT	
H-Head of house:	5068	100.0000%	
S-Spouse:	0	0.0000%	
K-Co head:	0	0.0000%	
F-Foster child:	0	0.0000%	
Y-Youth:	0	0.0000%	
E-FT Student:	0	0.0000%	
L-Live in aide:	0	0.0000%	
A-Other Adult:	0	0.0000%	
U-Unborn child:	0	0.0000%	
(no member type):	0	0.0000%	
# of Bedrooms	Income	PCT	
0 -	7	79,618	0.0858%
1 -	3490	57,301,851	61.7609%
2 -	1201	25,604,220	27.5966%
3 -	312	8,186,070	8.8231%
4 -	57	1,553,528	1.6744%
5 -	1	54,900	0.0592%
6 -	0	0	0.0000%
7 -	0	0	0.0000%
8 -	0	0	0.0000%
over 8 -	0	0	0.0000%
Ten Median Income:	2019 Income Limits		
30% of Median(Ext. Low):	4255	83.9582%	
50% of Median(Very Low):	638	12.5888%	
80% of Median(Low):	117	2.3086%	
Not Low:	58	1.1444%	
Tax Median Income:			
Tier - 1:		0.0000%	
Tier - 2:		0.0000%	
Tier - 3:		0.0000%	
Tier - 4:		0.0000%	
Tier - 5:		0.0000%	
Not Low:		0.0000%	

Financial Resources - A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance.

Planned Sources	Planned \$
Federal Grants	
Section 8 Housing Choice Voucher	\$31,900,000
Continuum of Care	\$951,000
Section 8 FSS Coordinator	\$203,425
Total Federal Grants	\$33,055,325
Non-Federal Sources	
Dwelling Rent, Local Programs	\$12,000,000
Other Operating Income	\$3,628,400
Total Non-Federal Sources	\$15,628,400
Total Resources	\$48,683,725

Safety and Crime Prevention - A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

The Housing Authority adopted its VAWA policy to help ensure that all actual and potential beneficiaries of its HCV program are aware of their rights and protections under VAWA. Information regarding VAWA is posted in the Housing Authority's offices, on the agency website and copies are made available to all Housing Authority program applicants and participants. Additionally, clients are informed of the National Domestic Violence Hot Line and contact information for local victim advocacy groups or service providers.

The Housing Authority provides all participants with information outlining their rights under VAWA at the time of admission. HACSB will also include information about VAWA in all notices of termination of assistance. The PHA will further provide information about VAWA to any applicant or participant who has possible domestic violence activity, police activity involving a domestic disturbance, other domestic disturbances, restraining orders, or related activity, prior to interviewing or questioning an applicant or participant about the related activity. If in the normal course of interviewing or questioning of police activity, disturbances or criminal activity it is revealed that there is a possible incident or activity related to a domestic disturbance, interviewing or questioning will temporarily stop, and the applicant or participant will be informed of their rights under VAWA before the interviewing or questioning resumes.

Whenever Housing Authority staff has reason to suspect that providing information about VAWA to a participant might place a victim of domestic violence at risk, staff will attempt to deliver the information by hand directly to the victim or by having the

victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. When discussing VAWA with the victim, the Housing Authority staff will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room. The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

The Housing Authority also provides owners and managers with information about their rights and obligations under VAWA when they begin their participation in the HCV program.

All information provided to the Housing Authority regarding domestic violence, dating violence, sexual assault or stalking, including the fact that an individual is a victim of such violence or stalking, is retained in confidence by staff.

Substantial Deviation - PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan.

The Housing Authority defines significant changes to the Agency Plan to be:

- Changes to tenant/resident admissions policies;
- Changes to the termination policy;
- Changes to the tenant/resident screening policy;
- Changes to rent policies; and
- Changes to the organization of the waiting list.

B.2 New Activities.

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

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Mixed Finance Modernization or Development: 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals.

The Housing Authority of the City of Santa Barbara intends to request a modification of the Section 18 Disposition Agreement for its former 180 units of Senior Public Housing. The modification request is to seek authority to access residual receipts reserves for the purpose of developing much needed new affordable housing for low-income households.

Project Based Vouchers - Describe any plans to use HCVs for new project-based vouchers.

HACSB plans to fully maximize the allowed threshold of Project Based Vouchers under HR3700 (HOTMA). Currently the Housing Authority has 413 PBVs allocated and/or utilized (as noted in table below), which is 15% of the total 2,733 Housing Choice Voucher Allocation.

Non-RAD Project Based Voucher Allocation for FY 2020		
Agency/Property	Units Authorized/Allocated	Status
Mental Wellness Center Santa Barbara	26	HAP
CHC/Faulding	20	HAP
CHC/Sola	7	HAP
CHC/1409 Castillo	3	HAP
St. Vincent’s	25	HAP
Artisan Court	13	HAP
PSHH/Victoria Hotel	28	HAP
PHSS/Victoria Street	4	HAP
PSHH/Ladera Apts.	12	HAP
Sanctuary/Hollister	8	HAP
Bradley Studios	13	HAP
Mom’s/Transition House	8	HAP
People’s Self Help Housing/Jardin de Las Rosas	8	HAP
Grace Village	35	HAP
Garden Court on De La Vina	98	HAP
Johnson Court	16	AHAP
The Gardens on Hope	89	AHAP
Total	413	

B.3 Progress Report.

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

Goal 1. Create and preserve quality affordable housing opportunities for the community

The Housing Authority has made significant progress in meeting this goal since publishing the last 5-Year Plan in 2015. HACSB purchased a 19-unit open-market apartment complex in order to preserve its affordability for the in-place seniors and families in perpetuity; purchased an 8-unit LIHTC apartment complex in order to preserve housing currently utilized by residents with severe mental illness; the Housing Authority supported the City of Santa Barbara in refinancing a 50-unit privately owned, low-income housing complex, Presidio Parks Apartments, in order to maintain long-term affordability; and HACSB partnered with a private landlord to utilize the Continuum of Care rental subsidy program to house chronically homeless women in a 5 bedroom/5 bath single family home. The Housing Authority also successfully purchased Garden Court on De La Vina, a 98-unit service-enriched LIHTC development, and 2 affordable workforce housing developments totaling 18 units.

Within the last fiscal year, the Housing Authority purchased a 1.34 acre property which will be the future site of an affordable housing development. Additionally, the Authority purchased a property with three single family homes to be master leased for special needs housing. These are excellent examples of how, through the purchase of properties, HACSB is preserving and creating quality affordable housing for the community.

HACSB is currently the developer for two LIHTC projects under construction: Johnson Court a 17-unit development for homeless Veterans, and The Gardens on Hope, an 89-unit service-enriched development for frail seniors.

Two years ago, the Housing Authority aggressively, and successfully, advocated for HUD to allow for an increase in the Exception Fair Market Rents for the South Coast of Santa Barbara County. The Housing Authority is once again working with UCSB's Economics Department to complete an updated countywide rental market survey to submit data to HUD for re-evaluation of our County's Fair Market Rents.

The Housing Authority continues to actively apply for new funding streams of Voucher assistance when notices of fundina availability are issued.

Goal 2. Utilize Housing Authority resources in an efficient, coordinated and result-oriented manner

Each year, HACSB updates it agency-wide Annual Action Plan as part of its annual budget process and in alignment with the 5-Year Action Plan. Last year staff and commissioners participated in separate all-day retreats to evaluate and update the Housing Authority's 5-Year Action Plan. This allowed all staff/departments to take part in assessing the day-to-day operational procedures and to determine efficiency and efficacy in service delivery. This creation of the new 5-Year Action Plan helped us to analyze local housing needs and set appropriate goals and action steps, which is incorporated in next year's 5-Year/Annual Plan submission.

Again, this year, physical alterations were made to offices to enhance service delivery to clients, including providing privacy. Review of security protocols and procedures continues on an annual basis. This resulted in staff training on emergencies, including active shooter response training and installing additional security cameras.

Goal 3. Strengthen the agency's financial position and its ability to respond to shifting economic conditions

Through prudent efforts in obtaining development fees, HACSB has set our agency's financial position on sound footing. HACSB is continually in the process of seeking out other revenue sources to sustain and develop new housing programs.

The Housing Authority additionally continues to maintain a healthy economic mix of low-income residents in various housing programs, including work force individuals and families. HACSB recently adopted a policy for our Non-HUD program allowing our agency to serve working families and individuals earning up to 160% AMI.

Goal 4. Promote and secure services for Housing Authority residents and participants

The Housing Authority continues to actively promote and augment its Resident Services programs each year. Programs and events promoting self-sufficiency, higher education, community resources and family support have been added regularly to HACSB's offerings to participant families.

Additionally, HACSB continues its vital partnerships with community agencies to offer counseling, case management, referrals for health care needs, etc. to participant seniors, families and disabled individuals. In its second year, the Earn and Learn program supports low-income youth interested in gaining skills necessary to enter the job market through partnerships with local employers for internships. The Housing Management Department and Resident Services will continue to develop concrete metrics to measure the effects of our programs and services.

Goal 5. Foster a culture of excellence and innovation in our work environment

	<p>Twice a year HACSB gathers staff together to re-evaluate process, progress and our core values of compassion, commitment, cooperation, competence and communication. HACSB has maximized its use of technology for innovation and efficiencies through creation of a user-friendly website. Access to information and the application process continues to be evaluated and enhanced as needed.</p> <p>HACSB has increased its use of social media to outreach and promote its program and successes to the community. Availability of training is ongoing and several times a year staff attend job-related training at the local community college, such as computer efficiency. Additionally, staff has received training on a variety of topics including Fair Housing, Harassment, Safe Driving, Domestic Violence, Housing Quality Standards, Leadership Development, Rent Calculation and Low Income Housing Tax Credit program compliance and financing.</p> <p>Goal 6. Promote HACSB's role in a "Sustainable Community"</p> <p>Housing Authority staff continue to represent HACSB on several task forces, boards and commissions in the community in order to promote a positive image and increase involvement in community issues. Conservation, recycling and use of recycled materials in construction related activities continues to be encouraged with contractors, residents and vendors. Energy efficient hybrid vehicles continue to replace gas-powered vehicles upon turnover of HACSB automobiles.</p> <p>Goal 7. Strengthen partnership with the City to develop and maintain affordable housing, furthering HACSB's mission.</p> <p>Housing Authority staff continue to work closely with City of Santa Barbara staff on the City's annual Consolidated Plan and Housing Element updates to ensure affordable housing elements are in line with policy.</p>
<p>B.4.</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.3</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>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.4	Certification by State or Local Officials. 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.
D	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
D.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or 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. ([24 CFR §903.23\(4\)\(e\)](#))

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

B. Annual Plan.

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

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

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. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([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 operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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 rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

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 §903.7\(r\)\(1\)](#))

B.4 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 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 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.4 Certification by State or 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](#))

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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

Public reporting burden for this information collection is estimated to average 16.64 hours 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.