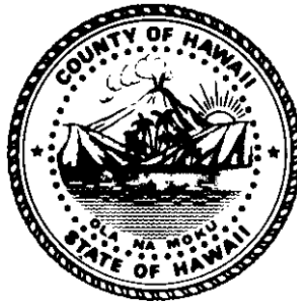


Annual PHA Plan for Fiscal Year 2024 - 2025 Beginning July 1, 2024



County of Hawai'i Office of Housing and Community Development

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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: <u>County of Hawai'i Office of Housing and Community Development</u> PHA Code: <u>HI002</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>2,130</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission				
	Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.				
	1990 Kino'ole Street, Suite 102 74-5044 Ane Keohokalole Hwy, Bldg B, 2 nd Floor Hilo, Hawai'i 96720 Kailua-Kona, Hawai'i 96740 www.hawaiicounty.gov/EH				
	☐ 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.
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):
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.

A. Expand the supply of assisted housing**1. Apply for additional Section 8 program vouchers should they become available**

The County of Hawai'i, Office of Housing and Community Development (OHCD) applied for additional funding opportunities made available by the United States Department of Housing and Urban Development (HUD) during this present fiscal year. The OHCD applied for and was awarded 10 additional HUD-Veteran's Affairs Supportive Housing (HUD-VASH) vouchers and will continue to work with the Veteran's Affairs (VA) department with supportive services and ongoing referrals.

In addition to the vouchers noted above, the OHCD applied for and was awarded 15 Stability Vouchers (SV). Stability Vouchers (SV) will aid to assist households at risk or experiencing homelessness, those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, and veterans and families that include a veteran family member that meets one of the preceding criteria. This initiative is made possible with the partnership with local Continuum's of Care and/or Victim Service Providers.

2. Adopt strategies and options that maintain the maximum program size of the Housing Choice Voucher (HCV) Program

HUD provided a 21.5% increase in Restricted HAP expense for 2023. A strategy to maintain the maximum program size of the HCV program was to implement mass intakes where the Existing Housing Division (EHD) offers and processes waitlist applications to issue a higher volume per month to increase program size. As a result, as of November 2023 YTD Leasing Percentage reached 100.22%, an increase of 3.52% from the previous year, November 2022 YTD Leasing Percentage of 96.7%.

OHCD will continue to monitor lease-up percentages to maintain budget levels and continue monitoring funding by utilizing HUD's Two-Year Tool along with the PHA software system to forecast leasing and spending outcomes.

3. Explore ways to expand service delivery to all housing markets on Hawai'i island

The OHCD has continued to offer phone appointments for in-take and individual briefing, allowing all housing markets access to the same information provided in-person.

OHCD implemented Virtual Briefing sessions which allowed our PHA to conduct remote briefing for families to still be able to access their housing voucher issuance along with the two hour briefing informational and tenancy educational videos.

The OHCD continues to collaborate with community agencies and service providers to maximize resources and provide available services. Existing Housing voucher information was shared at various events and locations around Hawai'i island in person and virtually which included the Ho'owaiwai Community of Practice that takes place each month on the second Thursday where existing housing staff shared housing voucher information and FSS and HOP program information. Pathways to Excellence was attended by existing housing staff to continue to share housing voucher information. Various Revitalize Puna Events were attended throughout the year where voucher information was shared as well as housing voucher education and awareness at the Hawai'i Community College Career and Resource Fair.

The OHCD sets aside up to 30 percent of its HCV program for Project Basing.

The landlord liaison position continues to offer in person and virtual landlord orientation sessions to encourage more landlord participation with the HCV program. The OHCD will also continue to explore innovative solutions and practices to ensure an ongoing supply of affordable housing.

B. Improve the quality and efficiency of assisted housing**1. Obtain, improve and maintain a score equaling a "high performer" status on the Section Eight Management Assessment Program (SEMAP).**

OHCD obtained a SEMAP score of 77% for fiscal year 2022-2023. The overall rating is Standard. We will continue to work on improving our rating to achieve high performer status through internal audit of files with supervisors and housing specialists. Staff goal setting and evaluations are ongoing.

The OHCD has invested in training and certifications for its staff to ensure improved performance and productivity. The OHCD continues to utilize Nan McKay, Inc. for program related training. In addition, the OHCD purchased a subscription to HAI Group to fulfill its training needs.

2. Maximize the utilization of available vouchers

As stated above, as of November 2023 YTD Leasing Percentage is 100.22%. Implementing mass intakes to increase our offering ability and ability to expedite and process waitlist applications to increase the utilization of available vouchers. Local Preferences continue to aid in voucher utilization. OHCD will continue to monitor attrition rates and adjust issuance accordingly. Will monitor progress of upcoming PBV units.

The OHCD continues to utilize HUD's guidance on improving success rates, keeping abreast of newly issued guidance, using the provided utilization and monitoring tools, and implementing various methods regulatorily allowable.

3. Explore new and existing ways to fund, coordinate and link supportive services to housing

The OHCD continued to collaborate with community partners to secure and link program participants to the services available that promote self-sufficiency.

OHCD continues to link supportive services to housing through the Coordination Center Neighborhood Place of Puna and Kona. And through Hope Services, Catholic Charities, Hawaii Island Community Development Corporation (HICDC) Self-Help Housing Program (Homeownership). Continuous partnership with the Financial Empowerment Services, Hawaiian Community Assets where their goal is to empower individuals and families to achieve and maintain economic self-sufficiency through a comprehensive approach that integrates financial empowerment services, accessible affordable housing resources, and employment support.

Dedicated Landlord Liaison continues to provide informational and training sessions for new potential landlords. This position continues to increase owner participation by providing a direct contact person to address landlord concerns and questions. The Landlord Liaison continues to provide landlords a single point of contact to ensure that inquiries, questions, and concerns are responded to in a timely and professional manner.

4. Review and update the OHCD administrative plan as needed

The OHCD continues to review and update the HCV administrative plan to ensure that policies are in compliance with HUD regulations and also conforms to the need of the OHCD and the population served. Housing Opportunity through Modernization Act of 2016 (HOTMA) regulations are being incorporated into the administrative plan for the upcoming fiscal year 2024-2025 and will be implemented based on HUD guidance. Administrative Plan allows for staff consistency and training.

C. Increase Housing Choice

1. Continue to administer and promote the Homeownership Option Program (HOP)

The OHCD continues to promote HOP to all eligible program applicants and participants. The HOP coordinator continues to provide phone and in person informationals, one-on-one and group sessions to interested participants. They have expanded the group sessions to incorporate more in person opportunities for West Hawai'i in addition to phone and virtual options. Weekend Saturday group informationals are now offered. This allows more opportunities for the M-F workforce to participate and learn more about the HOP program. There are now 15 families participating in the HOP program which is an increase from previous years.

2. Develop and promote working partnerships with landlords around Hawai'i island to encourage participation with the Housing Choice Voucher (HCV) Program

The Landlord Engagement Program was created and implemented by the Landlord Liaison to continue to focus on maintaining its current landlord partnerships by keeping its lines of communication open, keeping them informed of any policy changes, improving efficiency through streamlined processes, and providing a high level of standards and professionalism through customer service. This position also continues to be responsible for increasing owner/agent participation by fostering new relationships, developing, and implementing innovative ways to market the need for partnerships. Outreach is done through social media, website, newsletters, and in person and virtual one-on-one's, group setting orientations, resource fairs and presentations.

This program is comprised of Landlord Orientation(s) conducted through one-on-one meetings and through group settings. We have also expanded efforts to reach more communities across Hawai'i island through virtual one-on-one meetings and group sessions. During the Landlord Orientation OHCD covers the Landlord Handbook which explains the Benefits of becoming a participating landlord, How To become a partner landlord, How the program works, Landlord expectations and obligations, breaks down the HAP Contract in simpler terms, Inspections 101, Fair Housing and many helpful Frequently Asked Questions (FAQ's) and landlord resources.

3. Research and explore for additional funding sources for landlord incentive programs

Initiated and implemented a monetary lease up bonus Landlord Incentive pilot Program for Emergency Housing Vouchers (EHV). Later expanded the program to offer for Foster Youth to Independence Initiative vouchers (FYI). In time, expanded further for the other two special purpose vouchers that OHCD administers HUD-Veteran's Affairs Supportive Housing (HUD-VASH) and Mainstream vouchers. The landlord incentive program has increased our supply of participating landlords and the supply of rental units on Hawai'i island.

D. Promote Self-Sufficiency

1. Increase the number of families enrolled in the Family Self-Sufficiency (FSS) Program by promoting to program participants at new admission, annual re-exams and by displaying visual displays in interviewing cubicles and the lobby area.

During calendar year 2023 there was a total 54 FSS participants including 8 graduations totaling a combined escrow pay out of \$107,450. The FSS Program has expanded its efforts to more in-person opportunities in West Hawai'i, holding in-person monthly informational meetings, on site-visits, and Saturdays (Weekend opportunities) to learn more about the FSS program. The FSS Coordinator continues to promote to program participants at new admission through the flyer announcement, during briefing sessions while issued a voucher, annual re-exams and by displaying visual displays in interviewing cubicles and the lobby areas. The program is also promoted through online avenues such as OHCD newsletters, social media and website information on the Waitlist and Tenant OHCD webpages.

2. Increase and promote awareness of the American Job Center to new and current participants

HCV and FSS participants are continuously encouraged to seek assistance from the American Job Center. The OHCD continues to work with staff from the American Job Center to search for additional opportunities to connect participants to new and expanding employment options. The FSS Program Coordinator also utilizes the American job center monthly to certify FSS family's for participation.

- E. Seek partnerships that will further the goal of affordable housing opportunities

1. Continue to maintain partnerships with community, Federal, and State agencies

The OHCD continues to maintain its relationships with local, state and federal developers, non-profit organizations, coalitions, agencies, and legislators in an effort to advance outcomes in affordable housing, supportive housing and permanent housing with supports. Fiscal year 2023 outcomes of note are:

OHCD Existing Housing Division staff participation in potential future uses for vacant portions of various housing site(s) including sharing and review of the results of the questionnaire survey, record public comment, explain permanent housing with Supportive services such as mental health services, drug and alcohol addiction services.

Meeting with the State of Hawai'i, Coordinator on Homelessness, regarding Governor's priorities on homelessness and the connection and collaboration to our housing program, projects and how we can move forward together.

OHCD also partners with Financial Empowerment Services. The County of Hawai'i is committed to enhancing the lives of its residents by offering a range of services geared towards promoting housing stability and strengthening the capacity of our low- and moderate-income communities. The goal is to empower individuals and families to achieve and maintain economic self-sufficiency through a comprehensive approach that integrates financial empowerment services, accessible affordable housing resources, and employment support. We take pride in our partnership with Hawaiian Community Assets, which enables us to bring these vital services directly to the residents of Hawai'i County.

2. Participate in the Community Alliance Program (CAP) regularly, in an effort to end homelessness

The OHCD continues to participate with the Community Alliance Program (CAP) monthly meetings, activities, and initiatives. Currently over 40 organizations and allies participate in CAP following a Housing First (low barrier system to house) and provide follow-up services island-wide to our house-less neighbors. In previous years, CAP implemented a Coordinated Entry System (CES) where referrals can be made to the appropriate organizations for housing needs and voucher opportunities.

- F. Ensure equal opportunity and affirmatively further fair housing

1. Ensure access and suitable living conditions for families utilizing federally assisted housing regardless of race, color, religion, national origin, sex, familial status, sexual orientation, gender identity, marital status, disability, and HIV infection.

Fair Housing information, resources and topics are provided at numerous touch points throughout landlord, tenant and community education through a variety of avenues. In-person and virtual trainings are held and coordinated with the State of Hawai'i and other partnered organizations. Website, social media, newsletters and email blasts are utilized to share and increase the dissemination of Fair Housing information and awareness to Hawai'i island residents, Property Managers, Owners, Real Estate Agents, and Landlords. The OHCD Landlord Orientation and Landlord Handbook highlight Fair Housing Federal and State Laws and educate our Landlords on the topics, as well as suitable living conditions requirement through physical inspections and inspections education.

April is Fair Housing month yearly and an annual Fair Housing conference is offered virtually through partnerships with the State of Hawai'i, U.S. Dept of Housing and Urban Development (HUD), County of Hawai'i, County of Maui, County of Kaua'i, Legal Aid Society of Hawai'i and other partnered organizations. There are a series of free online events to learn more about how to comply with Fair Housing Laws.

2. Continue to improve the dissemination of Fair Housing information to new and existing participants

OHCD continues to review Federal and State Fair Housing laws when issuing vouchers during the two hour briefing session. We also continue to play the Nan McKay Fair Housing education video at each of these sessions many times per week/month. Fair Housing information is also provided in the briefing packets to all participants. Fair Housing educational materials and webinars are continuously shared in OHCD newsletters to participants, landlords and the general public.

The OHCD continues to update the Fair Housing website with new information and refers participants to the OHCD's Fair Housing officer for direct response to questions by phone, email or in-person. Each year a Fair Housing seminar is held in partnership with Fair Housing coordinators around the states as well as agencies such as the Legal Aid Society of Hawai'i, the Hawai'i Civil Right Commission and U.S. Department of Housing and Urban Development. Both new and existing landlords and participants are encouraged to attend every year. This year's seminar included a 4-training opportunity with one session held each week during Fair Housing month (April).

	3. Schedule and encourage annual fair housing trainings and/or webinars for staff <i>Fair Housing officer conducted Fair Housing trainings for staff on basic Fair Housing Federal and State laws and more in-depth topics such as reasonable accommodation, assistance animals and Act 310. Hawaii passed Act 310 into law in 2022 with the aim of decreasing source of income discrimination against people who use rental assistance. The law took effect on May 1, 2023.</i> <i>OHCD will continue ongoing training and provide opportunities to our staff including the April seminars on Fair Housing with once training per week during the month of April.</i> G. Improve the housing delivery system 1. Continue to provide online fillable forms, waitlist information, applications to various voucher and project-based voucher programs, and landlord and tenant informational documents pertaining to subsidized housing. <i>OHCD Waiting list status and Waiting list applications continue to use www.waitlistcheck.com. When the Waitlist is open and accepting applications, the public may apply for the Housing Waitlist online through www.waitlistcheck.com. OHCD also now offers fillable pdf Portability forms. Many landlord documents may be found online through our improved website. OHCD undertook a website revamp project in 2022 to make information online to our community more accessible and created from a community aspect so easier navigation can assist with finding information online including extensive Frequently Asked Questions (FAQ's) for Waitlist, Tenants, Landlords, Portability and general FAQ's.</i> 2. Support the professional growth of the OHCD staff by providing adequate training opportunities <i>The OHCD provides regular weekly meetings/trainings for housing specialists to encourage new and innovative ways to improve workflow and work production. These trainings provide consistency and allow specialists to talk openly about changes to processes for more efficiency and why. The OHCD is investing in trainings for all staff. These trainings purchased via HAI group will continue to provide certifications for staff once they complete the training and pass a proctored test. Housing Specialists will be required to complete HCV re-certifications biennially. Where training is not available through HAI group, OHCD will register for trainings with Nan McKay & Associates. All Housing Specialists have completed HCV Rent Calculation Certification, Effective Interview for Program Integrity, and EIV Cyber Security Awareness training (required annually).</i> <i>Desk Reference and Operating Procedures are continuously updated and reviewed with all staff on a regular basis and training provided. Inspections Staff completed the HUD NSPIRE training courses and exams. Three Housing Specialists IV, V and VI attended HOTMA training in the Fall of 2023.</i> 3. Provide the utility allowance annually <i>The utility allowance was updated on January 1, 2024, utility schedule for single family and multi-family. Energy Star and LEED Utility Schedules for projects with PBV that supply the required certification. The OHCD will complete the revision process on an annual basis as required by HUD. The 2024 UA schedule is published on the departments website annually.</i>
B.4	Capital Improvements. – Not Applicable
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N N/A ☐ ☒ ☐ SINGLE AUDIT OF FEDERAL FINANCIAL ASSISTANCE PROGRAMS REPORT DATED MAY 4, 2023. (b) If yes, please describe:
C.	Other Document and/or Certification Requirements.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☒ RAB Meeting Friday, February 23, 2024 at 9AM (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.
C.2	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.

C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. 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.		
C.4	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. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ If yes, include Challenged Elements.		
D.	Affirmatively Furthering Fair Housing (AFFH).		
D.1	Affirmatively Furthering Fair Housing (AFFH). 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. <table border="1"> <tr> <td> Fair Housing Goal: Share Fair Housing information & updates with non-English or limited English speaking clients. <u>Describe fair housing strategies and actions to achieve the goal</u> The OHCD is committed to providing Fair Housing Trainings in-person and online for non-English speaking applicants, participants, and landlords. To achieve this goal the OHCD will continue to coordinate an annual Fair Housing training for non-English or limited English proficiency speakers. </td> </tr> <tr> <td> Fair Housing Goal: Easy Access to Fair Housing Information <u>Describe fair housing strategies and actions to achieve the goal</u> Fair Housing information and resources are provided on the OHCD website www.housing.hawaiicounty.gov/community-resources/fair-housing. Information provided on this website include videos, landlord and tenant information on common forms of discrimination, reasonable accommodations, and direct contact information for complaint information and filing. The website also provides information about the State's coordinated Fair Housing webinars hosted in April of each year during National Fair Housing Awareness month. </td> </tr> </table>	Fair Housing Goal: Share Fair Housing information & updates with non-English or limited English speaking clients. <u>Describe fair housing strategies and actions to achieve the goal</u> The OHCD is committed to providing Fair Housing Trainings in-person and online for non-English speaking applicants, participants, and landlords. To achieve this goal the OHCD will continue to coordinate an annual Fair Housing training for non-English or limited English proficiency speakers.	Fair Housing Goal: Easy Access to Fair Housing Information <u>Describe fair housing strategies and actions to achieve the goal</u> Fair Housing information and resources are provided on the OHCD website www.housing.hawaiicounty.gov/community-resources/fair-housing. Information provided on this website include videos, landlord and tenant information on common forms of discrimination, reasonable accommodations, and direct contact information for complaint information and filing. The website also provides information about the State's coordinated Fair Housing webinars hosted in April of each year during National Fair Housing Awareness month.
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Fair Housing Goal: Hold Fair Housing Trainings

Describe fair housing strategies and actions to achieve the goal

The OHCD will continue to develop and implement its plan to identify new landlords and increase participation in Fair Housing training. There are a total of 20 planned trainings to be delivered to the “general audience” which can include staff, landlords, tenants, and other community partners.

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