

# Housing Authority of Maricopa County

Fiscal Year 2014 PHA Annual Plan

October 2014 Version 3

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Fiscal Year 2014 PHA Annual Plan

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## What is the PHA Annual Plan?

The PHA Annual Plan is a comprehensive guide to the Housing Authority of Maricopa County’s public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals in the upcoming fiscal year.

<h1 style="margin: 0;">PHA 5-Year and Annual Plan</h1>	<p style="margin: 0;"><b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b></p>	<p style="margin: 0;"><b>OMB No. 2577-0226</b> <b>Expires 4/30/2011</b></p>
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<b>1.0</b>	<p><b>PHA Information</b></p> <p>PHA Name: <u>Housing Authority of Maricopa County</u>                      PHA Code: <u>AZ009</u></p> <p>PHA Type:    <input type="checkbox"/> Small            <input type="checkbox"/> High Performing            <input checked="" type="checkbox"/> Standard            <input type="checkbox"/> HCV (Section 8)</p> <p>PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2014</u></p>
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<b>2.0</b>	<p><b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above)</p> <p>Number of PH units: <u>904</u>                                      Number of HCV units: <u>1562</u></p>
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<b>3.0</b>	<p><b>Submission Type</b></p> <p><input type="checkbox"/> 5-Year and Annual Plan                      <input checked="" type="checkbox"/> Annual Plan Only                      <input type="checkbox"/> 5-Year Plan Only</p>
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<b>4.0</b>	<p><b>PHA Consortia</b>                      <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)</p>
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	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					

<b>5.0</b>	<p><b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.</p>
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<b>5.1</b>	<p><b>Mission.</b> State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA’s jurisdiction for the next five years:</p>
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<b>5.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p>
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**PHA Plan Update**

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Elements of the Housing Choice Voucher Administrative Plan and the Admissions and Continued Occupancy Policy for Public Housing have been amended and are included with this Annual Plan submission.
- (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The Annual Plan will be located at the following office locations as well as online at <http://www.maricopahousing.org/>

8910 N. 78 <sup>th</sup> Ave – Main Office Peoria, AZ	1510 S. 19th Drive – Coffelt Office Phoenix, AZ
710 W. Eight Ave – Mesa Office Mesa, AZ	1103 N. 6th Street, # 106 – Avondale Office Avondale, AZ
12976 Cottonwood – Surprise Office Surprise, AZ	10950 N. 87 <sup>th</sup> Ave. – Peoria Public Housing Office Peoria, AZ

**PHA Plan Elements**

**1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures**

**HCV Administrative Plan Summary of Changes:**

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Section	Summary of Changes
1	HAMC will amend Section 1.14 to update VAWA 2013 coverage to victims of sexual assault, and replace the term "immediate family member" with "affiliated individual."
5	HAMC will amend Section 5.20 Utility Allowance and Utility Reimbursement Payment to establish a cap on tenant-paid utility allowances for households leasing over-sized dwelling units.
9	Effective 1/8/2014, HAMC amended Section 9 to be consistent with HUD regulation pertaining to the timeliness of re-inspections which state non-emergency failed items will be completed within 30 days of failed inspection. Re-inspections on a failing item considered an emergency will be completed within 24 hours of failed inspection.
9	HAMC will amend Section 9 to permit the option to inspect assisted dwelling units during the term of a housing assistance payment (HAP) contract by conducting biennial housing quality inspections instead of annual inspections.
11	HAMC will amend Section 11 to accept electronic signatures on recertification documents, HAP contracts and change report forms. Current policy states HAMC will mail the paperwork, family completes, signs and returns the paper packet to HAMC. The changes will be effective upon Board approval.
16.2	HAMC will add that any repeated offense of unreported income will result in immediate termination of housing assistance. Currently policy permits multiple infractions if the debt is paid in full. The changes will be effective upon Board approval.
12	HAMC will amend Section 12 to reflect a required 60-Day Notice to Vacate to allow sufficient time for the PHA and the family to prepare and process move paperwork. HAMC current policy is 30- day Notice to Vacate. The changes will be effective upon Board approval.
21	HAMC will amend Section 21 to include updated language as indicated in Final Rule of June 25, 2014, guidance as indicated in PIH Notice 2011-54, and information regarding the administration of Apache ASL Trails project based voucher program.
	HAMC intends to research and revisit policies within the Admin Plan in regards to Portability Briefings, defining separate families and who can be added to a household and moving/porting with zero income. HAMC current policies are vague as they relate to these items. The changes will be effective upon Board approval.

### RAD Conversion of Remaining Public Housing Portfolio:

There will be no change in the policies governing eligibility, admission, selection and occupancy of units after the project has been converted through RAD other than the following:

- 1) Tenants and applicant must be a very low-income family, which is defined as family whose annual income does not exceed 50% of the area median income; and
- 2) Under the RAD program, HUD has waived certain statutory and regulatory provisions of the Project-Based Rental Assistance Program (PBRA).

The following changes are included with the Coffelt-Lamoreaux and Madison/Norton/Watson conversion:

**No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. As a result, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Therefore, the first clause of section 8(c)(4) of the Act and 24 CFR 880.603(b), concerning eligibility and selection of tenants, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

**Right to Return.** Any residents who may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to the development once rehabilitation or construction is completed.

**Termination Notification.** HUD is incorporating additional termination notification requirements to comply with Section 6 of the Act for public housing projects that are converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR 880.607 and the Multifamily HUD Model Leases.

- *Termination of Assistance.* The termination procedure for RAD conversions to PBRA will additionally require that the HAMC (as owners) provide adequate written notice of termination of the lease which shall not be less than:
  - a reasonable period of time, but may not exceed 30 days;
  - If the health or safety of other tenants, owner employees, or people residing in the immediate vicinity of the premises that is threatened; or
  - In the event of any drug-related or violent criminal activity or any felony conviction;  
or
  - 14 days in the case of nonpayment of rent.
- *Termination of Assistance.* In all other cases, the requirements at 24 CFR 880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Establishment of Waiting List.** In establishing the waiting list for the converted project, the HAMC shall utilize the project-specific waiting list that existed at the time of conversion.

If a project-specific waiting list for the project does not exist, the HAMC shall establish a waiting list in accordance 24 CFR 903.7(b)(2)(ii)-(iv) to ensure that applicants on the HAMC's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. For the purpose of establish the initial waiting list, the HAMC has the discretion to determine the most appropriate means of informing applicants on the public housing waiting list given the number of applicants, PHA resources, and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to the HAMC's policies for waiting list management, including the obligation to affirmatively further fair housing.

The HAMC may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (i.e., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's centralized public housing waiting list who wish to be placed on the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted accordance with the requirements for effective communications with persons with disabilities at 24 CFR 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

To implement this provision, HUD will not apply 24 CFR 880.603, regarding selection and admission of assisted tenants. After the initial waiting list has been established, the HAMC shall administer its waiting list for the converted project in accordance with 24 CFR 880.603.

The Coffelt-Lamoreaux conversion will have no transfer of assistance or assisted units to another site.

The Madison/Norton/HM Watson units will be consolidated onto one site. The Norton and HM Watson units will be transferred to the Madison location. All households will be selected to transfer to the Madison site. All three properties are currently in one HAMC [Avondale] region based waiting list; therefore no changes will occur other than it will become a project-based waiting list only.

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**Public Housing Admissions and Continued Occupancy Policy Summary of Changes:**

Chapter Section	Summary of Changes	Current	Effective date of change 5/1/2014
3-1.A	<p>Overview</p> <p>New:</p> <p>Added paragraph to include that RAD approvals may change the Public Housing waiting lists.</p>		<p>HAMC, through the Rental Assistance Demonstration (RAD) program has a long range plan to convert the existing public housing properties into Project Based Rental Assistance or Project Based Vouchers. The funding and approval process cannot be predicted as to the date of conversion. As approvals progress, waiting lists will be modified, added or converted as needed and changes will be posted at all HAMC offices and website. See Chapter 18 on RAD.</p>
3-1.B	Updated HAMC address	2024 N. 7 <sup>th</sup> Street, Phoenix	8910 N. 78 <sup>th</sup> Ave, Peoria AZ 85345
4-1.C	<p><u>Opening and Closing the Waiting List</u></p> <p>Changed method of notice in opening the PH wait lists</p>	<p>When the PHA opens the waiting list, the PHA will advertise through public notice and in the following newspapers, minority publications and media entities location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media and organizations including:</p> <ol style="list-style-type: none"> <li>1. Arizona Republic Newspaper</li> <li>2. Surprise Newspaper</li> <li>3. West Valley View Newspaper</li> <li>4. The Tribune Newspaper</li> <li>5. Peoria Times</li> </ol>	<p>When the PHA opens the waiting list, the PHA will advertise through public notice on the HAMC website (Maricopahousing.org) and at all HAMC owned or managed properties. Notifications will be sent to other local PHA's, local service organizations, such as CPLC Parenting Arizona and CareFirst, domestic violence and homeless assistance providers.</p>
4-11.B	<p><u>Selection Method</u> <u>Local Preferences</u></p> <p>New:</p> <p>Added a Homeless referral preference and added the definition of Homeless family to determine the preference.</p> <p>Changed:</p> <p>Current Veteran Preference was restructured to give Homeless preference first priority or a higher point value than the Veteran preference.</p>	<p>Veterans will receive a local preference and be weighted a priority one(1) and will be organized by date and time as establish by the date of the application.</p>	<p>Homeless Referral Preference: Families who are homeless (the family has a primary night time residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, such as welfare voucher hotels, congregate shelters or transitional housing designed for homeless persons, or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings) AND are participating in case management with an approved referral agency. A limitation on the number of housed referrals will equal a minimum of 5% of the current number HAMC's public housing units. Applicants receiving the homeless referral preference will be organized by time and date application is received.</p> <p>6 points</p> <p><i>Homeless Families that live with friends or relatives who are not currently in the transition system, will be encouraged to apply for public housing without preference or other available HAMC programs that they may qualify for.</i></p> <p>Veterans will receive a local preference and will be organized by date and time application is received.</p> <p>5 points</p>
6-1.L And Glossary A	<p><u>Additional Exclusions from Income</u></p> <p>Updated income exclusions to add and remove exclusions as updated by HUD.</p> <p>The changes were also updated in Glossary A – Terms Used in Determining Rent</p>	<p>Removed – (Covered under the existing Workforce Development Act exclusion.)</p> <p>Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b)) (Effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931).)</p> <p>Removed – No longer recognized as an exclusion.</p>	<p>Added:</p> <p>Any amount received under the Richard B Russell School Lunch Act (42 U.S.C.1760€) and the child Nutrition Act of 1966 (42 U.S.C.1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC).</p> <p>Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C 1774f((b)).</p> <p>A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled Elouise Covell et al. v. Ken Salazar et al., 816 F. Supp.2d 10 (October 5, 2011 D.D.C.), as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291). This exclusion will apply</p>

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			Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C. 1805)	<p>for one year from the time that payment is received.</p> <p>Major disaster and emergency assistance received by individuals and families under the Robert T. Safford Disaster Relief and Emergency Assistance Act (Pub. L. 93-228, as amended) comparable disaster assistance provided by States, local governments, and disaster assistance organizations shall not be considered as income or a resource when determining eligibility for or benefit levels under federally funded income assistance or resource-tested benefit programs (42 U.S.C. 5155(d)).</p> <p>(Clarification on lump sum payments to itemize VA benefits in addition to other deferred lump sum payments.)</p> <p>Payments from any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts as provided by an amendment to the definition of annual income in the U.S. Housing Act of 1937 (42 U.S.C. 1437A) by section 2608 of the Housing and Economic Recovery Act of 2008, (Pub. L 110-289).</p>
	6.111.A	<u>Overview of Income Based Rent Calculations</u> <u>Utility Reimbursement</u> Changing the utility reimbursement being paid to the family to payment being made directly to the utility company.	HAMC will make utility reimbursements directly to the family.	HAMC will make utility reimbursements directly to the utility company.
	16-1.B	<u>Detecting errors and program abuse.</u>  New: Added specific reports to be monitored monthly/quarterly. This is currently being done, now including it as a policy.		<p>HAMC will use the EIV Failed Verification Report monthly to correct invalid tenant personal identifiers such as incorrect social security numbers, dates of birth and surnames. If the discrepancy is not a result of input error, the resident will be required to meet with staff to provide any documentation necessary to mitigate the discrepancy.</p> <p>HAMC staff will review the EIV New Hire Report as least quarterly to identify unreported income sources, verify effective dates of hire and or termination of employment sources.</p> <p>HAMC staff will review monthly the Deceased Tenant Report. Discrepancies will be verified with the household.</p>
	18	<u>Rental Assistance Demonstration</u>  New: CHAPTER added to cover basic rights of existing Public Housing tenants living at a site converting to Project Based Vouchers or Project Based Rental Assistance under the RAD program.		See Appendix E: Rental Assistance Demonstration
<b>6.0</b>	6-111.E	<u>Flat Rents and Family Choice in Rents</u> Added the methodology of the computation and implementation of flat rents based on Fair Market Rents per Public Law 113-76, the Fiscal Year 2014 Appropriations Act.		<p>Flat rents are established as follows:</p> <ol style="list-style-type: none"> <li>1. Calculate flat rents using a rent reasonableness methodology, as defined in 24CFR Part 960.253(b), for determining the flat rent based on the market rent of comparable units in the private, unassisted rental market. Such reasonable method should consider the location, quality, size, unit type, unit age, and any amenities;</li> <li>2. If the flat rent, as determined by the rent reasonableness study, is at least 80 percent of the FMR (Fair Market Rents) the flat rent will be set by the amount determined in the rent reasonableness study.</li> <li>3. If the flat rent, as determined by the rent reasonableness study, is less than 80 percent of the FMR, the flat rent must be set at no less than 80 percent of the FMR, subject to a utility adjustment when the family is required to pay utilities.</li> <li>4. If the FMR falls from the previous year, HAMC may (but is not required to) lower the flat rent to the 80 percent of the FMR.</li> <li>5. Annually, upon issuance of new FMRs by HUD, HAMC will determine if the current flat rent is at least 80 percent of new FMR; update the flat rent amounts if necessary to meet the 80%</li> </ol>



				<p>requirement with a reasonable time but no later than 90 days of HUD publishing new FMRs; apply the new flat rents to all new admissions and to existing families at the next annual rent option.</p> <p>Initial Phase In Requirements</p> <p>If the existing tenant's flat rental payment would be increased by 35 percent or more as a result of changes to the flat rent amount, the increase must be phased in such that a family would not experience an increase in their rental payment of more than 35 percent in any one year. The family may choose flat rent or income based rent.</p>
6.0	12-111.B	<p><u>Terminations Regarding Violence Against Women Act.</u></p> <p>Added Sexual Assault in definition of VAWA protections and changed wording from family members to affiliated individuals. Added section on bifurcation of leases.</p>	<p>An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.</p> <p>HAMC may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.</p> <p>There is no limitation on the ability of HAMC to evict for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a more demanding standard than non-victims.</p>	<p>An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.</p> <p>HAMC may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence, sexual assault or stalking to affiliated individuals or others without terminating the assistance or evicting victimized lawful occupants.</p> <p>There is no limitation on the ability of HAMC to evict for other good cause unrelated to the incident or incidents of domestic violence, dating violence, sexual assault or stalking, other than the victim may not be subject to a more demanding standard than non-victims.</p> <p>HAMC may bifurcate a lease in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant of the housing unit who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a tenant or lawful occupant of the housing. If the individual is the sole tenant eligible to receive assistance, HAMC shall provide any remaining tenant an opportunity to establish eligibility for the housing unit. If the tenant cannot establish eligibility, HAMC must provide the tenant a reasonable time to find new housing.</p>
	8-111.B	<p><u>Types of Resident Requested Transfers</u></p> <p>Expanded definition of domestic violence to include dating violence, sexual assault or stalking.</p>	<p>When there has been a verified threat of physical harm or criminal activity. Such circumstances may, at HAMC's discretion, include an assessment by law enforcement indicating a threat of criminal attack, potential retaliation for testimony, or where the tenant is a victim of a hate crime or domestic violence.</p>	<p>When there has been a verified threat of physical harm or criminal activity. Such circumstances may, at HAMC's discretion, include an assessment by law enforcement indicating a threat of criminal attack, potential retaliation for testimony, or where the tenant is a victim of a hate crime or domestic violence, dating violence, sexual assault or stalking.</p>
	2-111.A	<p><u>Overview</u></p> <p>Added statement regarding domestic violence victims in admissions.</p>		<p>HAMC will not deny admission to public housing to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault or stalking, provided that such person is otherwise qualified for such admission.</p>

## 2. Financial Resources: Planned Sources and Uses

Sources	Planned \$	Planned Uses
<b>1. Federal Grants</b>		
a. Public Housing Operating Fund	3,200,000	Property operations
b. Public Housing Capital Fund:		Modernization of public housing units, operations and management.
AZ20P009501-14	421,000	
AZ20P009501-13	670,583	
AZ20P009501-12	474,475	
AZ20P009501-11	74,957	
c. Replacement Housing Fund:		Reconfiguration of 4 bedroom units into one bedroom sized apartments.
AZ20R009501-11	3,524	
AZ20R009501-12	21,710	
AZ20R009501-13	17,549	
AZ20R009502-11	51,599	
AZ20R009502-12	63,333	
AZ20R009502-13	1,180	
d. Annual Contributions for Section 8 Tenant – Based Assistance – Subsidy	11,672,616	Housing and Utility Voucher payments for the HCV Program for Port-Outs and S8 Project based vouchers.
f. Annual Contributions for Section 8 Tenant – Based Assistance - Administration	732,312	Operating/Administrative Expenses
g. FSS Family Self Sufficiency – Section 8	69,000	HAMC anticipates applying for additional Family Self Sufficiency – Section 8 funding to be used to fund a coordinator to continue the outreach to Section 8 families regarding the FSS program.
h. FSS Family Self Sufficiency – Public Housing	69,000	HAMC anticipates applying for more Family Self Sufficiency – Public Housing funding.
i. (ROSS) Resident Opportunity & Self Sufficiency	240,000	Resident Self Sufficiency
<b>2. Prior Year Federal Grants</b>		
a. FSS Family Self Sufficiency – Public Housing	34,500	FSS Family Self Sufficiency
b. (ROSS) Resident Opportunity & Self Sufficiency	66,802	Resident Self Sufficiency
<b>3. Other Income Non Federal Sources</b>		
a. Tenant Rents	1,512,056	Rental to fund operations and maintenance for Public Housing properties
b. Arizona Community Foundation	75,000	Renovation of Public Housing units at Coffelt-Lamoreaux Homes.
c. Gila River Indian Community	190,000	Additional units for Clare Feldstadt Homes
d. Restricted Net Assets from Sales Proceeds	1,105,855	RAD conversions
e. Public Housing Reserves	1,000,000	RAD conversions
<b>Total Resources</b>	<b>21,767,051</b>	

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### 3. Rent Determination

There are no changes to the Housing Choice Voucher Program procedures from the previous plan.

**Phase-in of Tenant Rent Increases in the RAD Conversion.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of the conversion, the rent increase will be phased in over 3 years, which a PHA may extend to 5 years. To implement this provision, HUD is waiving Section 3(a) (1) of the Act, as well as 24 CFR 880.201 (definition "total tenant payment") and 983.353(b) (1), to the limited extent necessary to allow for the phase-in of tenant rent increases.

**Resident Participating and Funding under a RAD Conversion.** Residents of covered projects converting assistance to PBRAs through RAD, will have the right to establish and operate a resident organization in accordance with 24 CFR Part 245 (Tenant Participation in Multifamily Housing Projects). Tenants of a multifamily housing project covered under 24 CFR 245.10 have the right to create and operate a tenant organization. Such organization addresses issues related to their living environment, which may include the terms and conditions of their tenancy, as well as activities related to housing and community development. In accordance with Attachment 1B, residents will be eligible for resident participation funding.

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#### 4. Operation and Management

A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

The goal for each HAMC managed property is to:

- Maintain the property in excellent condition
- Keep expenses within the operating budget
- Explore opportunities for revenue growth or expense reduction
- Assess and address capital needs proactively
- Comply with all Federal, State, and local laws and regulations
- Provide excellent customer service to all residents.

Maintenance:

HAMC emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work. By doing so, the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

In order to allow its staff members to perform to the best of their abilities, HAMC recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures. Maintenance personnel attended UPCS training, HVAC trouble-shooting and in-house trainings on our computer systems.

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The work order priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of HAMC are the following:

- Emergency Repairs
- Resident Requests
- Unit Turnover
- Inspections
- Miscellaneous

Emergency repairs are repair needs which threaten the life, health, or safety of a resident and need to be responded to within 24 hours.

Resident requests are very important to HAMC as residents can be the eyes and ears for the staff, informing them of smaller problems before they become larger problems. Providing excellent customer service will improve the living quality for the residents.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit. The Housing Manager has the authority to create special teams for vacancy turnaround or to hire contractors when it is necessary to meet the Authority goals to increase occupancy.

**Inspections:**

HAMC conducts different types of inspections throughout the year. The purpose of inspections is to ensure housing is decent, safe, sanitary, and in good repair for residents by identifying necessary corrections before problems become severe, dangerous or costly. There are basically two types of inspections, annual and on-going.

**Annual inspections** - are completed every year for all apartments. These inspections are often combined with housekeeping inspections and may be done by management, maintenance or both. Deficiencies are corrected either at the time of inspection or through the written work order system.

**On-going inspections**- include preventative maintenance, vacancies, move in and move out inspections, property inspections and any other special inspection.

**Preventative maintenance inspections**- The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventative maintenance program focuses on the major systems that keep the properties operating. These systems include heating and cooling, electrical, life safety and plumbing. Routine inspections of grounds, common areas and other equipment are included.

**Vacancy inspections** -Insures the unit repairs are in compliance to the Uniform Physical Condition Standards set by HUD.

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**Move in inspections** - Conducted by staff members and the new resident. The resident is required to sign the inspection form certifying the condition of the unit at move-in.

**Move out inspections** - Conducted at the time the resident vacates the units. Residents are encouraged to attend this inspection. The move in inspection is compared to the move out inspection in order to assess any damages that can be charged to the vacating tenant.

**Miscellaneous inspections** - Other inspections not categorized above. These can include quality control inspections, HUD inspections, lease enforcement and contract maintenance work completion.

**Pest Control** - HAMC makes every effort to provide a healthy and pest-free environment for its residents and contracts with a licensed extermination companies to perform pest control services. Special attention is paid to cockroaches as this is the most common infestation. Generally, HAMC provides for quarterly pest control. However, special circumstances may occur that may require more frequent treatments. These situations are handled on a case by case basis and may include resident housekeeping training in addition to additional pest control treatments. Bed bugs are treated with equal importance. Eradication entails specific treatments that must be followed closely and with the cooperation of the resident. Residents are also counseled on preventative measures. Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents are given information about the extermination program and housekeeping standards at the time of move-in. All residents are informed at least 48 hours in advance of the treatment. The notification is in writing and includes instructions that describe how to prepare the unit for treatment if necessary.

6.0

**Waiting Lists:** HAMC maintains five site-based waiting lists. The use of site-based wait lists was originally approved by HUD in 1992 due to the size of HAMC's jurisdiction (9,226 square miles) and distance between the public housing developments which can be from 2 miles to 65 miles. The wait list breakdown is as follows:

**Coffelt Lamoreaux Homes**-1510 S. 19<sup>th</sup> Drive, Phoenix.  
Coffelt consists of 1, 2, 3 and 4 bedroom apartments.

**Mesa Area**- properties are located at the following locations  
Clare Feldstadt (Site 1) 710 W. 8<sup>th</sup> Ave, Mesa consisting of all 2 bedrooms  
Clare Feldstadt ( Site 2) E. University consisting of 3 and 4 bedroom units\*  
\*Note: upon reconfiguration of the 4 bedroom units this will change to 1 and 3 bedrooms  
Father Fidelis Kuban in Guadalupe consisting of 1, 2, 3, & 4 bedroom units  
Maricopa Revitalization consisting of 13 Single Family Homes throughout Mesa

**Avondale Area** – Properties are located in the Southwest Valley.  
Madison Heights in Avondale has 1, 2, 3, 4 and 5 bedroom apartments  
Norton Circle in Avondale has 1, 2, 3 and 4 bedroom units  
Rose Terrace Apartments, 525 E. Harrison, 20 one bedroom units for the elderly, handicapped or disabled and 2, 3, 4 and 5 bedroom totaling 20 family units  
Watson Homes, Buckeye has 1, 2, 3 & 4 bedroom units  
John Hollar and Baden Homes in Tolleson: 1, 2, 3 and 4 bedroom units  
West Valley Single family homes – 2, 3 & 4 bedroom houses throughout the Southwest Valley

**Surprise Area** – Consists of properties located in the Northwest Valley.  
Casa Bonita in Surprise consists of 2, 3, and 4 bedroom apartments  
Paradise Homes in Surprise has 1 and 2 bedroom units  
Flora Statler in El Mirage has 1, 2, 3 and 4 bedroom apartments  
Villa Monterosa in El Mirage has 1, 2, 3 and 4 bedroom units  
Northwest Valley Single Family Homes – 3 & 4 bedroom homes located throughout the Northwest Area

**Peoria Area** – All units are located within the City of Peoria.  
Parkview Estates – 10950 N. 87<sup>th</sup> Ave, Peoria consists of one bedroom apartments for the elderly, handicapped or disabled  
John Hammond Homes at 85<sup>th</sup> & Washington consists of 2, 3 and four bedroom units  
Varney Homes on 82<sup>nd</sup> Drive consist of 2 and 3 bedroom units  
Peoria scattered site houses consist of 25 – 3 and 4 bedroom single family homes

**Project Based Vouchers** – HAP agreements are in place at Rose Terrace I for 58 PBVs and Rose Terrace II has 5 PBVs. A HAP agreement is being implemented at Maricopa Revitalization for 22 PBVs. All three of these properties are LIHTC mixed finance. HAMC maintains a separate PBV wait list for the Rose Terrace sites in the west valley. Since Maricopa Revitalization is located in Mesa, an additional east valley PBV wait list may be implemented.

**5. Grievance Procedures**

There are no changes to Housing Choice Voucher Program Grievance procedures from the previous plan. With respect to units converted under the RAD Program, the grievance procedures are expanded in accordance to the RAD Notice referenced and are further detailed in Appendix E.

**6. Designated housing for the elderly and disabled families**

There are changes to neither the Public Housing nor Housing Choice Voucher Program from the previous plans.

**7. Community Service and Self-Sufficiency**

HAMC maintains an FSS program for both HCV and Public Housing programs. Each HAMC office has informational handouts and referrals to help the residents find resources based on their needs. Partnerships with local non-profit agencies and Maricopa County Human Services Department have increased the resources available to our residents. Goal setting is a part of the FSS program requirement. Residents and clients have been able to improve their credit scores, obtain GED certificates, attend college, earn workforce/technology certificates, increase wage based incomes and reduce reliance on welfare assistance.

With respect to units converted under the RAD Program, **Public Housing Family Self-Sufficiency (PH FSS) Program in a RAD Conversion.** Current PH FSS participants at the covered project will continue to be eligible under PH FSS guidelines until the PH FSS grant expires.

Once the property is converted, residents not then enrolled in FSS will not be eligible to participate in the program. The HAMC will be allowed to use any funds already granted for PH FSS coordination salaries until such funds are expended, at which point they are no longer required to include the families in the FSS Program. Participants in converted units will not be counted towards future PH FSS funding once converted.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to count towards the unit count for future public housing ROSS-SC grants nor will its residents be eligible to be served by future public housing ROSS-SC grants.

**8. Safety and Crime Prevention**

Each Public Housing Property Manager has attended Crime Free Multi-Housing training provided by local police agencies. The trainings opened up communications with various municipalities in regards to receiving reports of criminal activities at the public housing sites thus allowing management to act appropriately with the affected households. We encourage all of our on-site staff to attend the crime free type of trainings.

Various police agencies have partnered with different sites in promoting block watch and crime prevention meetings with the residents. Direct e-mails from local enforcement agencies to the property management team has made it possible for them to act quickly to problems.

HAMC has a vehicle registration program whereby households must register their vehicle in order to park on the property. This has beneficial in reducing unwanted elements on the sites.

HAMC contracts with an independent company to perform nationwide criminal background checks on all applicants. Local courts and police agencies are checked in conjunction with tenant lease renewals.

HAMC replaced exterior building light fixtures at one property to improve the lighting and energy efficiency. New locks were installed on all units at one site to improve resident safety. HAMC continues to monitor neighborhood and surrounding area changes that directly affect our properties. Continuation of these property improvements will be carried forward into the upcoming fiscal year.

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**9. Pets**

There are changes to neither the Public Housing nor Housing Choice Voucher Program from the previous plans.

**10. Civil Rights Certification**

The Certification can be found in Appendix A.

**11. Fiscal Year Audit**

Fiscal Year 2013 Audit can be found in Appendix D.

**12. Asset Management**

Asset management was implemented and is on-going at HAMC. Each AMP has its own budget, financial reports, and inventories. These records are assessed individually in regards to staffing, performance and capital needs.

HAMC submitted an application to HUD in December of 2013 to convert their portfolio under the Rental Assistance Demonstration (RAD) Program. The portfolio is made up of the following properties: Clare Feldstadt I & II, Father Fidelis Kuban, J. Hollar Gardens, Baden Homes, Villa Monte Rosa, Flora M. Statler, Casa Bonitas, Paradise Homes, John Hammond Homes, Varney Homes, Park View Estates, Rose Terrace I (40 PH Units), Maricopa Revitalization (13 PH Units) and Scattered Sites. Through the RAD program, the HAMC's portfolio can be substantially rehabilitated and converted from the Public Housing Program to the Project-Based Rental Assistance Program (PBRA) or Project-Based Vouchers (PBV). Applications for Coffelt-Lamoreaux and Madison Heights (including Norton and HM Watson) have been submitted and CHAP Awards have been granted and accepted. Allowable public housing reserves and capital funds will be used as necessary to complete the transition to RAD. Transaction Managers have been assigned, and the HAMC is moving forward with the CHAP milestones and financing plan.

HAMC has recognized the increased demand for one bedroom apartments in the East Valley. The public housing program did not offer any one bedroom units at our Mesa sites although the wait list demand was high. A plan was formulated to convert the 4 bedroom units at Clare Feldstadt Homes on E. University into one bedroom sized apartments. A grant was applied for and received from the Gila River Indian Community to do the conversion along with HAMC replacement housing funds. A contract has been awarded and the re-configuration of the units will begin prior to the end of our fiscal year. HAMC will transfer existing households or issue vouchers to relocate existing households in order to accomplish the reconfiguration of units.

HAMC has been managing a 35 unit tax credit development consisting of 35 single family homes in Mesa. We have public housing subsidy on 13 of the homes. These houses are filled from our East Valley public housing wait list. HAMC will be pursuing additional subsidy through the Project Based Voucher Program on the balance of the units in order to make the rentals more affordable.

AMP 13, Rose Terrace, has 40 units of public housing in this 100 unit mixed finance property. HAMC added 58 units of project based vouchers at the site to complement the public housing subsidy. A second Phase of Rose Terrace called Rose Terrace II consists of 20 LIHTC units. Project Based Vouchers (10 units) were implemented at this site in 2013. HAMC manages both of these entities. A PBV wait list is utilized to fill the PBV vacancies at the sites.

Through the use of our capital fund dollars, HAMC has aggressively improved public housing units by implementing the "green" concept. HAMC is dedicated to promoting energy efficiencies throughout the agency. Through a partnership with Salt River project, CFL bulbs were donated to the residents at Clare Feldstadt Homes in Mesa to reduce energy costs. In addition, HAMC selected an energy performance contractor and is currently working with HUD's energy office for approval to implement utility savings for the public housing residents.

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AMP 7 consists of 45 single family homes throughout the west valley. In AMP 15 there are 25 single family homes located in the City of Peoria. As homes vacate they are undergoing modernization including kitchen and bath improvements, energy efficient heat pumps including the installation of new duct work, insulation and windows. As the economy and housing markets improve, we will review the feasibility of creating a homeownership program for the houses.

Approval was received in 2013 to merge the former City of Peoria Housing units into the HAMC public housing portfolio. The merger created a new AMP 15.

HAMC will study, and if feasible, implement a smoke free property in Peoria. Parkview Estates consists of 45 units for the elderly, handicapped and disabled. This will be the first HAMC property to implement this type of program.

A resident resource center is being implemented at Father Fidelis Kuban (AMP 2) in Guadalupe. The center will be housed in the former head start building and the program will be run by Chicanos Por La Causa Parenting Arizona.

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### **13. Violence Against Women Act (VAWA)**

On September 30, 2013 a letter was sent to all PHAs in regards to President Obama signing into law the Violence Against Women Reauthorization Act of 2013 (VAWA 2013). VAWA 2013 implemented several key changes related to housing protections for victims of domestic violence, dating violence, sexual assault or stalking. HUD published a notice in the Federal Register on August 6, 2013 describing the changes related to housing and the implications to HUD's programs.

VAWA policies in both the HCV Administrative Plan and ACOP have been amended to include these key changes. ACOP draft policy language is included in Section 6.1 of this form. The HCV policy draft can be found in Appendix F.

**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**

**a. HOPE VI or Mixed Finance Modernization or Development.**

Clare Feldstadt II: 6 Units/#AZ009000002

Proposed timeline: June 2014 – December 2014

Additional units will be achieved through reconfiguration of existing larger sized units.

RHF Construction

Coffelt-Lamoreaux: 296 Units/#AZ009000001

Proposed timeline: July 2013 – August 2016

RAD Conversion

Madison Heights: 77 units/#AZ009000005

Proposed timeline: August 2013 – November 2016

RAD Conversion

HM Watson Homes: 20 units/#AZ009000005

Proposed timeline: August 2013 – November 2016

RAD Conversion

Norton Circle: 46 units/#AZ009000005

Proposed timeline: August 2013 – November 2016

RAD Conversion

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**b. Demolition and/or disposition.**

The RAD program will involve the disposition of Coffelt-Lamoreaux to a tax-credit partnership to obtain financing for the development.

Madison Heights, Norton Circle and HM Watson Homes will include a disposition to a tax-credit partnership to obtain financing for the redevelopment. (See below, for unit mix count)

Involuntary displacement for HAMC public housing residents due to public housing disposition, demolition, renovation or substantial modernization may be transferred to another public housing unit or receive Section 8 Housing Choice Voucher preference.

**c. Conversion of Public Housing.**

The proposed units to be converted under the RAD program

Coffelt-Lamoreaux Public Housing

<u>Total Units</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>Type</u>
296	24	147	99	26	Family

Madison Heights

<u>Total Units</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>5 Bed</u>	<u>Type</u>
77	8	24	32	7	6	Family

Norton Circle

<u>Total Units</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>Type</u>
46	18	11	13	4	Family

7.0	<u>HM Watson Homes</u>																									
	<table border="1"> <thead> <tr> <th><u>Total Units</u></th> <th><u>1 Bed</u></th> <th><u>2 Bed</u></th> <th><u>3 Bed</u></th> <th><u>4 Bed</u></th> <th><u>Type</u></th> </tr> </thead> <tbody> <tr> <td>20</td> <td>1</td> <td>7</td> <td>10</td> <td>2</td> <td>Family</td> </tr> </tbody> </table> <p>As part of the RAD conversion there will be no change in the number of units or bedroom distribution at Coffelt. As for the Madison site, there will be an increase in the number of units from 77 units to a total of 143 units (see below for the proposed unit mix). Madison will have a change in the bedroom distribution. The 5-bedroom units will no longer exist, therefore changing the unit mix to the following:</p> <table border="1"> <thead> <tr> <th><u>Total Units</u></th> <th><u>1 Bed</u></th> <th><u>2 Bed</u></th> <th><u>3 Bed</u></th> <th><u>4 Bed</u></th> <th><u>5 Bed</u></th> <th><u>Type</u></th> </tr> </thead> <tbody> <tr> <td>143</td> <td>32</td> <td>47</td> <td>60</td> <td>4</td> <td>0</td> <td>Family</td> </tr> </tbody> </table> <p><b>d. Homeownership.</b> HAMC does not currently have a homeownership program. However, should the economy and housing markets continue to improve, HAMC may evaluate the current stock of single family homes (AMP 7 and AMP 15) for inclusion in a homeownership program.</p> <p><b>e. Project-Based Vouchers.</b> The HAMC will enter into a HAP Agreement with Maricopa Revitalization Partnership for 22 units of project-based vouchers to maintain the affordability of the rental units for low-income households. <b>Additionally, HAMC agreed to accept 30 Housing Choice Vouchers from the City of Tempe for the administration of thirty (30) project based vouchers and related assistance at Apache ASL Trails located at 2428 East Apache Boulevard in Tempe, Arizona, a residential community serving the deaf and hard of hearing community and other persons with disabilities.</b></p>	<u>Total Units</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>Type</u>	20	1	7	10	2	Family	<u>Total Units</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>5 Bed</u>	<u>Type</u>	143	32	47	60	4	0
<u>Total Units</u>	<u>1 Bed</u>	<u>2 Bed</u>	<u>3 Bed</u>	<u>4 Bed</u>	<u>Type</u>																					
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143	32	47	60	4	0	Family																				

8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Appendix B, CFP-501-13 Performance and Evaluation Report (HUD 50075.1) and CFP-501-14 Annual Statement</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See Appendix B HUD Form 50075.2 approved by HUD on 9/27/2013.</p>

**8.3**

**Capital Fund Financing Program (CFFP).**

Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

**Housing Needs.**

The HAMC jurisdiction includes incorporated cities and towns and unincorporated areas across the Valley from Wickenburg to Queen Creek. Maricopa County is and has been at the top of the list in terms of foreclosure activity, and this has wreaked havoc on low-and moderate-income households. About 8% of families and 11.7% of the population are below the poverty line, including 15.4% of those under age 18 and 7.4% of those age 65 or over. Since 2007 the unemployment rate has nearly doubled from 3.3% in January 2007 to today's 6.1%.

According to the Maricopa Urban County 2010-2014 Five Year Consolidated Plan, many Maricopa County residents pay more than 50% of their income on housing and utilities. It is estimated that a total of 11,900 households (7% of all households within the Urban County) are households **earning less than 30% of the median income**. 92% of HAMC public housing applicants and 82% of the Housing Choice Voucher applicants are at or below this income level. The table below describes the type of households facing housing issues at 30% of the median income.

Of the 4,160 renting households...	Of the 7,700 owner households...
<ul style="list-style-type: none"> <li>• 33% are elderly</li> <li>• 26% are small households</li> <li>• 21% are large households</li> <li>• 20% are one-person households</li> </ul>	<ul style="list-style-type: none"> <li>• 60% elderly</li> <li>• 17% are small households</li> <li>• 12% are large households</li> <li>• And 11 % are one-person households</li> </ul>

It is estimated that a total of 10,900 households or 6% of all households in HAMC's jurisdiction are comprised of households **earning between 31 to 50% of the median income** with housing problems of some sort. 6% of HAMC public housing applicants and 12% of the Housing Choice Voucher applicants are at or below 50% of the median area income level. The table below describes the type of households that were facing housing issues at 50% of the median income.

Of the 3,700 renting households...	Of the 7,300 owner households...
<ul style="list-style-type: none"> <li>• 40% are elderly</li> <li>• 27% are small households</li> <li>• 22% are large households</li> <li>• 11% are one-person households</li> </ul>	<ul style="list-style-type: none"> <li>• 53% elderly</li> <li>• 21% are small households</li> <li>• 13% are large households</li> <li>• 13 % are one-person households</li> </ul>

It is estimated that a total of 12,500 households or 7% of all households in HAMC's jurisdiction are comprised of households **earning between 51% to 80% of the median income** with housing problems of some sort. This group makes up only 1% of HAMC's public housing applicants and 6% of Housing Choice Voucher applicants on HAMC's current waitlist. The table below describes the type of households that were facing housing issues at 80% of the median income.

Of the 2,800 renting households...	Of the 10,000 owner households...
<ul style="list-style-type: none"> <li>• 45% are elderly</li> <li>• 24% are small households</li> <li>• 23% are large households</li> <li>• 8% are one-person households</li> </ul>	<ul style="list-style-type: none"> <li>• 39% elderly</li> <li>• 28% are small households</li> <li>• 19% are large households</li> <li>• 14 % are one-person households</li> </ul>

In an era when more than one-third of all American families rent their homes, we face a housing market that does not create nor sustain a sufficient supply of affordable rental homes, especially for low-income households. Despite significant improvements in housing quality in recent decades, much of our rental housing stock is not energy efficient or accessible to people with disabilities, and pockets of severely substandard housing remain. When it comes to strong, safe, and healthy communities, lower cost rental housing is particularly scarce. Many in the community await assistance from HAMC. Current surveys indicate 2,750 families are currently on the HAMC Public Housing waitlist and over 6,000 families on the Housing Choice Voucher waitlist.

The supply offered in Arizona to renters will be affected, according to the Maricopa HOME Consortium 2010-2014 Five-Year Consolidated Plan, and two HUD Section 236 projects anticipated lost. Both projects predominantly accommodated those who had earnings under 30% of the median. Maricopa County specifically accounts for 904 units. These units are located in the following

9.0

cities: Mesa, Phoenix, Buckeye, Avondale, Guadalupe, El Mirage, Tolleson, Surprise and Peoria.

The portfolio is facing a serious and long term shortfall of capital funding to upgrade, rehabilitate and repair properties ranging in age from 23- to 58-years old. Capital funding from HUD has historically been insufficient to cover the maintenance and renovation needed for all the units. Construction costs have increased, and capital funds have decreased which further limits the resources needed for improvements to an aging portfolio.

- An estimated cost to improve the physical condition of the HAMC portfolio is at \$50 million dollars. The HUD Capital Fund has been funded at \$1.2 million annually, but the Capital Fund is anticipated to be reduced by \$200,000 annually for 2012-2013.
- The HUD Capital Fund is currently allocated among projects with the most severe repairs and rehabilitation needs. A portion of the capital fund is used for administrative, operations and maintenance.
- At current funding levels, it will take over 4 decades to raise the capital resources needed to repair and rehabilitate the HAMC portfolio.

The gap between the federal capital resources and needs, coupled with the operating subsidy changes, has put HAMC assets at risk of being obsolete in the next 10 years. What this means for HAMC inventory is a reduction in units that are operational or available for occupancy due to poor condition. This will reduce the number of subsidized units available in Maricopa County, and increase the wait time for households so desperately awaiting subsidized rentals.

The demand and need for subsidized rental units is increasing and will continue to grow. Indication of this need became even more evident when HAMC opened the Housing Choice Voucher (Section 8) waitlist in 2011 and in one week received over 4,000 applications. Again in 2014 HAMC opened its Section 8 waitlist, and over 5,700 applications were received in less than 3 days. However, it was only in 2013 that HAMC was able to offer new vouchers to those who applied in 2009.

HAMC public housing unit inventory has very few one bedroom units, and the largest demand for units is the one bedroom size. The aging baby boomer population is changing HAMC's applicant profile. The HAMC wait list for public housing has 2,000 people with an average wait of 1 year and a longer wait for 1 or 2 bedrooms of 2-3 years. The situation facing HAMC has prompted a comprehensive asset-by-asset evaluation and prioritization of asset repositioning.

The priority of preservation will be the overriding goal of the redevelopment process: to maintain the affordability and subsidy for each site. The goal will be to ensure optimal benefit to the residents, increase density where feasible, improve exterior/interior living conditions for residents, increase energy efficiency and maintain affordability.

**Strategy for Addressing Housing Needs.** Provide a brief 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

Consistent with HAMC’s long-term, multi-faceted strategy to create quality affordable rental housing in the Maricopa County community is documented in its Housing Development Plan and to increase housing options in its Strategic Plan, HAMC strategy to address the jurisdiction’s housing needs include the following:

- HAMC will improve access to its housing programs by improved outreach to its community partners and offering waitlist applications online.
- HAMC will increase density at public housing sites where feasible by adding new units and retrofitting exiting units.
- 26% of all Public Housing applicants are in the near elderly and elderly age range. HAMC may pursue the potential designation of one development to the status of elderly or near elderly housing so as to permit the elderly to have a safe and secure environment in which to live.
- HAMC’s current wait list for public housing indicate the highest demand for one (34%) and two bedrooms (32%), with the second highest for three bedrooms (25%). To address this need, HAMC converted 6 four bedroom Public Housing units into 12 one bedroom sized units due to the high demand for smaller sized apartments. Additional conversions of this type will be implemented as funding becomes available.
- In response to HUD’s goal to end homelessness, a Public Housing wait list preference for the homeless was implemented to provide stable housing for households currently being assisted through various shelter and support organizations. The support agencies are assisting these households in utility hook ups, paying deposits and initial rents. 92% of all public housing applicants are in the 30% median income range.
- HAMC will maintain or increase HCV lease-up rates by reviewing its Payment Standards and establish standards that will enable families to rent throughout the jurisdiction. HAMC will also improve access and its lease up rates by more effectively marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- HAMC will implement a PBV program for 22 single family homes in Mesa in order to provide additional affordable housing opportunities for the extremely low income in the East Valley. The two, three and four bedroom homes are part of Maricopa Revitalization Partnership that currently has 13 units of Public Housing.
- HAMC will administer a project based voucher program at Apache ASL Trails for low income residents who are deaf and hard of hearing and other persons with disabilities.
- HAMC may participate in the State’s initiative called the Bridge Subsidy Program, a housing initiative to expand the supply of Permanent Supportive Housing (PSH) in Arizona for individuals with serious mental illness enrolled in the public behavioral health system.
- HAMC will participate in the 2015 Maricopa County Consolidated Plan development process lead by Crystal & Company to ensure collaboration and coordination with broader community strategies.

9.1

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5- Year Plan.

10.0

Mission or Goal described in 5-year Plan	Statement of the PHAs progress in meeting the mission and goals described
<p>Goal 1: Preserve and where appropriate develop additional affordable housing opportunities for the community.</p>	<p>HAMC has partnered with a national affordable housing developer to increase and revitalize units at various public housing sites owned/operated by the Housing Authority. HAMC has also assumed the role of managing partner at a tax credit property that has allowed us to increase our stock for public housing as well as incorporating project based vouchers. HAMC will administer a project based voucher program at Apache ASL Trails for low income residents who are deaf and hard of hearing and other persons with disabilities. HAMC may participate in the State's initiative called the Bridge Subsidy Program, a housing initiative to expand the supply of Permanent Supportive Housing (PSH) in Arizona for individuals with serious mental illness enrolled in the public behavioral health system.</p>
<p>Goal 2: Redevelop, renew and replace obsolete properties where appropriate with mixed income housing opportunities for the community.</p>	<p>HAMC currently seeks to redevelop two of its older and obsolete public housing sites. The redevelopments will provide additional units to meet the waitlist demands as well as providing housing opportunities for the community as a whole.</p>
<p>Goal 3: Promote and secure services for housing authority residents, participants and applicants.</p>	<p>Maricopa County Human Services Department (MCHSD) has been administering the Public Housing FSS program, and may administer a combined Public Housing and Housing Choice Voucher FSS program. Site office personnel and HCV Housing Specialists would refer clients to them for enrollment.</p> <p>Rose Terrace will be facilitating and collaborating with community partners such as Maricopa County Workforce Connection, Avondale Care 1<sup>st</sup> Resource &amp; Housing Center and the Avondale Community Action office, to provide a variety of services.</p>
<p>Goal 4: Foster a work environment that values and encourages individual and team commitment to housing authority goals.</p>	<p>Use of Performance Management Plans brings consistency to HAMC's performance evaluation process. HAMC has also upgraded all office technology to improve efficiency and overall effectiveness of services administered by the office staff.</p>



10.0	<p>Goal 5: Promote the housing authority's role as a community leader in the development of a sustainable community throughout Maricopa County.</p>	<p>Energy efficient appliances, heat pumps, and conversion to desert landscaping are examples of our commitment to going "Green." Solar electric panels were installed at two HAMC properties through a partnership with APS. HAMC has undertaken an energy performance contract as a means to improve energy savings for the residents and for day to day site expenses.</p>
	<p>Goal 6: Foster the housing authority's partnership with Maricopa County Government, the State of Arizona and cities to provide for the development of regional affordable housing solutions and to further the Housing Authority's Mission</p>	<p>The HAMC is a member of the Arizona Housing Alliance for obtaining resources on housing trends/issues, networking and cultivating partnerships. The Executive Director is a member of the Valley of the Sun Homeless Implementation committee. The committee deals with issues pertaining to homeless families and advises groups on specific projects that serve homeless families in Maricopa County.</p>
<p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The Housing Authority of Maricopa County after submitting its Annual Plan to HUD, may modify, amend or change any policy, rule, regulation or other aspect of its plan. If any modifications, amendments or changes in any policy, rule, regulation or other aspect of the plan are not consistent with the HAMC Mission Statement, its Goals and Objectives, or HUD regulations, then these shall not be deemed significant amendments or modifications to the Annual and 5-Year Plan. If new program activities are required or adopted to reflect changes in HUD regulations or as a result of national or local emergencies, these activities are exempted actions and will not be considered as Substantial Deviation from the 5-Year Plan.</p> <p>The definition of Substantial Deviation/Modification of the PHA Plan is amended to <u>exclude</u> the following items:</p> <ol style="list-style-type: none"> <li>1. Changes to the Capital Fund Budget produced as a result of each approved RAD conversion, regardless of whether the conversion will include use of additional Capital Funds;</li> <li>2. Changes to the construction and rehabilitation plan for each approved RAD conversions; and</li> <li>3. Changes to the financing structure for each approved RAD conversion.</li> </ol>		

## Flat Rent Significant Amendment

The Housing Authority of Maricopa County hereby amends its flat rent policies to comply with statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriations Act.

The Housing Authority of Maricopa County will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utility costs. The new flat rental amount will apply to all new program admissions effective October 1<sup>st</sup>, 2014. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income based rental amount, at the next annual rental option.

The Housing Authority of Maricopa County will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rent rental amount as follows:

1. Multiply the existing flat rental payment by 1:35 and compare that to the update flat rental amount;
2. The Housing Authority will present two rent options to the family as follows:
  - The lower of the product of the calculation and the updated flat rental amount; and
  - The income-based rent amount.

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## Appendix A: Certifications

RESOLUTION 14-019

SIGNIFICANT AMENDMENT AND SUBMISSION OF THE FISCAL YEAR 2014 PUBLIC HOUSING AGENCY ANNUAL PLAN (VERSION 2) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AS REQUIRED BY THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

WHEREAS, the Public Housing Agency Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals; and

WHEREAS, there are two parts to the PHA Plan: the Five-Year Plan, which each PHA submits to HUD once every fifth PHA fiscal year, and the Annual Plan, which is submitted to HUD every year; and,

WHEREAS, the Board of Commissioners of the Housing Authority of Maricopa County is required by the U.S. Department of Housing and Urban Development to certify, by resolution, that the Board approves the submission of the Housing Authority of Maricopa County Fiscal Year 2014 PHA Annual Plan; and

WHEREAS, Fiscal Year 2014 Annual Plan was approved by the Board of Commissioners by Resolution 14-008 on March 26, 2014; and

WHEREAS, due to recent HUD guidance regarding Flat Rents and updates to the Violence Against Women's Act, the Fiscal Year 2014 Annual Plan requires significant amendment.

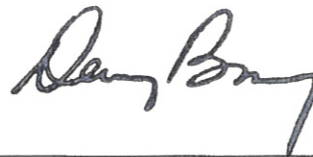
NOW THEREFORE:

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Maricopa County hereby adopts Resolution No. 14-019 and approves the submission of the Housing Authority of Maricopa County Fiscal Year 2014 PHA Annual Plan (Version 2) to the U.S. Department of Housing and Urban Development.

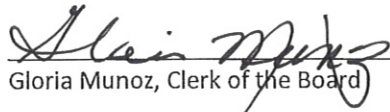
Dated this 10<sup>th</sup> day of September, 2014.

Housing Authority of Maricopa County

ATTEST:



Chairman, Board of Commissioners



Gloria Munoz, Clerk of the Board

Approved As To Form

**Bruce P. White**   
Attorney for Housing Authority



**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 2014, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work 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.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of Maricopa County

A2009

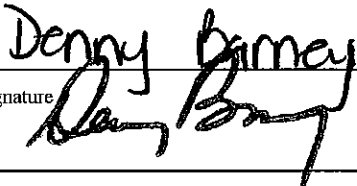
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

Annual PHA Plan for Fiscal Years 20<sup>14</sup> - 20<sup>15</sup>

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title Chairman Board of Commissioners
Signature 	Date March 24, 2014

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

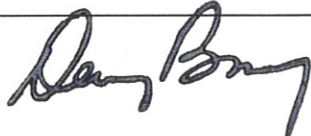
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

HOUSING AUTHORITY OF MARICOPA COUNTY

AZ009

\_\_\_\_\_  
PHA Name\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Denny Barney	Title	Chairman, Board of Commissioners
Signature		Date	3/24/2014



**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Bruce Liggett the Director,  
Maricopa County Human Services Department certify that the Five Year and  
Annual PHA Plan of the Housing Authority of Maricopa County is consistent with the Consolidated Plan of  
Maricopa County prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> HOUSING AUTHORITY OF MARICOPA COUNTY 8910 N 78TH AVENUE PEORIA, AZ 85345  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> US HUD	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>GLORIA MUNOZ</u> Title: <u>EXECUTIVE DIRECTOR</u> Telephone No.: <u>602-744-4542</u> Date: <u>3-3-2014</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity:

Housing Authority of  
Maricopa County (AZ009)

Page

1

of

1

N/A

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

HOUSING AUTHORITY OF MARICOPA COUNTY

Program/Activity Receiving Federal Grant Funding

PUBLIC HOUSING, HOUSING CHOICE VOUCHER, ROSS, PH FSS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

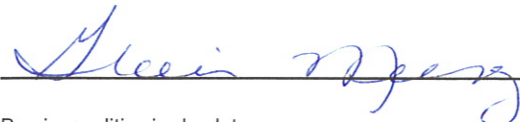
Name of Authorized Official

GLORIA MUNOZ

Title

EXECUTIVE DIRECTOR

Signature



Date (mm/dd/yyyy)

3-03-2014



# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

HOUSING AUTHORITY OF MARICOPA COUNTY

Program/Activity Receiving Federal Grant Funding

PUBLIC HOUSING, HOUSING CHOICE VOUCHER, ROSS, PH FSS

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

8910 N. 78TH AVENUE, PEORIA, AZ 85345 (PH, ROSS, HCV, PHFSS)

1510 S. 19TH DR, PHOENIX, AZ 85009 (PH)

710 W. 8TH AVE, MESA AZ 85210 (PH, ROSS, PHFSS)

1103 N. 6TH ST, AVONDALE AZ 85323 (PH, ROSS, PHFSS)

12976 COTTONWOOD ST, SURPRISE AZ 85378 (PH, ROSS, PHFSS)

10950 N 87TH AVE, PEORIA AZ 85345 (PH, ROSS, PHFSS)

525 E. HARRISON DR, AVONDALE AZ 85323 (PH, HCV, ROSS, PHFSS)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

GLORIA MUNOZ

Title

EXECUTIVE DIRECTOR

Signature

X 

Date

3-03-2014

Appendix B: Capital Fund 50075.1 and 50075.2

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: AZ20P00950113 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2013 FFY of Grant Approval:
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY				
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 1/31/2014	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 1/31/2014	) )	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFF Funds			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	160,000	160,000	160,000
3	1408 Management Improvements	18,500		
4	1410 Administration (may not exceed 10% of line 21)	92,287	92,287	92,287
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	15,000		
8	1440 Site Acquisition			
9	1450 Site Improvement	78,000		
10	1460 Dwelling Structures	369,583		
11	1465.1 Dwelling Equipment—Nonexpendable	40,000		
12	1470 Non-dwelling Structures	1,000		
13	1475 Non-dwelling Equipment	31,000		
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs	2,500		
17	1499 Development Activities <sup>4</sup>	100,000		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: A220P00950113 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2013 FFY of Grant Approval:	
PHA Name: Housing Authority Maricopa County		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 1/31/2014		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Summary by Development Account		Total Estimated Cost	
Line		Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	15,000			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	922,870			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	201,600		252,287	252,287
Signature of Executive Director		Date		Signature of Public Housing Director	
		8-10-2014			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages		Federal FFY of Grant: 2013					
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: A220P00950113 CFFP (Yes/ No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
PHA Wide	Operations	1406		160,000		160,000.00	160,000.00
PHA Wide	Management Improvements	1408		18,500			
PHA Wide	Administration (10 %)	1410		92,287		92,287.00	92,287.00
PHA Wide	Fees & Costs	1430		15,000			
PHA Wide	Fencing, Sidewalks, Streets ,Landscaping, sidewalks	1450		78,000			
PHA Wide	Appliances	1465.1		40,000			
AMP 8	Windows/Insulation- Office	1470	1 Building	1,000			
PHA Wide	Computers, Office Equipment - Maintenance Vehicles	1475		31,000			
PHA Wide	Development	1499		100,000			
PHA	Relocation	1495.1		2,500			
PHA Wide	Contingency	1502		15,000			

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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Part II: Supporting Pages		Federal FFY of Grant: 2013					
PHA Name:		Grant Type and Number					
HOUSING AUTHORITY OF MARICOPA COUNTY		Capital Fund Program Grant No: AZ20P00950113					
		CFFP (Yes/ No):					
		Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
AMP 2	Flooring	1460	10 Units	20,000			
AMP 2 & 15	Duct Work Replacement	1460	10 Units	15,500			
AMP2 & 5	Windows	1460	30 Units	60,000			
AMP 5	Doors	1460	20 Units	35,000			
AMP 15	Windows & screens	1460	2 units	3,500			
AMP 7	Heat Pumps	1460	2 Units	10,600			
AMP 7 & 15	Kitchen, Baths	1460	4 Units	24,000			
AMP 7 & 15	Roofing	1460	6 Houses	22,000			
AMP 7 & 15	Painting	1460	6 Houses	8,700			
AMP 13	Flooring	1460	7 Units	10,000			
Amp 13	Heat pumps	1460	5 Units	25,000			
Amp 14	Flooring	1460	6 Units	12,000			
Amp 14	Painting	1460	12 Units	14,000			
Amp 14 & 15	Heat Pumps / gas packs	1460	12 Units	59,500			
Amp. 14	Windows	1460	6 Units	15,000			
PHA Wide	Doors, Furnaces, Elec., Plumbing, locks, HWH	1460		30,783			
AMP 15	Countertops	1460	14 units	4,000			
	<b>Total</b>	<b>1460</b>		<b>369,583</b>			

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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U.S. Department of Housing and Urban Development  
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Part III: Implementation Schedule for Capital Fund Financing Program						Federal FY of Grant: 2013	
PHA Name: Housing Authority of Maricopa County							
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
PHA Wide Activities	09/08/2015		09/08/2017				
ALL AMPS	09/08/2015		09/08/2017				

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9J of the U.S. Housing Act of 1937, as amended.

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U.S. Department of Housing and Urban Development  
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Part I: Summary		Grant Type and Number Capital Fund Program Grant No: AZ20P00950112 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: <b>HOUSING AUTHORITY OF MARICOPA COUNTY</b>					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 2/28/14		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 2/28/14		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	150,000		150,000.00	150,000.00
3	1408 Management Improvements	35,000		1,479.00	1,479.00
4	1410 Administration (may not exceed 10% of line 21)	94,922		94,922.00	94,922.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000		1,789.06	1,789.06
8	1440 Site Acquisition				
9	1450 Site Improvement	95,000		27,837.52	2,076.27
10	1460 Dwelling Structures	342,806		342,806.00	232,463.68
11	1465.1 Dwelling Equipment—Nonexpendable	30,000		30,000	29,554.23
12	1470 Non-dwelling Structures	11,500		7,810.53	8066.80
13	1475 Non-dwelling Equipment	30,000		2,270.70	923.75
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	5,000		0	0
17	1499 Development Activities <sup>4</sup>	100,000		100,000.00	0

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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U.S. Department of Housing and Urban Development  
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 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: Housing Authority Maricopa County	Grant Type and Number Capital Fund Program Grant No: AZ20P00950112 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 02/28/2013		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
		Revised <sup>2</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)	25,000	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	949,228	758,914.81
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	157,585	
Signature of Executive Director		Signature of Public Housing Director	
		Date	Date
		2-10-2014	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
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Part II: Supporting Pages		Federal FFY of Grant: 2012						
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: AZ20P00950112 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA Wide	Operations	1406		150,000		150,000	150,000.00	Complete
PHA Wide	Staff trainings	1408		35,000		1,479.00	1,479.00	
PHA Wide	Administration (10 %)	1410		94,922		94,922	94,922.00	Complete
PHA Wide	Fees & Costs	1430		30,000		1,789.06	1,789.06	
AMP 1 & 13	Appliances	1465.1		30,000		30,000.00	29,554.23	
PHA Wide	Office design costs	1470		11,500		7,810.53	7,810.53	complete
AMP 13	Key Machine	1475				686.57	686.57	complete
PHA Wide	Vehicle/tools Modernization Manager	1475	1			1327.86	0	
AMP 5	Floor Machine	1475				256.27	256.27	complete
	Total 1475			30,000		2,270.70	942.84	
AMP 5	Development Madison/Norton/Watson	1499		100,000		100,000.00	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		Federal FFY of Grant: 2012					
PHA Name:		Grant Type and Number					
HOUSING AUTHORITY OF MARICOPA COUNTY		Capital Fund Program Grant No: AZ20P00950112					
		CFFP (Yes/ No):					
		Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
AMP 7	SFH block walls	1450				26,161.25	400.00
AMP 7	Sewer line replacement	1450				1431.00	1431.00
AMP 7	Landscape supply	1450				245.27	245.27
	Total 1450			95,000		27,837.52	2,076.27
PHA	Relocation	1495.1		5,000		0	0
PHA Wide	Contingency	1502		25,000		0	0

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



PHA Name:		Grant Type and Number Capital Fund Program Grant No: AZ20P00950112 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 2,13	Flooring	1460	8 Units			25,048.46	17,476.78	
AMP 15	Roof Buildings	1460	3 Bldgs			10,791.00	10,791.00	Complete
AMP 1, 5,8,9,13	Hot water heaters	1460	35 Units			10,398.45	10,398.45	complete
AMP 1	Coolers	1460				12,186.47	12,186.47	complete
AMP 5	Doors/ Locks/keys	1460	74 units			11,446.09	11,446.09	complete
AMP 7	Heat Pumps	1460	3 Units			13,673.50	13,673.50	complete
AMP 7, 15	SFH Remodels	1460	11			141,757.99	105,866.06	In progress
AMP 7, 9	Tubs & surrounds	1460	22			34,403.00	29,203.00	In progress
AMP 7	Painting	1460	6			7,893.78	7,893.78	complete
AMP 7	Attic Insulation & ductwork	1460	6			7,302.35	7,302.35	complete
AMP 7	Rewire SFH	1460	2			3,704.44	3,704.44	complete
AMP 15	HVAC units Parkview	1460	45			61,630.20	0	
AMP 9	Kitchen/bath fixtures	1460	30			2,570.27	2,570.27	complete
	<b>Total 1460</b>					<b>342,806</b>	<b>232,512.19</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2012
PHA Name: Housing Authority of Maricopa County						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
PHA Wide Activities	03/05/2014		03/05/2016			
ALL AMIPS	03/05/2014		03/05/2016			

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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U.S. Department of Housing and Urban Development  
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Part i: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		A220000950111		FFY of Grant: 2011 FFY of Grant Approval:	
PHA Name: HOUSING. AUTHORITY OF MARICOPA COUNTY							
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:1 ) <input type="checkbox"/> Final Performance and Evaluation Report							
Type of Grant	Summary by Development Account		Total Estimated Cost		Total Actual Cost <sup>1</sup>		
Line	Original	Revised <sup>2</sup>	Obligated	Expended			
1							
2	150,000	150,000	150,000.00	150,000.00			
3	35,000	30,831.16	30,831.16	30,831.16			
4	90,000	103,751	103,751.00	103,751.00			
5							
6							
7	30,000	12,404.69	12,404.69	12,404.69			
8							
9	85,000	37,830.34	37,830.34	37,830.34			
10	517,515	319,405.88	318,705.16	265,086.58			
11	30,000	50,000	48,595.50	48,595.50			
12	20,000	300,000	300,000.00	300,000.00			
13	10,000	33,291.93	32,938.48	32,938.48			
14							
15							
16	20,000	0	0	0			
17							

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAS with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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Part I: Summary		Grant Type and Number Capital Fund Program Grant No: AZ2000950111	FFY of Grant: 2011		
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	50,000	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,037,515	1,037,515	1,035,056.33	981,437.75
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities		780.07	780.07	780.07
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs		13,666.41	13,666.41	13,666.41
25	Amount of line 20 Related to Energy Conservation Measures	344,530	70,926.73	70,926.73	70,926.73
Signature of Executive Director		Date		Signature of Public Housing Director	
		2-10-2014			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2011						
PHA Name: HOUSING. AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: AZ20000950111 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA Wide	Operations	1406		150,000	150,000	150,000.00	150,000.00	complete
PHA Wide	Management Improvements- telephones PH employee trainings Total 1408	1408 1408		35,000	35,000	21,561.39 2,946.34	21,563.39 2,946.34	
PHA Wide	Administration	1410		90,000	103,751	103,751.00	103,751.00	Complete
PHA Wide	Fees/Costs/Sign Design/landscape/ada COCC architectural and design costs Total 1430	1430 1430		12,700	12,700	7,350.00 5,350.00	7,350.00 5,350.00	Complete
						12,700.00	12,700.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Federal FFY of Grant: 2011					
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: AZ20000950111					
		CFFP (Yes/No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
AMP 1	Street Lighting	1450				4,407.16	4,407.16
AMP 2, 5, 7	Water & Sewer Line repairs	1450	5			5,197.23	5,197.23
AMP 8	Tree/landscape trim/Removal	1450				11,095.40	11,095.40
AMP 7	Block fence - single family home	1450	1			12,730.55	12,730.55
AMP 5,8,9	Clothesline	1450	3 sites			4,400.00	4,400.00
	<b>Total 1450</b>			<b>85,000</b>	<b>37,830.34</b>	<b>37,830.34</b>	<b>37,830.34</b>
AMP 1,2,5,7	Hot water heaters	1460	20			8,892.25	8,892.25
AMP 2,7,8	Tub/Surrounds	1460	6			8,190.43	8,190.43
AMP 2,5,7,8,9	Faucets/Sinks/med cabinets/commode	1460	90			11,436.09	11,436.09
AMP 2	Mold Remediation + remod materials	1460	1			4,229.90	4,229.90
AMP 5,7,9	Ext. Doors	1460	15			9,665.89	9,665.89
AMP 7, 5	Complete Kitchen/Bath & Upgrades SFH	1460	8			99,519.96	98,230.23
AMP 5,7	Ceiling Replacement	1460	3			4,000.00	4,000.00
AMP 7	Ductwork/ Insulation	1460	4			6,374.50	6,374.50
AMP 7	Window replacement	1460	2			4,724.39	4,724.39
AMP 7	Exterior Painting	1460	5			3,317.76	3,317.76
AMP 7	Door locks/knobs/deadbolts/rekeying	1460				5,094.31	5,094.31
	Continued next page						

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Grant Type and Number			Federal FFY of Grant: 2011			
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Capital Fund Program Grant No: AZ200009501111						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	1460 Continued							
PHA Wide	Interior Vacant unit painting	1460	80			59,036.59	32,299.45	
PHA Wide	Vacant unit cleaning	1460	50			30,000.00	6,944.18	
AMP 7, 9	Water lines/shut offs/replacement/repair		3			1,817.00	1,817.00	
AMP 7, 9	Electrical wiring/sm detect/strobe lites	1460	3			7,396.58	7,396.58	
AMP 7	Siding replacement & stucco install	1460	3			13,877.16	13,877.16	
AMP 5,8,9	Apartment remodel + supplies	1460	2			11,131.32	11,131.32	
AMP 5	Bldg Security lights + installation	1460	45 units			5,662.39	5,662.39	
AMP 5	Interior painting	1460	13			7,750.00	7,000.00	
AMP 7	Windows & stucco SFH	1460	1			11,232.44	11,232.44	
AMP 7	Roof replacement	1460	1			1340.00	1,340.00	
AMP 9	Countertops	1460	3			450.00	450.00	
AMP 2	Flooring	1460	2			3,566.20	1,679.19	
	<b>Total 1460</b>					<b>517,515.00</b>	<b>319,405.88</b>	
							<b>265,086.58</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Federal FFY of Grant: 2011					
PHA Name: HOUSING. AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: AZ20000950111					
		CFFP (Yes/ No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
PHA Wide	Appliances	1465.1		30,000	50,000.00	48,595.50	48,595.50
PHA	Office Building	1470		300,000	300,000.00	300,000.00	300,000.00
AMP 1,5,,7, 8	Maintenance Truck/hitch/tool boxes	1475	2			24,776.18	24,776.18
All AMPs	Maint. Tools and equip	1475				3,473.08	3,473.08
AMP 2	Side-playground equip	1475	1			3,526.96	3,526.96
AMP 8	Office desk	1475	1			808.81	808.81
	<b>Total 1475</b>			<b>10,000</b>	<b>32,938.48</b>	<b>32,585.03</b>	<b>32,585.03</b>
PHA	Relocation	1495		20,000	0	0	0
PHA	Contingency	1502		50,000	0	0	0

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



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Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Wide Activities	07/15/2013		07/15/2015		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1997, as amended.

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Part I: Summary		FFY of Grant: 2013 FFY of Grant Approval:	
PHA Name: Housing Authority Maricopa County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950113 Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014		<input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>	17,549.00	17,549.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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<b>Part I: Summary</b>		FFY of Grant: 2013 FFY of Grant Approval: 2013	
PHA Name: HA Maricopa County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950113 Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/13/2014 <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Type of Grant</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
Line		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 17,549.00	17,549.00
21	Amount of line 20 Related to LBP Activities	0	
22	Amount of line 20 Related to Section 504 Activities	0	
23	Amount of line 20 Related to Security - Soft Costs	0	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	\$	
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>	
<i>[Signature]</i>		<i>[Signature]</i>	
<b>Date</b>		<b>Date</b>	
2-10-2014			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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<b>Part II: Supporting Pages</b>		<b>Federal FFY of Grant: 2013</b>						
PHA Name: Housing Authority Maricopa County		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/No): No Replacement Housing Factor Grant No: AZ20R00950113						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 2	Reconfiguration of 4 bd units into 1 bd	1499	6 units	17,549.00		17,549.00	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					<b>Federal FFY of Grant: 2013</b>
<b>PHA Name: Housing Authority of Maricopa County</b>					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Amp.2	12/31/13	01/27/13	12/31/15		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		Grant Type and Number		FFY of Grant: 2012
PHA Name: Housing authority Maricopa County		Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950112		FFY of Grant Approval:
		Date of CFFP:		
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014	<input type="checkbox"/> Reserve for Disasters/Emergencies	) )	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFFP Funds			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			
3	1408 Management Improvements			
4	1410 Administration (may not exceed 10% of line 21)			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Non-dwelling Structures			
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs			
17	1499 Development Activities <sup>4</sup>	21,710.00	21,710.00	21,710.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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<b>Part I: Summary</b>		FFY of Grant: 2012	
PHA Name: HAMC	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950112 Date of CFFP:	FFY of Grant Approval:	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant		Total Actual Cost <sup>1</sup>	
Line	Summary by Development Account	Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA		Expended
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	21,710.00	21,710.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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Part II: Supporting Pages						
PHA Name: HAMC		Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/No): AZ20R00950112 Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised <sup>1</sup>	
				Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 2	Reconfiguration of 4 bd units into 1bd s			21,710.00	21,710.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



Part III: Implementation Schedule for Capital Fund Financing Program				Federal FFY of Grant: 2012	
PHA Name: HAMC					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 2	2014		2016		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: Housing Authority/Maricopa County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950212 Date of CFFP:	
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014	<input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Actual Cost <sup>1</sup>
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Obligated Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>	63,333.00	63,333.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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<b>Part I: Summary</b>		FFY of Grant: 2012 FFY of Grant Approval: 2012	
PHA Name: HA Maricopa County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950212 Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/13/2014 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 63,333.00	63,333.00
21	Amount of line 20 Related to LBP Activities	0	
22	Amount of line 20 Related to Section 504 Activities	0	
23	Amount of line 20 Related to Security - Soft Costs	0	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	\$	
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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Part II: Supporting Pages		Federal FFY of Grant: 2011						
PHA Name: Housing Authority Maricopa County		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): No Replacement Housing Factor Grant No: AZ20R00950212						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
AMP 2	Reconfiguration of 4 bd units into 1 bd	1499	6 units	63,333.00		63,333.00	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2012
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
Amp.2	03/11/14	01/27/14	05/11/16			

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		FFY of Grant: 2013 FFY of Grant Approval:	
PHA Name: Housing Authority of Maricopa County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950213 Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Total Actual Cost <sup>1</sup> Expended
		Original	Obligated
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>	1,180	1,180,00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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<b>Part I: Summary</b>		FFY of Grant: 2013	
PHA Name: Housing Authority of Maricopa County		FFY of Grant Approval: Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950213 Date of CFFP:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant		Total Estimated Cost	
<input checked="" type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Development Account		Original Revised <sup>2</sup> Total Actual Cost <sup>1</sup>	
Line	Summary by Development Account	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	1,180	1,180.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>											
PHA Name: Housing Authority of Maricopa County				Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/No): Replacement Housing Factor Grant No: AZ20R00950213				Federal FFY of Grant: 2013			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>				
AMP 2	Reconfiguration of 4bd units into 1 bd	1499		1,180		1,180.00					

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



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<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>						<b>Federal FFY of Grant: 2013</b>	
PHA Name: Housing Authority of Maricopa County							
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
AMP 2	09/08/2015	1/31/2014	09/08/2017				

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		FFY of Grant: 2011 FFY of Grant Approval:	
PHA Name: Housing Authority Maricopa County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950111 Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014		<input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>	3,524.00	3,524.00

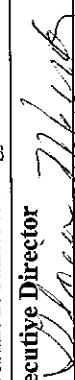
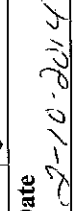
<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

<b>Part I: Summary</b>		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: HA Maricopa County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950111 Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/13/2014 <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost <sup>1</sup></b>
		<b>Original</b>	<b>Obligated</b> <b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 3,524.00	3,524.00
21	Amount of line 20 Related to LBP Activities	0	
22	Amount of line 20 Related to Section 504 Activities	0	
23	Amount of line 20 Related to Security - Soft Costs	0	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	\$	
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>
			2-10-2014

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part II: Supporting Pages</b>									
PHA Name: Housing Authority Maricopa County					Federal FFY of Grant: 2011				
		Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/ No): No Replacement Housing Factor Grant No: AZ20R00950111							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
AMP 2	Reconfiguration of 4 bd units into 1 bd	1499	6 units	3,524.00		3,524.00	0		

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program				Federal FFY of Grant: 2013	
PHA Name: Housing Authority of Maricopa County					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Amp.2	12/31/13	01/27/14	12/31/15		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2011	
PHA Name: Housing Authority Maricopa County		Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZ20R00950211		FFY of Grant Approval:	
Date of CFFP:					
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: 1 )	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/31/2014				<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Obligated	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment---Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>	51,599.00	51,599.00		51,599.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: HA Maricopa County	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: AZZ0R00950211 Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 01/13/2014 <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Type of Grant</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
Line		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 51,599.00	51,599.00
21	Amount of line 20 Related to LBP Activities	0	
22	Amount of line 20 Related to Section 504 Activities	0	
23	Amount of line 20 Related to Security - Soft Costs	0	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	\$	
<b>Signature of Executive/Director</b>		<b>Signature of Public Housing Director</b>	
<i>[Signature]</i>		<i>[Signature]</i>	
<b>Date</b>		<b>Date</b>	
2-16-2014			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages									
PHA Name: Housing Authority Maricopa County			Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/ No): No Replacement Housing Factor Grant No: AZ20R00950211			Federal FFY of Grant: 2011			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
AMP 2	Reconfiguration of 4 bd units into 1 bd	1499	6 units	51,599.00		51,599.00	0		

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup>To be completed for the Performance and Evaluation Report.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program							
PHA Name: <b>Housing Authority of Maricopa County</b>							
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
Amp.2	08/02/13	07/31/13	08/02/15				

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part I: Summary**

PHA Name/Number Housing Authority of Maricopa County AZ20P00950113		Locality (City/County & State) Phoenix, Maricopa, Arizona			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
Development Number and Name	Work Statement for Year 1 FFY 2013	Work Statement for Year 2 FFY 2014	Work Statement for Year 3 FFY 2015	Work Statement for Year 4 FFY 2016	Work Statement for Year 5 FFY 2017	
B. Physical Improvements Subtotal	Approved Statement	564,493	564,493	564,493	564,493	564,493
C. Management Improvements		21,500	21,500	21,500	21,500	21,500
D. PHA-Wide Non-dwelling Structures and Equipment		31,000	31,000	31,000	31,000	31,000
E. Administration		102,721	102,721	102,721	102,721	102,721
F. Other		17,500	17,500	17,500	17,500	17,500
G. Operations		190,000	190,000	190,000	190,000	190,000
H. Demolition						
I. Development		100,000	100,000	100,000	100,000	100,000
J. Capital Fund Financing ... Debt Service						
K. Total CFP Funds		1,027,214	1,027,214	1,027,214	1,027,214	1,027,214
L. Total Non-CFP Funds						
M. Grand Total		1,027,214	1,027,214	1,027,214	1,027,214	1,027,214

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Part I: Summary (Continuation)

PHA Name/Number Housing Authority of Maricopa County- AZ20P00950113	Locality (City/county & State) Phoenix/Maricopa/Arizona	Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: <input type="checkbox"/>		
		Work Statement for Year 1 FFY __2013__	Work Statement for Year 2 FFY __2014__	Work Statement for Year 3 FFY __2015__
		Annual Statement		
PHA Wide Activities		175,493	151,143	125,723
AMP 1 Coffelt		25,000	15,000	10,000
AMP 2 Clare Feldstadt/Father Fidelis		82,000	110,000	140,000
Amp. 5 Norton/Madison/Baden/John Hollar/HM Watson		42,000	50,000	50,000
Amp. 7 Scattered site homes- West Valley		23,000	14,000	28,000
Amp. 8 Casa Bonitas/Paradise/Villa Monte Rosa/Flora Statler		60,000		45,000
Amp. 9 John Hammond/Varney		50,000	110,000	50,000
Amp. 13 Rose Terrace		37,000	37,000	50,000
Amp. 14 Mesa Scattered Sites		31,000	37,000	17,000
AMP 15 Parkview		39,000	40,350	48,770
Subtotal		564,493	564,493	564,493

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2013	Work Statement for Year 2014		Work Statement for Year 2015		Estimated Cost
	Development Number/Name General Description of Major Work Categories	Quantity	Development Number/Name General Description of Major Work Categories	Quantity	
See Annual Statement	PHA WIDE-"Green Retrofit" inc., landscape, sidewalks, parking, bath, kitchen, plumb. weatherization, appliances & electric upgrades		PHA WIDE-"Green Retrofit" inc., landscape, sidewalks, parking, bath, kitchen, plumb. weatherization, appliances & electric upgrades		151,143
	AMP 1-Coolers/Furnaces	20	AMP 1 Coolers/ Furnaces	20	15,000
	AMP 2 Windows	30	AMP 2 Flooring	10	20,000
	AMP 2 Flooring	10	AMP. 2 Kitchen/Baths	20	90,000
	AMP. 5 Windows	10	AMP 5 Doors	25	50,000
	AMP 5 Doors	10	AMP 7 HVAC/Kitchens.	2	14,000
	AMP 7 HVAC	2	AMP. 9 Doors	30	60,000
	AMP 7 Kitchen/Baths	2	AMP. 9 Roofing	2	50,000
	AMP. 9 Roofing	2	AMP 13 Flooring	10	12,000
	AMP 8 Windows	24	AMP. 13 HAVC	5	25,000
	AMP 13 Flooring	10	AMP. 14 HAVC	4	20,000
	AMP. 13 HVAC	5	AMP. 14 Windows	5	11,000
	AMP. 14 HAVC	4	AMP. 14 Flooring	4	6,000
	AMP. 14 Windows	3	AMP 15 kitchen/bath	3	10,500
	AMP. 14 Flooring/Painting	3	AMP 15 Painting	6	5,000
	AMP 15 Doors	20	AMP 15 Gas Packs	7	23,000
	AMP 15 kitchen/bath	2	AMP 15 Doors	15	1,850
	AMP 15 Painting	6			
	AMP 15 Gas Packs	7			
	Subtotal of Estimated Cost		Subtotal of Estimated Cost		\$ 564,493
	Cost		Subtotal of Estimated Cost		\$ 564,493



Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part III: Supporting Pages – Management Needs Work Statement(s)**

Work Statement for Year 1 FFY 2013	Work Statement for Year 2 FFY 2014	Work Statement for Year 3 FFY 2015
Development Number/Name General Description of Major Work Categories	Development Number/Name General Description of Major Work Categories	Development Number/Name General Description of Major Work Categories
Estimated Cost	Estimated Cost	Estimated Cost
PHAWIDE Training, consulting	PHAWIDE Training, consulting	PHAWIDE Training, consulting
21,500	21,500	21,500
Salaries, travel, memberships, legal	Salaries, travel, memberships, legal	Salaries, travel, memberships, legal
102,721	102,721	102,721
Office equip, maint. Equip and maint vehicles	Office equip, maint. Equip and maint vehicles	Office equip, maint. Equip and maint vehicles
31,000	31,000	31,000
Operations	Operations	Operations
190,000	190,000	190,000
Development	Development	Development
100,000	100,000	100,000
Other: Relocation, contingency	Other: Relocation, contingency	Other: Relocation, contingency
17,500	17,500	17,500
Subtotal of Estimated Cost	Subtotal of Estimated Cost	Subtotal of Estimated Cost
\$ 462,721	\$ 462,721	\$ 462,721



**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name/Number Housing Authority of Maricopa County AZ20P00950114		Locality (City/County & State) Phoenix, Maricopa, Arizona		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No: 1
Development Number and Name	Work Statement for Year 1 FFY 2014	Work Statement for Year 3 FFY 2015	Work Statement for Year 4 FFY 2016	Work Statement for Year 5 FFY 2017	Work Statement for Year 5 FFY 2018
A.					
B.	Physical Improvements Subtotal	301,900	301,900	301,900	301,900
C.	Management Improvements	2,000	2,000	2,000	2,000
D.	PHA-Wide Non-dwelling Structures and Equipment	5,000	5,000	5,000	5,000
E.	Administration	42,100	42,100	42,100	42,100
F.	Other	5,000	5,000	5,000	5,000
G.	Operations	50,000	50,000	50,000	50,000
H.	Demolition				
I.	Development	15,000	15,000	15,000	15,000
J.	Capital Fund Financing – Debt Service				
K.	Total CFP Funds	421,000	421,000	421,000	421,000
L.	Total Non-CFP Funds				
M.	Grand Total	421,000	421,000	421,000	421,000



Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Part I: Summary (Continuation)

PHA Name/Number Housing Authority of Maricopa County- AZ20P00950113		Locality (City/county & State) Phoenix/Maricopa/Arizona					<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY __2014__	Work Statement for Year 3 FFY __2015__	Work Statement for Year 4 FFY __2016__	Work Statement for Year 5 FFY __2017__	Work Statement for Year 5 FFY __2018__		
		Approved Statement						
	PHA Wide Activities		70,900	64,900	91,900	90,400		
	AMP 2 Clare Feldstadt/Father Fidelis		32,000	55,000	50,000	27,500		
	AMP 5 Baden/Hollar		10,000	10,000	17,500	35,000		
	Amp. 7 Scattered site homes-West Valley		43,000	14,000	14,000			
	Amp. 8 Casa Bonitas/Paradise/Villa Monte Rosa/Flora Statler		25,000	25,000	30,000	15,000		
	Amp. 9 John Hammond/Varney		50,000	70,000	50,000	66,000		
	Amp. 13 Rose Terrace		25,000	26,000	20,000	50,000		
	Amp. 14 Mesa Scattered Sites		31,000	29,500	8,500	8,500		
	AMP 15 Parkview		15,000	7,500	20,000	9,500		
	Subtotal		301,900	301,900	301,900	301,900		





**Part III: Supporting Pages – Management Needs Work Statement(s)**

Work Statement for Year 1 FFY 2014	Work Statement for Year 2 FFY 2015	Work Statement for Year 3 FFY 2016	
Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
PHAWIDE Training, consulting	2,000	PHAWIDE Training, consulting	2,000
Administrative	42,100	Administrative	42,100
Office equip, maint. Equip	5,000	Office equip, maint. Equip	5,000
Operations	50,000	Operations	50,000
Development	15,000	Development	15,000
Other: Relocation, contingency	5,000	Other: Relocation, contingency	5,000
Subtotal of Estimated Cost	\$ 119,100	Subtotal of Estimated Cost	\$ 119,100



## Appendix C: Resident Advisory Board and Public Comments

## **2014 PHA Annual Plan Revision Resident Meetings**

HAMC facilitated local area meetings to address the required US Department of Housing and Urban Development mandate that the PH Authority providing opportunity for Public Housing Residents to review and give their input to the PH Authority (HAMC), concerning the agency plan.

HAMC facilitated the Annual Plan process which included:

- ◆ Formal meetings with staff and residents to discuss the changes to the Public Housing Admissions and Continued Occupancy Plan that required an update to our annual agency plan.
- ◆ The calculation of the flat rents and proposed flat rents for each site was available for resident review.
- ◆ VAWA updates including the addition of sexual assault.

Meeting Notices and Community Meeting Schedules were distributed and posted at the local public housing properties. Although agenda content was common for all meetings, dialogue and feedback from residents was specific and distinct for each community.

Staff who attended the meeting provided responses and information to questions from residents. The local Property Manager served as the meeting facilitator and recorder.

### **General Overview:**

Tenants attending the meetings represented a cross section of demographics from the communities. All meetings required Spanish /English translation support. There were no concerns expressed with the changes to the flat rents as those attending felt it would not impact them due to their limited income sources. The addition of the sexual assault to the Violence Against Women Act was well received and several women stated it was a very good change. No other concerns were voiced other than typical maintenance repair requests.

## 2014 Annual Agency Plan Resident Meetings

HAMC facilitated local area meetings to address the required US Department of Housing and Urban Development mandate that the PH Authority coordinate an annual process, providing opportunity for Public Housing Residents to review and give their input to the PH Authority (HAMC), concerning the agency plan.

HAMC facilitated the Annual Plan process which included:

- ◆ Formal meetings with staff and residents to discuss community accomplishments, current issues, and to solicit ideas and solutions for their local communities as part of the Annual Plan Input process.
- ◆ Discuss HAMC services and improvements completed within the past year.
- ◆ Discuss and solicit input on progress made toward the accomplishment of previous year recommendations and actions requested by the residents.
- ◆ Solicit input on new perspectives and suggestions from resident participants on future actions and improvements desired for their community.
- ◆ Review and provide for an opportunity for discussion on proposed changes to the Admissions and Continued Occupancy Policy for Public Housing.

Meeting Notices and Community Meeting Schedules were distributed and posted at the local public housing properties. Although agenda content was common for all meetings, dialogue and feedback from residents was specific and distinct for each community and individualized local input was able to be gathered and assessed.

Staff who attended the meeting provided responses and information to questions from residents. The local Property Manager served as the meeting facilitator and recorder.

Some residents provided feedback to the PH Manager directly due to their inability to attend the meeting.

### **General Overview:**

Tenants attending the meetings represented a cross section of demographics from the communities. All meetings required Spanish /English translation support. There were no issues expressed as critical or of extreme need, although across all sites, residents had suggestions for improving the physical site as well as adding more amenities to the apartments such as, dishwashers, garbage disposals , ice makers, ceiling fans and carports. These items have been suggested in the past.

Changes to the ACOP only generated a couple of questions regarding the change of payment to the utility provider and how that would work. This was explained and questions answered with no further comment nor concerns from the residents.

Questions arose about the conversion of the Public Housing units to project based rental assistance. Residents were assured that it is a long process but as information is received, additional meetings would be held to keep them informed. Other common issues included routine maintenance services. These issues were resolved by issuing routine work orders.

### **Suggestions for improvements from the Communities included:**

Improve landscaping, new doors, upgraded bathrooms and kitchens, dryer hook ups (at the locations that do not have them), new flooring, improved light fixtures, police night patrol or security guards, gated entries, more solar electric to save on utilities, improved animal control due to stray animals, and more visitor parking.



## Appendix D: Financial Audit

**HOUSING AUTHORITY OF MARICOPA COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2013**

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Our discussion and analysis of the Housing Authority of Maricopa County's financial performance provides an overview of the Authority's financial activities for the fiscal year ended June 30, 2013. Please review it in conjunction with the Authority's basic financial statements, which begin on page 6.

**FINANCIAL HIGHLIGHTS**

- The Authority's government-wide financial statements of the primary government reflect a current ratio, adjusted to remove restricted assets, of 3.77, which is a slight decrease from the prior year. Current ratio measures entities liquidity and is computed by dividing current assets by current liabilities. A ratio of less than one generally constitutes a poor performing entity as assets are not available to pay liabilities. The Authority's ratio suggests that the entity is in strong financial condition as assets are available to satisfy future liabilities.
- The current year annual report includes three component units of the Authority to better illustrate the reporting entity as a whole. Maricopa Revitalization Partnership LLC which consists of 35 rental houses in Mesa, Arizona, and Rose Terrace Development Partnership LLC which consists of a 100 unit apartment complex in Avondale, Arizona, were included in the FY 2012 annual report. Rose Terrace Development Partnership Phase II, LLC which consist of a 20 unit apartment complex in Avondale, Arizona, is also included in the presentation of the discretely presented component units in the FY 2013 annual report since the management of the units and the financial burden of covering the operating deficit has been transferred to the Authority. The units in the three tax credit partnerships are made available for rent to individuals and families of low and moderate income. The Authority is reporting a long-term notes receivable from Maricopa Revitalization of \$2,065,000 which is due and payable on May 31, 2019 and a notes receivable of \$3,000,000 from Rose Terrace Development Partnership, LLC which is due and payable on December 14, 2051.
- The Authority's change in net position increased by \$1,981,436 which is predominantly due to the consolidation of the City of Peoria's Public Housing Program with the Authority's existing program. As a result of this consolidation, a total of 70 public housing units with the net book value of \$1,628,634 along with cash totaling \$468,216 were transferred to HAMC during FY 13.
- Housing Choice Voucher receives funds based on a HUD calculation of estimated need. HUD funding for HAP expenditures is restricted until spent. As of June 30, 2013, the total HAP funding in excess of expenditures was \$1,095,911. At June 30, 2013, the Authority did not have the cash available to repay or utilize these funds for their restricted purpose. The total cash deficiency was \$321,046. Based on the current trend of restricted net position usage, Housing Choice Voucher would require these funds in the immediate future.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of a series of financial statements and required supplemental information. The Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows on pages 6-9 provide information about the activities of the Authority as a whole and present a longer-term view of the Authority's finances. Supplemental financial information by Program starts on page 22. The supplemental information details how these services were financed in the short term as well as what remains for future spending. Program financial schedules also report the Authority's operations in more detail than the government-wide statements by providing information about the Authority by program.

**HOUSING AUTHORITY OF MARICOPA COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

**The Statement of Net Position and Statement of Changes in Net Position**

The Statement of Net Position and Statement of Changes in Net Position provide information about the Authority as a whole and about its activities. These statements include all assets and liabilities using the accrual basis of accounting that is used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Authority's net position and changes in them. The difference between assets and liabilities or net position is one way to measure the Authority's financial health. Overtime, increases or decreases in the net position are one indicator of whether its financial position is improving or deteriorating.

The higher the net position figure is, generally, the better the financial position. However, this information does not reflect ongoing fluctuations in the economic climate, regulatory changes, or other external forces that impact an entity's financial position, but which may not be quantifiable as of the financial statement date.

The Authority's total Net Position was \$29,986,525 at June 30, 2013.

**Table 1  
Statement of Net Position (In millions)**

	Total		Total Change
	<u>2013</u>	<u>2012</u>	
Cash and Cash Equivalents	\$ 4.59	\$ 4.45	\$ 0.14
Other Current Assets	1.37	0.58	0.79
Noncurrent Assets	<u>25.26</u>	<u>23.79</u>	<u>1.47</u>
Total Assets	<u>\$ 31.22</u>	<u>\$ 28.82</u>	<u>\$ 2.40</u>
Current Liabilities	\$ 0.97	\$ 0.54	\$ 0.43
Long Term Obligations	0.26	0.28	(0.02)
Total Liabilities	<u>\$ 1.23</u>	<u>\$ 0.82</u>	<u>\$ 0.41</u>
Invested in Capital Assets, Net of Related Debt	\$ 20.20	\$ 18.72	\$ 1.48
Restricted	2.20	1.54	0.66
Unrestricted	<u>7.59</u>	<u>7.74</u>	<u>(0.15)</u>
Total Net Position	<u>\$ 29.99</u>	<u>\$ 28.00</u>	<u>\$ 1.99</u>

The increase in Noncurrent Assets and Invested in Capital Assets, Net of Related Debt is primarily due to the consolidation of the City of Peoria and the Authority's Public Housing Programs, whereby, a total of \$1.63 million in capital assets and \$.47 million in cash was transferred to HAMC during FY 2013.

All other increases and/or decreases result from the normal course of business.

**HOUSING AUTHORITY OF MARICOPA COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONT'D)**

The increase in Net Position of \$1.99 million is explained in more detail on Table 2.

Table 2 compares the 2013 change in Net Position to the 2012 change in Net Position.

**Table 2  
Changes in Net Position (In millions)**

	Total		Total Change
	<u>2013</u>	<u>2012</u>	
Program Revenues:			
Rental Income	\$ 1.39	\$ 1.41	\$ (0.02)
Operating Grants	17.43	16.13	1.30
Capital Grants Received	1.08	0.64	0.44
Transfers Primary Gov't	0.03	-0-	0.03
Gov't Combinations	2.11	-0-	2.11
Other Revenue	4.78	4.33	0.45
Total Revenues	26.82	22.51	4.31
Program Expenses:			
Admin	2.65	2.89	(0.24)
Tenant Services	0.20	0.09	0.11
Utilities	1.00	0.93	0.07
Maint & Operating	1.71	1.61	0.10
General & Insurance	0.79	0.61	0.18
HAP Payment	17.07	17.65	(0.58)
Depreciation	1.41	1.46	(0.05)
Total Expenses	24.83	25.24	(0.41)
Change in Net Position	<u>\$ 1.99</u>	<u>\$ (2.73)</u>	<u>\$ 4.72</u>

The increase in Total Revenue of \$4.31 million is primarily due to the consolidation of the City of Peoria's Public Housing Program totaling \$2.11 million, in addition, to an increase of \$1.18 million of HCV funds and capital grant funds received from HUD. The Authority receives HCV funds based on a HUD calculation of estimated need while capital grants are reimbursable grants and the funds are received at the time they are expended. The increase in Other Revenue is due to an increase in HAP payments received from other PHAs related to Portability-In payments.

All other increases and/or decreases result from the normal course of business.

**HOUSING AUTHORITY OF MARICOPA COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2013, the Authority had \$20.20 million invested in a broad range of capital assets, including land, buildings, furniture and equipment.

Table 3  
Capital Assets

	<u>Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending</u>
Nondepreciable Assets:				
Land	\$ 4,116,695	\$ 410,350	\$ -0-	\$ 4,527,045
Depreciable Assets:				
Buildings & Improvements	46,130,972	4,341,077		50,472,049
Equipment	758,485	242,579	(130,686)	870,378
	<u>51,006,152</u>	<u>4,994,006</u>	<u>(130,686)</u>	<u>55,869,472</u>
Accumulated Depreciation	<u>(32,281,818)</u>	(3,501,697)	(111,521)	<u>(35,671,993)</u>
Net Book Value	<u>\$ 18,724,334</u>			<u>\$ 20,197,479</u>

Effective April 1, 2013, 70 Public Housing units were transferred to the Housing Authority of Maricopa County (HAMC) including \$3.38 million in Building and Improvements and \$.41 million in Land.

In the prior year, HAMC purchased a building for the Central Office and Housing Assistance Program and in FY 2013 \$.42 million of Capital Fund Program (CFP) grant funds were utilized in capital improvements for the building. Additional capital expenditures include new roofing, flooring, and various other improvements.

Additional equipment includes new appliances and five new vehicles. The \$130,686 in dispositions is related to the disposal of vehicles in the Public Housing programs.

**Long-term Debt**

The Authority continues to operate with little to no long-term debt. The sole external debt represents the discretely presented component units' (Rose Terrace and Rose Terrace Phase II) mortgage, with a remaining balance of \$2,638,260.

**HOUSING AUTHORITY OF MARICOPA COUNTY  
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS**

Significant economic factors affecting the Authority are as follows:

- Uncertainty in future HUD HCV Funding due to current economic conditions. The current admin fee proration is down to 69% of the HUD established fees.
- Increase in Pension and Health Insurance costs.
- Significant increase in repairs and maintenance costs due to aging facilities.
- HAMC applied for the HUD Rental Assistance Demonstration (RAD) program to convert Coffelt-Lamoreaux and Madison/Norton/Watson homes to Section 8 HAP contracts. The RAD program will provide HAMC an opportunity to mix finance the projects with private debt and tax credits.
- HAMC has executed an Energy Performance Contract (EPC) with Honeywell International to retrofit public housing units to improve energy efficiencies. The EPC is pending HUD approval.
- The Housing Authority spent 2012 focused in its accountability and responsiveness to the HUD 2010 Management and Financial Review Corrective Action Plan, and as a result, significantly improved the organization's health and operations. All corrective actions have been addressed with the Repayment Plan being the only remaining open issue.

**CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Mary Driessen, Finance Manager at 8910 N. 78th Ave., Peoria, AZ 85345.

**THE HOUSING AUTHORITY OF MARICOPA COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2013**

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**I. Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: **Unmodified**

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_   X   Yes \_\_\_\_\_ None Reported

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes   X   No

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_   X   Yes \_\_\_\_\_ None reported

Type of auditor's report issued on compliance for major programs: **Qualified**

- Any audit finding disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? \_\_\_\_\_ Yes   X   No

Identification of major programs tested:

CFDA#	Program Name
14.850	Low Rent Public Housing
14.871	Housing Choice Vouchers
14.872	Public Housing Capital Fund Program

Dollar threshold used to distinguish between type A and type B programs: \$ 555,282

Auditee qualified as low-risk auditee \_\_\_\_\_ Yes   X   No

**THE HOUSING AUTHORITY OF MARICOPA COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**II. Findings Related to the Financial Statement Audit as Required to be Reported in Accordance with Generally Accepted Government Auditing Standards**

**SIGNIFICANT DEFICIENCY**

**2013-001 General Ledger Maintenance**

<b>Condition:</b>	Financial information relating to operating activities such as inter-program transactions, portability balances and other asset and liability accounts were not analyzed on a periodic basis.
<b>Criteria:</b>	Adequate internal controls require periodic reconciliation of general ledger activity to ensure accurate financial reporting.
<b>Cause:</b>	Employee turnover, complex spreadsheet allocations and month end recording procedures.
<b>Effect or Potential Effect:</b>	Yearend adjustments were needed. Potential effect on interim financial reporting.
<b>Recommendation:</b>	We recommend that financial activity for all balance sheet accounts be reconciled on a periodic basis to ensure accurate timely financial reporting. In addition, the Authority should consider streamlining data entry procedures to more effectively assist in the reconciliation process.
<b>Views of Responsible Officials:</b>	HAMC concurs with the finding and corrective action has been taken as detailed in the Corrective Action Plan.

**SIGNIFICANT DEFICIENCY**

**2013-002 Fixed Asset Recording**

<b>Condition:</b>	Capital assets were initially recorded monthly based on capital grant expenditures rather than at the completion of each capital project. This was corrected, but in effect, all capital expenditures were recorded at the end of the fiscal year.
<b>Criteria:</b>	Assets are to be capitalized in accordance with generally accepted accounting principles to facilitate accurate financial accounting.
<b>Cause:</b>	The status of capital projects was not considered when capitalizing capital grant expenditures.
<b>Effect or Potential Effect:</b>	Yearend closing entries were needed to accurately report capital expenditures. Potentially effecting interim financial reporting.



**THE HOUSING AUTHORITY OF MARICOPA COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**II. Findings Related to the Financial Statement Audit as Required to be Reported in Accordance with Generally Accepted Government Auditing Standards (Cont'd)**

**2013-002 Fixed Asset Recording(Cont'd)**

**Recommendation:** We recommend that the capitalization of capital expenditures be recorded on a periodic basis to the appropriate general ledger accounts and on the depreciation schedule as projects are completed throughout the year. Assets should be capitalized in accordance with the Authority's capitalization policy and be maintained in sufficient detail in order to identify the capital assets maintained by the Authority.

**Views of Responsible Officials:** HAMC concurs with the finding and corrective action has been taken as detailed in the Corrective Action Plan.

**III. Findings and Questioned Costs for Federal Awards**

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**MATERIAL NONCOMPLIANCE AND SIGNIFICANT DEFICIENCY**

**2013-003 Eligibility  
Housing Choice Vouchers – CFDA#14.871**

**Condition:** The Authority did not recertify participants in a timely basis. In addition, some participant files were incomplete as some information required to document the recertification process was not consistently retained and/or organized within each participant's file.

**Criteria:** HUD regulations require PHAs reexamine family income using third-party documentation at least once every 12 months.

**Cause** Employee turnover related to HCV program staff created temporary staffing shortages.

**Effect or Potential Effect:** Potential overpayment of HAP due to incorrect and/or untimely income calculations.

**Recommendation:** We recommend that the Authority adhere to resident file Quality Control review procedures to monitor and evaluate HCV staff performance and ensure compliance with HUD regulations.

**Views of Responsible Officials:** HAMC concurs with the finding and corrective action is in progress as detailed in the Corrective Action Plan.

**THE HOUSING AUTHORITY OF MARICOPA COUNTY  
SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2013**

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**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**2012-1 Reporting  
Housing Choice Vouchers – CFDA#14.871**

**Condition:** The Housing Choice Voucher (HCV) Annual Contributions and Operating Statement (HUD-52681-B) submitted to HUD via VMS was materially different than the Authority's financial records.

**Recommendation:** We recommend the Authority modify VMS procedures to provide adequate oversight of monthly submissions. We recommend the Authority utilize reports directly generated from the accounting software to prepare VMS submissions.

**Status** Corrective action taken.

**2012-2 Cost Reasonableness Questioned Costs     \$     84,240  
Public Housing – CFDA#14.850**

**Condition:** The Authority's indirect cost charged to the Public Housing Projects did not adhere to the Safe Harbor rates established by HUD.

**Recommendation:** We recommend the Authority establish a plan to reduce indirect costs charged to Public Housing or increase managed unit portfolio, and increase unit occupancy rates to ensure compliance with HUD regulations. In addition, the Authority should consider adopting the Fee for Service Approach for the treatment of overhead costs, which includes establishing a Central Office Cost Center.

**Status** Corrective action taken.

**2011-1 Activities Allowed and Unallowed  
Housing Choice Vouchers – CFDA#14.871**

**Condition:** The Housing Choice Voucher (HCV) program has accumulated \$2,973,256 more in HUD funding than was expended for Housing Assistance Payments (HAP). However, the available cash balance as of June 30, 2011 was \$2,513,093.

**Recommendation:** We recommend that an immediate plan be put in place to recover all deficient funding and that all future Housing Choice Voucher funds be retained in the program as required by HUD.

**Status:** Corrective action in progress. Improvement in Portability-In collections has reduced the cash deficiency to \$346,780 as of June 30, 2013.

**Views of Responsible Officials:** HAMC concurs with the finding and corrective action is in progress as detailed in the Corrective Action Plan.

**THE HOUSING AUTHORITY OF MARICOPA COUNTY  
SCHEDULE OF PRIOR AUDIT FINDINGS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2013**

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**2011-4 Public Housing – CFDA#14.850  
Cost Reasonableness**

**Condition:** The Authority's indirect cost charged to the Public Housing Projects did not adhere to the Safe Harbor rates established by HUD.

**Recommendation:** We recommend the Authority establish a plan to reduce indirect costs charged to Public Housing or increase managed unit portfolio, and increase unit occupancy rates to ensure compliance with HUD regulations. In addition, the Authority should consider adopting the Fee for Service Approach for the treatment of overhead costs, which includes establishing a Central Office Cost Center.

**Status:** Corrective action taken.

**2010-01 – HUD Management and Financial Review  
Public Housing – CFDA#14.850a  
Section 8 Housing Choice Voucher Program – CFDA#14.871  
Capital Fund Program – CFDA#14.872  
Community Development Block Grant – CFDA#14.218**

**Condition:** The prior audit findings listed, in detail, the findings of the HUD management review which included 30 findings relating to the management of HUD programs.

**Recommendation:** HUD's Review Report recommended corrective actions for the Review Findings which included a transfer of Section 8 Housing Voucher Program Administrative Equity to Housing Assistance Payments Equity of \$69,803; a repayment of federal programs, from non-federal funds, in the amount of \$181,406; a reclassification of salaries and benefits from the Capital Fund Program of \$41,133; the creation and revision of Authority policy and procedures; and staff training. We recommend the Authority continue to work with HUD to finalize Correction Action Plan.

**Status:** Corrective Action in progress. The Authority has presented a repayment agreement to close the remaining findings.

## Appendix E: Rental Assistance Demonstration

**Chapter 18**  
**RENTAL ASSISTANCE DEMONSTRATION**

**INTRODUCTION:**

The Rental Assistance Demonstration (RAD) implemented by HUD, allows projects funded under the public housing program to convert their assistance to long-term, project-based rental assistance contracts. Under this component of RAD, public housing agencies may choose between two forms of Section 8 Housing Assistance Payment (HAP) contracts: Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV). HAMC's strategic plan is to convert its existing public housing stock to HAP contracts.

The purpose of this chapter is to outline the HUD requirements and protections of the existing public housing tenants in a project being converted to PBRA or PBV and the existing applicants on the wait list. HAMC also recognizes that further policy updates may be forthcoming as the RAD program progresses and any such changes and/or clarifications will be implemented as needed.

**18.A WAITLIST**

1. In establishing the waiting list for the converted project, the PHA shall utilize the project-specific waiting list that existed at the time of conversion.
2. If a project – specific wait list does not exist for the project, HAMC will establish a wait list in accordance with 24 CFR 903.7(b)(2)(ii)-(iv) to ensure that applicants on the public housing area based wait list have been offered placement on the converted project's initial waiting list. For the purpose of establishing the initial waiting list, HAMC has the discretion to determine the most appropriate means of informing applicants on the wait list given the number of applicants, PHA resources, and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to the policies for waiting list management, including the obligation to affirmatively further fair housing. Existing public housing applicants who wish to be placed on the newly established project based wait list will be placed according to their original date and time of application.
3. After the initial project wait list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24CFR 983.251(c).

**18.B. ELIGIBILITY**

**1. No Rescreening of Tenants upon Conversion**

- a. All in-place tenants at the time of conversion are eligible to remain in the unit and receive assistance according to the rent formula and/or the rent phase in formula specific to RAD. Current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.
- b. If at conversion, households are over/under housed, these households must be transferred to appropriately sized units when an appropriate sized unit becomes available.

**2. Right to Return**

- a. Any resident that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to the development once rehabilitation or construction is completed.

**3. Lease Renewal**

- a. Under the PBV program, all leases must be renewed upon expiration, unless good cause exists.

**18. C. PROVISIONS CONTINUING AFTER CONVERSION**

**1. PUBLIC HOUSING FAMILY SELF SUFFICIENCY (PH FSS) AND RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY SERVICE COORDINATOR (ROSS-SC) PROGRAMS.**

- a. Current Family Self-Sufficiency (FSS) participants will continue to be eligible for FSS once their housing is converted under RAD. Owner will be required to administer the FSS program in accordance with the participant's contracts of participation and future guidance published by HUD. After conversion, residents not enrolled in FSS will not be eligible to participate in the program. However, under the PBV program, if the PHA has a Housing Choice Voucher FSS program, the FSS participant will be converted to HCV FSS.
- b. Current ROSS-SC grantees will be able finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the proper is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants nor will its residents be eligible to be service by future public housing ROSS-SC grants.

**2. EARNED INCOME DISALLOWANCE.**

- a. Tenants who are employed and are currently receiving the Earned Income Disallowance (EID) exclusion at the time of conversion will continue to receive the EID exclusion after the conversion, in accordance with regulations at 24 CFR 960.255. After the conversion no other tenants will be eligible to receive the EID. If a tenant receiving the EID exclusion undergoes a break in employment, ceases to use the EID exclusion, or the EID exclusion expires in accordance with 24 CFR 960.255, the tenant will no longer receive the EID exclusion and owner will not be subject to the regulation. Furthermore, tenants whose EID ceases or expires after conversion shall not be subject to the rent phase –in provision, as described in Section 18.D. Instead, the rent will automatically be adjusted to the appropriate rent level based upon tenant income at that time.

### 3. EXISTING PETS

- a. Existing pets must be grandfathered into the property at RAD conversion. Owner will have the ability to restrict pets to households which were not part of the RAD conversion.

### 4. RESIDENT PARTICIPATION AND FUNDING

- a. Residents of the projects converting assistance to PBV or PBRA will have a right to establish and operate a resident organization as well as be eligible for resident participation funding.

### 18. D. RENT PHASE-IN PROCEDURE

The method below explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section "Calculated Multifamily Housing TTP" refers to the TTP calculated in accordance with regulations at 24 CFR 5.628 and the "most recently paid TTP" refers to the TTP recorded on the family's most recent HUD form 50059. If the existing tenant rent portion increases by the greater of 10% or more than \$25.00 per month purely as a result of the conversion in additional rent, the new rent will be phased in over the next 3 years. The PHA may extend the phase-in increase to 5 years.

#### 1. Three Year Phase-In:

- a. Year 1: Any recertification (interim or annual) performed prior to the second annual re-certification after conversion – 33% of the difference between the most recently paid Total Tenant Payment (TTP) and the calculated Multifamily Housing TTP.
- b. Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 – 66% of the difference between most recently paid TTP and calculated Multifamily Housing TTP.
- c. Year 3: Year 3 AR and all subsequent re-certifications – Full Multifamily Housing TTP.

### 18 E. RESIDENT PROCEDURAL RIGHTS

HUD is incorporating additional termination notification requirements to comply with Section 6 of the Act for public housing projects that convert assistance under RAD.

1. RAD conversion to PBV and PBRA will require that PHAs to provide adequate written notice of termination of the lease which shall not be less than:

- a. A reasonable period of time, but not to exceed 30 days:
  - If the health or safety of other tenants, PHA employees, or person residing in the immediate vicinity of the premises is threatened; or
  - In the event of any drug related or violent criminal activity or any felony conviction;
- b. 14 days in the case of nonpayment of rent; and
- c. 30 days in any other case except that if a State or local law provides for a shorter period of time, such shorter period shall apply to PBV conversions.

#### 2. Grievance Process for PBRA conversions

In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD is incorporating resident procedural rights to comply with the requirements of Section 6 of Act. RAD will require that:

- a. Residents be provided with notice of the specific grounds of the proposed owner adverse action, as well as their right to an informal hearing with the PHA (as owner);
- b. Residents will have an opportunity for an informal hearing with an impartial member of the PHA's staff (as owner) within a reasonable period of time;
- c. Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the owner as the basis for the adverse actions. With reasonable notice to the PHA (as owner), prior to hearing and at the residents' own cost, resident may copy any documents or records related to the proposed adverse action; and
- d. PHAs (as owner) provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence the PHA (as owner) relied on as the basis for the adverse action.
- e. The PHA (as owner) will be bound by decisions from these hearings, except if the
  - i. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
  - ii. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.
- f. If the PHA (as owner) determines that it is not bound by a hearing decision, the PHA must promptly notify the resident of this determination, and of the reasons for the determination.

#### 3. Grievance Process for PBV conversions

HUD is incorporating additional rights to comply with the requirements of section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the PHA to provide an opportunity for an informal hearing, as outlined in 24 CFR 982.555. RAD will waive 24 CFR 982.555(b) in part, which outlines when informal hearings are not required, and require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR 982.555(a)(1)(i-vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a

PHA (as owner) action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.

- For any hearing required under 24 CFR 982.555 (a)(1)(i-vi), the contract administrator will perform the hearing, as is the current standard in the program.
  - For any additional hearings required under RAD, the PHA (as owner) will perform the hearing.
- b. An informal hearing will not be required for class grievances or disputes between residents, involving the PH (as owner) or the contract administrator. This hearing requirement shall not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and PHA (as owner) or contract administrator.
- c. The PHA (as owner) gives residents notice of their ability to request an informal hearing as outlined in 24 CFR 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR 982.555(a)(1)(i-vi).
- d. The PHA (as owner) provides opportunity for an informal hearing before an eviction.
- e. The current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

18 F. **MOBILITY**

Choice-mobility option allows a resident to move with a tenant-based voucher after the required tenancy in the covered project per 24 CFR 983.260 for conversions under the PBV and Section 1.7(C)(5) of the PIH notice 2012-32 (HA Rental Assistance Demonstration – Final Implementation).

## Appendix F: Violence Against Women's Act



# SECTION 1

## STATEMENT OF POLICIES

### 1.1 General

The United States Housing Act of 1937 (the “Act”) is responsible for the birth of federal housing program initiatives. The Act was intended to provide financial assistance to states and cities for public works projects, slum clearance and the development of affordable housing for low income residents.

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937. The 1987 Housing and Community Development Act authorized a new version of the Section 8 Program: The Housing Choice Voucher (HCV) Program. The Act continues to be amended from time to time, and its requirements, as they apply to the HCV Program, are described in and implemented throughout this Administrative Plan.

### 1.2 Public Housing Authority

The HCV Program(s) are federally funded by the U.S. Department of Housing and Urban Development (HUD) and administered for Maricopa County by the Housing Authority of Maricopa County (HAMC). The Housing Authority of Maricopa County is not a federal department or agency. A public housing authority is a governmental or public body, created and authorized by the laws of the State of Arizona to develop and operate housing and housing programs for low income families and individuals.

The Housing Authority of Maricopa County entered into an Annual Contributions Contract with HUD to administer the program requirements on behalf of HUD. HAMC is responsible to ensure compliance with federal laws, regulations and notices and must establish local policies and procedures to clarify federal requirements and to ensure consistency in program operations.

### 1.3 Jurisdiction

The jurisdiction of the Housing Authority of Maricopa County is Maricopa County limits including the following municipalities:

HAMC’s jurisdiction excludes the municipalities of: Chandler; Glendale; Mesa; Scottsdale; and, Tempe outside of County Islands.

Administration of Housing Choice Vouchers outside HAMC’s jurisdiction may only be authorized through an inter-governmental agreement with the corresponding jurisdiction.

### 1.4 HAMC Mission Statement

The Housing Authority of Maricopa County’s Mission is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices,

offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

## **1.5 HCV Program Goals**

HAMC has the following goals for the HCV program:

- 1) To expand the supply of assisted housing and apply for additional vouchers as they become available.
- 2) Administer applicable federal and state laws and regulations to achieve high ratings in compliance measurement indicators while maintaining efficiency in program operations to ensure fair and consistent treatment of clients served.
- 3) Provide decent, safe and sanitary housing in compliance with program housing quality standards for very low income families and individuals while ensuring that rents charged by owners are fair, reasonable and affordable.
- 4) Encourage self-sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, and other human service needs.
- 5) Promote Fair Housing and the opportunity for very low income families of all ethnic backgrounds to experience freedom of housing choice.
- 6) Promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.
- 7) Promote a market driven housing program that will help qualified low income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.
- 8) Create positive public awareness and expand the level of family, owner and community support in accomplishing HAMC's Mission.

## **1.6 Purpose of the Plan**

The Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the Programs in a manner consistent with HUD requirements and local goals and objectives contained in HAMC's Agency Plan. This Plan is a part of HAMC's Agency Plan and is available for public review.

This Administrative Plan sets forth HAMC's local policies for operation of the HCV Program(s) in the context of federal law and regulations. It is not intended to repeat the federal requirements. All issues related to the HCV Program not addressed in this document are governed by such federal regulations, HUD Handbooks and guidebooks, notices and other applicable laws.

HAMC is responsible for complying with all changes in HUD regulations pertaining to the HCV Program. If such changes conflict with this Plan, HUD regulations will have precedence.

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: HCV Program

➤ 24 CFR Part 985: Section 8 Management Assessment Program

The applicable regulations cited and corresponding notices and guidance from HUD make a distinction between mandatory and discretionary policies as follows:

- **Mandatory Policies** are those driven by legislation, regulations, current handbooks, notices and legal opinions.
- **Discretionary Policies** are optional, non-binding guidance, including guidebooks, notices that have expired and recommendations from individual HUD staff.

HUD expects PHA's to comply with and enforce mandatory policies and to make clear optional policies adopted by the PHA. This Administrative Plan is the foundation for those optional policies adopted by HAMC. HUD directions require HAMC to make policy choices in certain areas of program operations that provide guidance and consistency to staff, program applicants, participants and owners.

**Administrative Plan Revisions** - HAMC will revise this plan as needed to comply with any program changes implemented by HUD throughout the year. These changes shall not constitute a significant modification to the Plan and will not require public notice or comment prior to implementation.

HAMC will review the Plan annually and update any local policies or changes in program operations. These changes will be considered a significant modification and will require public notice and comment and will only be done in conjunction with the Annual Agency Plan.

## 1.7 Nondiscrimination

It is the policy of HAMC to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment including:

- Title VI of the Civil Rights Acts of 1964
- Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)
- Executive Order 11063
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Title II of the Americans with Disabilities Act (to the extent it applies, otherwise Section 504 and the Fair Housing Amendments govern)
- Violence Against Women Reauthorization Act of 2005 and 2013 (VAWA)

HAMC shall not deny any family or individual the equal opportunity to apply for or receive assistance under the HCV Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

HAMC will take steps to assure that families and owners are fully aware of all applicable civil rights laws. HAMC will provide, as part of the briefing process, information to HCV

applicants about civil rights requirements and the opportunity to rent in a broad range of neighborhoods.

The Housing Assistance Payments (HAP) contract informs owners of the requirements not to discriminate against any person because of race, color, religion, sex, national origin, age, familial status, or disability in connection with the contract.

The Housing Authority of Maricopa County shall not:

- a) Deny any family the opportunity to apply for housing, nor deny any qualified applicant the opportunity to lease housing suitable to its needs;
- b) Provide housing which is different from that provided to others;
- c) Subject a person to segregation or disparate treatment;
- d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- e) Treat a person differently in determining eligibility or other requirements for admission;
- f) Steer an applicant or participant toward or away from a particular area based on any of these factors.
- g) Deny a person access to the same level of services.

Applicants or participants who believe that they have been subject to unlawful discrimination may notify HAMC either orally or in writing. HAMC will provide a copy of a discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO). HAMC will make every attempt to remedy any discrimination complaints made against HAMC but if unsuccessful, the same information will be provided to complainants.

## **1.8 Addressing Barriers to Equal Housing Opportunities**

HAMC will ensure that persons with disabilities have full access to HAMC programs and services. No individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because HAMC's facilities are inaccessible to or unusable by persons with disabilities.

## **1.9 Reasonable Accommodations**

An individual with a disability may request a reasonable accommodation anytime during the application process or participation in the HCV Program. HAMC will provide written notification of the right to request a reasonable accommodation on the intake application, re-certification documents and notices of adverse action by HAMC, by including the following language:

*"An individual with a disability may request a reasonable accommodation at anytime during the application process or participation in the HCV Program by contacting the HAMC office."*

A "reasonable accommodation" is defined as a change, modification, alteration or adaptation in policy, procedures, practice, program or facility that is necessary for a

qualified individual with a disability to have the opportunity to participate in, and benefit from, a program or activity.

Reasonable accommodations shall include, but are not limited to, assistance for persons with disabilities in locating appropriate accessible units, referrals to other community agencies that provide such assistance and intervention with property owners to negotiate permission to make reasonable modifications in accordance with all provisions of the law.

If a participant or applicant indicates that an exception, change or adjustment to a rule, policy, practice or service is needed because of a disability, HAMC will treat this indication as a request for a reasonable accommodation and will encourage the family to make that request in writing. HAMC staff will work with the requesting party to complete the Reasonable Accommodation form if necessary.

**Verification of Disability** - To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the civil rights definition for persons with disabilities.

Third party verification will be obtained from a licensed professional competent to make the determination. HAMC will not inquire about the nature or extent of any disability but will only request information that is necessary to evaluate the disability related need for the accommodation. No medical records will be accepted or retained in the participant file.

After a request for an accommodation is presented, HAMC will respond in writing within 20 business days of receipt of all required documentation. If HAMC denies a request for an accommodation because it is not reasonable (it would impose an undue administrative or financial burden or fundamentally alter the nature of HAMC's operations), HAMC will advise the family if an alternative accommodation could effectively address the family's disability related need without an undue hardship.

**Undue Burden** - An undue administrative burden is one that requires a fundamental alteration of the essential functions of HAMC (i.e., waiving a family obligation). An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on HAMC.

## **1.10 Hearing or Vision Impairments**

At the initial point of contact, HAMC will inform each applicant of alternative forms of communication that can be used other than plain language paperwork. To meet the needs of persons with hearing impairments, TTD/TTY communication will be made available through the State of Arizona relay system. To meet the needs of persons with vision impairments, HAMC will explain materials orally or ask that the individual make arrangements for a third party representative of their choice to receive, interpret and explain materials.

## **1.11 Physical Accessibility**

HAMC will comply with all regulations related to physical accessibility including the

following:

- PIH 2002-01
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- The Architectural Barriers Act of 1968
- The Fair Housing Act of 1988

When issuing a voucher to a family that includes an individual with disabilities, HAMC will refer families to various resources to locate appropriate housing including but not limited to GoSection 8; Craigslist; and, Apartment Hunters.

HAMC will advise owners of the requirement to allow the family to make reasonable modifications to units. Applicants and participants will be advised that owners are not required to pay for modifications and their responsibility to return the unit to its original state at the family's expense when the family moves. HAMC will refer the family to community agencies that may be able to assist with unit modifications.

### **1.12 Improving Access for Persons with Limited English Proficiency**

HAMC will take affirmative steps to communicate with people who need services or information in a language other than English (LEP persons).

A significant number of LEP persons eligible to be served or likely to be encountered by the HCV Program in Maricopa County, use Spanish as their primary language. Thus, HAMC will assure that bi-lingual (Spanish-English) staff is available to act as interpreters and translators. HAMC will provide written translation to Spanish of vital documents and all correspondence that represents compliance requirements or adverse action against the LEP person.

HAMC serves very few LEP persons in any language other than Spanish. Therefore, HAMC will not include any other language in this LEP Plan. However, to assure access for persons with other language needs, HAMC will use alternative ways to articulate in a reasonable manner to assure meaningful access for LEP persons with needs in languages other than Spanish. These alternatives will include the use of community volunteers, family members and friends as interpreters for LEP persons whose primary language is other than Spanish or English.

### **1.13 Privacy Rights**

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD and/or HAMC will release family information. HAMC will not release other information except as otherwise specifically identified in this Administrative Plan.

All applicant and participant files will be stored in a secure location, which is only accessible by authorized staff. HAMC staff will not discuss family information contained



in files unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

#### **1.14 Violence against Women Act (VAWA)**

HAMC will provide all protection under the law to program participants and affiliated individuals of the participant who are victims of domestic violence, dating violence, sexual assault, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them.

Criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, that is engaged in by a member of a participant's household or any guest or other person under the participant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the participant or an affiliated individual of the participant is the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking.

Incidents of domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated violations of the lease agreement between the participant and the owner, nor will these incidents be considered a violation of family obligations under the voucher. Incidents of domestic violence, dating violence, sexual assault, or stalking will not be considered "other good cause" for termination of tenancy, or occupancy rights of a victim of such violence.

If an incident of domestic violence, dating violence, sexual assault, or stalking may affect a participant's continued participation in the HCV Program, HAMC will require that the participant provide HAMC within 14 days of a request, a HUD approved certification form which includes the name of the perpetrator. HAMC will also accept a federal, state or local report from a law enforcement agency or court records; documentation signed and attested to by an employee, agent or volunteer of a victim service provider; an attorney or a medical professional from whom the victim has sought assistance in addressing the violence. To protect the victim, HAMC will require that the participant come to the office to secure the certification form.

If the victim fails to provide HAMC with the certification form or other documentation as described above within the 14 days, the protections provided hereunder shall not apply. HAMC will take appropriate action as warranted by the incidents reported.

All program participants shall be informed of their rights under the Violence Against Women Act at the time of the initial briefing and at any subsequent program move briefings. A copy of the VAWA protections along with the HUD certification form will be included in the briefing packet.

Information for owners will be provided at each owner workshop held by HAMC. Owners will also be informed of the VAWA protections when an incident occurs and is reported to HAMC by the owner.

Domestic violence, dating violence, sexual assault, stalking and affiliated individual shall be defined by HAMC in accordance with the definitions provided by HUD in previous and subsequent notices related to the provisions of VAWA.