

VERSION 1
APRIL 1, 2016

DRAFT

HOUSING AUTHORITY OF MARICOPA COUNTY ANNUAL PUBLIC HOUSING AGENCY PLAN

2016 – 2017

MARICOPAHOUSING.ORG

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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): Refer to Appendix B.1.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. Refer to Appendix B.1.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. Refer to Appendix B.2.</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. Refer to Appendix B.3.</p>

<p>B.4</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: A Significant Deficiency was identified regarding General Ledger Maintenance and described that financial information relating to certain balance sheet accounts and inter-program transactions were not recorded appropriately and/or reconciled in a timely basis. Refer to Appendix B.4.</p>
<p>B.5</p>	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. Refer to Appendix B.5.</p>
<p>B.6</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Refer to Appendix B.6.</p>
<p>B.7</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Refer to Appendix B.7.</p>
<p>B.8</p>	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
<p>C.1</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>The most recent HUD-approved 5-year Action Plan was approved June 15, 2015. Refer to Appendix C.1 for new/updated 5-Year Action Plan.</p>

Appendix B. 1 Revision of PHA Plan Elements

- Statement of Housing Needs
- Deconcentration and Other Policies that Govern Eligibility, Selection, Admissions
- Financial Resources
- Operation & Management
- Community Service & Self-Sufficiency Programs

B.1 Statement of Housing Needs and Strategy for Addressing Housing Needs

1. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families

According to the Maricopa Urban County 2015-2020 Five Year Consolidated Plan, many Maricopa County residents pay more than 50% of their income on housing and utilities.

Of the 23,471 extremely low- income renting households...	It is estimated that a total of 42,395 households (6% 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 HCV 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.
15% are elderly 38% are small households 15% are large households 32% are one-person households	
Of the 24,679 very low-income renting households...	It is estimated that a total of 46,510 households or 6.5% 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 HCV 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.
23% are elderly 34% are small households 11% are large households 32% are one-person households	
Of the 29,546 low-income renting households...	It is estimated that a total of 64,280 households or 9% of households in HAMC's jurisdiction are comprised of households earning 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 HCV 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.
15% are elderly 39% are small households 9% are large households 37%are one-person households	

HAMC's mission is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs, and an important strategic priority for the Agency is to increase housing options in underserved communities and to maintain the affordability and subsidy for each HAMC property. HAMC will accomplish all of this by:

- Serving in the County's efforts to end chronic homelessness
- Exploring options for mixed income communities throughout Maricopa County jurisdiction
- Investigating the availability of VASH voucher funding or the viability of establishing a veterans housing program
- Repositioning and repurposing existing portfolio for supportive or affordable housing options
- Exploring creation of a home ownership program
- Creating and implementing redevelopment strategies for the entire HAMC portfolio.
- Applying for all opportunities to grow rental assistance programming
- Diversifying affordable housing options in high opportunity neighborhoods

2. Brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction **serviced by the PHA**

	Families with incomes below 30 percent of area median income (extremely low-income)	Elderly families and families with disabilities
Affordability	Partnerships with local nonprofit agencies and the Maricopa County Human Services Department (MCHSD) have increased the resources available to residents and HCV voucher holders. Family Self Sufficiency and Resident Self Sufficiency programming has created linkages for HAMC customers to MCHSD programming to be 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.	Partnerships with local nonprofit agencies and the Maricopa County Human Services Department have increased linkages to programming such as SAIL case management, and personal care and home health aid.
Supply	All HAMC properties, through HUD’s RAD program, will convert to Section 8 rental assistance and will undergo rehabilitation and/or redevelopment as outlined in <u>Conversion of Public Housing to Project-Based Assistance under RAD</u> section of this document. If feasible, HAMC will increase density at a property or AMP and therefore increase affordable housing supply.	HAMC administers 52 Bridge to Permanency subsidies on behalf of Mercy Maricopa which expands the supply of Permanent Supportive Housing in Maricopa County for individuals with serious mental illness enrolled in the public behavioral health system. HAMC will pursue issuance of VASH vouchers for the Veteran community in the jurisdiction should HUD indicate the vouchers are available.
Quality	All HAMC properties, through HUD’s RAD program, will convert to Section 8 rental assistance and will undergo rehabilitation and/or redevelopment as outlined in <u>Conversion of Public Housing to Project-Based Assistance under RAD</u> section of this document. Each HAMC site is being evaluated through a Physical Needs Assessment. Upon completion, a long term improvement plan will be developed for each HAMC housing site.	All HAMC properties, through HUD’s RAD program, will convert to Section 8 rental assistance and will undergo rehabilitation and/or redevelopment as outlined in <u>Conversion of Public Housing to Project-Based Assistance under RAD</u> section of this document.
Accessibility		HAMC is not required to increase the number of accessible units by a Section 504 Voluntary Compliance Agreement. HAMC has renovated and modernized public housing units as funding became available. HAMC will review recommendations received in the Physical Needs Assessment currently underway as part of the RAD conversions and develop an improvement plan for each site to address any accessibility concerns. HAMC administers Section 8 project based vouchers at Apache ASL Trails, an accessibility-rich apartment housing development in Tempe, AZ, for low income residents who are deaf and hard of hearing and other persons with disabilities.
Size of Units	As part of the RAD conversions, if a property will be receiving major renovations, HAMC may re-configure some of the larger unit sizes into	As part of the RAD conversions, if a property will be receiving major renovations, HAMC may re-configure

	Families with incomes below 30 percent of area median income (extremely low-income)	Elderly families and families with disabilities
	smaller bedroom sized units to meet the demands for these unit sizes.	some of the larger unit sizes into smaller bedroom sized units to meet the demands for these unit sizes.
Location	The HAMC jurisdiction includes incorporated cities and towns and unincorporated areas across the Valley from Wickenburg to Queen Creek. HAMC's jurisdiction specifically accounts for 827 public housing units located in Mesa, Phoenix, Buckeye, Avondale, Guadalupe, El Mirage, Tolleson, Surprise and Peoria, and 1592 Housing Choice Vouchers.	HAMC administers Section 8 project based vouchers at Apache ASL Trails in Tempe AZ.

3. Provide a description of the PHA's strategy for addressing the housing needs of families **in the jurisdiction and on the waiting list in the upcoming year.** ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

When it comes to strong, safe, and healthy communities, lower cost rental housing is particularly scarce. A recent survey conducted in the Maricopa HOME Consortium shows significant waiting lists in effect for federal rental assistance programs. Many in the community await assistance from HAMC. Current surveys indicate 4,000 families are currently on the HAMC Public Housing waitlist and over 3,925 families on the Housing Choice Voucher waitlist.

Homeless programming – HAMC will develop a program or a preference to use the HCV Program to house homeless families and individuals through the use of a portion of its attrition. It will be designed to support local Maricopa County homeless strategies.

Homeownership programming – HAMC may seek to evaluate the current stock of single-family homes for inclusion in a homeownership program and partnering with non-profit community groups who provide pre-purchase and down payment assistance for affordable homeownership.

Community Reentry programming -- HAMC review the feasibility to participate in a program to house women recently released from prison.

B.1 Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

Deconcentration Policy

The PHA will monitor its admissions to ensure that at least 40 percent (40%) of families admitted to public housing in each fiscal year shall have incomes that do not exceed thirty percent (30%) of area median income of the PHA's jurisdiction. Hereafter, families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families".

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that admissions of extremely low income families to the PHA's voucher program during a PHA fiscal year exceeds the 75 percent minimum targeting requirement for the PHA's Section 8 Voucher Program. This fungibility provision discretion by the PHA is also reflected in the PHA's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

1. The number of units equal to 10 percent (10%) of the number of newly available vouchers in the fiscal year; or
2. The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor

Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the PHA is anticipated to fall short of its 40% goal for new admissions to public housing.

Low Income Family Admissions

Once the PHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the PHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

B.1 Financial Resources

Sources	Planned \$	Planned Uses
1. Federal Grants		
a. Public Housing Operating Fund	3,871,030	Property operations (estimated based on submission of 52722/52753)
b. Public Housing Capital Fund:		Modernization of public housing units, operations and management.
AZ20P009501-14	588,468	
AZ20P009501-13	68,618	
AZ20P009501-15	884,003	
AZ20P009501-16	1,048,608	
c. Annual Contributions for Housing Choice Voucher – Based Assistance – Subsidy	12,234,300	Housing and Utility Voucher payments for the HCV Program for Port-Outs and S8 Project based vouchers.
d. Annual Contributions for Housing Choice Voucher – Based Assistance - Administration	912,732	Operating/Administrative Expenses
e. FSS Family Self Sufficiency	69,000	Grant Awarded for combined Public Housing and Housing Choice Voucher FSS program
f. (ROSS) Resident Opportunity & Self Sufficiency	191,285	Resident Self Sufficiency
2. Prior Year Federal Grants		
3. Other Income Non Federal Sources		
a. Tenant Rents	1,631,108	Rental to fund operations and maintenance for Public Housing properties
b. Restricted Net Assets from Sales Proceeds	1,105,855	RAD conversions
c. Public Housing Reserves	3,000,000	RAD conversions
d. FHLB/AHP	2,400,000	Pending Application for Baden and Hollar Homes and current funding for Coffelt Lamoreaux Homes
e. Maricopa County-HOME Funds	450,000	Pending Application for Father Fidelis Kuban Homes rehabilitation
Total Resources	28,455,007	

B.1 Operations and Management

Operations 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 appliance repair trainings.

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.

Smoke Free Housing:

All HAMC owned and managed housing developments are being converted to "Smoke Free" housing. Each housing site will have designated smoking areas.

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.

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.

Waiting Lists: HAMC maintains site based waiting lists. The use of site-based wait lists was originally approved by HUD in 1992 due 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 various wait lists were reviewed and modified due to RAD conversions of the Public Housing inventory. The current wait list breakdowns are as follows:

Mesa Area- properties are located at the following locations

Clare Feldstadt (Site 1) 710 W. 8th Ave, Mesa consisting of all 2 bedrooms

Clare Feldstadt (Site 2) E. University consisting of 1 and 3 bedroom units

Father Fidelis Kuban in Guadalupe consisting of 1, 2, 3, & 4 bedroom units

Maricopa Revitalization: Thirty-five single family Low Income Housing Tax Credit homes located throughout Mesa with 13 units of Public Housing subsidy and 22 units of Project Based Vouchers.

Avondale Area – Properties are located in the Southwest Valley and are currently under a RAD conversion

Norton Circle in Avondale has 1, 2, 3 and 4 bedroom units
Watson Homes, Buckeye has 1, 2, 3 & 4 bedroom units

Rose Terrace I & II Apartments, Avondale. A 120 unit mixed finance property with 20 one bedroom units for the elderly, handicapped or disabled and 2, 3, 4 and 5 bedroom family units. The property has 40 units with Public Housing subsidy and 68 Project Based Vouchers.

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

West Valley Single Family Homes – 2, 3 & 4 bedroom homes located throughout the west valley.

Peoria – Tolleson Area –Units are located within Peoria and Tolleson.

Parkview Estates – 10950 N. 87th Ave, Peoria consists of one bedroom apartments for the elderly, handicapped or disabled

John Hammond Homes at 85th & Washington consists of 2, 3 and four bedroom units

Varney Homes on 82nd Drive consist of 2 and 3 bedroom units

Peoria scattered site houses consist of 25 – 3 and 4 bedroom single family homes

John Hollar and Baden Homes in Tolleson: 1, 2, 3 and 4 bedroom units

Project Based Vouchers – Three HAP agreements are in place at HAMC managed properties. Rose Terrace I has 58 PBVs, Rose Terrace II has 10 PBVs and Maricopa Revitalization has 22 PBVs in place. All of these units are income and rent restricted under the low income tax credit program.

As the RAD conversions progress, the above waiting lists may be further broken down into sub-lists by property in each of the current Area wait lists.

B.1 Community Service and Self-Sufficiency Programs

The Public Housing Community Service was updated to reflect the changes outlined per HUD notice. The changes included the following:

- Perform 8 hours per month (96 hours over the course of a year) of combined activities (community service and economic self-sufficiency programs).
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program including a State-administered welfare-to-work program.
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program.

Appendix B. 2 New Activities

- HCV Summary
- RAD Conversion Summary
- Occupancy by Over-Income Families
- Non-Smoking Policies

B.2 Housing Choice Voucher – Administrative Plan Changes & New Activities

Chap.	Summary of Changes	Current	Effective Date of Change
TBD	HCV Administrative Plan will be revised to include verbiage which will allow HAMC to utilize a portion of its attrition to house homeless families via referral in effort to aid in the County's efforts to end chronic homelessness.	There currently is no policy which supports this action	By July 2016 and upon Board approval
16.2	Program Fraud	Section 16.2 of the HCV Administrative Plan will again be revised to outline the difference between program fraud and debt owed. The 30 day repayment agreement and 2 nd offender policy will also be revisited based on the new definitions.	TBD and upon Board approval
	Additional Policies to Be revisited	HAMC intends to research and revisit policies within its Administrative Plan as it pertains to Portability Briefings, defining a separate family, occupancy as it relates RO Liv-In-Aide, adding members to a household, restricting moves and portability with zero income. Current policies are vague.	TBD and upon Board approval
17.7	Hearing Procedures	Section 17.7 will be revised to include information regarding redacting information from documents unrelated to the hearing. Current verbiage to be revised.	TBD and upon Board approval
22	Bridge Policy	Administrative Plan to be amended to include a new chapter specific to the Bridge to Permanency housing program.	By July 2016 and upon Board approval

Housing Choice Voucher Homeless Program

HCV will develop a program or a preference to use the HCV Program to house homeless families and individuals through the use of a portion of its attrition. It will be designed to support local Maricopa County homeless strategies. Applicants will be required to meet income and other voucher eligibility requirements for the HCV Program. Program details and associated policies will be finalized and approved by the Board of Commissioners by June 2016 and the program implemented effective July 1, 2016.

Veteran Affairs Supportive Housing (VASH)

Previously there were no vouchers available. With Congress passing the new addition and HAMC being rated a High Performing agency, HAMC hopes to get on HUD's radar.

Move to Work Demonstration (MTW)

HUD is working to operationalize the 2016 Omnibus Appropriations bill signed by the President in December 2015 to expand the MTW demonstration by an additional 100 public housing authorities (PHA) over seven years. HAMC anticipates submitting application to the MTW demonstration once HUD requests proposals.

HCV Administrative Plan, Section 22, Bridge Subsidy Program

General

The Housing Authority of Maricopa County (HAMC) will administer vouchers under the Bridge Subsidy Program (BSP) with direct support from the Regional Behavioral Health Authority (RBHA). The HAMC will maintain a waitlist specific to the BSP which will remain open for applicant referrals from appropriate agencies. Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the Bridge Subsidy Program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the BSP. This Chapter outlines HAMC policies regarding the BSP.

BSP Assistance

The BSP provides housing assistance to individuals who suffer from Serious Mental Illness (SMI) and are homeless. Applicants for the BSP need to also be eligible for the Housing Choice Voucher (HCV) program. Specifically, to be eligible:

- Applicants must be a citizen or a non-citizen with “eligible immigration status.”
- Applicants should be in good standing with federal housing programs and not have 1) been evicted from public housing; 2) been terminated from another HCV program for cause; 3) committed fraud or criminal acts in connection with a federal housing program; or 4) failed to reimburse a PHA for unpaid rent or damages, or currently owe money to a PHA. As part of the intake process, all applicants should be screened to determine their standing with federal housing programs. Any issues related to these 4 criteria should be flagged as something to address and resolve during participation in the BSP (e.g., develop a repayment schedule with the PHA).

Additional eligibility requirements include that the participant meet the following criteria: a) Homeless, residing in a residential treatment setting, substandard living environment, a Board and Care/boarding home, or HUD Shelter Plus Care program AND b) Disabled with a serious mental illness and enrolled in a Regional Behavioral Health Authority AND c) Extremely low income AND d) Eligible for the Housing Choice Voucher Program.

Eligible applicants may qualify for one time assistance with application fees, rental deposits, utility deposits and starter box.

The number of vouchers that will be made available for the BSP will be dependent upon the direct funding from the RBHA.

Subsidy Administrator Responsibilities

The primary responsibilities of the Subsidy Administrator (HAMC) will be:

- To manage tenant-based rental subsidies, including funding, for BSP program tenants until a permanent rental subsidy through the HCV Program is secured;
- To administer the tenant-based rental assistance with rules and procedures that mirror the HCV program; and
- To develop direct linkage between BSP with their HCV program.

Equal Opportunity Requirements

The BSP requires compliance with all equal opportunity requirements under federal laws and regulations including the authorities cited at 5.105 (a). The BSP shall be identified in the HAMC Annual Plan and the corresponding certification of civil rights and affirmatively furthering fair housing submitted under the PHA Plan shall apply to the BSP.

Special Housing and Ineligible Housing Types

HAMC shall not provide BSP vouchers for shared housing, manufactured home space rental, or homeownership. BSP assistance may be considered for group homes. A separate lease will be executed for each person who resides in a group home.

HAMC will not provide BSP voucher assistance to any of the types of housing listed below:

- 1) Shared housing, manufactured home space rental, or homeownership.
- 2) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution.
- 3) Nursing homes or facilities providing continuous psychiatric, medical or nursing services, board and care, or intermediate care. However, units in an assisted living facility that provides home health care services such as nursing are not ineligible.
- 4) Unit owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution.
- 5) Manufactured homes.
- 6) Transitional housing.
- 7) High rise elevator projects for families with children.
- 8) Owner occupied units.
- 9) Units occupied by ineligible families.

Prohibition of Assistance for Subsidized Units

HAMC will not provide voucher assistance to any unit that receives a rent or operating subsidy under another federal, state or local program including but not limited to:

- 1) Public Housing dwelling units.
- 2) A unit subsidized with any other form of Section 8 assistance.
- 3) A unit subsidized with any government subsidy (government funds pay a portion of the rent).
- 4) A unit with any other governmental subsidy that pays all or a part of the operating costs.
- 5) A unit subsidized with Section 236 rental assistance payments. However, PBV assistance may be attached to a unit subsidized with Section 236 interest reduction payments.
- 6) A units subsidized with rental assistance payments under Section 521 of the Housing Act of 1949 (Rural Housing Service Program). However, PBV assistance may be attached to a unit subsidized with Section 515 interest reduction payments.
- 7) A Section 202 project for non-elderly persons with disabilities.
- 8) A Section 811 project based supportive housing for persons with disabilities.
- 9) Section 202 supportive housing for the elderly.
- 10) A Section 101 rent supplement program.
- 11) A unit subsidized with any form of tenant based assistance.
- 12) A unit with any other form of duplicative federal, state or local assistance.

Tenant Selection

RBHA partners will refer eligible applicants to the HAMC for processing.

Waiting List

The PHA will establish and manage separate waiting lists for the BSP. If HAMC's Housing Choice Voucher waiting list is open when an applicant is placed on the BSP waiting list, HAMC will also place the applicant on its tenant-based assistance waiting list. If HAMC's tenant-based waiting list is closed, the applicant may only apply to be on the BSP program waiting list.

Preferences

HAMC will provide a selection preference when required by the regulation however the PHA will not offer any additional preferences for the BSP.

Conversion to Tenant Based Assistance

At any time after the first initial lease term and within 5 years of occupancy a BSP participant may move with proper notice. HAMC will convert BSP participants wishing to receive a Housing Choice Voucher by providing them with the next available voucher with written approval from the RBHA.

Ongoing Activities

HAMC Responsibilities

HAMC shall administer the BSP in accordance with all provisions under the Housing Choice Voucher program including issuance of monthly HAP payments, annual re-certification of household composition and income, and annual inspection of all units to assure compliance with HQS.

HAMC will conduct screening to determine a BSP applicant family's suitability for tenancy.

HAMC will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the turnover HQS inspection or before. The PHA will not provide any additional information to the owner such as tenancy history, criminal history, etc.

The RBHA Responsibility

The RBHA is responsible for identifying eligible program participants and ensuring that tenants receive the support and rehabilitation services needed to help them maintain independent living and move forward on their path to recovery. The RBHA will refer eligible applicants to the HAMC.

21.17 Other Policies

All other policies stated in the HCV Administrative Plan related the HCV tenant-based assistance will apply to BSP. For additional guidance on BSP you may also refer to the Bridge Subsidy Program Tenant-Based Rental Assistance Program Policies and Procedures Manual and the Mercy Maricopa Housing Desk Top Manual.

B.2 Conversion of Public Housing to Project Based Assistance under RAD (Portfolio Conversion Summary)

HAMC's Board of Commissioners approved application to HUD to convert its public housing and portfolio under the RAD program to project-based assistance on December 11, 2013. HAMC's application to convert 461 public housing units -- the balance of its portfolio -- was accepted and issued Commitments to Enter into Housing Assistance Payment Contracts on March 27, 2015. As a result, HAMC will be converting its Public Housing to Project Based Vouchers (PBV) and Project Based Rental Assistance (PRBA) under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices.

Upon conversion to PBV and PBRA, HAMC will adopt the resident rights, participation, waiting list, and grievance procedures listed in Section 1.6C and 1.6 D of PIH Notice 2012-32, REV-1 as it pertains to PBV, and Section 1.7B and 1.7C of PIH Notice 2012-32, REV-1.

The RAD conversion complies with all applicable site selection and neighborhood reviews standards and that all appropriate procedures have been followed. HAMC is compliant with all fair housing and civil rights requirements. HAMC is not presently subject to a Voluntary Compliance Agreement, consent order, consent decree, final judicial ruling or administrative ruling that has any relation to or impact on the planned RAD conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HAMC with access to private sources of capital to repair and preserve its affordable housing assets. Upon conversion, HAMC's Capital Fund budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and HAMC may also borrow funds to address capital needs. HAMC will also be contributing Operating Reserves in the estimated amount of \$3,300,000 and Capital Funds in the estimated amount of \$1,000,000 towards the conversion. Current and future Capital Fund Program Grants Budgets will be reduced as a result of RAD conversions. Full conversion of the HAMC portfolio to PBV or PBRA will eliminate the Capital Fund Program. The Physical Needs Assessment for each development will address the known and future needs at each location.

HAMC currently has debt under an Energy Performance Contract (EPC) and will be working with PNC Bank to address outstanding debt issues which may result in additional reductions of capital or operating funds.

Following is specific information related to the Public Housing Developments selected for RAD:

Development # 1			
Name of PH Development: Clare Feldstadt Homes AMP 2	Conversion Type: PBRA	EPC: Yes	Transfer of Assistance (if yes, put the location if known and # units transferring): Yes 50 units
Total Units: 56	Pre-RAD Unit Type (Family, Senior, etc.): Family Units	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family Units	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): Based on 2015 Capital fund allocation \$ 66,791
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	12	12	0
2 Bedroom	20	20	0
3 Bedroom	24	24	0
4 Bedroom	n/a	n/a	n/a
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	Existing Mesa wait list will be transferred.		
Identification and obligation status of public housing funds	RAD CHAP received on March 27, 2015. The plan is to use public housing reserves and capital funds for pre-development cost.		
Evidence of consultation with residents	Meeting November, 2013- Two Resident Meetings held		
Description of PHA's proposed future use of the development	All 56 units will be transferred to a newly developed site in the east valley. The financing is anticipated to be low income housing tax credits.		
Relocation Plan	A relocation plan will be developed		

Development # 2			
Name of PH Development: Father Fidelis Kuban AMP 2	Conversion Type: PBRA	EPC: Yes	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 48	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 64,119
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	11	11	0
2 Bedroom	15	15	0
3 Bedroom	16	16	0
4 Bedroom	6	6	0
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and cap funds will be used for pre-development and gap financing.		
Evidence of consultation with residents	Meeting November, 2013- two resident meetings held in November.		
Description of PHA's proposed future use of the development	Plan is to rehab the project based on the third party needs assessment. Exterior and interior paint, replace water heaters, entry doors, patio doors, flooring, interior lighting and fans, new appliances and repair/replace tub surrounds.		
Relocation Plan	N/A		

Development # 3			
Name of PH Development: John Hollar & Baden Homes AMP 5	Conversion Type: PBRA	EPC: Yes	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 45	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 57,683
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	7	7	0
2 Bedroom	15	15	0
3 Bedroom	18	18	0
4 Bedroom	5	5	0
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received on March 27, 2015. Public housing reserves and capital funds will be used for pre-development and gap financing		
Evidence of consultation with residents	Meeting December, 2013- two resident meetings held in December.		
Description of PHA's proposed future use of the development	Projects will be rehabbed to specifications identified in the third party needs assessment.		
Relocation Plan	NA		

Development # 4			
Name of PH Development: CASA BONITA AMP 8	Conversion Type: PBRA	EPC: Yes	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 80	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 101,046
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	6	6	0
2 Bedroom	40	42	2 Converting community space back to 2 – 2bedroom units
3 Bedroom	22	22	0
4 Bedroom	10	10	0
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and cap funds will be used for pre-development cost and gap financing.		
Evidence of consultation with residents	Meeting November 2013- two meetings held		
Description of PHA's proposed future use of the development	The plan is to rehab the project using specifications in the third party needs report.		
Relocation Plan	NA		

Development # 5			
Name of PH Development: Casa Bonita (Paradise Homes) AMP 8	Conversion Type: PBRA	EPC:	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 24	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 30,314
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	18	18	0
2 Bedroom	6	6	0
3 Bedroom	n/a	n/a	n/a
4 Bedroom	n/a	n/a	n/a
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and capital funds will be used for pre-development and gap financing.		
Evidence of consultation with residents	Meeting November 2013- two meetings held in November.		
Description of PHA's proposed future use of the development	The plan is to rehab the project to third party needs assessment.		
Relocation Plan	No relocation anticipated		

Development # 6			
Name of PH Development: John Hammond Homes AMP 9	Conversion Type: PBRA	EPC: yes	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 42	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 53,331
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	n/a	n/a	n/a
2 Bedroom	25	25	0
3 Bedroom	13	13	0
4 Bedroom	4	4	0
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and capital funds will be used for pre-development and financing gap.		
Evidence of consultation with residents	Meeting November 2013-two meetings held in November		
Description of PHA's proposed future use of the development	The project will be rehabbed to specifications identified in the third party needs assessment.		
Relocation Plan	No relocation anticipated		

Development # 7			
Name of PH Development: Parkview Estates AMP 15	Conversion Type: PBRA	EPC: Yes	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 45	Pre-RAD Unit Type (Family, Senior, etc.): Elderly, HC, Disabled	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Elderly, HC, Disabled	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 55,404
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	45	45	0
2 Bedroom	n/a	n/a	n/a
3 Bedroom	n/a	n/a	n/a
4 Bedroom	n/a	n/a	n/a
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and capital funds will be utilized for pre-development and gap financing.		
Evidence of consultation with residents	Meeting November 2013- two meetings held in November		
Description of PHA's proposed future use of the development	The project will be rehabbed to specifications identified in the third party needs assessment.		
Relocation Plan	No relocation anticipated		

Development # 8			
Name of PH Development: Scattered Sites AMP 7 – 45 units AMP 15 – 25 units	Conversion Type: PBRA	EPC: Yes	Transfer of Assistance (if yes, put the location if known and # units transferring): Yes, 70 units
Total Units: 70 Single Family Homes	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 70,707
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	n/a	n/a	n/a
2 Bedroom	1	1	0
3 Bedroom	57	57	0
4 Bedroom	12	12	0
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	Wait list will be transferred with the project		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing and capital funds will be used for pre-development and gap financing		
Evidence of consultation with residents	Resident Meetings in November & December 2013		
Description of PHA's proposed future use of the development	The plan is to create an opportunity for homeownership with these 70 single family homes in partnership with a non-profit counseling/homeownership group. A new site in the west valley will be acquired to transfer the rental subsidies through the RAD conversion.		
Relocation Plan	A relocation plan will be developed		

Development # 9			
Name of PH Development: Rose Terrace Apts. AMP 13	Conversion Type: PBV	EPC: NO	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 40	Pre-RAD Unit Type (Family, Senior, etc.): 20 Senior, 20 Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) 20 Senior, 20 Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$ 30,049
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	20	20	0
2 Bedroom	7	7	0
3 Bedroom	9	9	0
4 Bedroom	3	3	0
5 Bedroom	1	1	0
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and capital funds will be used to rehab the project to specifications identified in the needs assessment.		
Evidence of consultation with residents	Two meetings held in November 2013, and again on January 29, 2016		
Description of PHA's proposed future use of the development	Existing PH units are being converted to Project Based Vouchers. The third party needs assessment identified rehab scope to include repairing parking lot/driveways, exterior painting, roof repairs, replacing water heaters, exterior/exterior lighting, bathroom fixtures, vanities and tub surrounds.		
Relocation Plan	No residents will need to be relocated with this conversion.		

Development #10			
Name of PH Development: Maricopa Revitalization Partnership, LLC AMP 14	Conversion Type: PBV	EPC: NO	Transfer of Assistance (if yes, put the location if known and # units transferring): NO
Total Units: 13	Pre-RAD Unit Type (Family, Senior, etc.): Family	Post-RAD Unit Type if different (i.e. Family, Senior, etc.) Family	Capital Fund allocation of Development (annual Cap Fund grant, divided by total number of public housing units in PHA, multiplied by total number of units in project): \$10 ,886
Bedroom Type	Number of Units Pre- Conversion	Number of Units Post- Conversion	Change in Number of Units and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.):
Studio/Efficiency	n/a	n/a	n/a
1 Bedroom	n/a	n/a	n/a
2 Bedroom	5	5	0
3 Bedroom	8	8	0
4 Bedroom	n/a	n/a	n/a
5 Bedroom	n/a	n/a	n/a
6 Bedroom	n/a	n/a	n/a
If performing a Transfer of Assistance, explain how transferring waiting list	n/a		
Identification and obligation status of public housing funds	RAD CHAP received March 27, 2015. Public housing reserves and capital funds will be used to rehab the project to specifications identified in the needs assessment.		
Evidence of consultation with residents	Two meetings held in November 2013, and again on January 28, 2016		
Description of PHA's proposed future use of the development	Existing PH units are being converted to Project Based Vouchers. The third party needs assessment identified a rehab scope to include repairing driveways, duct and insulation sealing, HVAC replacements, kitchen countertops, refrigerators, light fixtures and fire extinguishers.		
Relocation Plan	No residents will need to be relocated with this conversion.		

B.2 Occupancy by Over-Income Families

HAMC is amending the Admissions and Continued Occupancy Policy regarding over-income households to the following:

HAMC will not renew a public housing household lease if family has continually exceeded the Area Median Income for a period of five (5) consecutive years and are not participating in the Family Self Sufficiency Program or receiving the Earned Income Disallowance.

In the event of hardship, the family may request an extension if a known household change will be occurring, known decreases in future earnings or other qualifying events that may reduce the household income.

Implementation of the above restriction will be effective March 2016. Existing households that may be over income or have been over income, will be given the five (5) year timeline at their next annual recertification following implementation

B.2 Non-Smoking Policy

HAMC converted Parkview to smoke free housing in December 2015 and will be converting the balance of the public housing units to smoke free housing in 2016. The conversion process will include resident meetings and educational material. Each property will be assessed to determine an appropriate designated smoking area. Each property will have its own conversion plan and policy as determined appropriate for the property.

Appendix B. 3 Civil Rights Certification

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

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 _____, 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 has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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.
4. 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.
5. 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing 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 by maintaining records reflecting these analyses and actions.
7. For PHA Plans 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 2010-25);
 - 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 a 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 a 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).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. 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).
18. 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.
19. 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.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

_____ Annual PHA Plan for Fiscal Year 20_____

_____ 5-Year PHA Plan for Fiscal Years 20_____ - 20_____

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
Signature	Date

Appendix B. 4 Fiscal Year Audit

B.4 2015 Fiscal Year Audit

SIGNIFICANT DEFICIENCY

2015-001 General Ledger Maintenance

Condition: Financial information relating to certain balance sheet accounts and inter-program transactions were not recorded appropriately and/or reconciled in a timely basis.

Criteria: Adequate internal controls require accurate recording and periodic reconciliation of general ledger activity to ensure accurate financial reporting.

Cause: Significant employee turnover in the finance department.

Effect or Potential Effect: Additional yearend reconciliations and adjustments were necessary.

Recommendation: We recommend that financial activity for all balance sheet accounts be reconciled on a periodic basis to ensure accurate timely financial reporting.

Corrective Action/Actions Taken: HAMC has fully implemented a review and reconciliation of all balance sheet accounts on a monthly basis.

Target Completion Date: Complete, corrective action has been taken and HAMC has fully implemented a review and reconciliation of all balance sheet accounts on a monthly basis as part of its month-end close.

Appendix B. 5 Progress Report

B.5 Progress Report

The Mission of the Housing Authority of Maricopa County 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.

HAMC's progress in meeting its Mission and Goals:

Increase opportunities for our residents to move beyond their housing needs towards self-sufficiency.

HAMC has built partnerships with other local government and nonprofit agencies to increase services and resources available to HAMC residents and HCV voucher holders to move towards personal development, education, and employability. Of note, HAMC has created linkages to Maricopa County Human Services Department programming allowing HAMC residents and voucher holders to improve their credit scores, obtain GED certificates, attend college, earn workforce/technology certificates, increase wage based incomes, and reduce reliance on welfare assistance. Elderly and disabled families benefit from these partnerships through improved access to programming such as SAIL case management and personal care and home health aid.

Increase housing options in underserved communities.

HAMC created partnerships with homeless providers to lease up public housing units designated for homeless individuals and families. HAMC's Public Housing Program has housed over 63 homeless households since the implementation of the homeless preference to the waitlist.

HAMC is piloting 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. The new initiative is a tenant-based rental assistance program with basic policies similar to the federal HCV Program. This initiative will provide SMI clients with more housing choices and the flexibility to select a unit and neighborhood that meets their specific needs and preferences. This program is designed as a "bridge subsidy" to help individuals eventually access HUD Housing Choice Vouchers. In 2015, Mercy Maricopa and HAMC negotiated an agreeable Scope of Work and budget for 50 individual Bridge to Permanency subsidies.

All HAMC properties, through HUD's RAD program, will convert to Section 8 rental assistance and will undergo rehabilitation and/or redevelopment as outlined in Conversion of Public Housing to Project-Based Assistance under RAD section of this document. The redevelopment of two of HAMC's largest properties is imminent. Construction started in October 2015 on the new Madison Heights in Avondale. The property will have 143 units of Project Based Rental Assistance. The Coffelt property is scheduled to close in April 2016. Each HAMC site is undergoing a thorough Physical Needs Assessment. Upon completion, a long term improvement plan will be developed for each HAMC property.

In December 2015, Parkview Estates in Peoria became the first HAMC public housing property to go smoke free. By December 2016, all public housing sites will be smoke free.

Promote employee growth and build organizational capacity in support of the agency becoming a High Performer.

HAMC is officially designated a High Performing agency. This is the first time since 2008 HAMC has been High Performer and the first time in over 10 years HAMC has submitted a SEMAP certification with zero Corrective Actions identified.

One strategy HAMC employed to promote organizational growth and build capacity is through the cultivation of partnerships with community agencies and other industry organizations as a resource for information and industry trends. To that end, HAMC's Executive Director was elected President of the Arizona Housing Directors Association. She also serves as a board member of the Arizona Housing Alliance and Arizona Multihousing Association. All these organizations provide industry updates on the local, state and federal level, and this information is shared with staff.

In an effort to prepare HAMC workforce to be competitive in the housing industry, three public housing managers completed first training on tax credit compliance in September 2015. HCV Supervisor and a Housing Specialist completed and received their HCV Executive Management Certification in February 2015.

Emphasize organizational performance and results by being responsive to our customers.

2015 Single Audit resulted in an Unmodified audit opinion (the best audit opinion that can be obtained), and cleared all prior findings with the exception of 1 which was identified as "corrected" as of the publishing of the audit report. This allows HAMC to remain competitive when applying for grants from sources that may have discounted our reputation/efforts due to previous year's findings. Also increases our confidence and the confidence from Maricopa County, investors, partners, HUD and other stakeholders.

In an effort to improve customer access to HAMC programs and people, HAMC tweaked service processes and tried out new approaches such as HCV housing specialists now identify regular blocks of time on their schedules they are available for face to face or telephone appointments. Appointments are made by the Customer Service Specialist on the Housing Specialist's calendar. Appointment "How May I Help You" forms were developed, and are available in the front office and on the HAMC website. HAMC also removed barriers to Managers by placing business cards out front. To allow the front office Customer Service Specialist improved focus on the customers in front of her, the phones now ring to the back office Customer Service Specialist resulting in more calls getting picked up, less stress at the front desk, and improved service to the walk-in client.

HAMC desires to provide customers additional forums for allowing HAMC to respond to their concerns and needs, and as a result of that desire, established the GOING DIGITAL Team in 2014. This Team has led many 2015 accomplishments, such as:

Information: A new HOW MAY WE HELP YOU section was created so that customers can schedule appointments online. A "Report Fraud" feature was also created. HAMC also enabled the ability for public comment on HAMC webpages that share items such as the Annual Agency Plan and other similar documents requiring a period of public review was implemented in 2015.

Services: Waitlist applications for both the Public Housing and Housing Choice Voucher programs were received exclusively online. Effort was recognized as a 2015 NACo award winner – best in category. Project Based Voucher online waitlists are now continuously open for Apache ASL Trails, Rose Terrace, and Maricopa Revitalization. HAMC's Interactive Voice Response system was enhanced to provide outbound caller inspection appointment reminders. The HAMC website was enhanced to allow for change reporting of household income or composition to be received online. Additionally, most HAMC participant forms are available online as PDF fillable forms.

Money: Landlord payments are almost exclusively paid by direct deposit; paper checks have been further reduced by 30% as vendor convert to ACH; and utility payments are direct paid to utility companies resulting in direct savings in postage, paper, and staff time.

HAMC established property maintenance standards for consistency throughout HAMC-owned and managed properties.

Appendix B. 6 Resident Comments

B.6 Resident Advisory Board Comments

2016 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.

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.

Northwest Area	Southwest Area	Peoria Area	East Valley Area
February 8, 2016	January 19, 2016	February 2, 2016	January 29, 2016
6 Residents Participated	10 Residents Participated	6 Residents Participated	9 Residents Participated
General Topics:	General Topics:	General Topics:	General Topics:
Smoke Free Housing	Smoke Free Housing	Smoke Free Housing	Smoke Free Housing
RAD Conversions Q & A	RAD Conversions Q & A	RAD Conversions Q & A	RAD Conversions Q & A
Resident Requests: Door Bells Patio/Porch Covers New Windows More Trees Better Lighting Speed Bumps Better Address/Apt. #'s on the Buildings	Resident Requests: Ceiling fans New flooring Exterior painting Additional Outside Lights Security Screens on front doors Update the bathrooms	Resident Requests: Window Blinds Buildings Repainted Speed Bumps Storage Closets More Landscape Rock	Resident Requests: Improved Landscaping Additional Storage Area Security Screen Doors for the back doors of the units Pidgeon Remediation

Appendix B. 7 Certification by Local Official

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

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
Signature	Date

Appendix C. 1 5-Year Cap Fund Action Plan

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 AZ20P00950116		Locality (City/County & State) Phoenix, Maricopa, Arizona			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY __2016__	Work Statement for Year 2 FFY ____2017____	Work Statement for Year 3 FFY ____2018____	Work Statement for Year 4 FFY ____2019____	Work Statement for Year 5 FFY ____2020____
B.	Physical Improvements Subtotal	Annual Statement	253,926	205,404	279,090	62,646
C.	Management Improvements		2,000	2,000	2,000	
D.	PHA-Wide Non-dwelling Structures and Equipment		2,000	2,000	2,000	
E.	Administration		56,846	52,566	52,566	15,294
F.	Other					
G.	Operations		53,692	113,692	60,006	25,000
H.	Demolition					
I.	Development		200,000	150,000	130,000	50,000
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		568,464	525,662	525,662	152,940
L.	Total Non-CFP Funds					
M.	Grand Total		568,464	525,662	525,662	152,940

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- AZ20P00950116		Locality (City/county & State) Phoenix/Maricopa/Arizona			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY __2016__	Work Statement for Year 2 FFY __2017__	Work Statement for Year 3 FFY __2018__	Work Statement for Year 4 FFY __2019__	Work Statement for Year 5 FFY __2020__
		Annual Statement				
	PHA Wide Activities		62,826	60,904	97,590	6,646
	AMP 2 Clare Feldstadt/Father Fidelis		22,500	38,000	50,000	10,000
	AMP 5 Baden/Hollar		35,000	28,000	33,500	7,500
	Amp. 7 Scattered site homes-West Valley		35,500			
	Amp. 8 Casa Bonitas/Paradise/Villa Monte Rosa/Flora Statler		24,000	15,000	15,000	15,000
	Amp. 9 John Hammond/Varney		38,600	45,000	65,000	23,500
	AMP 15 Parkview		35,500	18,500	18,000	
	Subtotal		253,926	205,404	279,090	62,646

