

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing DRAFT	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																				
A.1	<p>PHA Name: Housing Authority of Maricopa County PHA Code: AZ009 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2022 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above): 1,827 (53 RAD, 150 PBVs, 59 Mainstream, 29 FUP, 5 VASH, and 89 EHV). Number of Housing Choice Vouchers (HCVs) 1,442 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>The proposed annual plan may be reviewed at www.maricopahousing.org or at any of the following locations:</p> <ul style="list-style-type: none"> ▪ Housing Authority of Maricopa County Administrative Office, 8910 N. 78th Avenue, Peoria AZ 85345 ▪ Rose Terrace Property Management Office, 525 E. Harrison Drive, Avondale AZ 85323 ▪ Surprise Housing Office, 12976 W. Cottonwood, Surprise AZ 85378 ▪ River at Eastline Property Management Office, 2106 E. Apache Blvd, Tempe AZ 85281 ▪ Heritage at Surprise, 12669 W Rimrock St. Surprise, AZ 85374 <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" data-bbox="175 1549 1469 1822"> <thead> <tr> <th data-bbox="175 1549 456 1602">Participating PHAs</th> <th data-bbox="456 1549 586 1602">PHA Code</th> <th data-bbox="586 1549 886 1602">Program(s) in the Consortia</th> <th data-bbox="886 1549 1159 1602">Program(s) not in the Consortia</th> <th data-bbox="1159 1549 1469 1602">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1602 456 1675">Lead HA:</td> <td data-bbox="456 1602 586 1675"></td> <td data-bbox="586 1602 886 1675"></td> <td data-bbox="886 1602 1159 1675"></td> <td data-bbox="1159 1602 1469 1675"></td> </tr> <tr> <td data-bbox="175 1675 456 1749"></td> <td data-bbox="456 1675 586 1749"></td> <td data-bbox="586 1675 886 1749"></td> <td data-bbox="886 1675 1159 1749"></td> <td data-bbox="1159 1675 1469 1749"></td> </tr> <tr> <td data-bbox="175 1749 456 1822"></td> <td data-bbox="456 1749 586 1822"></td> <td data-bbox="586 1749 886 1822"></td> <td data-bbox="886 1749 1159 1822"></td> <td data-bbox="1159 1749 1469 1822"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:														
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Lead HA:																					
B.	Plan Elements.																				

B.1

Revision of Existing PHA Plan Elements.

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

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

Financial Resources

Sources	Planned \$	Planned Uses
1. Federal Grants		
a. Project Based Rental Assistance	\$3,240,000.00	PBRA Property operations
b. Annual Contributions for Housing Choice Voucher – Based Assistance – Subsidy	\$16,633,320.00	Housing and Utility Voucher payments for the HCV Program for Port-Outs and S8 Project based vouchers.
c. Annual Contributions for Housing Choice Voucher – Based Assistance - Administration	\$1,118,244.00	Operating/Administrative Expenses
d. FSS Family Self Sufficiency	\$72,000	Grant Awarded for FSS programming
e.		
2. Other Income Non-Federal Sources		
a. Tenant Rents	\$2,212,180.00	Rental to fund operations and maintenance for Public Housing properties
b. Resident Support Services-Madison	\$69,556.00	Funds on site Resident Support Services
c. Resident Support Services-Coffelt	\$178,335.00	Funds on site Resident Support Services
d. Bridge to Permanency Program	\$0.00	Housing Assistance Payments and Supportive Services for Special Populations
e. TBRA Homelessness	\$273,599.00	Housing Assistance Payment and Supportive Services for Special Populations
f. Resident Support Services-Eastline	\$27,000.00	Housing Assistance Payments and Supportive Services for Special Populations
g. Resident Support Services-Heritage	\$51,772.00	Housing Assistance Payments and Supportive Services for Special Populations
Total Resources	\$23,804,078.00	

Rent Determination

Housing Choice Voucher (HCV) payment standards are used to calculate the Housing Assistance Payment (HAP) that the Housing Authority pays to the owner on behalf of the family leasing the unit. The level at which the payment standard amount is set directly affects the amount of subsidy a family will receive, and the amount of rent paid by program participants. The Housing Authority of Maricopa County (HAMC) must adopt a payment standard schedule that establishes voucher payment standard amounts for each unit size, for each FMR area, in HAMC's jurisdiction. Effective October 1, 2021, the HAMC increased the payment standard for 1–4-bedroom units to 115% of the FMR, 5-bedroom units and higher were at 110% of the FMR updating the payment standards as follows:

Bedroom Size	Fair Market Rent 2021	HAMC Payment Standard
1	\$1,032	\$1,187
2	\$1,251	\$1,439
3	\$1,765	\$2,030
4	\$2,010	\$2,312
5	\$2,312	\$2,543
6	\$2,613	\$2,874

Effective April 1, 2022, HAMC may increase the payment standard for 1–6-bedroom units up to 120% of the FMR, updating the payment standards as follows:

Bedroom Size	Fair Market Rent 2021	HAMC Payment Standard
1	\$1,091	\$1,309
2	\$1,311	\$1,573
3	\$1,825	\$2,190
4	\$2,078	\$2,494
5	\$2,390	\$2,868
6	\$2,701	\$3,241

Operation and Management

- A. In response to the December 31, 2021, expiration of CARES Act statutory waivers, HAMC will submit expedited waivers for certain activities, where applicable, as authorized by the U.S. Department of Housing and Urban Development (HUD). These waivers are needed to continue operational flexibilities allowable by HUD to provide effective program administration during pandemic recovery.
- B. Under the Generally Accepted Accounting Principles (GAAP), uncollectible accounts are allowed to be deducted. The write-offs are for tenants with a balance older than 90 days in Tenant Accounts Receivable and this amount reflects a July 2019 through February 2020. Write-offs are a part of the HUD Tenant Accounts scoring threshold and it is the goal of the HAMC to have tenant accounts receivable no more than 1.5% of billed tenant charges. The HAMC Board of Commissioners (BOC) approved the write-off of \$68,938.44 in uncollectible tenant accounts receivable, on September 20, 2021.
- C. The HAMC administers the HUD Veteran Affairs Supportive Housing program (VASH), which combines Housing Choice Vouchers (HCV) rental assistance for homeless veterans and their families with case management and clinical services provided by the Department of Veteran Affairs Medical Center and clinics. In May 2021, with BOC approval, the HAMC entered into an Intergovernmental Agreement (IGA) with the City of Glendale Housing Authority (GHA) to accommodate participant requests to lease outside the jurisdiction of the public housing authority and to administer the vouchers for participants residing in GHA's jurisdiction. This IGA will remain in effect for an initial term of four (4) years, expiring on September 1, 2024.

B.2 New Activities.

Administrative Plan Changes

HAMC revises its Administrative 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 Administrative Plan and does not require public notice or comment prior to implementation. The HAMC amended its Administrative Plan to include new Emergency Housing Voucher (EHV) Program policies as follows:

Chapter	Subject	Comments
24.1	General	Adding language that outlines the EHV Program.
24.2	EHV Assistance	Added description of eligible populations for EHV Program: <ul style="list-style-type: none"> • Homeless. • At risk of homelessness. • Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. • Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.
24.3	Tenant Selection	Defines income criteria for referrals including the income targeting requirement waived.
24.4	Voucher Issuance	Added language allowing a minimum of 120 days for initial housing search.
24.5	EHV Ongoing Activities	Adding clarifying language for portability under EHV.
24.6	Service Fees	Adding language to detail the service fees available to EHV participants as an optional lease up service: <ul style="list-style-type: none"> • Application Fee. • Holding Fee. • Security Deposit Assistance. • Utility Deposit Assistance. • Other Eligible Uses.
24.7	HAMC Responsibilities	Explains HAMC’s program administrative responsibilities including: <ul style="list-style-type: none"> • Tenant Screening. • All other related HCV responsibilities. Mentions the MOU that is required to be executed prior to program kick-off.
24.8	CoC Responsibility	Adding language to detail the referral and housing search responsibility of the Continuum of Care and all referring agencies. Mentions the MOU that is required to be executed prior to program kick-off.
24.9	Other EHV Policies	Adding language identifying the sunset date of September 30, 2023 for re-issuing EHV.
Appendices		Added language to detail the definition of the four (4) eligible populations for EHV.

Norton Circle Apartments Low Income Housing Tax Credit Application

The Use Agreement dated June 8, 2017, between the HUD and the HAMC requires Norton Circle Apartments (“the Property”) to exclusively be used for Affordable Housing Purposes for the duration of 20 years from the date of that certain Use Agreement to serve households at 80% of area median income. HAMC submitted a Low-Income Housing Tax Credit application due on April 1, 2021 to the Arizona Department of Housing for the redevelopment of the property into a 100-unit new construction project to be owned by Norton C, LLC. The BOC approved and authorized HAMC’s application. The application was approved, and HAMC plans to transfer the property located at 304 S. 5th Avenue, Avondale, AZ 85323 to Norton C, LLC with a sale agreement.

Housing Choice Voucher Landlord Incentive

In the previous year, HAMC announced a \$500 signing bonus for landlords in Maricopa County participating in the Section 8 HCV Program. Beginning October 1, 2020, landlords received a \$500 signing bonus for an executed Section 8 Housing Assistance Payment (HAP) contract within the HAMC’s jurisdiction. This bonus is subsidized with Federal CARES Act funding and is specifically for landlords in HAMC’s jurisdiction who make their properties available to voucher holders. The incentive continues to be available until the funds are exhausted.

B.3 Progress Report.

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

The HAMC continued to make progress towards meeting its mission and goals, as described in the Five-Year plan by achieving the following overall accomplishments:

- A. The HAMC was issued and successfully managed more than 1600 HCVs to assist individuals and families secure and maintain permanent housing.
- B. HAMC resident programs continues to create and implement unique initiatives to meet resident needs. The HAMC continues to partner with various community organizations to deliver needed supportive services to residents in need. Supportive services includes supplemental meals, financial literacy, after-school programming, workforce development assistance and mental health support. Partner organizations include, but are not limited to Maricopa County Human Services Department, St. Mary's Food Bank, Avondale Elementary School District, Wesley Clinic, Sana Sana Foods, AHCCCS, local CAP offices, Department of Economic Security, Veterans Administration, and United Healthcare.
- C. HUD sponsors a voluntary Family Self-Sufficiency (FSS) Program that assists HCV participants achieve economic independence. Participants work with a Case Manager to assess their strengths, identify barriers, set goals, and work to achieve them. In 2021 there were 43 active participants and three graduates. Revisions to the FSS Action Plan have taken place to outline essential elements of the FSS Program and identify program goals and objectives.
- D. With funding authorized by the American Rescue Plan Act of 2021 (Public Law No: 117-2), HAMC was awarded 89 EHV's effective July 1, 2021. The EHV's were provided to assist individuals and families who are: homeless, at risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or recently homeless. The HAMC excelled in managing the program and was ranked number one in Arizona for leasing, and 19th overall in the U.S.
- E. In addition to implementing applicable HUD COVID-19 waivers, as described under the *Operation and Management* section of this plan, the HAMC continues to implement established policies and safety protocols to mitigate the spread of COVID-19, in accordance with its COVID-19 Transition/Preparedness Plan.
 1. Employees continue to telework, utilize relevant Personal Protective Equipment (PPE), and access additional health resources when applicable, and where appropriate.
 2. We continue to leverage community resources and grant funds to provide supplemental meals, COVID-19 vaccinations, medical screenings and rent and utility assistance. In 2021, the HAMC secured over \$157,000.00 for residents to use towards their rent and utilities; ensuring those in need could stay in their homes.
- F. The HAMC designated a lead to coordinate all strategic planning efforts which include monitoring action steps and objectives, successful outcomes, and reporting. The HAMC Five-Year Strategic Plan outlines four strategic areas to focus on within the years 2020 through 2025. These areas include increasing employee engagement activities, enhancing customer-centric programs and supportive services, and expanding the agency's visibility within the community. The HAMC continues to modify its approach to achieve successful strategic plan outcomes, and all year-two objectives are currently being reviewed to assign proper action steps to ensure timely completion in 2022. The following information offers brief details of the progress so far, within each strategic area:
 1. Data was collected across all HAMC departments to review and analyze. The findings were used to compare HAMC clients to the Maricopa County demographics. The data will be used to assess the impact on residents and identify any gaps. Action plans will be created in year-two to close those gaps. Additionally, current policies and plans will be reviewed to ascertain if any changes are necessary to serve changing family structures.
 2. To allow the agency to prioritize program services, categories or 'pillars' were identified. They include childcare, education, workforce, health and housing stability. Logic models have been initiated to assist in identifying service gaps and outline desired outcomes. Current policies and plans will be reviewed to ascertain if any revisions are necessary to reflect our desired outcomes.
 3. Annual reports have been completed and posted to the agency website. Agency brochures have been newly revised and created to promote our work within the community. Additionally, the HAMC explored industry leaders to engage and consult; and started a list of existing partners to leverage current relationships to expand future collaborative opportunities. A new webpage is being built to assist our agency promote our brand to stakeholders, and housing programs and services to the community.
 4. Employee surveys were sent to determine preferences for work schedules, assess employee engagement and to explore redeveloping agency correspondence materials. Additional interview questions were revised for all positions to explore longevity and advancement goals.

	<p>G. HUD awarded GEM Housing Solutions, a non-profit affiliate to the HAMC, with a grant of \$9.1 million to build affordable low-income housing in Surprise, Arizona. This housing will provide rental assistance to residents 62 years and older, making less than \$25,000 annually. Among other amenities, the building will include ADA-accessible bathrooms, a gym, and mini-clinic. Construction on the building is expected to begin in early 2023.</p>
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, please describe: The HAMC concurs with the audit finding from the Schedule of Findings and Questioned Costs for the year ended June 30, 2021. The finding is numbered consistently with the number assigned in the schedule provided by the independent accounting firm, CLA (Clifton Larson Allen LLP).</p> <p>See Appendix A. for additional information.</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See Appendix B.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See Appendix B.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p>

The HAMC fully endorses and supports all Fair Housing laws. Our non-discrimination policy covers admission and access to, or treatment or employment in HAMC's facilities, programs, services and activities. The HAMC has designated a Fair Housing Advocate to investigate allegations of housing discrimination by HAMC personnel or by landlords who rent properties to our HCV holders because of race, color, religion, gender, age, disability or handicap, familial or marital status, or national origin.

Fair Housing Goal: Promote Fair Housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice. HAMC shall not deny any family or individual the equal opportunity to apply for or receive assistance under the HCV Programs based on race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

Describe fair housing strategies and actions to achieve the goal

- A. It is the policy of HAMC to comply fully with all Federal, State, and local non-discrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment including:
1. Title VI of the Civil Rights Acts of 1964.
 2. 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).
 3. Executive Order 11063.
 4. Section 504 of the Rehabilitation Act of 1973.
 5. The Age Discrimination Act of 1975.
 6. Title II of the Americans with Disabilities Act (to the extent it applies, otherwise Section 504 and the Fair Housing Amendments govern).
 7. Violence Against Women Reauthorization Act of 2013 (VAWA).
- B. HAMC takes steps to assure families and owners are fully aware of all applicable civil rights laws. HAMC provides, 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.
- C. 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 HAMC shall not:
1. Deny any family the opportunity to apply for housing nor deny any qualified applicant the opportunity to lease housing suitable to its needs.
 2. Provide housing which is different from that provided to others.
 3. Subject a person to segregation or disparate treatment.
 4. Restrict a person's access to any benefit enjoyed by others in connection with the housing program.
 5. Treat a person differently in determining eligibility or other requirements for admission.
 6. Steer an applicant or participant toward or away from a particular area based on any of these factors.
 7. Deny a person access to the same level of services.
 8. Deny an individual opportunity to participate in HAMC HCV programs with prior drug charges if a person has issues of mental health.
- D. 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.

Fair Housing Goal: HAMC will ensure 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.

Describe fair housing strategies and actions to achieve the goal

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

- A. 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.
- B. 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.
- C. 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 the individual plan for a third-party representative of their choice to receive, interpret and explain materials.
- D. HAMC will comply with all regulations related to physical accessibility including the following:
 - 1. PIH 2002-01.
 - 2. Section 504 of the Rehabilitation Act of 1973.
 - 3. The Americans with Disabilities Act of 1990.
 - 4. The Architectural Barriers Act of 1968.
 - 5. The Fair Housing Act of 1988.
- E. 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 AffordableHousing.com, Craigslist, and Apartment Hunters.
- F. 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.
- G. HAMC will take affirmative steps to communicate with people who need services or information in a language other than English (LEP persons).
 - 1. 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.
 - 2. 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.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

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

B. Plan Elements. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

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

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

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

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality