



# Housing Authority of the County of Monterey

*PHA Annual Plan-  
FY July 2023*

## **Board of Commissioners:**

Jon Wizard-Chair  
Hans Buder-Vice Chair  
Vacant-Commissioner  
Viviana Gama-Commissioner  
Francine Goodwin-Commissioner  
Kevin Healy-Commissioner  
Kathleen Ballesteros-Commissioner

## **Executive Director/ Chief Executive Officer:**

Zulieka Boykin



<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 03/31/2024</b>
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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.

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<p> <b>PHA Name:</b> <u>Housing Authority of the County of Monterey</u>      <b>PHA Code:</b> <u>CA033</u>  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2023</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Housing Choice Vouchers (HCVs)</b> <u>4,917</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> 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> <i>The Annual Plan and supporting documents and the agency Administrative Plan are available for review at Housing Authority of the County of Monterey, 123 Rico St, Salinas, CA 93907 and on the agency website at <a href="http://www.hamonterey.org">www.hamonterey.org</a>. The agency has also posted a public notice with information on how to request a copy of the plan by mail or email.</i> </p>

**PHA Consortia:** (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

**B. Plan Elements.**

**B.1 Revision of Existing PHA Plan Elements.**

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

Y N

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

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

**B.2 New Activities.**

The Housing Authority of the County of Monterey (HACM) continues to expand its use of Project-Based Vouchers (PBV) in supporting the development and expansion of affordable housing throughout Monterey County.

The agency continues to work in partnership with housing developers by providing project-based vouchers. The following projects have completed their requirements or have entered a Housing Assistance Payment (HAP) contract with the agency or are pending PBV requirements; Villa Del Monte, Catalyst A-E and Casanova Plaza Apartments, East Garrison Apartments and Nuevo Amanecer, Salinas Homekey, Greenfield Commons I, Greenfield Commons II, Lightfighter Village, One Parkside Manor and Magnolia Place Senior Apartments.

Project Based Voucher Allocation			
Agency/Property	# of Units	Location	Status *
Salinas Homekey	85	Salinas, CA	Pending
Greenfield Commons I	27	Greenfield, CA	Pending
Greenfield Commons II	27	Greenfield, CA	Pending
VTC-Lightfighter Village	17	Marina, CA	Pending
Magnolia Place Senior Apartments	32	Greenfield, CA	Pending
East Garrison Apartments	15	Marina, CA	Executed AHAP
Nuevo Amanecer	15	Pajaro, CA	HAP
Catalyst A-E	5	Salinas, CA	HAP
Villa del Monte Apartments	62	Seaside, CA	HAP
Casanova Plaza Apartments	17	Monterey, CA	HAP
One Parkside Manor	80	Salinas, CA	HAP

*\*AHAP: Agreement to Housing Assistance Payment (Contract)*

*HAP: Housing Agreement Payment (Contract)*

Housing Agreement Payment (HAP) contracts are in place for Nuevo Amanecer, Catalyst A-E, Villa del Monte Apartments, One Parkside Manor and Casanova Plaza Apartments. The agency continues to work through the contract stages with the remaining pending properties.

The agency is committed to actively promote project-based partnerships with community housing developers to provide affordable housing. Project-Based Vouchers are made available to new housing developments to continue to increase the supply of affordable housing and expansion of housing opportunities to individuals and families living in Monterey County.

**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 Housing Authority of the County of Monterey has made the following progress in meeting the goals of the 5-Year plan:**

- The agency continues to explore competitive funding opportunities as they become available to increase affordable housing to residents of Monterey County.
- The agency continues its partnership with the Department of Veterans Affairs by working with homeless veterans and their families in Monterey County to sustain permanent housing through the HUD-VASH voucher program.
- The agency continues to work with partnering community organizations that refer qualifying youth to the Foster Youth to Independence (FYI) Initiative Program. The agency continues its commitment to promote supportive services to foster youth who are seeking stable permanent housing in Monterey County.
- The agency continues collaboration with the Coalition of Homeless Services Providers, Continuum of Care (CoC) and community partnering agencies to provide qualifying individuals and families that are homeless or at risk of becoming homeless, opportunities to obtain permanent housing through the Emergency Housing Voucher Program (EHV). Services such as assistance with housing search, application fees and security deposits and utility arrears are in place as supportive measures for qualified participants. The agency increased its landlord incentive program to \$1,500.00 as a measure to secure and encourage landlords in Monterey County to become participants of the EHV program. Additionally, the agency removed the \$3,500.00 cap on service fees for EHV participants, this allows the agency flexibility when determining on a case-by-case basis, how they can financially assist EHV families with service fees.
- The agency has been awarded renewal funding by HUD, the Renewal Funding Inflation Factor (RFIF) for the Housing Authority of the County of Monterey has been determined to be 33.1%. RFIFs are used to adjust the allocation of Housing Choice Voucher (HCV) program renewal funds to PHAs for local changes in rents, utility costs, and tenant incomes. The additional renewal funding will benefit existing Housing Choice Voucher participants and applicants by decreasing rental burden.
- The agency approved new Payment Standards to reflect the current rental market increase in the area. The agency used an exception payment standard waiver at the higher of 120% of Small Area Fair Market Rent or 110 percent of the 50th percentile FMR that was effective September 1, 2022, for current voucher-assisted households with lease anniversaries effective October 1, 2022, as well as other applicable action types including but not limited to: transfers of unit/relocations, new lease-ups for newly admitted households and port-ins. The increase allows participants of the Housing Choice Voucher program opportunities to rent in higher opportunity areas and promotes accessibility to equitable services and resources for families in Monterey County.

- The agency has retained a SEMAP score of 98%, high performer status in the Housing Choice Voucher (HCV) program.
- The agency will be expanding opportunities to participants of the Housing Choice Voucher program by adding an additional Family Self Sufficiency Coordinator. This will allow the agency the ability to increase support for HCV participants desiring to participate in the Family Self Sufficiency Program.
- The agency provides community and program information to participants during briefings, informing them of available opportunities in the HCV program, including agency partnerships that offer supportive services, information on current rental opportunities, supportive services for the disabled, veterans and homeless individuals and families to expand opportunities to all participants of its programs.
- The agency continues to set aside 200 Homeless Set-Aside housing choice vouchers, 114 of which are currently leased. The agency continues to work with local service providers and community agencies to assist homeless families and individuals with affordable housing and supportive services.
- The agency is committed to providing support to Project Homekey in Salinas, California. The project has 85 project-based vouchers in pending status and is currently working with the City of Salinas in a collaborative partnership to finalize the housing assistance payment contract. Project Homekey provides affordable housing to one of the most vulnerable populations of Monterey County.
- The agency was part of a collaborative redevelopment project that provides affordable housing for the elderly. One Parkside Manor, in Salinas, California has recently been completed and has 80 project-based vouchers in place. The project provides affordable housing to the elderly community members of Monterey County.
- The agency is committed to meeting reasonable accommodation requests that provide equal opportunity and access to disabled families or individuals. Agency staff participate in annual Fair Housing Training provided by the Office of Fair Housing and Equal Opportunity.
- The agency is currently working on upgrading its internal software programs to maximize technological support that benefits the agency, participants, and landlords by providing expedited services and improving internal functions.
- The agency is continually working to establish partnerships with community agencies and local city jurisdictions to increase affordable housing opportunities in Monterey County. Additionally, the agency continues its current vital partnerships with community agencies that offer supportive services for homeless individuals and families, seniors, and disabled individuals to continue meeting its goals outlined in its 5-Year PHA Plan and mission statement.

**B.4 Capital Improvements.**

N/A

**B.5 Most Recent Fiscal Year Audit.**

(a) Were there any findings in the most recent FY Audit?

Y N N/A

(b) If yes, please describe:

**Financial Statement findings are as follows:**

*The Housing Authority had deficiencies with internal financial reporting:*

The agency is in the process of assessing and modifying internal controls to avoid issues by implementing accounting checklists on a periodic basis and has increased finance department staff and instituted backup protocols for all processes and roles.

*The Housing Authority had unclaimed property in the form of checks:*

The agency accepted the recommendation of the auditor and has made arrangements to comply with regulations from the California State Controller's Office.

*The Housing Authority did not properly consider regulations related to sealed bids and competitive proposals:*

The agency recognized the deficiencies related to procurement and will implement internal control procedures to ensure compliance with its Procurement Policy and Federal & State procurement regulations.

**Federal Award Findings and Questioned Costs are as follows:**

*Inspection of files revealed unavailable documents at the time of audit examination:*

The agency accepts the recommendation to implement a directive that will be issued to staff that ensures that when files are archived, original documents are transferred and maintained in current files.

<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y    N  <input checked="" type="checkbox"/>   <input 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> <p><i>*See Attachment</i></p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <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><i>*See Attachment</i></p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></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><i>*See Attachment</i></p>



<b>C.4</b>	<p><b>Challenged Elements.</b> 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 style="padding-left: 20px;">Y    N</p> <p style="padding-left: 20px;"><input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
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<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
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<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></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> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #cccccc;"><b>Fair Housing Goal: Ensuring Fair Housing for all Americans</b></td> </tr> <tr> <td style="background-color: #cccccc;"><b><u>Describe fair housing strategies and actions to achieve the goal:</u></b></td> </tr> <tr> <td>HACM has established and ensured equal opportunity in housing for all Americans as a strategic goal. To implement this goal, HACM continues to affirmatively market its housing programs to make them accessible to families with special needs or disabilities. HACM remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #cccccc;"><b>Fair Housing Goal: Furthering Fair Housing Opportunities</b></td> </tr> <tr> <td style="background-color: #cccccc;"><b><u>Describe fair housing strategies and actions to achieve the goal:</u></b></td> </tr> <tr> <td>HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.</td> </tr> </table>	<b>Fair Housing Goal: Ensuring Fair Housing for all Americans</b>	<b><u>Describe fair housing strategies and actions to achieve the goal:</u></b>	HACM has established and ensured equal opportunity in housing for all Americans as a strategic goal. To implement this goal, HACM continues to affirmatively market its housing programs to make them accessible to families with special needs or disabilities. HACM remains strongly committed to meeting reasonable accommodation or modification requests that support and promote affordable housing opportunities to disabled families or individuals.	<b>Fair Housing Goal: Furthering Fair Housing Opportunities</b>	<b><u>Describe fair housing strategies and actions to achieve the goal:</u></b>	HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.
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HACM works with the entitlement jurisdictions to integrate outreach and fair housing training opportunities into existing plans which are developed by each jurisdiction. HACM participates in community forums and events to market the Housing Choice Voucher Program and to expand further fair housing opportunities for families.							

**Fair Housing Goal: Improving Equitable Housing Opportunities for Participants**

**Describe fair housing strategies and actions to achieve the goal:**

Housing Program Specialists work with families to promote portability and relocation to neighborhoods of opportunity. During briefings, applicants are informed of available units and their location, emphasizing communities that are underutilized. This information is given to the voucher holders to allow them to make housing choices that can provide greater social amenities and greater educational and economic opportunities for their families. The housing specialists describe fair housing and discrimination laws and provide information regarding the process of filing complaints.

**Fair Housing Goal: Ensuring Access to Safe and Sanitary Affordable Housing**

**Describe fair housing strategies and actions to achieve the goal:**

HACM's annual and long-range goals will result in greater housing choices for families by allowing families to acquire housing that is of adequate size by reducing overcrowded conditions. All potential rental units must meet Housing Quality Standards and are inspected prior to move-in and are subject to annual inspections to assure these standards are maintained. Participants are assisted in securing housing that meets the needs of their families and are assisted in leasing negotiations with landlords. These factors promote fair housing choices by eliminating blighted properties from federal housing subsidies and improves the wellbeing of the community and its members overall.

**Fair Housing Goal: Furthering Opportunities for Participants in Higher Opportunity Areas**

**Describe fair housing strategies and actions to achieve the goal:**

The HACM conducts analysis of local fair market conditions in its jurisdiction to help eliminate barriers for applicants of the Housing Choice Voucher Program. With approval of the success rate payment standard amounts at the 50<sup>th</sup> percentile, the HACM is able to increase the number of voucher holders who become participants. Additionally, it affords participants opportunities to secure housing in higher opportunity neighborhoods and areas.

# Instructions for Preparation of Form HUD-50075-HCV

## Annual PHA Plan for HCV-Only PHAs

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### 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.

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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