

DRAFT ANNUAL AND FIVE-YEAR PLANS

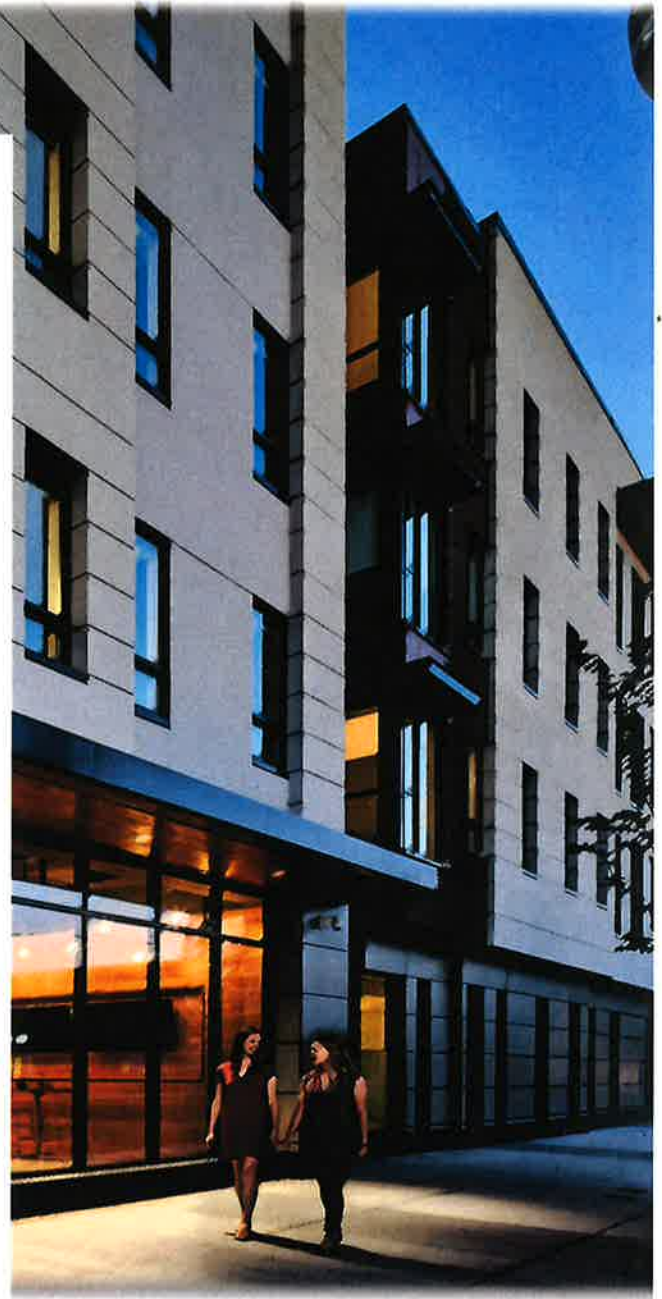


AUGUST 2024

WEST HARTFORD HOUSING AUTHORITY



FIVE-YEAR PLAN



AUGUST 2024

WEST HARTFORD HOUSING AUTHORITY



**5-Year PHA Plan
(for All PHAs)**

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

**OMB No. 2577-0226
Expires: 03/31/2024**

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, 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-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.

A.1 PHA Name: West Hartford Housing Authority PHA Code: CT039
 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2025
 The Five-Year Period of the Plan (i.e. 2019-2023): 2025-2029
 PHA Plan Submission Type: 5-Year Plan Submission Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on 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 each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA 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	
				PH	HCV
Lead PHA:					

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the West Hartford Housing Authority is to create, preserve, revitalize and pursue affordable housing and community development opportunities in West Hartford. We aim to serve a diverse mix of households and help residents maintain their independence by managing affordable, quality housing and providing housing assistance services.</p> <p>We seek to do the following:</p> <ul style="list-style-type: none"> ● Expand housing options for a continuum of household income ranges and ages. ● Maintain and expand our internal organizational capabilities and increase our financial independence. ● Continue to foster sustainable community connections in West Hartford and be seen as a “go-to” property development advisor and problem solver for small to mid-sized housing authorities and/or communities across the state. ● Promote access to services that enhance and enable residents to achieve self-sufficiency. ● Continue to foster a sense of community and pride for residents in where they live. ● Promote real estate development opportunities that foster access for our residents to jobs, shopping, medical care and entertainment. ● Utilize our Moving to Work designation to create operational efficiencies, increase the financial independence of our voucher holders and increase housing choice.

B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

Expand Housing Opportunities (Voucher Administration)

Apply for additional vouchers, to the extent they are available

Actively review SAFMR's (in connection with review of two-year tool) to provide best Payment Standards allowable for voucher holders to gain flexibility in the use of their vouchers and reduce rent burden.

Conduct outreach efforts to attract potential new landlords

Continue to grow project-based voucher program to the extent possible

Continue to advertise the need for rental units and encourage the participation of landlords through landlord forums, emails blast, social media and our website.

Provide landlord incentives through our designation as an MTW Agency (waiver request to be made)

Provide extended time limit to voucher holders searching for a unit

Provide all landlords with landlord briefings

Continue to promote leasing in high opportunity zip codes under SAFMR's

Expand Housing Opportunities (Development)

Acquire or development new, or renovated units

Implement innovative approaches to support the creation of additional affordable housing opportunities for West Hartford through strategic partnering.

Creation of a Land Trust to provide tax incentive donations of residential and brownfield properties by local owners for conversion to housing.

Improve Cost Efficiency and Participant Satisfaction (Voucher Administration)

Utilize website to allow for more efficient staff time and increase user satisfaction. This could include video tutorials, flowcharts with action steps, information on wait list openings

Consider creating videos for initial briefings, FSS, lease compliance, recertification

Streamline annual recertification to allow for biennial recertifications

Continue to perform unit inspections on a biennial schedule

Improve Cost Efficiency, Tenant Satisfaction and Quality of Life of Tenants (Managed Properties)

Utilize websites to allow for more efficient staff time and increase user satisfaction. This could include videos of units, flowcharts with action steps, information on wait list openings.

Partnership with WHPD to increase presence of monitoring and perform security risk assessments at each managed property

Increase tenant satisfaction through excellent customer service, lease enforcement and upkeep of buildings, grounds and units. Monitor such through the use of tenant surveys. Review and analyze results to create goals for future success.

Continue with management walkthroughs of the managed buildings to create engagement from the top down, using a team approach.

Create sense of community among tenants through continual involvement of Resident Services Coordinators through communication, involvement with residents, hosting of social gatherings, etc.

Promote existing Family Self-Sufficiency program to Housing Choice and Project Based participants

Promote Self-Sufficiency

Provide or attract supportive services to improve assistance

Provide or attract supportive services to increase independence for the elderly or families with disabilities

Develop a newsletter, email blast or social media posting to highlight achievements of program participants who become self-sufficient or meet their FSS goals.

Host financial literacy or credit 101 workshops with local Banks

Provide a referral base for community resources

Continued partnership with Town Dept of Social Services

Attract, Retain and Develop Qualified Staff

Foster workplace environment where employees feel supported and encouraged to pursue on-going professional development

Provide access to training programs and certifications for all employees

Promote diversity, equity and inclusion.

Continue to provide online and in-house employee development

Increase Public Awareness of Agency and Affordable Housing

Promote housing programs through new landlord trainings

Promote initiatives through comprehensive communications program

Pursue opportunities for collaboration and partnership with local organizations and entities.

Excellence in the Administration of Programs (Voucher)

Continue to provide excellent customer service and set goals to monitor success.

Provide customer service training to all employees who are public facing

Create a tenant survey for program participants to express their concerns with services and to improve housing needs in the community

Continue to assess opportunities for innovative ideas to make our staff more accessible to the public, but in a more efficient manner.

Utilize software program to allow tenants self service for recertifications

Organize and revamp the Resident Advisory Board.

Excellence in the Administration of Programs (Managed Properties)

Maintain 95% or better occupancy/utilization rate for each managed property.

Continue to provide excellent customer service and set goals to monitor success.

Provide customer service training to all employees who are public facing

Continue to assess opportunities for innovative ideas to become more efficient in our daily activities

Utilize software program to allow tenants to utilize self service for recertifications, rent payments, work orders

B.3

Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

A: ASSET MANAGEMENT: *“Asset Management” covers systems and organizational capacity to oversee real estate assets. This includes regulator compliance, customer service, property management and related systems that support these functions such as Information Technology, staff expertise and the creation of new or revised administrative policies.*

Goal #1: Improve Facilities Management Systems to support Site-based Management and Property Planning

Objective #1: Assess current maintenance work order system through the “lens” of a Facilities Management paradigm to better align day to day maintenance activities and planning for capital improvements.

Progress Report: WHHA switched software providers and are still learning and gaining efficiencies with our new system. It is our goal to fully integrate the work order system in our software in 2025. Management is currently assessing staffing levels especially in looking towards growth.

Objective #2: Identify several existing software products that support facilities management data needs and reporting.

Progress Report: WHHA switched software providers to a system with much more robust features than the previous software with respect to facilities management data. This objective is considered to have been met.

Objective #3: Update work order coding system to facilitate detailed monthly and annual internal reporting on a property-by-property basis. Ninety percent (90%) of all maintenance activity should be documented through the work order system including unit turnover.

Progress Report: WHHA switched software providers and are still learning and gaining efficiencies with our new system. It is our goal to fully integrate the work order system in our software to better track areas of need in terms of staffing levels and capital needs in the near term.

Objective #4: Develop property inspectional systems that promote a goal of 80% of all work orders being generated through the inspection protocols preventive maintenance schedules.

Progress Report: WHHA switched software providers and are still gaining efficiencies with our new system. Preventive maintenance schedules are being worked on in the new software system for automation, and preventive maintenance is currently being performed on an ongoing basis by staff and tracked manually.

Objective #5: Tie Work Order system to project-based budgets and other financial information to established capacity to job cost work orders and develop management analytics.

Progress Report: WHHA switched software providers and are still learning and gaining efficiencies with our new system. It is our goal to fully integrate the work order system in our software to better track areas of need in terms of staffing levels and capital needs in the near term.

Objective #6: Have Capital Needs Assessment (CNAs) prepared for each property by a 3rd party to be updated every five (5) years. The CNA is to be a replacement reserve analysis adjusted for actual modernization and observed conditions.

Progress Report: WHHA is performing semi-annual property walkthroughs attended by management, facilities staff, property management staff and resident services coordinator staff in order to assess physical condition of the properties, to ensure consistent policies and procedures, to assess risks at each location and aid in the preparation of an internal capital needs assessment for each building. External capital needs have not yet been prepared, as the housing stock is still relatively new in age, however these will be completed for certain buildings, based on age, in the near term.

Objective #7 : Use Work Order and CNA information for facilities planning and budgeting requirements.

Progress Report: This is currently done by management level staff, in coordination with property staff, facilities staff and the semi-annual property walkthroughs. We will continue to refine our new software system to allow for a more automated process.

Objective #8 : Develop measurable property goals (i.e. turnover costs per unit) and objective as part of the budget development/management process challenge and gauge effectiveness of the budget planning process and budget execution.

Progress Report: This is still in process.

Goal #2: Review Occupancy Management and Related Compliance Requirements

Objective #1: Review current income recertification process to determine if there are methods to streamline administrative procedures and maintain compliance for income restricted units for properties under management.

Progress Report: This is a continual process as we strive to become more efficient and effective in our every day operations by thinking outside the box and utilizing technology to our benefit.

Objective #2: Conduct an in-depth review of property specific tenant selection plans to determine current compliance with tenant selection, affirmative marketing.

Progress Report: This review has been done, yet is also a continual process in terms of ensuring compliance on an ongoing basis.

Objective #3 : Update marketing plans for each property that capitalizes on its unique attributes as well as minimizes the challenges in marketing of properties. Partner with other entities where possible to enhance and coordinate marketing efforts. Provide staff training on fundamentals of marketing as part of the plan to evolve the portfolio.

Progress Report: This is a continual process in order to stay up to date on market trends.

Objective #4 : Paperless Resident Record Management System – Review and assess solutions that would be most suitable and beneficial for WHHA operation. The intent of the solution is to integrate resident documents and data into workflow processes that allow for creation, retention and management of electronic resident records in a manner consistent with all pertinent rules and regulations. This solution shall also provide improved information sharing and inter-departmental coordination for easy retrieval and reporting capabilities.

Progress Report: This is still in process.

Goal #3: Maintain security and public safety systems at the highest levels permitted by available funding

Objective #1: Baseline current security systems and identify hardware improvements that would enhance security.

Progress Report: This is complete.

Objective #2: Develop property specific security plans. Engage West Hartford Police Department in security plan.

Progress Report: This is a continual process. West Hartford Police are aiding by doing site visits to help identify risks and safety protocols.

Objective #3: Evaluate and refine effectiveness of security plan and supporting surveillance systems.

Progress Report: This is a continual process.

Objective #4: Evaluate effectiveness of security; continue to evaluate and refine security plan.

Progress Report: This is a continual process.

B. LEASED HOUSING PROGRAMS: *“Leased Housing Programs” refer to the use of either tenant-based rental subsidies pursuant to 24 CFR 982 or project-based rental subsidies pursuant to 24 CFR 983.*

Objective #1: Continue to utilize project-based Housing Choice Vouchers for supporting development efforts including family, supportive and transitional housing facilities.

Progress Report: WHHA has continued to grow its HCV and PBV programs in order to serve more people. We note that adopting payment standards set at 120% of the SAFMR has resulted in a greater success in lease up for tenants in our area. During 2024, we expect to execute an AHAP for 15 project based units at a ground up development. These units are expected to come online in 2026. There are another 15 units under a separate AHAP executed in 2023 for units under construction, with an anticipated completion in 2025.

Objective #2 : Continue to enhance and utilize the HCVP 2 Year Model to maximize voucher utilization while remaining within budget authority levels.

Progress Report: This is a continual process. Our new software program has a replica of the 2 Year Tool embedded in the software, which makes using the tool that much more effective and efficient.

Objective #3: Enhance and enforce the tracking of zero-income households to comply with HUD requirements and to minimize the overpayment of Assistance Payments. This initiative will also assist in identifying and reducing fraud abuse.

Progress Report: This is a continual process whereby we can identify zero-income households. Our new software contains reporting for this purpose.

Objective #4 : Reorganize staffing assignments to improve processing and equitable caseloads as it relates to project-based vouchers and the growing portability program.

Progress Report: This is a continual process for WHHA as we grow and expand our operations, while balancing admin fee earned and costs such as salaries and benefits.

Objective #5 : Increase landlord and participant outreach by conducting periodic workshops for landlords involved in failed Housing Quality inspections in an effort to streamline the inspection process and reduce the administrative burden associated with re-inspection and recertification.

Progress Report: In past years, we have hosted workshops for landlords specifically related to HQS inspections. We intend to continue that process as needed and especially as inspection standards change.

Objective #6: Develop an enhanced resident file review system that will ensure compliance, identify areas of opportunity, and improve program outcomes.

Progress Report: This is a continual process in which the program Director performs periodic quality control reviews in order to ensure compliance and identify areas of improvement.

Objective #7: Conduct an in-depth review of program governance documents, including the Administrative Plan to ensure current practices are following policies. Update policies as needed.

Progress Report: This is a continual process that is reviewed on an annual basis. Policies are updated as needed.

Objective #8: Continue implementation of objectives described above.

Progress Report: This is a continual process.

C. SUPPORTIVE & RESIDENT SERVICES: *"Supportive & Resident Services" covers all Authority initiatives that cover household-based economic development efforts such as the Family Self-Sufficiency Program or services targeted to specific sub-populations to assist them in maintaining their residency or ability to be program participants.*

Objective #1: Partner with multiple West Hartford-area organizations to align and focus resources on WHHA and analogous local populations. This alignment will leverage individual (i.e. 'siloes') interventions and produce a 'multiplier' effect. The result will be improved capacity to measure outcomes and sustainability.

Progress Report: This is a continual process as we continue to meet with area organizations related to our mission.

Objective #2: Continue to be a catalyst for resident initiatives at all WHHA managed communities.

Progress Report: Resident coordinator staff are located at each managed property in order to connect residents with service providers in the area, to work in connection with these agencies for the betterment of our residents and to generally assist residents with whatever they may need.

Objective #3: Conduct collaborative workshops with Resident Service Coordinators (RSC) and Property Management team to exchange knowledge of and practices in order for the RSC's to better serve residents.

Progress Report: This is done on a continual basis with internal meetings between staff and management to ensure consistent policies and procedures as well as the sharing of ideas.

Objective #4: Develop a monitoring and evaluation plan. Using a variety of tools such as surveys, resident assessments, and community-level data information will be used to improve and refine services and programs.

Progress Report: This is in process as we refine our resident surveys and assess responses received.

Objective #5 : Continue implementation of objectives described above.

Progress Report: This is a continual process.

D. ORGANIZATIONAL ADMINISTRATION: *"Organizational Administration" references initiatives which deal with human capital, financial management, information technology, risk services, purchasing, risk management and any other strategic administrative functions which enhance or improve the operations and the positioning of the Authority.*

Objective #1: Fully implement a document retention policy and continue its implementation Authority-wide including the disposal/archiving of historically stored documents.

Progress Report: This is a continual process.

Objective #2: Collaborate with our Insurance Consultant to implement a robust insurance program that will streamline and centralize policies and while reducing risk across the portfolio. Provide staff with training on insurance coverages and limits to ensure claims are processed appropriately.

Progress Report: This is a continual process as we work with our risk management consultant on a regular basis to identify risks, mitigate them as much as possible and ensure coverage levels and named insureds.

Objective #3: Review and update the WHHA adopted Investment Policy as appropriate.

Progress Report: Policy was adopted many years ago, will need to revisit in the near term.

Objective #4: Complete the implementation of ACH payments for vendors, reducing payment times and administrative processing costs while improving relations.

Progress Report: Not yet addressed, still assessing viability.

Objective #5: Review existing purchasing & procurement systems to distinguish between WHHA purchasing & procurement requirements and requirements of 3rd party management contracts.

Progress Report: This is a continual review process as we add managed properties to our portfolio and as HUD procurement policies change.

Objective #6: Review strategies to address legacy cost issues such as the consequence of participation in the State of Connecticut Municipal Employee System (MERS).

Progress Report: This has been reviewed but WHHA's options are limited. The State of CT has made some legislative and Plan benefit changes that have helped to reduce the impact on the employer.

Objective #7: Implement an improved software system that better supports our management system.

Progress Report: A full software conversion was completed in previous years.

Objective #8: Continue to refine the new performance appraisals and evaluations to make them goal specific and objectively measurable.

Progress Report: This is a continual process as we adapt and refine.

Objective #9: Conduct a formal Cyber Security Assessment and action plan to resolve any findings or comments to reduce cyber security risk factors.

Progress Report: Cyber Security is an area of attention at WHHA. Our IT consultants perform risk assessments on a regular basis and we often change our policies to reflect changing times as well as requirements of our insurance carrier.

E. ENTREPRENEURIAL ACTIVITIES: "Entrepreneurial Activities" include income generating actions (i.e. fee-for-service) and the creation of entities that serve societal needs, leveraging the core competencies, reputation, and relations of the parent entity.

Objective #1: Determine feasibility of forming new corporation(s) to produce development-related fee-for-services to third parties in and out of West Hartford and initiate activities.

Progress Report: This has been reviewed in the past but no company has been set up.

Objective #2: Identify innovative approaches to leverage the asset value and subsidy opportunities to create more affordable housing opportunities in West Hartford, including Housing Choice Vouchers, Moving to Work, State Policy Advocacy, etc.

Progress Report: This is a continual process and we intend to apply for any new funding. During 2023, we applied for Moving to Work designations that were designated as such in 2024.

Objective #3: Assess the feasibility of implementing a Land Trust to provide tax incentivized donations of residential and "brownfield" properties by West Hartford. Residential single-family homes could be retained or sold as appropriate with disposition proceeds used for housing purposes. Brownfield properties accepted that have potential for redevelopment and conversion to housing or mixed-use purposes.

Progress Report: This has not been established.

Objective #4: Develop a Business Plan servicing 3rd party property owners in the Town of West Hartford and regionally to manage the marketing, management of housing or mixed-use properties.

Progress Report: This is a continual review of feasibility based on staffing capacity and organizational need.

Objective #5: Implement innovative approaches to support the creation of additional affordable housing opportunities for West Hartford through partnering.

Progress Report: This is a continual process based on staffing capacity and organizational need.

<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>In accordance with the requirements of the Violence Against Women Act (VAWA), the WHHA has established goals, objectives, activities, services, policies and programs to serve the needs of applicants, participants and tenants for VAWA protections as victims of domestic violence, dating violence, sexual assault, or stalking:</p> <p>1. Goals and Objectives: The WHHA goal is all applicants, tenants and participants understand their rights to protection through the Violence Against Women Act (VAWA). The objective is for the WHHA to provide educational material to all applicants, tenants and participants. The WHHA serves the needs victims of domestic violence, dating violence, sexual assault or stalking through education on VAWA protections.</p> <p>2. Activities and Services: The WHHA activity that enables the WHHA to serve the needs of victims of domestic violence, dating violence, sexual assault or stalking is to provide all applicants, participants and tenants with the VAWA Notice of Occupancy and Certification Form. In addition to information on the rights to VAWA protection, the Notice includes local and national resources for victims.</p> <p>Other activities include the implementation of policies that allow victims of domestic violence, dating violence, sexual assault or stalking, the ability to transfer from their existing unit, and exercise portability through the Emergency Transfer procedure and refer victims to social service and law enforcement agencies with expertise in domestic violence and other VAWA crimes.</p> <p>WHHA activities ensure that victims are not denied assistance, evicted or terminated from housing assistance for being a victim – or being affiliated with a victim - of domestic violence, dating violence, sexual assault or stalking.</p> <p>3. Policies and Programs: The WHHA has established policies and procedures to serve the needs of victims of domestic violence, dating violence, sexual assault or stalking. These policies and procedures implement VAWA protections. These include Violence Against Women Act (VAWA) Procedures, Violence Against Women Act (VAWA) Emergency Transfer Plan, and Screening and Eviction Policy.</p> <p>The WHHA has developed a prevention program, the Emergency Transfer Plan, that complies with VAWA. For families renting units owned or managed by the WHHA, agency staff will work closely with local law enforcement to address any and all crime-related problems in a proactive manner.</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. N/A</p>
<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year 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 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.3</p>	<p>Certification by State or Local Officials.</p> <p><u>Form HUD-50077-SL</u>, <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>C.4</p>	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

D. Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

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.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Strategy: Assist whenever possible in revitalizing neighborhoods in concentrated areas of poverty by creating and dedicating affordable housing opportunities.

Actions: Work with affordable housing developers to encourage use of Low-Income Housing Tax Credits (LIHTC) for new construction or preservation in deconcentrated areas. This helps to increase the mix of incomes in neighborhoods where households may have incomes lower than the LIHTC residents.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Strategy: Provide households with access to equal housing opportunities.

Actions: The PHA has and will continue to seek opportunities to Project Base vouchers in new and/or revitalized construction, in an effort to afford low-income households an opportunity to equal/fair housing.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Strategy: Increase low-income household access to resource rich neighborhoods.

Actions: In prior years, the PHA implemented Small Area Fair Market Rents (SAFMR) and established payment standards at 100% of the SAFMR's. In addition to this, as of August 2022, the PHA chose to adopt HUD's waiver to increase payment standards to 120% and have applied for a continuance of this waiver in 2024. This has provided households the ability to afford housing in high opportunity areas, where they may not have had that option in the past.

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

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

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

(b) If yes, submit 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 § 903.17(b), 24 CFR § 903.19)

C.3 Certification by State or Local Officials.

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, 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.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

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 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, 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.

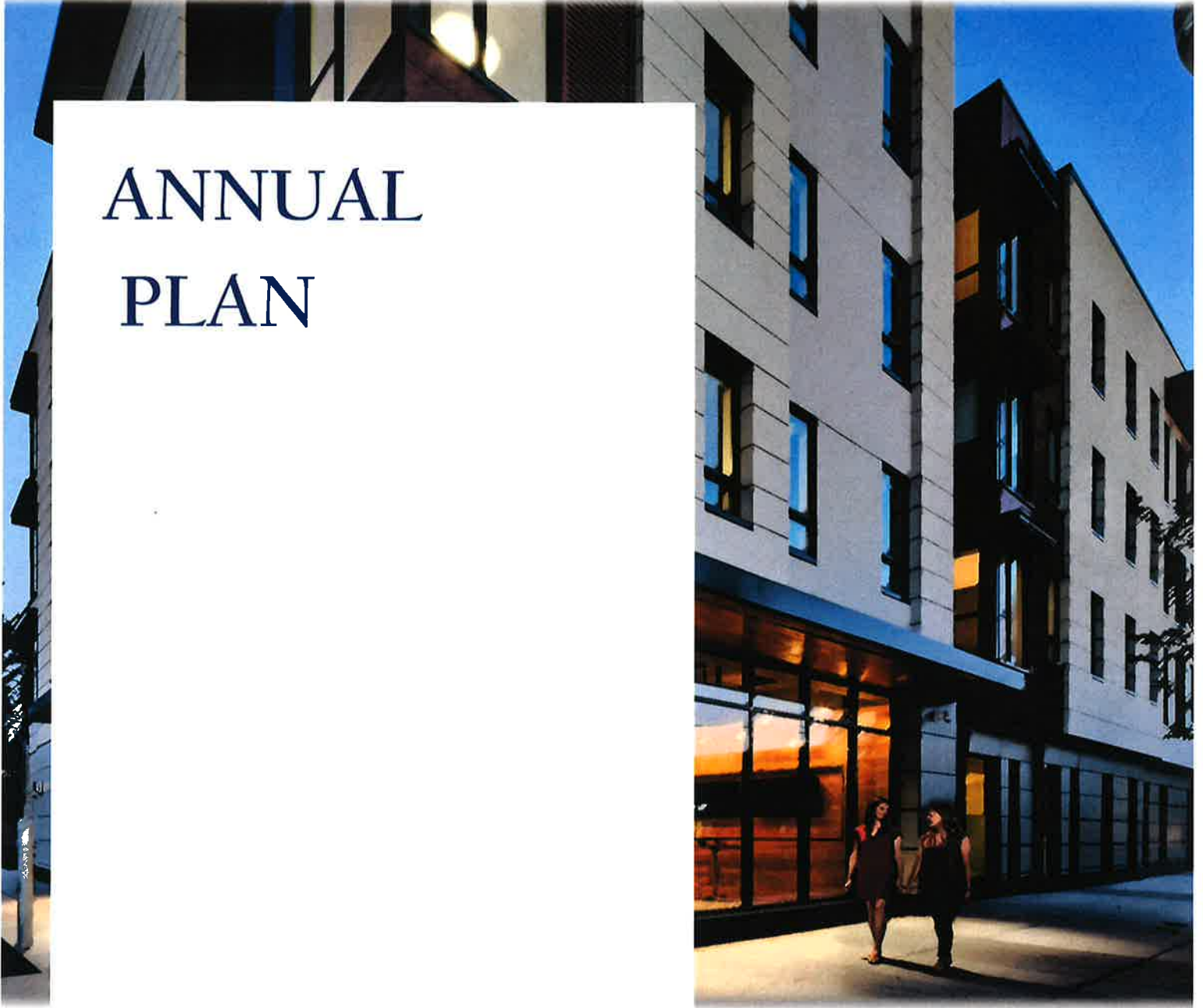
Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection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

DRAFT

ANNUAL PLAN

AUGUST 2024

WEST HARTFORD HOUSING AUTHORITY



**Streamlined Annual
PHA Plan
(HCV Only PHAs)**

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

OMB No. 2577-0226
Expires 03/31/2024

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

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

A. PHA Information.					
A.1	PHA Name: <u>West Hartford Housing Authority</u> PHA Code: <u>CT039</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2025</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>684</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<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>					
<input type="checkbox"/> 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.

Revision of Existing PHA Plan Elements.

B.1

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):

Pursuant to PIH Notice 2021-34 and PIH Notice 2022-30, WHHA applied to HUD for a waiver to allow for the setting of payment standards up to 120% of the Small Area Fair Market Rent (SAFMR). This was approved and therefore, the payment standards were increased to 120% of the SAFMR up until 12/31/23. WHHA has seen that the increase in the payment standards has helped with leasing efforts – both with new admission and moves, as tenants are able to find housing under this waiver where they may not have under the previous 110% maximum. Therefore, in 2024 and pursuant to PIH Notice 2023-9, WHHA applied for and was granted an extension of this payment standard waiver and hopes to continue to maintain payment standards in the future above the 110% maximum set by HUD, outside of this waiver.

B.2 New Activities. –

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

- | | | |
|-------------------------------------|-------------------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hope VI or Choice Neighborhoods. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Mixed Finance Modernization or Development. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Demolition and/or Disposition. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Designated Housing for Elderly and/or Disabled Families. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conversion of Public Housing to Tenant-Based Assistance. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Occupancy by Over-Income Families |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Occupancy by Police Officers. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Non-Smoking Policies. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project-Based Vouchers. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Units with Approved Vacancies for Modernization. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). |

(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.

Project-Based Vouchers

As of October 2024, WHHA has awarded 165 project based vouchers.

Project-basing is consistent with WHHA’s Agency Plan, its strategies for addressing community needs, and its stated goals to:

- increase the availability of decent, safe and affordable housing;
- increase housing choice;
- utilize project-based Housing Choice Vouchers for supporting development efforts including family, supportive and elderly facilities;
- further WHHA’s initiatives that cover household-based economic development efforts such as the Family Self-Sufficiency Program or services targeted to specific sub-populations to assist them in maintaining their residency or ability to be program participants;
- identify innovative approaches to leverage the asset value and subsidy opportunities to create more affordable housing opportunities for West Hartford, including Housing Choice Vouchers, Moving to Work, State Policy Advocacy, etc.
- implement innovative approaches to support the creation of additional affordable housing opportunities for West Hartford through strategic partnering.

The location of project-based assistance will be consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities in accordance with HUD regulations and the Section 8 Administrative Plan.

In September 2023, the WHHA submitted the Project-Based Voucher Program Cap Worksheet to the HUD PBV Submission office and copied to the Hartford local HUD office. This work sheet specified that up to 15 of the Housing Choice Vouchers would be used for PBV within the category of units located in a census tract with a poverty rate of 20 percent or less. WHHA received approval. Notice of Funding Availability / Request for Proposals regarding was published in the Hartford Courant on October 31, 2023 stating WHHA was accepting applications for PBV from qualified developers under the provisions of 24 CFR 983.51(b)(2). The PBV Assistance Application contains details about the opportunity including intent to award, review period, project overview, and project ranking criteria. Applications are reviewed and ranked in accordance with the published criteria. By the November 29, 2023, application deadline, 1 application was received. WHHA utilized an Independent Entity approved by HUD to review the selection process and the Board of Commissioners approved an award of up to 15 vouchers for a project known as The Elle at North Main, on December 20, 2023. HUD has acknowledged such 15 project based vouchers. Timing for Agreement to Enter Into a HAP Contract is anticipated to near the end of 2024.

During 2025, WHHA will evaluate the total PBV portfolio and it’s ability to continue to project base within our maximums and consider issuing another Request for Proposals based on that analysis coupled with an in depth review of community needs.

Project-Based Vouchers under HAP Contract or an Agreement to Enter Into a HAP contract (AHAP) or where WHHA issued a notice of selection include:

Project	WHHA Role	PBVs added	Work Plan
The Lofts at 616 New Park.	Controlling Sole Member of Managing Member of General Partner of the Limited Partner Ownership Entity Property Manager	14	616 New Park Avenue is a development under the 9% LIHTC program and consists of the new construction of a single multi-story building with 54 mixed-income rental housing units and approximately 3,000 square feet of commercial space. Located adjacent to the Elmwood Fastrak Station, 616 New Park is the first Transit Oriented

			Development in West Hartford and is located in a qualified census tract. Unit mix is 42 one-bedroom units and 12 two-bedroom units. Income targeting consists of: 14 units at 25% of Area Median Income (AMI), 18 units at 50% AMI, 11 units at 60% AMI and 11 units as unrestricted market rate, making 616 New Park a truly mixed-income community. West Hartford Housing Authority (WHHA) has provided project-based Section 8 subsidies for 14 units, including 13 with supportive services for homeless veterans, at 25% AMI. These units are under HAP Contract as of June 1, 2018.
Alfred E. Plant Elderly Apartments	Ground Lessor Controlling Sole Member of Managing Member of Ownership Entity Property Manager	66	This project was a re-development of an existing senior housing complex, formerly part of HUD's Federal public housing portfolio. The project was disposed from the Federal portfolio and became a 9% LIHTC development. Redevelopment activities included full unit renovations including new kitchens, flooring and updated bathrooms and a full addition of 42 new units. The project unit mix is 134 one-bedroom units and 4 studios. Income targeting consists of 35 units @ 25% AMI, 21 units @ 50% AMI and 81 units @ 60% AMI. West Hartford Housing Authority (WHHA) has provided project-based Section 8 subsidies for 66 units. These units are under HAP Contract as of October 1, 2012.
Elm Grove Elderly Apartments)	Ground Lessor Controlling Sole Member of Managing Member of Ownership Entity Property Manager	40	This project is a re-development of an existing senior housing complex, formerly part of the State of CT public housing portfolio. The project was disposed from the State portfolio and privatized. Redevelopment activities included full unit renovations including new kitchens, flooring and updated bathrooms. The development is in a qualified census tract. The project consists of 40 one-bedroom units. Income targeting consists of 40 units for households whose income is less than 25% AMI. West Hartford Housing Authority (WHHA) has provided project-based Section 8 subsidies for all 40 units. These units are under HAP Contract as of October 1, 2014.
The Faxon	Controlling Sole Member of Non- Managing Member of the Member and Manager of the Ownership Entity Property Manager	17	The Faxon was a re-development project whose rehabilitation scope addressed long overdue needs to produce more modern, energy efficient units; produced a greater number of larger family units by combining smaller units and established long-term affordable restrictions on 53 of the proposed 67 units of a formerly unrestricted property. The development is in a qualified census tract. The project unit mix is 32 one-bedroom units and 35 two-bedroom units. Income targeting consists of 17 units @ 25% of Area Median Income (AMI). 27

			units @ 50% AMI, 9 units @ 60% AMI and 14 units as unrestricted market rate, making The Faxon a truly mixed-income community. West Hartford Housing Authority (WHHA) has provided project-based Section 8 subsidies for 17 units, including 14 with supportive services for the chronically homeless, at 25% AMI. These units are under HAP Contract as of July 1, 2020.
The Residences at 540 New Park	Controlling Sole Member of Managing Member of the Member and Manager of the Ownership Entity Property Manager	13	540 New Park is a development under the 9% LIHTC program and consists of the new construction of a single multi-story building with 52 mixed-income rental housing units and approximately 1,500 square feet of commercial space. Located at the midpoint between the Elmwood and Flatbush Avenue Fastrak Stations and less than 1/2 mile from each, 540 New Park is a tremendous TOD development and is in a qualified census tract. The project unit mix is 25 one-bedroom units and 27 two-bedroom units. Income targeting consists of 11 units @ 25% of Area Median Income (AMI), 21 units @ 50% AMI, 9 units @ 60% AMI and 11 units as unrestricted market rate, making 540 New Park a truly mixed-income community. In addition, 11 units are committed as supportive housing units with services provided by Community Residences, Inc. (CRI), a Department of Developmental Services (DDS) qualified service provider and both supportive service funding and project-based Rental Assistance Program (RAP) subsidies are committed by DDS. West Hartford Housing Authority (WHHA) has provided project-based Section 8 subsidies for 13 units at 25% & 50% AMI. These units are under HAP Contract as of December 1, 2022.)
The Camelot	None	15	This proposed development includes the adaptive reuse of the existing structure together with new construction totaling 44 apartments (24 adaptive reuse, 20 new construction). 100% of this development will be affordable at various AMI levels (80%, 50%, 30%). The complete overhaul will bring modern features and a contextually appropriate curb appeal matching the look and feel of the neighborhood. The building's proximity to West Hartford Center will provide direct access to amenities such as grocery options, shopping, jobs and transportation. The lack of affordable housing options in this part of West Hartford has left few opportunities for residents and families to gain access to affordable housing proximate to the Center. With an array of amenities, jobs, and educational resources, this section of West Hartford provides ample opportunities for residents to thrive. The project unit mix is 20 one-bedroom units and 24 two-bedroom units. Income targeting consists of 13 units @ 30% of Area Median Income (AMI), 9 units @ 50% AMI and 22 units @ 80% AMI. The development includes 15 units

			supported by project-based Section 8 vouchers from WHHA @ 30% & 50% AMI. The AHAP was executed on December 1, 2023.
The Elle at North Main	Controlling Sole Member of the Managing Member of the Member and Manager of the Ownership Entity Property Manager	15	<p>The Elle at North Main will be a mixed-income rental community to be developed under the 9% LIHTC program, consisting of 49 units in the Very High Opportunity Area of northern West Hartford. The proposed development is adaptive re-use and new construction and will include gut rehabilitation of the entire street facing portion of the building in honor to the property's prior use and approximately 24 feet in depth from the front facade to the first structural beam and new construction for the balance of the space. Children of the building's residents will be assigned to some of the most highly regarded public schools in Town, including Aiken Elementary School, King Phillip Middle School, and Hall High School; all three of which are within walking distance. A bus stop for two continuous CT Transit bus lines is in front of the building. The area is made up of educational, recreational, and residential uses (single family homes and high density condos). The site is bordered by condos to the north and east, and single family homes to the south and west.</p> <p>The project unit mix is 24 one-bedroom units, 23 two-bedroom units and 2 three-bedroom units. Income targeting consists of 13 units @ 30% of Area Median Income (AMI), 20 units @ 50% AMI, 6 units @ 60% AMI and 10 units as unrestricted market rate, making The Elle at North Main a truly mixed-income community. In addition, 10 units are committed as supportive housing units with services provided by Community Residences, Inc. (CRI), a Department of Developmental Services (DDS) qualified service provider and both supportive service funding and project-based Rental Assistance Program (RAP) subsidies are committed by DDS. West Hartford Housing Authority (WHHA) will provide project-based Section 8 subsidies for another 15 units at 30% & 50% AMI. Anticipated date for AHAP is fall 2024.</p>

<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan. A new 5 Year PHA Plan is being filed simultaneously with this annual plan. To follow are the goals in the 2025-2029 5 Year Plan.</p> <p>Expand Housing Opportunities (Voucher Administration) Apply for additional vouchers, to the extent they are available Actively review SAFMR’s (in connection with review of two-year tool) to provide best Payment Standards allowable for voucher holders to gain flexibility in the use of their vouchers and reduce rent burden. Conduct outreach efforts to attract potential new landlords Continue to grow project-based voucher program to the extent possible Continue to advertise the need for rental units and encourage the participation of landlords through landlord forums, emails blast, social media and our website. Provide landlord incentives through our designation as an MTW Agency (waiver request to be made) Provide extended time limit to voucher holders searching for a unit Provide all landlords with landlord briefings Continue to promote leasing in high opportunity zip codes under SAFMR’s</p> <p>Expand Housing Opportunities (Development) Acquire or development new, or renovated units Implement innovative approaches to support the creation of additional affordable housing opportunities for West Hartford through strategic partnering. Creation of a Land Trust to provide tax incentive donations of residential and brownfield properties by local owners for conversion to housing.</p> <p>Improve Cost Efficiency and Participant Satisfaction (Voucher Administration) Utilize website to allow for more efficient staff time and increase user satisfaction. This could include video tutorials, flowcharts with action steps, information on wait list openings Consider creating videos for initial briefings, FSS, lease compliance, recertification Streamline annual recertification to allow for biennial recertifications Continue to perform unit inspections on a biennial schedule</p> <p>Improve Cost Efficiency, Tenant Satisfaction and Quality of Life of Tenants (Managed Properties) Utilize websites to allow for more efficient staff time and increase user satisfaction. This could include videos of units, flowcharts with action steps, information on wait list openings. Partnership with WHPD to increase presence of monitoring and perform security risk assessments at each managed property Increase tenant satisfaction through excellent customer service, lease enforcement and upkeep of buildings, grounds and units. Monitor such through the use of tenant surveys. Review and analyze results to create goals for future success. Continue with management walkthroughs of the managed buildings to create engagement from the top down, using a team approach. Create sense of community among tenants through continual involvement of Resident Services Coordinators through communication, involvement with residents, hosting of social gatherings, etc. Promote existing Family Self-Sufficiency program to Housing Choice and Project Based participants</p> <p>Promote Self-Sufficiency Provide or attract supportive services to improve assistance Provide or attract supportive services to increase independence for the elderly or families with disabilities Develop a newsletter, email blast or social media posting to highlight achievements of program participants who become self-sufficient or meet their FSS goals. Host financial literacy or credit 101 workshops with local Banks Provide a referral base for community resources Continued partnership with Town Dept of Social Services</p> <p>Attract, Retain and Develop Qualified Staff Foster workplace environment where employees feel supported and encouraged to pursue on-going professional development Provide access to training programs and certifications for all employees Promote diversity, equity and inclusion. Continue to provide online and in-house employee development</p> <p>Increase Public Awareness of Agency and Affordable Housing Promote housing programs through new landlord trainings Promote initiatives through comprehensive communications program Pursue opportunities for collaboration and partnership with local organizations and entities.</p> <p>Excellence in the Administration of Programs (Voucher) Continue to provide excellent customer service and set goals to monitor success. Provide customer service training to all employees who are public facing Create a tenant survey for program participants to express their concerns with services and to improve housing needs in the community Continue to assess opportunities for innovative ideas to make our staff more accessible to the public, but in a more efficient manner. Utilize software program to allow tenants self service for recertifications Organize and revamp the Resident Advisory Board.</p> <p>Excellence in the Administration of Programs (Managed Properties) Maintain 95% or better occupancy/utilization rate for each managed property. Continue to provide excellent customer service and set goals to monitor success. Provide customer service training to all employees who are public facing Continue to assess opportunities for innovative ideas to become more efficient in our daily activities Utilize software program to allow tenants to utilize self service for recertifications, rent payments, work orders</p>
<p>B.4</p>	<p>Capital Improvements. – Not Applicable</p>

<p>B.5</p>	<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 type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>					
<p>C. Other Document and/or Certification Requirements.</p>						
<p>C.1</p>	<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>					
<p>C.2</p>	<p>Certification by State or Local Officials.</p> <p><i>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.</i></p>					
<p>C.3</p>	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p><i>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.</i></p>					
<p>C.4</p>	<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 checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>					
<p>D. Affirmatively Furthering Fair Housing (AFFH).</p>						
<p>D.1</p>	<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> <table border="1" data-bbox="191 1398 1456 1850"> <tr> <td data-bbox="199 1398 1448 1440"> <p>Fair Housing Goal:</p> </td> </tr> <tr> <td data-bbox="199 1440 1448 1472"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </td> </tr> <tr> <td data-bbox="199 1472 1448 1566"> <p>Strategy: Assist whenever possible in revitalizing neighborhoods in concentrated areas of poverty by creating and dedicating affordable housing opportunities.</p> </td> </tr> <tr> <td data-bbox="199 1566 1448 1661"> <p>Actions: Work with affordable housing developers to encourage use of Low-Income Housing Tax Credits (LIHTC) for new construction or preservation in deconcentrated areas. This helps to increase the mix of incomes in neighborhoods where households may have incomes lower than the LIHTC residents.</p> </td> </tr> </table> <table border="1" data-bbox="191 1871 1456 1913"> <tr> <td data-bbox="199 1871 1448 1913"> <p>Fair Housing Goal:</p> </td> </tr> </table>	<p>Fair Housing Goal:</p>	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>	<p>Strategy: Assist whenever possible in revitalizing neighborhoods in concentrated areas of poverty by creating and dedicating affordable housing opportunities.</p>	<p>Actions: Work with affordable housing developers to encourage use of Low-Income Housing Tax Credits (LIHTC) for new construction or preservation in deconcentrated areas. This helps to increase the mix of incomes in neighborhoods where households may have incomes lower than the LIHTC residents.</p>	<p>Fair Housing Goal:</p>
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<p>Actions: Work with affordable housing developers to encourage use of Low-Income Housing Tax Credits (LIHTC) for new construction or preservation in deconcentrated areas. This helps to increase the mix of incomes in neighborhoods where households may have incomes lower than the LIHTC residents.</p>						
<p>Fair Housing Goal:</p>						

Describe fair housing strategies and actions to achieve the goal

Strategy: Provide households with access to equal housing opportunities.

Actions: The PHA has and will continue to seek opportunities to Project Base vouchers in new and/or revitalized construction, in an effort to afford low-income households an opportunity to equal/fair housing.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Strategy: Increase low-income household access to resource rich neighborhoods.

Actions: In prior years, the PHA implemented Small Area Fair Market Rents (SAFMR) and established payment standards at 100% of the SAFMR's. In addition to this, as of August 2022, the PHA chose to adopt HUD's waiver to increase payment standards to 120% and have applied for a continuance of this waiver in 2024. This has provided households the ability to afford housing in high opportunity areas, where they may not have had that option in the past.

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

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____ in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its 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 maintains records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the statement above, 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 Executive Director:

Name of Board Chairperson:

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to collect 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. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours 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.

**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 3/31/2024

**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 for fiscal years _____ and/or Annual PHA Plan for fiscal
year _____ of the _____ is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

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:

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

**Certifications of Compliance with
PHA Plan 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 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson 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, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning _____, 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 (24 CFR § 91.2).
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 (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
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 provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its 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 maintains records reflecting these analyses and actions.
8. For PHA Plans that include 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 2011-65);

- 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; and
 - 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 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. 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.
 12. 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.
 13. 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.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. 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.
 16. 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.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. 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.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. 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.
 21. 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 Executive Director		Name Board Chairman	
Signature	Date	Signature	Date

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.