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. Form HUD-50075-SM is to be completed annually by Small PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

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 of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.

(2) Small PHA – A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 550, and that was designated as a standard performer in the most recent PHAS or 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: Pierce County Housing Authority  PHA Code: WA054
PHA Type: ☒ Small  ☐ High Performer
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2020
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
Number of Public Housing (PH) Units 124  Number of Housing Choice Vouchers (HCVs) 2902
Total Combined 3,026
PHA Plan Submission Type: ☒ Annual Submission  ☐ Revised Annual 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 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 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 website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

Plan Availability
Any member of the public may request a copy of the Pierce County Housing Authority (PCHA) 2020 One Year Plan Submission by:

- You may download a PDF version of the plan from the Pierce County Housing Authority webpage at www.pchawa.org
- Copies will be available at PCHA’s administrative offices located at 603 South Polk Street South, Tacoma, WA 98444 during normal business hours (M,T,TR 8:30-4:30PM, W 8:30-6:00PM)
- Members of PCHA’s Resident Advisory Board will also receive a link to PCHA’s website containing the one year plan US Mail in advance of the Resident Advisory Board Annual Plan Review and meeting scheduled for September18, 2019.
- The public may also comment upon the plan during public comment portions the Board of Commissioners regularly scheduled meetings up until final approval October 30, 2019. Regular meetings of the Board of Commissioners are the last Wednesday of the month at 4:00 PM in Building B of the Administrative Offices.
PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

NA

<table>
<thead>
<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
</tr>
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<tbody>
<tr>
<td>Lead PHA:</td>
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B. Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?

Y ☑ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
Y ☑ Financial Resources.
Y ☑ Rent Determination.
Y ☑ Homeownership Programs.
Y ☑ Substantial Deviation.
Y ☑ Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

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 ☑ ☑ Hope VI or Choice Neighborhoods.
Y ☑ ☑ Mixed Finance Modernization or Development.
Y ☑ ☑ Demolition and/or Disposition.
Y ☑ ☑ Conversion of Public Housing to Tenant Based Assistance.
Y ☑ ☑ Conversion of Public Housing to Project-Based Assistance under RAD.
Y ☑ ☑ Project Based Vouchers.
Y ☑ ☑ Units with Approved Vacancies for Modernization.
Y ☑ ☑ 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.
B.3 Progress Report.

Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

**Goal 1: Increase the Provision of Safe, Decent, Affordable Housing:**

**Objective A: Increase the Number of Housing Choice Vouchers Available to PCHA**

a) Seek additional vouchers when available through Housing and Urban Development
   a. Consider applications through HUD NOFA, such as, but not limited to, Section 811 Non-Elderly Disabled, Family Reunification Vouchers, etc..
   b. Accept/Apply for Tenant Protection Vouchers when made available by HUD.

**Progress:**

In 2019 Pierce County Housing Authority received fourteen additional Tenant Protection Vouchers in association with a request by HUD to support eligible residents of the Freeport Apartment. The owner of the Freeport Apartment has elected to end its partnership with HUD and the remaining eligible households will receive continued housing subsidy in the form of a tenant protection voucher.

In process: Pierce County Housing Authority is in the process of applying for an additional 25 (maximum) Tenant Protection Vouchers through the Foster Youth to Independence Program (PIH Notice 2019-20). The intent of the vouchers and program is to create cross platform collaboration between housing authorities, public child welfare agencies, and the community’s Continuum of Care in order to decrease youth and young adult homelessness. Eligible participants must be homeless, or at risk of homelessness, with current or prior history of child welfare involvement. Young adults with histories of involvement with foster care are at high risk of homelessness. Partner agencies will provide supportive service, public child welfare agencies will make referrals of youth certified by the PCWA as eligible for assistance. PCHA will amend its administrative plan in accordance with relevant regulations and requirements for the Foster Youth Independence Program. Participants need not be selected from PCHA’s waitlist, as this is HUD targeted assistance.

It is anticipated that the total increase to Tenant Protection Vouchers in 2019 will be as high as 39 between the Foster Youth Independence Program and Freeport Apartment Tenant Protections.

c. Request additional Veterans Affairs Supportive Housing Vouchers (VASH) when funding is available.

**Progress:**

Pierce County Housing Authority received a total of 100 new VASH vouchers in 2018/2019, bringing the total VASH voucher count to 269. To date utilization of the new vouchers is low, as the VA medical center is in the process of hiring additional staff to support 100 new vouchers. The VA is considering using additional community resources to allow for more Veteran Referrals to PCHA. PCHA has been working closely with the VA to expand utilization, meeting weekly to identify and address issues. Pierce County Housing Authority, due to a utilization rate of less than 70% of VASH vouchers is not eligible to apply for additional vouchers in 2019. Pierce County Council, on August 26, 2019 appointed a Task Force to examine opportunities to end Veteran Homelessness in our community. Pierce County Housing Authority and the VA are both serving on the task force and are confident that voucher utilization will improve with additional support in
the community. As the utilization rate increases, it is more likely that PCHA will qualify for additional VASH vouchers in 2020.

b) PCHA’s public housing portfolio is largely comprised of three and four bedroom homes. If PCHA is successful in its application to dispose of all or some of the 125 single family public housing units, the disposition will include an application for tenant protection vouchers (if available).

Progress: HUD continues to encourage small housing authorities to dispose of public housing through the Section 18 disposition process. In 2019 staff and the Board of Commissioners of the Housing Authority reviewed options available for repositioning the public housing portfolio. Pierce County Housing Authority is very likely to make application for disposition (sale) of the remaining 124 units of public housing in accord with Section 18 Disposition and relevant HUD Notices. When Pierce County Housing Authority applies for Section 18 disposition, it will also apply for tenant protection vouchers. Tenant protection vouchers, if available, ensure that income eligible families receive a housing choice voucher at the time of disposition (sale) of the portfolio.

Objective B: Increase and Improve Partnerships with Community Organizations to Expand the Number of Affordable Housing Units in Pierce County

1. PCHA will continue to participate in community organizations, such as the Pierce County Affordable Housing Consortium, that support and advocate for the expansion of affordable housing.

Progress:
Pierce County Housing Authority continued its partnership with the Affordable Housing Consortium in 2019. The Consortium offered a number of community events intended to raise awareness of the need for affordable housing, including “lunch and learn” events. The Consortium is developing a community education platform intended to increase support for the development and maintenance of affordable housing in Pierce County. The community education platform is intended to expand awareness of how a lack of stable/affordable housing impacts the community on many levels, including educational attainment, community economic vitality, and health care for example.

2. PCHA will seek partnerships with local government, including Pierce County, to share resources that expand affordable housing.

Pierce County Housing Authority expanded partnerships with Pierce County District Court in support of the DART and Veteran’s court.
Pierce County is currently engaged with Pierce County Human Services in support of the creation of “Moving On Vouchers” intended to provide housing subsidy to non-elderly and disabled households formerly receiving Continuum of Care funded housing and intensive services. The Moving On program is voluntary and will allow households that were originally served with intensive supportive services and housing subsidy to “right size” the level of supportive services based on their perceived need. Pierce County Housing Authority will consider a preference from its waitlist for moving on participants. This partnership with Pierce County will increase the total number of subsidized housing units available to non-elderly, disabled and formerly homeless individuals, as well as make available intensive supportive services for homeless persons served using Continuum of Care funding.

c) PCHA will seek opportunities to partner with other affordable housing development entities to expand affordable housing opportunities, including a funding application process for Project Based Vouchers.

Progress:
The Development entity Panza has requested thirty project based vouchers in conjunction with a funding application to Pierce County Human Services. The project will serve formerly homeless
veterans referred by Pierce County’s Coordinated Entry program. Participants will receive supportive services while living in the community located on Washington State Department of Veterans Affairs land in Orting. As of the time of this writing the Environmental Review and Subsidy Layering review are underway. It is anticipated that the project will be completed in 2020.

d) PCHA will seek to increase the community’s knowledge and awareness of both the need for additional units of affordable housing and mechanisms for its creation.

**Progress:**
Pierce County Housing Authority has joined with the Pierce County Veterans Bureau, Catholic Community Services SSVF program, and others to urge Pierce County to consider establishing Effective Zero Veterans Homelessness as a community goal. Pierce County Council approved the passage of Resolution R2019-94 on August 26, 2019. The resolution forms a task force for the purposes of ending Veterans Homelessness. Pierce County Housing Authority is a named member of the task force. Pierce County Housing Authority expects the utilization rate of VASH vouchers to increase as the county implements a plan to end homelessness for Veterans in Pierce County. Pierce County Housing Authority may consider adopting a waitlist preference for homeless Veterans.

In addition, Pierce County Housing Authority participates in the local Continuum of Care, which oversees the 5 year plan to end homelessness. One of the major components of the plan is a community education effort targeted to increasing knowledge and awareness of all aspects of housing need in Pierce County.

**Objective C: Increase Lease-up Success Rate for Section 8 Participants**

1. Seek opportunities to introduce households on the Section 8 waitlist to Ready to Rent (or similar programs) designed to address common barriers to lease up (credit, rental history, etc.) **prior** to the voucher being issued.

**Progress:**
In partnership with Associated Ministries and the Tacoma Housing Authority, Pierce County Housing Authority is offering a Renters Readiness course. Participation is currently limited to only ten participants from PCHA each month. Pierce County Housing Authority prioritized the class for VASH housing seekers first.

The Partnership also includes the landlord outreach efforts for each of the three entities on behalf of low income residents.

2. PCHA will increase efforts to expand the participation of community landlords in the Housing Choice Voucher Program.
   a. PCHA will conduct quarterly landlord appreciation events that are valued by partner landlords.

**Progress:** Pierce County Housing Authority facilitated five landlord appreciation events/trainings in 2018 - 2019.
   a. Source of Income Discrimination Oct 17, 2018 at request of LOCAL program, a partnership with Lakewood Police Department (18 in attendance).
   b. HQS Inspection Process and Landlord Mitigation Fund May 25, 2019 (22 in attendance).
   c. Landlord Appreciation Event (Assoc Ministries, THA, PCHA) (approx. 50 attendees)
   d. Fair Housing Training for Landlords in Partnership with Fair Housing Center of Washington August 20, 2019 (31 in attendance).
b. PCHA will support landlord adherence to Source of Income Discrimination protections and landlord application to the Landlord Mitigation funds.

**Progress:** Pierce County Housing Authority provide two landlord trainings on the subject of Source of Income Discrimination and Landlord Mitigation Funds (Department of Commerce). PCHA’s Landlord Liaison refers landlords to the mitigation program if a unit requires repairs to pass inspection or if the tenant exits housing with damages.

c. PCHA will allocate staff resources intended to enhance the landlord’s customer service experience.

**Progress:** Pierce County Housing Authority created the position of Landlord Liaison in 2018/2019. The Liaison is responsible for coordinating and planning landlord events. Events are intended to provide additional value added to participating landlords and establish open lines of communication.

d. PCHA will periodically survey participating landlords and incorporate opportunities for program improvement.

**Progress:** Pierce County Housing Authority sent one survey to landlords in 2019 and received nine responses. It is hoped that as landlords continue to enjoy the offered trainings and events, they may be more willing to take the time to complete the survey.

3. PCHA will consider and may incorporate Shared Housing as a means of expanding housing choice, decreasing monthly per unit cost, decreasing participant cost burden and creating economic stability.

**Progress:** No progress. Shared housing in the context of the HCV program is a complex administrative process and requires further study before implementation.

**Goal 2: Expand Fair Housing Choice**

**Objective A: Improve Organizational Awareness**

1. PCHA will actively partner with entities such as the Fair Housing Center of Washington to increase internal (PCHA) awareness and external (participating landlord) awareness of impediments to fair housing choice.

**Progress:**
The Fair Housing Center of Washington experienced turnover in the Executive Director role. As a result, PCHA and the Fair Housing Center of Washington are somewhat delayed in identifying opportunities for PCHA to increase its internal understanding of Fair Housing Law and Housing Discrimination through consultation with the Fair Housing Center. PCHA and the Fair Housing Center are currently discussing internal training opportunities for PCHA staff. It is expected that training will be informed by an assessment of PCHA practices in relationship to Fair Housing.

On August 20, 2019, PCHA convened a landlord training in partnership with the Fair Housing Center of Washington. The training was well received by community landlords with 32 in attendance.

PCHA, through Grace Hill online learning programs offered Fair Housing Training for both Section 8 and Affordable Housing property management staff.

Pierce County Housing Authority is participating in community conversations regarding barriers to housing for households with justice system involvement. Research indicates that stable housing significantly decreases recidivism rates. Research also suggests that people of color are significantly over represented in the criminal justice system. This raises concerns relating to disparate impact when landlords refuse to rent to applicants with justice system involvement. Pierce County Housing Authority will continue to engage with community partners, such as
Northwest Justice, Department of Corrections, Pierce County District Court and others to ensure access to housing.

2. PCHA will seek new, and improve existing, partnerships with organizations that are historically underserved.

**Progress:**
Pierce County Housing Authority continues to partner with Pierce County District Courts to provide housing for participants engaged in services through District Court. Additionally, Pierce County continues to partners with Greater Lakes Mental Health, Share and Care House, and others to provide housing for households experiencing behavioral health challenges.

3. PCHA will assess practices that will expand housing choice among Section 8 participants, this may include:
   a. Adopting Small Area Fair Market Rents

**Progress:**
Pierce County continues to experience the nation’s most competitive housing market. Pierce County Housing Authority took no action in regard to adopting Small Area FMRs. In 2020 PCHA will continue to review literature from Seattle and King County where small area FMRs have been voluntarily adopted.

   b. PCHA will provide targeted outreach to landlords in areas of higher opportunity (proximity to employment centers, high performing schools, transportation, etc.).

**Progress:** It is hoped that the Landlord Liaison will have additional opportunities to network with landlords throughout Pierce County in the remaining months of 2019 and in 2020. PCHA may consider a competitive funding application for Project Based Vouchers in areas identified as having higher areas of opportunity.

   c. PCHA will improve participant materials allowing them to make better informed choices regarding the impact of housing location on health, economic stability, and education.

**Progress:** PCHA purchased and began using a video intended to be used at voucher issuance that helps new participants understand how housing location impacts many life domains, including access to education, employment, transportation, and general health.

   d. Adopting preferences for the Section 8 waitlists, preferences may include:
      i. Currently homeless according to HUD definition; No action.
      ii. Persons with disabilities; No action
      iii. Veterans; No action
      iv. Households that have completed a Ready to Rent course; No Action
      v. Residency preference, as allowed by regulation PCHA does not have a residency related preference
      vi. Displaced individuals No action.
      vii. Preference for victims of domestic violence, dating violence, sexual assault, or stalking No action.

**Goal 3: Increase Economic Stability for Section 8 and Public Housing Residents**

**Objective A: Expand PCHA’s Family Self Sufficiency (FSS) Program**

1. Apply to HUD and other sources of funding to enhance and expand FSS services.

**Progress:**
Pierce County Housing Authority will continue to apply each year for FSS service coordinator grants. In addition, PCHA continues to be a partner and beneficiary of United Way of Pierce County’s Center for Strong Families. The Strong Families partnership has provided staff training in financial and employment coaching, which has resulted in increases in income as well as better money management skills for participants. PCHA’s FSS program developed a new partnership
with Harborstone Credit Union to offer auto re-financing at lower rates to reduce monthly payments, lower interest rate auto loans for low income participants, and access to Second Chance banking opportunities.

2. Expand and enhance the Program Coordinating Committee and other partnerships that will increase the earned income of program participants

The PCC has increased from 12 organizations to 21 active organizations and includes program participants. Local employers (State Farm, James Hardie, Port Jobs), the local work force development agency (Worksource), and local colleges and technical schools participate (Tacoma Community College, Clover Park Technical, Bates Technical) to provide increased access to education and training.

3. Expand outreach and marketing to current and future participants from PCHA’s Section 8 & Public Housing waitlist so that potential participants become aware of the advantages of FSS participation prior to subsidy provision.

Information on the FSS program is provided in the main lobby, in mailing of annual and interim documents, at HCV and Public Housing briefings, and on the PCHA website. An informational flyer for wait list participants will be mailed in October 2019.

**Goal 4: Increase Electronic (Web-based) Information for Participants, Landlords, and Citizens**

1. PCHA will seek to utilize electronic information to increase awareness of PCHA programs, policies, and other essential program data.

**Progress:**

PCHA is in the process of mapping its current website with the intention of making it more user friendly and making information most frequently sought by website visitors easier to locate.

2. PCHA will, to the greatest extent possible, provide all necessary forms, applications, Frequently Asked Questions, in an electronic format accessible from a computer or phone on PCHA’s website.

**Progress:**

PCHA is reviewing vendors

3. PCHA will continue to provide data, forms, and information in alternative formats for those that do not have access to a computer or require alternate formats due to a disability.

4. PCHA will provide access to PCHA’s web based forms and other electronic data for participant/applicant use at PCHA’s administrative offices.

**Progress:**

Computers are now available in administrative offices for this purpose.

5. PCHA will promote to its webpage an annual report to the community regarding each year’s activities relating to affordable housing and expansion of economic opportunity.

**Progress:**

Pierce County Housing Authority envisions that this will be implemented at year end 2020.

C. **Annual Plan Elements Submitted All Other Years (Years 1-4).** Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.

C.1. **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 ☒

   ☒ Hope VI or Choice Neighborhoods.
   ☒ Mixed Finance Modernization or Development.
   ☒ Demolition and/or Disposition.

   Page 8 of 6 form HUD-50075-SM (12/2014)
Instructions for Preparation of Form HUD-50075-SM
Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

   A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or 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. (24 CFR §903.23(4)(e))

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan

   Form 50077-SM, Certification of Compliance with PHA Plans and Related Regulations, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether 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.

D. Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.

D.1 Civil Rights Certification.

   Form 50077-SM-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.

D.2 Resident Advisory Board (RAB) Comments.

   (a) Did the RAB(s) provide comments to the PHA Plan?

      Y   N

   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.

D.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.

E. Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).

E.1 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See HUD EPIC 5YAP approved by HUD on August 20, 2019
PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of 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. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(i) and 24 CFR §903.12(b).

- Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 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 operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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(e)

- Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d)

- Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. 24 CFR §903.7(k) and 24 CFR §903.12(b).

- 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/Modification” to its 5-Year Plan. 24 CFR §903.7(r)(2)(i)

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

PHA must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.21(b)

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

- Hope VI or Choice Neighborhoods. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for Hope VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/ph/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

- Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/ph/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

- Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses], and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and 2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/ph/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))
D. **Annual Plan.** Review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP. The following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for public inspection.

C. **Annual Plan.** PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 **New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

- **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number and unit count) for which the PHA will apply for Hope VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/programs/ph/hope/index.cfm](http://www.hud.gov/offices/pih/programs/ph/hope/index.cfm). (Notice PIH 2010-30)

- **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/programs/ph/hope/index.cfm](http://www.hud.gov/offices/pih/programs/ph/hope/index.cfm). (Notice PIH 2010-30)

- **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features for which the PHA will apply for or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo/index.cfm). (24 CFR §903.7(h))

- **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/acc/index.cfm](http://www.hud.gov/offices/pih/centers/sac/acc/index.cfm). (24 CFR §903.7(j))

- **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32](http://www.hud.gov/offices/pih/centers/sac/acc/index.cfm).

- **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, 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 are consistent with the requirements at 24 CFR 982.57(b)(1) and as described in PCHA’s Admin Plan.

- **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

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 §903.7(o)(1))

D. **Annual Plan.** PHAs must complete this section in all years.

D.1 **Civil Rights Certification.** Form HUD-50077 SM-HP, P4A Certifications of Compliance with the PHA Plans and Related Regulations, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any 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))

D.2 **Resident Advisory Board (RAB) comments.** If the RAB provided comments to 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)
D.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. *(24 CFR §903.15)*

E. **Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. *(24 CFR 903.7 (g))*

E.1 **Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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 and Annual PHA Plan. 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 inform 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.

Public reporting burden for this information collection is estimated to average 16.64 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.

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