

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, 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-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small 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 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, or at risk of being designated as troubled, 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	<p>PHA Name: <u>City of Tucson Housing and Community Development</u> PHA Code: <u>AZ004 & AZ033</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2020</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>1505</u> Number of Housing Choice Vouchers (HCVs) <u>5675</u> Total Combined Units/Vouchers <u>7180</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below in sections B and C 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. 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. The City of Tucson/Pima County Consortia Five-Year/Annual Plan is provided for public view on our website https://www.tucsonaz.gov/housing-and-community-development</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">AMP Number</th> <th style="width: 40%;">Property Name</th> <th style="width: 35%;">Property Address</th> </tr> </thead> <tbody> <tr> <td>Administrative Office</td> <td>City of Tucson Housing and Community Development</td> <td>310 N Commerce Park Loop, Tucson, AZ 85745</td> </tr> <tr> <td>AZ004000048</td> <td>Tucson House</td> <td>1501 N Oracle Rd, Tucson, AZ 85705</td> </tr> <tr> <td>AZ004700120</td> <td>MLK</td> <td>55 N 5th Ave, Tucson, AZ 85701</td> </tr> <tr> <td>AZ004600113</td> <td>Craycroft Towers</td> <td>1645 N Craycroft Rd, Tucson, AZ 85712</td> </tr> </tbody> </table>					AMP Number	Property Name	Property Address	Administrative Office	City of Tucson Housing and Community Development	310 N Commerce Park Loop, Tucson, AZ 85745	AZ004000048	Tucson House	1501 N Oracle Rd, Tucson, AZ 85705	AZ004700120	MLK	55 N 5 th Ave, Tucson, AZ 85701	AZ004600113	Craycroft Towers	1645 N Craycroft Rd, Tucson, AZ 85712
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<input checked="" type="checkbox"/> 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: City of Tucson Housing and Community Development		AZ004	Housing Choice Voucher	Public Housing	1505	4798														

Pima County Community Services	AZ033	Housing Choice Voucher			877

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

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.
- Grievance Procedures.
- Homeownership Programs.
- Community Service and Self-Sufficiency Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Asset Management.
- Substantial Deviation.
- Significant Amendment/Modification

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

Housing Needs for Families in the Jurisdiction by Family Type:
Strategies to address issues below:
 Address housing needs the HCV and PH programs increase program utilization to no less than 99%. The PH program will look to explore repositioning of assets. Increase owner participation in the HCV program to at least 150 new landlords each year. Look at continued feasibility of project-based vouchers for special populations the HCV program can project based up to 20% of the voucher allocation of 4798 (960) and 877 (175) total. Continue to use CDBG and HOME funds to increase affordability in the city by purchasing complexes for assistance.

Income Distribution Overview	Number of Households (City of Tucson)	Number of Households (Pima County)
Household Income <= 30% of AMI	37,375	49,915
Household Income >30% to <=50% AMI	32,180	46,720
Household Income >50% to <=80% AMI	38,230	65,725
Household Income > 80%	22,785	227,290
Total	207,660	389,660

Source: U.S. Census data: The Comprehensive Housing Affordability Strategy (“CHAS”) dataset

Housing Cost Burden	Number of Households (City of Tucson)	Number of Households (Pima County)
Cost Burden <=30%	124,835	253,350
Cost Burden >30% to <=50%	38,395	66,435
Cost Burden >50%	39,555	62,930
Cost Burden not available	4,870	6,950
Total	207,660	389,660

Source: U.S. Census data: The Comprehensive Housing Affordability Strategy (“CHAS”) dataset

Race and Ethnicity		
	Pima County	City of Tucson
White	84%	72.4%
Hispanic/Latino	37.6%	43.2%
Black/African American	4.2%	5.1%

City/County Overall Demographics		
	Pima County	City of Tucson
Population	1,039,073	545,975
Number of Households	400,907	210,816
Median Household Income	\$51,037	\$41,625
Persons in Poverty	16.2%	23.4%
Median Gross Rent	\$885	\$825
Median value f home	\$173,500	\$146,500
Asian/Pacific Islander	3.6%	3.4%
American Indian/Alaskan Native	4.3%	3.5%
Other Race	3.0%	5.1%

Source: U.S. Census data: Quickfacts July 1, 2019

Waiting List Totals	Public Housing	Housing Choice Voucher	Public Housing	Housing Choice Voucher
Extremely Low Income <=30% AMI	8554	5492	56.25%	70.93%
Very Low Income >30% but <=50% AMI	2063	1523	13.5%	19.67%
Low Income > 50% but < 80%	734	638	4.8%	8.24%
Over Limit	74	90	.48%	1.16%
Elderly	320	19	2.1%	.25%
Disabled	1296	109	8.5%	1.41%
Family	13571	7613	89.25%	98.32%
Single	18	2	.12%	.03%
White	14742	7447	97%	96.18%
Black/African American	214	37	1.4%	.48%
Asian	12	1	.07%	.01%
American Indian/Alaska Native	19	8	.12%	.10%
Native Hawaiian/Other Pacific Islander	0	3	0	.04%
Not Assigned	218	247	1.4%	3.19%
Ethnicity – Hispanic or Latino	441	100	2.9%	1.29%
Ethnicity – Not Hispanic or Latino	724	122	4.76%	1.58%
Ethnicity – Not Assigned	14042	7521	92.35%	97.13%
Average Gross Income	\$9040.35	\$10,738.12		

Source: report as of February 21, 2020

Financial Resources:

Below list the City of Tucson/Pima County most current anticipated financial resources for the upcoming PHA Plan year, such as PHA Operating Funds, Capital Funds, and other anticipated Federal resources available to the agency as well as tenant rents, other income available to support Public Housing and Housing Choice Voucher. The 2019/2020 Capital Funds amounts are the unobligated amounts as of 07/31/2019.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 grants)		
a) Public Housing Operating Fund	5,307,550	
b) Public Housing Capital Fund	2,411,148	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	31,708,614	
f) Resident Opportunity and Self-Sufficiency Grants	246,000	
g) Community Development Block Grant	40,000.00	Public Housing Supportive Services
h) HOME	0	
Other Federal Grants (list below) Misc. Capacity		
Positive Housing Opportunities	0	Section 8/Other

Family Self Sufficiency Coordinator Grant	0	Section 8/Other
Family Unification Program	1,068,471	Section 8/Other
Veteran Affairs Supportive Housing	4,931,615	Section 8/Other
Mainstream Vouchers	357,944	Section 8/Other
Non-Elderly Disabled 2 Vouchers	174,789	Section 8/Other
Multifamily Operating	220,000	Section 8/Other
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund	1,038,906	Public Housing Capital Improvements
Housing Opportunities for People with AIDS	78,250	Section 8/Other
3. Public Housing Dwelling Rental Income	3,636,200	Public Housing Operations
Dwelling Rental Income Prior Years	0	Public Housing Operations
4. Other income (list below)		
Multifamily Tenant Income	115,000	Multifamily Housing
5. Non-federal sources (list below)		
Arizona Department of Health Services/Ryan White Grant	291,600	Section 8/Other
Central Office Cost Center Fees/Other Rents	2,787,170	Public Housing Operations
Non-ACC Rental Tenant Income	1,999,700	Affordable Housing
Total resources	59,314,161	

Rent Determination

- (a) Minimum Rent - The City of Tucson/Pima County will reduce the minimum hardship allotted by HUD from \$50 to \$0 for both Housing Choice Voucher Public Housing Programs.
- (b) Payment Standards - The HCV program will combine current payments standards outlined as Low Rental Cost Areas and High Rental Cost areas to one payment standard for the city and county.

Operations and Managements:

Both the HCV and PH programs have recommended extensive changes to their Administration Plans and Admissions and Occupancy Plans which includes but no limited to the following (*please see the attached summary of changes for both programs*);

- (a) Designated Housing – one significant change to the PH program will be submit for approval to HUD to identify the following properties as elderly/disabled sites – Landers’ Garden, Silverbell and MLK. Currently none of the complexes that the City of Tucson operates under Public Housing are designated as elderly or disabled
- (b) Automatic voucher extensions – the HCV program will provide an automatic 30-day extension on all voucher’s extensions without the need for the family to request the extension for allow for an initial 90-day search time to locate a unit
- (c) The PH program will continue pest control throughout the portfolio; in addition, the program will look to complete radon testing for complexes
- (d) Maintenance fee review, fees had not been reviewed in a few years and based on analysis there will be slight increases in the lock-out charges; maintenance afterhours fee and building entry card replacement

Safety and Crime Prevention:

The City of Tucson will submit for an Emergency Safety grant in the coming plan year to assist with security concerns in the Public Housing units to assist with installation of security cameras, lighting and windows in a few of the complexes.

Asset Management:

The City Tucson will post a Request for Proposal (RFP) for a physical need’s assessment for the entire portfolio except for Tucson House (Choice Neighborhood Grant) to determine the amount capital that would be needed to entirely renovate and modernize units in public housing. The assessment will determine if the program will move forward with the RAD operation or some other type of demo/disposition activity.

- (c) The PHA must submit its Deconcentration Policy for Field Office review.

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

	<p> <input checked="" type="checkbox"/> <input 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 Assistance under RAD. <input checked="" type="checkbox"/> <input 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 checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). </p> <p>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.</p> <p><u>Choice Neighborhoods</u> The City of Tucson was awarded the Choice Neighborhood Planning grant in 2018. During the upcoming plan year, the City of Tucson will apply for the Choice Neighborhood Implementation grant for the Tucson House area. In addition, the agency will review other areas in the portfolio that may qualify for the Choice Neighborhood Planning opportunity.</p> <p><u>Mixed Finance Modernization or Development</u> Over the plan year the City of Tucson will investigate opportunities and establish plans for mixed finance modernization or development. Once the needs assessment is completed for the portfolio it will provide better direction on how the agency will proceed in this area.</p> <p><u>Designated Housing for Elderly and Disabled Families</u> The City of Tucson will submit a Designated Housing Plan for 143 units located at 3 different sites – Silverbell – 28 units (AZ004000065); Landers Garden – 47 (AZ004100115) and MLK – 68 (AZ004700120) the requested designation for all 3 properties will be elderly/disabled. The anticipated timeframe to submit plan is no later than May 2020.</p> <p><u>Occupancy of Over-Income Families</u> The PHA has updated the ACOP to reflect the changes outlined in PIH notice 2019-11 related to over-income families in Public Housing. The program has updated the plan to include the income limits and will begin the 2-year grace period effective after the adoption of the plan July 1, 2020.</p> <p><u>Project Based Vouchers</u></p> <p><u>Units with Approved Vacancies for Modernization</u> The City of Tucson has units that have roofing issues in AZ004600113, AZ004500112, AZ004300110 and AZ004400111 that will require roofing and HVAC replacement along with kitchen and bathroom cabinetry.</p> <p><u>Other Capital Grant Programs</u> The City of Tucson will look for opportunities to apply for the Emergency Safety Grant to ensure security is a high priority of our list for our families.</p>
<p>B.3</p>	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.4</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>B.5</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>Improved Quality of Assisted Housing</p> <ul style="list-style-type: none"> The City of Tucson completed some project renovations/modernization by replacing roofs, updated cabinets, flooring, converting to air conditioning, improving parking lots

	<ul style="list-style-type: none"> • The City of Tucson was awarded a HUD Security Grant in the amount of \$250,000 which improved security with replacement of windows, doors, etc. • The Agency continues to work with non-profit agencies to award project-based vouchers a total of 220 have been awarded of those 164 were designated for special populations. With HOME funding 6 complexes were built or rehabilitated for accept those project-based vouchers • Increased program availability for homeless persons with a partnership with the Tucson Pima Collaboration to End Homeless to provide 10% of public housing inventory and HCV vouchers to accept referrals for the most vulnerable related to homelessness • Revitalized the Tucson House resident council and in the process of doing the same with MLK <p>Expand Supply</p> <ul style="list-style-type: none"> • Decreased unit vacancies for public housing to 4% • Increased the number vouchers for the VASH program to 636 total available vouchers <p>Promote Self-Sufficiency</p> <ul style="list-style-type: none"> • The Agency was awarded Family Unification Vouchers and is currently working on leasing on of the vouchers • In 2018 the City of Tucson was invited by HUD to apply for the Job Plus Grant; the City wasn't awarded the grant but will try again in the near future • Staff attended HCV homeownership certification training; the policies have been updated; currently working on collaborations with other entities to move program forward • Hosted quarterly workshops for Family Self Sufficiency participants associated with Financial Literacy, Education Fair, Job Fair, Fall Festival, Mother's Day event and in conjunction with Parks and Rec hosted a School Supply Event in addition, the FSS program awarded scholarship to participants to assist them with achieving their goals <p>Program Enhancements</p> <ul style="list-style-type: none"> • Increase program staff for both the HCV and PH programs • Implemented new software system from Yardi to Emphysys Elite • Transitioned PHA financial records and reporting from City Wide software to Emphysys Elite • Collaborated with non-profit organizations to award vouchers to special populations persons/families • Implemented smoke-free policy for all of Public Housing program
<p>B.6</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/> The City of Tucson will host meeting in March 2020 and once completed the comments will be placed in plan</p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>B.7</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.8</p>	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C.</p>	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p> <p>The City of Tucson will focus on the following capital improvement projects for the upcoming year:</p> <p>(AMP2) - 114 Resident relocation costs Physical Plant Repairs Building Repairs Bathroom Tub Replacement (~ \$1200@) Site Improvements - Parking Lot Emergency Generator Repair or Replacement</p> <p>(AMP3) - 110 Modernization of Identified Units Roof Replacement - Various Sites</p>

	<p>Aluminum Fascia - Various Sites HVAC Replacement - Various Sites Water Heater Replacement - Various Sites Site Improvements - Parking Lots Exterior Sun Shade Screens Paint Exterior of Units (~1200SF one story)</p> <p>(AMP4) - 111 Modernization of Identified Units Roof Replacement - Various Sites Aluminum Fascia - Various Sites HVAC Replacement - Various Sites Water Heater Replacement - Various Sites Site Improvements - Parking Lots Exterior Sun Shade Screens Paint Exterior of Units (~1200SF one story)</p> <p>(AMP5) - 112 Modernization of Identified Units Roof Replacement - Various Sites Aluminum Fascia - Various Sites HVAC Replacement - Various Sites Water Heater Replacement - Various Sites Site Improvements - Parking Lots Exterior Lighting - Pastime (Security) A&E Site develop options: parking, laundry etc - Pastime A&E Electrical Service Entrance - Pastime Paint Exterior of Units (~1200SF one story)</p> <p>(AMP6) - 113 Modernization of Identified Units Roof Replacement - Various Sites Aluminum Fascia - Various Sites HVAC Replacement - Various Sites Water Heater Replacement - Various Sites Site Improvements - Parking Lots CT- Repair Plate Heat Exchanger CT- Exterior Paint - Office Paint Exterior of Units (~1200SF one story)</p> <p>(LG) - 115 Replace Kitchen Counter Tops - Bldg Install Energy Efficient Exterior Lighting per Design Plans Paint Exterior</p> <p>(Posadas- 60) - 051 Water Heater Replacement</p>
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>Submitted in EPIC pending approval from HUD Field Office</p>

HCV Administrative Plan Summary of Changes

Below will be a list of changes for the Administrative Plan that was adopted effective for July 1, 2020; since the original submission there were areas that the program needed to address:

Chapter	Current Wording	Proposed Working
2-1.A.	<i>Quality of Service</i>	<i>Opportunity to access-services</i>
2-1.A.		The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the <i>Federal Register</i> February 3, 2012 and further clarified in Notice PIH 2014-20
2-I.B	Added information	Added – <i>subject anyone to sexual harassment</i>
	Added language	<ul style="list-style-type: none"> • Upon receipt of a housing discrimination complaint, the PHA is required to: • Provide written notice of the complaint to those alleged and inform the complainant that such notice was made • Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted • Keep records of all complaints, investigations, notices and corrective actions [Notice PIH 2014-20]
2 2-I.B	<p>The PHA will attempt to remedy discrimination complaints against the PHA</p> <p>The PHA will provide a copy of discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO)</p>	<p>Within 10 business days of receiving the complaint, the PHA will provide a written notice to those alleged to have violated the rule. The PHA will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).</p> <p>The PHA will attempt to remedy discrimination complaints made against the PHA and will conduct an investigation into all allegations of discrimination.</p> <p>Within 10 business days following the conclusion of the PHA's investigation, the PHA will provide the complainant and those alleged to have violated the rule with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted.</p> <p>The PHA will keep a record of all complaints, investigations, notices, and corrective actions. (See Chapter 16.)</p>
2-I.B	A specific name and phone number will be indicated as the contact for requests for accommodation for persons with disabilities	A specific name and phone number of designated staff will be provided to process requests for accommodation.
2-II.B	A person with a disability may require special accommodations in order to have equal access to the HCV Program. The types of reasonable accommodations the PHA can provide include changes, exceptions or adjustments to a rule, policy practice or service	A reasonable accommodation is an adjustment made to a rule, policy, practice, or service that allows a person with a disability to have equal access to the HCV program. For example, reasonable accommodations may include making home visits, extending the voucher term, or approving an exception payment standard in order for a participant to lease an accessible dwelling unit.
2-II.B	Displaying posters and other housing information in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair	<i>Removed – all information should be posted where anyone in a wheelchair can read – that is not a reasonable accommodation</i>
2-II.H	When applicants with disabilities are denied assistance, the notice of denial must inform them of the PHA's informal review process and their right to request an informal hearing . In addition, the notice must inform applicants with disabilities of their right to request reasonable accommodations to participate in the informal hearing process	When applicants with disabilities are denied assistance, the notice of denial must inform them of the PHA's informal review process and their right to request an informal review . In addition, the notice must inform applicants with disabilities of their right to request reasonable accommodations to participate in the informal review process
2-III.B	In the courtroom, a hearing or situations in which health, safety or access to important benefits and services are at stake, the PHA will generally offer, or ensure that the family is offered through other sources, competent services free of charge to the LEP person.	The PHA will offer competent interpretation services free of charge, upon request, to the LEP person.
	<u>PHA Policy</u>	<u>PHA Policy</u>

	<p>The PHA will analyze the various kinds of contacts it has with the public to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits. Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHA’s and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.</p> <p>Where the LEP persons, desire, they will be permitted to use, their own expense, an adult interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be an adult family member of friend.</p>	<p>The PHA will utilize a language line for telephone interpreter services.</p> <p>Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.</p> <p>The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.</p> <p>Where feasible and possible, according to its language assistance plan (LAP), the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents.</p>
2-III.D.	Added language	<p>If it is determined that the PHA serves very few LEP persons, and the PHA has very limited resources, the PHA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP persons, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.</p>
3-I.B	<p>A family is defined as an individual, or a group of people related by blood, marriage, adoption or unmarried partners that live together in a stable family relationship. Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family’s composition changes</p>	<p>A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who either can demonstrate that they have lived together previously or certify that each individual’s income and other resources will be available to meet the needs of the family.</p> <p>Each family must identify the individuals to be included in the family at the time of application, and must notify the PHA if the family’s composition changes.</p>
3-I.C.	Added language	<ul style="list-style-type: none"> In accordance with Notice PIH 2017-08, for HUD–Veterans Affairs Supportive Housing (HUD–VASH) vouchers, when the veteran is the perpetrator of domestic violence, dating violence, sexual assault, or stalking, the victim must continue to be assisted. Upon termination of the perpetrator’s HUD–VASH voucher, the victim should be given a regular HCV if one is available, and the perpetrator’s HUD–VASH voucher should be used to serve another eligible family. If a regular HCV is not available, the victim will continue to use the HUD–VASH voucher, which must be issued to another eligible family upon the voucher’s turnover.
3-I.C.	If the court determines the disposition of property between members of the assisted family in a divorce or separation decree, the PHA is bound by the court’s determination of which family members continue to receive assistance	If a court determines the disposition of property between members of the assisted family in a, the PHA is bound by the court’s determination of which family members continue to receive assistance
3-I.I.	Even though persons with drug or alcohol dependencies are considered persons with disabilities for the purposes of non-discrimination , this does not prevent the PHA from denying assistance for reasons related to alcohol and drug abuse following policies found in Part III of this chapter, or from terminating assistance following the policies in Chapter 12	Even though persons with drug or alcohol dependencies are considered persons with disabilities this does not prevent the PHA from denying assistance for reasons related to alcohol and drug abuse following policies found in Part III of this chapter, or from terminating assistance following the policies in Chapter 12
3-I.K.	Foster children and foster adults that are living with an applicant assisted family are considered household members but not family members.	Foster children and foster adults that are living with an applicant or who have been approved by the PHA to live with a participant family are considered household members but not family members.
3-I.L.	The PHA will request verification of the family member’s permanent absence from a responsible medical professional and will use this determination . If the responsible medical professional cannot provide a determination, the person generally will be considered temporarily absent. If the family certifies that the family member is confined on a permanent basis, they may present, and the PHA will consider, any additional documentation or evidence. The family member is confined on a permanent basis, and request that the person no be considered a family member.	The PHA will request verification of the family member’s permanent absence from a responsible medical professional. If the responsible medical professional cannot provide a determination, the person will be considered temporarily absent. If the family certifies that the family member is confined on a permanent basis, they may present, and the PHA will consider, any additional documentation or evidence.
3-I.L.	The family must request PHA approval for the return of any adult family members that the PHA has determined to be permanently absent.	The family must request PHA approval for the return of any adult family members that the PHA previously determined to be permanently absent.

	A live-in aide is a member of the household, not the family and the income of the aide is not considered in income calculations [24 CFR 5.609(b)].	The income of a live-in aide is not counted in the calculation of annual income for the family [24 CFR 5.609(b)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. Because live-in aides are not <i>family</i> members, a relative who serves as a live-in aide would not be considered a remaining member of a tenant family.
3-I.M.	Entire section was re-written for clarity	<p>A family's request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request-subject to PHA verification-at each annual reexamination.</p> <p>In addition, the family and live-in aide will be required to submit a certification stating that the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services.</p> <p>The PHA will not approve a particular person as a live-in aide, and may withdraw such approval if [24 CFR 982.316(b)]:</p> <p>The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;</p> <p>The person commits drug-related criminal activity or violent criminal activity; or</p> <p>The person currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.</p> <p>The PHA will notify the family of its decision in writing within 10 business days of receiving a request for a live-in aide, including all required documentation related to the request.</p>
3-II.A.	HUD is required by law to set income limits that determine eligibility of applicants for HUD's assisted housing programs, including the housing choice voucher program. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments to family size.	HUD establishes income limits for all areas of the country and publishes them annually in the <i>Federal Register</i> . They are based upon estimates of median family income with adjustments for family size. The income limits are used to determine eligibility for the program and for income targeting purposes as discussed in this section.
3-II.A	HUD may establish income ceilings higher or lower than 30, 50 or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.	Area median income is determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.
3-II.A	Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income eligible a family must be one of the following:	Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. In order to be income eligible, an applicant family must be one of the following:
3-II.A	Families continuously assisted under the 1937 Housing Act and families living in eligible low-income housing that are displaced as a result of prepayment of a mortgage or voluntary termination of a mortgage insurance contract are not subject to the 75 percent restriction.	Families continuously assisted under the 1937 Housing Act and families living in eligible low-income housing that are displaced as a result of prepayment of a mortgage or voluntary termination of a mortgage insurance contract are not counted for income targeting purposes.
3-II.B	The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN).	The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member and the documentation necessary to verify each SS.
3-III.C	Added language	Per the alternative requirements listed in the <i>Federal Register</i> notice dated December 29, 2014, PHAs are no longer permitted to deny assistance to a family because the family previously failed to meet its

		obligations under the Family Self-Sufficiency (FSS) program [FR Notice 12/29/14].
3-III.C	The PHA will not deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.	Removed language
3-III.D.	Added language	The PHA will use the Dru Sjodin National Sex Offender database to screen applicants for admission. Additionally, PHAs must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [Notice PIH 2012-28].
3-III.F	If the family is eligible for assistance, the PHA will notify the family when it extends the invitation to attend the voucher briefing appointment as discussed in Chapter 5	If the family is eligible for assistance, the PHA will notify the family in writing and schedule a tenant briefing, as discussed in Chapter 5.
3-III.G	The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under the PHA's policies. Therefore if the PHA makes a determination to deny assistance to an applicant wishing to claim protection under VAWA notify the PHA within 14 days.	The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the PHA's policies. While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, or stalking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim.
3-III.G.	Documentation that the perpetrator has successfully completed rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed. The victim and perpetrator must also sign or attest to the documentation	Documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.
4	The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.	The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families for targeted funding.
4-II.C	The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.	The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants.
4-III.A	The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.	The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of targeted funding also may affect the order in which families are selected from the waiting list.
4-II.B	HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that such families were admitted with special program funding.	HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, or without considering the family's

		position on the waiting list. These families are considered non-waiting list selections.
4-II.B	HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.	HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.
4-III.C	A permanent resident of the City of Tucson or Pima County	Removed language based on second item (which describes what a permanent resident is)
4-III.C.	The PHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].	The PHA system of preferences may select families based on local preferences according to the date and time of applications or by random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].
4-III.C	Families will be selected from the waiting list based on the selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each preference category, families will be selected by the ranking assigned by the time and date that they applied.	Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-serve basis according to the date and time of their application is received by the PHA.
4-III.E	HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a private interview [HCV GB, pg. 4-16]	HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]
5-I.B.	If the notice is returned by the post office, the applicant will be denied and their name will not be placed back on the waiting list.	If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated.
5-I.B.	<ul style="list-style-type: none"> For families eligible under portability, an explanation of portability. The PHA cannot discourage eligible families from moving under portability; For families living in high-poverty census tracts, an explanation of the advantages of moving to areas outside of high-poverty concentrations; and For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance. 	<ul style="list-style-type: none"> An explanation of how portability works. The PHA may not discourage the family from choosing to live anywhere in the PHA jurisdiction or outside the PHA jurisdiction under portability, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order; The PHA must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance; The advantages of areas that do not have a high concentration of low-income families; and
5-I.B.	<ul style="list-style-type: none"> The HUD brochure on how to select a unit. The HUD pamphlet on lead-based paint entitled <i>Protect Your Family from Lead in Your Home.</i> 	Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides
5-I.B.	<ul style="list-style-type: none"> A list of landlords or other parties willing to lease to assisted families or help families find units, especially outside areas of poverty or minority concentration. 	A list of landlords known to the PHA who may be willing to lease a unit to the family or other resources (newspaper, organizations, online search tool) known to the PHA that may assist the family in locating a unit. PHAs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
5-I.B	Added language	<ul style="list-style-type: none"> An explanation of the advantages of moving to an area that does not have a high concentration of low-income families
5-I.B.	When PHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease and is not obligated to choose a PHA-owned unit	The HUD pamphlet on lead-based paint entitled <i>Protect Your Family from Lead in Your Home</i>

	<p>Information on how to fill out and file a housing discrimination complaint form</p> <p>Information about the protections afforded by the Violence against Women Act of 2005 (VAWA) to victims of domestic violence, dating violence, and stalking (see Section 16-IX.C)</p> <p>Information about the protections afforded by the Protecting Tenants at Foreclosure Act (PTFA) (see Section 13-II.G)</p> <p>“Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse</p> <p>“What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19</p>	<p>When PHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease and is not obligated to choose a PHA-owned unit</p> <p>Information on how to fill out and file a housing discrimination complaint form</p> <p>The form HUD-5380 domestic violence certification form and the form HUD-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking</p> <p>“Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse</p> <p>“What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19</p>																																																
5-I.C.	The family must use the mailing address by the current occupants only Anyone not listed as part of the household may not use a participant’s mailing address.	Removed language																																																
5-I.C.	The family must be able to receive mail at all times.	Removed language																																																
5-I.C.	Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. The PHA extends existing provisions for fraud relating not only to the PHA, but to include other authorities such as the IRS, State, Municipal Governments or any other governmentally funded programs. (See Chapter 14, Program Integrity for additional information).	Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).																																																
5-II.B.	The PHA will retain the right to consider circumstances related to occupancy standards for families who are voluntarily participating in the Department of Children’s Services In-Home Services to avoid entering the court system. Each request for the addition of family members will be considered on a case-by-case basis to avoid over-crowding.	Removed language																																																
5-II.B	The PHA’s occupancy standards are as follows:	Removed language																																																
5-II.B.	Added language	Persons of the opposite sex (other than spouses, and children under age 5) will be allocated separate bedrooms																																																
		Live-in aides will be allocated a separate bedroom.																																																
		Single person families will be allocated or one bedroom.																																																
5-II.B.	Foster children will be included in determining unit size.	Removed language																																																
5-II.B	<table border="1"> <thead> <tr> <th>Voucher Size</th> <th>Persons in Household (Minimum – Maximum)</th> <th>Voucher Size</th> <th>Persons in Household (Minimum – Maximum)</th> </tr> </thead> <tbody> <tr> <td>1 Bedroom</td> <td>1-2</td> <td>1 Bedroom</td> <td>1-2</td> </tr> <tr> <td>2 Bedrooms</td> <td>3-4</td> <td>2 Bedrooms</td> <td>2-4</td> </tr> <tr> <td>3 Bedrooms</td> <td>5-6</td> <td>3 Bedrooms</td> <td>3-6</td> </tr> <tr> <td>4 Bedrooms</td> <td>7-8</td> <td>4 Bedrooms</td> <td>4-8</td> </tr> <tr> <td>5 Bedrooms</td> <td>9-10</td> <td>5 Bedrooms</td> <td>6-10</td> </tr> </tbody> </table>	Voucher Size	Persons in Household (Minimum – Maximum)	Voucher Size	Persons in Household (Minimum – Maximum)	1 Bedroom	1-2	1 Bedroom	1-2	2 Bedrooms	3-4	2 Bedrooms	2-4	3 Bedrooms	5-6	3 Bedrooms	3-6	4 Bedrooms	7-8	4 Bedrooms	4-8	5 Bedrooms	9-10	5 Bedrooms	6-10	<table border="1"> <thead> <tr> <th>Voucher Size</th> <th>Persons in Household (Minimum – Maximum)</th> <th>Voucher Size</th> <th>Persons in Household (Minimum – Maximum)</th> </tr> </thead> <tbody> <tr> <td>1 Bedroom</td> <td>1-2</td> <td>1 Bedroom</td> <td>1-2</td> </tr> <tr> <td>2 Bedrooms</td> <td>2-4</td> <td>2 Bedrooms</td> <td>2-4</td> </tr> <tr> <td>3 Bedrooms</td> <td>3-6</td> <td>3 Bedrooms</td> <td>3-6</td> </tr> <tr> <td>4 Bedrooms</td> <td>4-8</td> <td>4 Bedrooms</td> <td>4-8</td> </tr> <tr> <td>5 Bedrooms</td> <td>6-10</td> <td>5 Bedrooms</td> <td>6-10</td> </tr> </tbody> </table>	Voucher Size	Persons in Household (Minimum – Maximum)	Voucher Size	Persons in Household (Minimum – Maximum)	1 Bedroom	1-2	1 Bedroom	1-2	2 Bedrooms	2-4	2 Bedrooms	2-4	3 Bedrooms	3-6	3 Bedrooms	3-6	4 Bedrooms	4-8	4 Bedrooms	4-8	5 Bedrooms	6-10	5 Bedrooms	6-10
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5-II.E.	Added language	The PHA will automatically approve one 30-day extension upon written request from the family.																																																
5-II.E.	The PHA will approve extensions only in the following circumstances:	The PHA will approve additional extensions only in the following circumstances:																																																
5-II.E	At its discretion, a PHA may adopt a policy to suspend the housing choice voucher term if the family has submitted a Request for Tenancy Approval (RTA) during the voucher	The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for																																																

	term. “Suspension” means stopping the clock on a family’s voucher term from the time a family submits the RTA until the time the PHA approves or denies the request [24 CFR 982.4]. The PHA’s determination not to suspend a voucher term is not subject to informal review [24 CFR 982.554(c)(4)].	PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.
6-I.B.	If neither a parent nor a designated guardian remains in a household receiving HCV assistance, the PHA will take the following actions.	The approval of a caretaker is at the owner and PHA’s discretion and subject to the owner and PHA’s screening criteria. If neither a parent nor a designated guardian remains in a household receiving HCV assistance, the PHA will take the following actions.
6-I.D.	<ul style="list-style-type: none"> Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b)) 	Removed language
6-I-G	In accordance with PIH Notice 2016-05, the PHA will allow households to self-certify as to having assets of less than \$5,000.00 as stated in the Compliance provisions of this Notice.	In accordance with PIH Notice 2016-5, the PHA will allow households to self-certify as to having assets of less than \$5,000.00 as stated in the “Temporary Compliance provisions” of this Notice. (previous notice)
6-I.G	Effective July 1, 2017 the PHA passbook savings rate will change from 0 percent to 0.06 percent.	Removed was a duplicate statement
6-III.A	The PHA will make utility reimbursements to the family or directly to the utility provider when available	The PHA will make utility reimbursements to the family.
6-III.B	The financial hardship rules described below applies in this jurisdiction because the PHA has established a minimum rent of \$50	The financial hardship rules described below applies in this jurisdiction because the PHA has established a minimum rent of \$0
6-III.D	A PHA-established utility allowance schedule is used in determining family share and PHA subsidy. The PHA must use the appropriate utility allowance for the size of dwelling unit actually leased by a family rather than the voucher unit size for which the family qualifies using PHA subsidy standards.	A PHA-established utility allowance schedule is used in determining family share and PHA subsidy. A family’s utility allowance is determined by the size of dwelling unit leased by a family or the voucher unit size for which the family qualifies using PHA subsidy standards, whichever is the lowest of the two.
7-I.C.	The data shown on income is updated quarterly. Data may be between 3 and 6 months old at the time reports are generated	The data shown on income and income validation tool (IVT) reports is updated quarterly. Data may be between 3 and 6 months old at the time reports are generated
7-I.C	The PHA will inform all applicants and participants of its use of the following UIV resources during the admission and reexamination process: HUD’s EIV system State of Arizona Department of Economic Security AZ Wage – SWICA	The PHA will inform all applicants and participants of its use of the following UIV resources during the admission and reexamination process: HUD’s EIV system State of Arizona Department of Economic Security AZ Wage – SWICA The Work Number
7-I.D.	A written third-party verification form is mandatory when there is an unreported source of income or a substantial difference in reported income (\$2400 annually or more) and there is no UIV or tenant-provided documentation to support the income discrepancy.	Removed language
7-II.A	Added language	Added the following verification types for identity – Current Passport; Records from Law Enforcement Office or Probation Officers and for identity of children added certified school records – removed U.S. passport
7-II.D.	In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns).	Removed language
7-II.H.	Added language	The PHA also offers a preference for victims of domestic violence, dating violence, sexual assault, or stalking, as described in Section 4-III.C. To verify that applicants qualify for the preference, the PHA will follow documentation requirements outlined in Section 16-IX.D.
7-III.H	The PHA must obtain verification for income exclusions only if, without verification, the PHA would not be able to determine whether the income is to be excluded. For example: If a family’s 16 year old has a job at a fast food restaurant, the PHA will confirm that PHA records verify the child’s age but will not require third-party	HUD guidance on verification of excluded income draws a distinction between income which is fully excluded and income which is only partially excluded.

	<p>verification of the amount earned. However, if a family claims the earned income disallowance for a source of income, both the source and the income must be verified</p>	<p>For fully excluded income, the PHA is not required to follow the verification hierarchy, document why third-party verification is not available, or report the income on the 50058. Fully excluded income is defined as income that is entirely excluded from the annual income determination (for example, food stamps, earned income of a minor, or foster care funds) [Notice PIH 2013-04].</p> <p>PHAs may accept a family's signed application or reexamination form as self-certification of fully excluded income. They do not have to require additional documentation. However, if there is any doubt that a source of income qualifies for full exclusion, PHAs have the option of requiring additional verification.</p> <p>For partially excluded income, the PHA is required to follow the verification hierarchy and all applicable regulations, and to report the income on the 50058. Partially excluded income is defined as income where only a certain portion of what is reported by the family qualifies to be excluded and the remainder is included in annual income (for example, the income of an adult full-time student, or income excluded under the earned income disallowance).</p>
7-III.H	<p>The PHA will reconcile differences in amounts reported by the third party and the family only when the excluded amount is used to calculate the family share (as is the case with the earned income disallowance). In all other cases, the PHA will report the amount to be excluded as indicated on documents provided by the family.</p>	<p>The PHA will accept the family's self-certification as verification of fully excluded income. The PHA may request additional documentation if necessary to document the income source.</p> <p>The PHA will verify the source and amount of partially excluded income as described in Part 1 of this chapter.</p>
7-IV.B	<p>The family will be required to certify that the medical expenses are not paid or reimbursed to the family from any source.</p>	<p>The family will be required to certify that the medical expenses are not paid or reimbursed to the family from any source. If expenses are verified through a third party, the third party must certify that the expenses are not paid or reimbursed from any other source.</p>
8-I.C.	<p>8-I.C. HUD DEFINITION OF NON-LIFE THREATENING (NLT) CONDITIONS An NLT condition is defined as any condition that would fail to meet the housing quality standards under 24CFR 982.401 and is not a <i>life-threatening (LT)</i> condition as defined by HUD.</p>	<p>Removed language – changed numbering</p>
8.I.C (new)		<p>The following are considered (LT) conditions, and will be documented on form HUD-52580, HUD 52580-A, or successor form. The PHA will apply the list of LT conditions to all HQS inspections (e.g. initial, annual, biennial, interim, special)</p> <p>The following are considered life-threatening conditions:</p> <p>Any condition that jeopardizes the security of the unit</p> <p>Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling</p> <p>1) Natural or LP gas (natural or liquid petroleum) leaks or fumes</p> <p>a) A fuel storage vessel, fluid line, valve, or connection that supplies fuel to a HVAC unit is leaking</p> <p>b) A strong odor is detected with potential for explosion or fire or that results in a health risk if inhaled</p> <p>2) Any electrical problem or condition that could result in shock or fire</p> <p>a) A light fixture is readily accessible, is not securely mounted to the ceiling or wall, and electrical connections or wires are exposed</p> <p>b) A light fixture is hanging by its wires</p> <p>c) A light fixture has a missing or broken bulb, and the open socket is</p>

		readily accessible to the tenant during the day-to-day use of the unit d) A receptacle (outlet) or switch is missing or broken and electrical connections or wires are exposed
8-II.A	<ul style="list-style-type: none"> <i>Biennial Inspections.</i> The PHA inspects each unit under lease at least biennially (every two years) to confirm that the unit still meets HQS. The inspection is typically conducted separately from the family's annual reexamination. 	Removed duplicate language
8-III.B	After the initial lease period, all approved rent adjustments will be effective on the anniversary date of the Lease and HAP Contract. Rental Increases received outside of the Lease and HAP Contract anniversary date will not be approved.	All rents adjustments will be effective the first of the month following 60 days after the PHA's receipt of the owner's request or on the date specified by the owner, whichever is later
8-III.D	When possible, the PHA utilizes Social Serve or other electronic means to determine comparables for Rent Reasonableness on single family and non-multi-unit housing. If Social Serve or other electronic means is not available, the PHA will collect and maintain data on market rents in the PHA's jurisdiction.	The PHA utilizes a third-party software company to determine comparables for Rent Reasonableness on single family and non-multi-unit housing. If the third-party database is not available, the PHA will collect and maintain data on market rents in the PHA's jurisdiction.
8-III.D (Exhibit 1)	Added language	<ul style="list-style-type: none"> Maintain covered housing without deteriorated paint if there is child under six in the family
9-I.E	The lease effective date may not be more than 45 days from which the unit passed HQS inspection	Removed language
9-I.G.	The HAP contract is a written agreement between the PHA and the owners of the dwelling unit, occupied by a housing choice voucher assisted family. Under the HAP Contract, the PHA agrees to make housing assistance payments to the owner on behalf of a specific family occupying a specific unit and obliges the owner to comply with all program requirements.	The HAP contract is a written agreement between the PHA and the owner of the dwelling unit. Under the HAP contract, the PHA agrees to make housing assistance payments to the owner on behalf of the family, and the owner agrees to comply with all program requirements as stated in the HAP contract.
9-I.H.	Generally, PHA approval of tenancy and execution of a new HAP contract are not required for changes in the lease. However, under certain circumstances, voucher assistance in the unit shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner.	Generally, PHA approval of tenancy and execution of a new HAP contract are not required for changes in the lease. However, under certain circumstances, v the execution of a new lease and HAP contract are required. These circumstances include:
9-I.H.	Where the owner is changing the amount of rent, the owner must notify the PHA of any changes in the amount of the rent to owner at least 60 days before any such changes go into effect [24 CFR 982.308(g)(4)].	Where the owner is changing the amount of rent, the owner must notify the PHA at least 60 days before any such changes go into effect [24 CFR 982.308(g)(4)].
10-I.B	In addition, the PHA will allow exceptions to these policies for purposes of reasonable accommodation of a family member who is a person with disabilities (see Chapter 2) or for participants of the Veteran's Affairs Supportive Housing Voucher Program when supported by the Veteran's Administration caseworker.	In addition, the PHA will allow exceptions to these policies for purposes of reasonable accommodation of a family member who is a person with disabilities (see Chapter 2)
	Unless otherwise approved by the Housing Choice Voucher Program Administrator or his/her designee, mutual rescissions of a lease between tenant and landlord are not allowed. A participant who chooses to rescind a current lease with a landlord without PHA approval may be subject to termination of assistance.	Removed language
10-I.C	Added language	The PHA will require notification to be provided no later than 60-days from the date of the family moving
10-I.C	<ol style="list-style-type: none"> Other than the exceptions noted above, families will be eligible to move within the PHA'S jurisdiction with continued assistance only if they: <ol style="list-style-type: none"> Currently live in the PHA's jurisdiction; and Hold a valid Housing Voucher; and Are eligible to move; and Have not violated any Family obligations; and Do not owe the PHA money; and Their current landlord indicates that they are fully lease compliant; and Are moving at or after the date of their Annual Recertification of Income and Family Circumstances and/or at the end of their lease term if the lease term is not in conjunction with the scheduled Annual Recertification. 	Removed entire section

	<ol style="list-style-type: none"> 2. A family that wants to move with continued assistance must vacate the unit in compliance with the lease and provide proper notice to the owner (as required under the lease) and to the PHA (60-day notice), but not before the voucher has been issued. 3. Failure to provide such notice will result in termination of assistance due to failure to comply with the family obligation. 4. Families that want to move must request a moving packet and must attend a move briefing. Priorities for scheduling families for the move briefings are as follows: <ol style="list-style-type: none"> a. Uninhabitable unit including catastrophic disasters, uncorrected owner-caused HQS deficiencies, and overcrowding as defined in HQS. b. Disability-related need, as documented by a qualified medical practitioner. c. Mobility moves, defined as moved from neighborhoods impacted by income to neighborhoods not impacted by income; d. Reduction in the family's voucher size that results in the family paying excessive rent. e. Upward change in the family's voucher size that allows the family to lease a larger unit. f. Voluntary moves after the first 12 months of occupancy. g. All other moves. 5. If the family is eligible to move, has not violated their Program Obligations or Lease Agreement, and does not owe the PHA money, the family will be offered a new voucher to search for another unit. 6. At any time, the PHA may deny permission to move due to the following if: <ol style="list-style-type: none"> a. The family does not notify the PHA, and the owner before the family moves out of the unit or terminates the lease. b. The family does not allow the PHA and the owner to inspect/repair the unit at reasonable times and after reasonable notice. c. The family is verified to be responsible for an HQS failure. d. The family is verified to have committed any serious or repeated violations of the lease. e. The family owes the PHA or another PHA money for any reason. f. The PHA does not have sufficient funding for continued assistance. g. The family is verified to have violated any Family Obligation. h. For any other HUD-allowed reason. 7. Families who intentionally cause their assisted unit to fail Housing Quality Standards will not be eligible to receive another Housing Choice Voucher to relocate to another unit and will be terminated from the program. 8. The PHA will not issue a voucher to a family who wishes to move due to an eviction action initiated by the owner. Both the owner and the family are required to notify the PHA whenever an eviction is filed. Housing assistance payments will continue until the court date, unless payments have been abated for owner-caused HQS deficiencies. If the court rules that the family was evicted for violating the terms of the lease, including failure to pay rent, the family is ineligible for further assistance and will be terminated from the HCV program. If the court ruled for the family, the family is eligible to receive another voucher. If the family with permission to move does not locate a new dwelling unit to move into, they will be required to submit an Agreement to Continue the Assisted Tenancy, and the assisted tenancy may be extended for any reasonable period of time mutually agreed upon by the owner and tenant. In the absence of the Agreement to Continue the Assisted Tenancy, HAP payments and the HAP contract will terminate at the end of the notice issued by the tenant. 	
10-1.C.	Note: PHA uses Action code 7 on the 50058.	The PHA will require income to be updated within the last 60-days to ensure most recent income is used during the move. The transaction

	For families moving into or families approved to move out of the PHA's jurisdiction under portability, the PHA will follow the policies set forth in Part II of this chapter.	type for the update can either be an interim or annual recertification searching.
10-I.C.	Added entire section	<p>Zero HAP Families Who Wish to Move [24 CFR 982.455]</p> <p>A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. The PHA must issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if the PHA determines no subsidy would be paid at the new unit, the PHA may refuse to enter into a HAP contract on behalf of the family.</p> <p><u>PHA Policy</u></p> <p>If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, the PHA will not enter into a HAP contract on behalf of the family for the new unit.</p>
10-II.B.	After approving a family's request to move under portability, the initial PHA must promptly notify the receiving PHA to expect the family [24 CFR 982.355(c)(2)]. This means that the initial PHA must contact the receiving PHA directly on the family's behalf [Notice PIH 2011-3]. The initial PHA must also advise the family how to contact and request assistance from the receiving PHA [24 CFR 982.355(c)(2)].	After approving a family's request to move under portability, the initial PHA must promptly notify the receiving PHA via email or other confirmed delivery method to expect the family [24 CFR 982.355(c)(3); 24 CFR 982.355(c)(7)]. The initial PHA must also advise the family how to contact and request assistance from the receiving PHA [24 CFR 982.355(c)(6)].
11-II.B.	The PHA must adopt policies prescribing when and under what conditions the family must report changes in family composition. However, due to family obligations under the program, the PHA has limited discretion in this area.	The family is required to report all changes in family composition. The PHA must adopt policies prescribing when and under what conditions the family must report changes in income and family composition. However, due to family obligations under the program, the PHA has limited discretion in this area.
11-II.B.	Families must request PHA approval to add a new family member, live-in aide, foster child, or foster adult. The PHA will not add an adult to the household other than court-awarded custody, marriage, domestic union, or significant other. The PHA will consider the request if circumstances, including reasonable accommodation.	Families must request PHA approval to add a new family member, live-in aide, foster child, or foster adult.
11-II.B.	Examples of such documentation could include utility bills in the name of the subject, canceled checks verifying payment of rent, driver's license indicating address is at a location corresponding to the utility billing or lease, or in their name at another location	Examples of such documentation could include utility bills in the name family member being removed; lease agreement for unit; driver's license; insurance statement or other bill with new address of member.
11-II.D.	The family may notify the PHA of changes in writing. If the family provides oral notice, the PHA will also require the family to submit the changes in writing.	The family may notify the PHA of changes either orally or in writing. If the family provides oral notice, the PHA will also require the family to submit the changes in writing.
12-I.C.	The request to terminate assistance should be made in writing and signed by the head of household, spouse, or cohead. If the family submits an oral notice of termination to the PHA and does not submit a written notice the PHA will send a confirmation letter to the Head of Household no later than 5 business days from the date of the oral notice.	The request to terminate assistance should be made in writing and signed by the head of household, spouse, or cohead. Before terminating the family's assistance, the PHA will follow the notice requirements in Section 12-II.F.
12-I.C.	Added language	A record of arrest(s) will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.
12-I.E.	The PHA will not terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency program.	Additionally, per the alternative requirements listed in the <i>Federal Register</i> notice dated December 29, 2014, PHAs are no longer permitted to terminate assistance to a family due to the family's failure to meet its obligations under the Family Self-Sufficiency (FSS) contract of participation [FR Notice 12/29/14].
12-II.B.	Refusing to approve a request for tenancy or to enter into a new HAP contract, or	Refusing to enter into a new HAP Contract or approve a lease, or
12-II.E.	Even when a victim poses an actual and imminent threat, however, HUD regulations authorize a PHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat" [24 CFR 5.2005(d)(3)].	In order to demonstrate an actual and imminent threat, the PHA must have objective evidence of words, gestures, actions, or other indicators. Even when a victim poses an actual and imminent threat, however, HUD regulations authorize a PHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat" [24 CFR 5.2005(d)(3)].

12-II.E.	Added language	<p>If the perpetrator remains in the unit, the PHA continues to pay the owner until the PHA terminates the perpetrator from the program. The PHA must not stop paying HAP until 30 days after the owner bifurcates the lease to evict the perpetrator. The PHA may pay HAP for the full month if the 30-day period will end mid-month [Notice PIH 2017-08].</p> <p>If the perpetrator is the only participant eligible to receive assistance, the PHA will provide any remaining participant a chance to establish eligibility for the program. If the remaining participant cannot do so, the PHA will provide them with 30 days to establish eligibility for another housing program prior to termination of the HAP contract.</p>
12-III.A	Termination of an assisted tenancy is a matter between the owner and the family; the PHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy, and the reasons for which a tenancy is terminated dictate whether assistance also will be terminated.	Termination of an assisted tenancy is a matter between the owner and the family; the PHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy. Termination of tenancy for certain reasons will also result in termination of assistance as discussed in this section
12-III.D	Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit. The family's participation may be terminated for failure to reimburse the landlord for damages beyond normal wear and tear in excess of the security deposit.	Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.
12-III.E	The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict.	The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge
13-I.B	HUD regulations stipulate that an assisted tenancy can be approved only under certain conditions	HUD regulations stipulate requirements for the approval of an assisted tenancy.
13-I.B.	At initial lease-up of a unit, the PHA must determine that the share of rent to be paid by the family does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]. See chapter 6 for a discussion of the calculation of family income, family share of rent and HAP.	At initial lease-up of a unit, if the gross rent exceeds the applicable payment standard, the PHA must ensure that the family share does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a). See chapter 6 for a discussion of the calculation of family income, family share of rent and HAP.
13-I.B.	The dwelling lease must comply with all program requirements [24 CFR 982.308]. Owners are encouraged to use their standard leases when renting to an assisted family. However, the HCV program requires that the Tenancy Addendum, which helps standardize the tenancy requirements for all assisted families, be added word-for-word to that lease. See chapter 9 for a discussion of the dwelling lease and tenancy addendum, including lease terms and provisions.	The dwelling lease must comply with all program requirements [24 CFR 982.308]. Owners are encouraged to use their standard leases when renting to an assisted family. The HUD Tenancy Addendum includes the HUD requirements governing the tenancy and must be added word-for-word to the owner's lease. See chapter 9 for a discussion of the dwelling lease and tenancy addendum, including lease terms and provisions.
13-II.C.	<p>During the term of the HAP contract, and subject to the provisions of the HAP contract, the PHA must make monthly HAP payments to the owner on behalf of the family;</p> <ol style="list-style-type: none"> 1. HAP disbursements shall be deposited directly into the Landlord's bank account by the fifth (5th) business day of every month. <ol style="list-style-type: none"> a. After the initial payment is rendered in the form of a check all remaining transactions will be in the form of an Electronic Funds Transfer (EFT). Failure to submit fully executed EFT forms will result in a delay in payment without the ability to enforce late fees. b. Overlap of the las housing assistance payment (for the month when the family moves out of the old unit) and the first assistance payment for the new unit cannot exceed tend days. 2. All HAP payments made by the PHA TO THE Landlord are deemed received by the Landlord when the funds are wired by the PHA to the Landlord's bank. 3. If a lease term begins after the first of the month, the HAP payment for the first month is prorated for a partial month. 4. The PHA can recover overpayments by deducting from the HAP disbursement. 	<p>During the term of the HAP contract, and subject to the provisions of the HAP contract, the PHA must make monthly HAP payments to the owner on behalf of the family; at the beginning of each month. If a lease term begins after the first of the month, the HAP payment for the first month is prorated for a partial month.</p> <p><u>PHA Policy</u> HAP payments are disbursed no later than the (5) working day of the month. All payments are deposited directly to the owners' bank account through Electronic Funds Transfer (EFT). Failure to submit fully executed EFT forms will result in a delay in payment without the ability to enforce late fees. The HAP payments are considered received by owner when the payment has been wired to the owners' bank.</p> <p>The PHA will allow an overlap of housing assistance payments for the month the family (moves from the previous assisted unit to the new unit) of no more than ten (10) days.</p>

	<p>a. If the owner receives any excess HAP from the PHA, the excess amount must be returned immediately. If the PHA determines that the owner is not entitled to all or a portion of the HAP, the PHA may recover the amount of overpayment from any amounts due to the owner, including amounts due under any other Section 8 HCV contract. See Chapter 16 for additional detail on owner reimbursement of HAP overpayments.</p> <p>5. The PHA must notify the owner and the family in writing of any changes in the HAP payment.</p> <p>6. HAP payments can be made only during the lease term, and only while the family is residing in the unit.</p> <p>7. The family is not responsible for payment of the HAP payment, and the PHA is not responsible for payment of the family share of rent.</p> <p>8. The family's share of the rent cannot be more than the difference between the total rent to the owner and the HAP payment. The owner may not demand or accept any rent payment from the tenant in excess of this maximum [24 CFR 982.451(b)(4)]. The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises [24 CFR 982.510(c)]. See chapter 9 for a discussion of separate, non-lease agreements for services, appliances and other items that are not included in the lease.</p>	<p>The amount of the HAP payment is determined according to the policies described in Chapter 6, and is subject to change during the term of the HAP contract. The PHA must notify the owner and the family in writing of any changes in the HAP payment.</p> <p>HAP payments can be made only during the lease term, and only while the family is residing in the unit.</p> <p>The monthly HAP payment by the PHA is credited toward the monthly rent to owner under the family's lease. The total of the rent paid by the tenant and the HAP payment is equal to the rent to owner as specified in the lease.</p> <p>The family is not responsible for payment of the HAP payment, and the PHA is not responsible for payment of the family share of rent.</p> <p>The family's share of the rent cannot be more than the difference between the rent to owner and the HAP payment. The owner may not demand or accept any rent payment from the tenant in excess of this maximum [24 CFR 982.451(b)(4)]. The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises [24 CFR 982.510(c)]. See chapter 9 for a discussion of separate, non-lease agreements for services, appliances and other items that are not included in the lease.</p> <p>If the owner receives any excess HAP from the PHA, the excess amount must be returned immediately. If the PHA determines that the owner is not entitled to all or a portion of the HAP, the PHA may deduct the amount of overpayment from any amounts due to the owner, including amounts due under any other Section 8 HCV contract. See Chapter 16 for additional detail on owner reimbursement of HAP overpayments.</p>
14-I.A.	The PHA anticipates that the vast majority of families, owners, and PHA employees intend to and will comply with program requirements and make reasonable efforts to avoid errors.	Removed language
15-VI.C.	The PHA payment standard for manufactured homes is generally 40 percent of the published FMR for a 2-bedroom unit or, where approved by HUD, the 40th percentile of the rental distribution of manufactured home spaces for the FMR area. The PHA may establish a payment standard for manufactured home spaces that is between 90-110 percent of the FMR for manufactured home spaces.	<p>The PHA payment standard for manufactured homes is determined in accordance with 24 CFR 982.505 and is the payment standard used for the PHA's HCV program. It is based on the applicable FMR for the area in which the manufactured home space is located.</p> <p>The payment standard for the family is the lower of the family unit size (voucher size) or the payment standard for the number of bedrooms in the manufactured home.</p>
15-VII.M.	<p>The PHA may deny permission to move to a new unit with continued voucher assistance as follows:</p> <ul style="list-style-type: none"> • Lack of funding to provide continued assistance. • At any time, the PHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance. • In accordance with the PHA's policy regarding number of moves within a 12-month period. 	<p>The PHA may deny permission to move to a new unit with continued voucher assistance as follows:</p> <ul style="list-style-type: none"> • If the PHA has insufficient funding to provide continued assistance. • In accordance with 24 CFR 982.638, regarding denial or termination of assistance.
16-II.B.	The PHA has adopted low and high payment standards based on Zip Code.	Removed language
16-II.B.	Changes to payment standard amounts will be effective 60 days following the effective date of the published FMRs, unless based on the proposed FMRs, it appears that one or more of the PHA's current payment standard amounts will be outside the basic range when the final FMRs are published. In that case, the PHAs payment standards will be effective October 1 st .	Changes to payment standard amounts will be effective 90 days following the effective date of the published FMRs, unless based on the proposed FMRs, it appears that one or more of the PHA's current payment standard amounts will be outside the basic range when the final FMRs are published.

16-II.B	Added language	Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice PIH 2018-01] PHAs that administer vouchers in a metropolitan area where the adoption of small area FMRs (SAFMRs) is not required may request approval from HUD to voluntarily adopt SAFMRs. SAFMRs may be voluntarily adopted for one or more zip code areas. PHA Policy The PHA will not voluntarily adopt the use of SAFMRs
16-III.C.	If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays.	If the family does not appear within 15 minutes of the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays
16-III.C	In addition, within 10 business days after the date the hearing officer's report is mailed to the PHA and the participant, the PHA or the participant may request a rehearing or a further hearing. Such request must be made in writing and postmarked or hand-delivered to the hearing officer and to the other party within the 10-business day period. The request must demonstrate cause, supported by specific references to the hearing officer's report, why the request should be granted. A rehearing or a further hearing may be requested for the purpose of rectifying any obvious mistake of law made during the hearing or any obvious injustice not known at the time of the hearing. It shall be within the sole discretion of the PHA to grant or deny the request for further hearing or rehearing. A further hearing may be limited to written submissions by the parties, in the manner specified by the hearing officer.	Removed language
16-IV.A	When an overpayment is caused by staff error, the overpayment will be paid out of Admin and not charged to the participants.	Removed language
16-IV.B.	Notice PIH 2010-19 acknowledges that PHAs have the discretion to establish "thresholds and policies" for repayment agreements with families [24 CFR 982.552(c)(1)(vii)].	Notice PIH 2017-12 recommends that the total amount that a family must pay each month—the family's monthly share of rent plus the monthly debt repayment amount—should not exceed 40 percent of the family's monthly adjusted income. However, a family may already be paying 40 percent or more of its monthly adjusted income in rent. Moreover, Notice PIH 2017-12 acknowledges that PHAs have the discretion to establish "thresholds and policies" for repayment agreements with families [24 CFR 982.552(c)(1)(vii)].
16-VII.B	The PHA will provide the public health department written notice of the name and address of any child identified as having an elevated blood lead level.	Upon notification by the owner, the PHA will provide the public health department written notice of the name and address of any child identified as having an elevated blood lead level within five business days. Upon notification by the owner, the PHA will notify the HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes (OLHCHH) of the child's address within five business days.
16-IX.C.	The PHA will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the HCV program and at least annually thereafter. The PHA may satisfy this requirement by providing required VAWA information on the PHA's newsletter.	The PHA will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the HCV program and at least annually thereafter
17-II.C. <i>Changed Chapter from Specialty Programs to PBV Vouchers)</i>	Within 10 business days of the PHA making the selection, the PHA will notify the selected owner in writing of the owner's selection for the PBV program.	Within 15 business days of the PHA making the selection, the PHA will notify the selected owner in writing of the owner's selection for the PBV program.
17-V.C.	The PHA will consider adding contract units to the HAP contract when the PHA determines that additional housing is needed to serve eligible low-income families.	The PHA will consider adding contract units to the HAP contract when the PHA determines that additional housing is needed to serve eligible low-income families
18	Added Entire Chapter for Specialty Programs	

Public Housing ACOP Summary of Changes

Chapter	Current Wording	Proposed Wording
1-I.C.	Is that we are changing Lives Strengthening Our Community.	The mission for the City of Tucson Housing and Community Development is providing opportunities that empower people and strengthen our community
3-III.F.	Added language	<p>Although VAWA provides protection against termination of assistance for victims of domestic violence, it does not provide such protection for perpetrators. VAWA gives the PHA the explicit authority to “terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others” without terminating assistance to “or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant” [24 CFR 5.2009(a)]. This authority is not dependent on a bifurcated lease or other eviction action by an owner against an individual family member. Further, this authority supersedes any local, state, or other federal law to the contrary. However, if the PHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance. This means that the PHA must follow the same rules when terminating assistance to an individual as it would when terminating the assistance of an entire family [3/16/07 <i>Federal Register</i> notice on the applicability of VAWA to HUD programs].</p> <p>If the perpetrator remains in the unit, the PHA continues to pay the owner until the PHA terminates the perpetrator from the program. The PHA must not stop paying HAP until 30 days after the owner bifurcates the lease to evict the perpetrator. The PHA may pay HAP for the full month if the 30-day period will end mid-month [Notice PIH 2017-08].</p> <p>If the perpetrator is the only participant eligible to receive assistance, the PHA will provide any remaining participant a chance to establish eligibility for the program. If the remaining participant cannot do so, the PHA will provide them with 30 days to establish eligibility for another housing program prior to termination of the HAP contract.</p>
4-III.B.	The PHA has no development designated for elderly and disabled	The PHA has the following developments that are designated for elderly and/or disabled –Landers’ Garden, Silverbell and MLK
4-III.C.	The PHA will notify the family by first class mail when it is selected from the waiting list. The PHA will also notify the family by electronic mail when it is selected from the waiting list	The PHA will notify the family by either first class mail or by e-mail when it is selected from the waiting list.
6-III.A	The minimum rent for this locality is \$50	The minimum rent for this locality is \$0
6-III.B	The financial hardship rules described below apply in this jurisdiction because the PHA has established a minimum rent of \$50	The financial hardship rules described below apply in this jurisdiction because the PHA has established a minimum rent of \$0
7-I.C.	<p>The data shown on income and income validation tool (IVT) reports is updated quarterly. Data may be between three and six months old at the time reports are generated.</p> <p>The PHA will obtain income and IVT reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.</p> <p>Income and IVT reports will be compared to family-provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income, as described in Chapter 6.I.C. Income reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between income reports and family-provided information will be resolved as described in Chapter 6.I.C. and in this chapter.</p> <p>Income and IVT reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify and calculate earned income, unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.</p>	<p>The data shown on income and income validation tool (IVT) reports is updated quarterly. Data may be between three and six months old at the time reports are generated.</p> <p>The PHA will obtain income and IVT reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.</p> <p>Income and IVT reports will be compared to family-provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income, as described in Chapter 6.I.C. Income reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between income reports and family-provided information will be resolved as described in Chapter 6.I.C. and in this chapter.</p>

	<p>Income and IVT reports will be retained in resident files with the applicable annual or interim reexamination documents.</p> <p>When the PHA determines through EIV reports and third-party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 15, Program Integrity.</p>	<p>Income and IVT reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify and calculate earned income, unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.</p> <p>Income and IVT reports will be retained in resident files with the applicable annual or interim reexamination documents.</p> <p>When the PHA determines through EIV reports and third-party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 15, Program Integrity.</p>
7-I.D.	A written third party verification form is mandatory when there is unreported source of income or a substantial difference in reported income (\$2400 annually or more) and there is no UIV or tenant provided documentation to support the income discrepancy	Removed language
7-I.E.	This temporary compliance provision expires 03/14/2014 unless extended by HUD	Removed language
7-II.A.	Added language	Records from Law Enforcement Office and Probation Officers
7-II.A.	Added Language	Certified school records
7-II.B.	Added Language	Note that an individual who previously declared to have eligible immigration status may not change his or her declaration for the purpose of avoiding compliance with the SSN disclosure and documentation requirements or penalties associated with noncompliance with these requirements. Nor may the head of household opt to remove a household member from the family composition for this purpose.
7-II.D.	In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g. by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax return)	Removed language
7-II.D.	Added Language	Lease agreement and driver's license
	Added Language	<p>HUD guidance on verification of excluded income draws a distinction between income which is fully excluded and income which is only partially excluded.</p> <p>For fully excluded income, the PHA is not required to follow the verification hierarchy, document why third-party verification is not available, or report the income on the 50058. Fully excluded income is defined as income that is entirely excluded from the annual income determination (for example, food stamps, earned income of a minor, or foster care funds) [Notice PIH 2013-04].</p> <p>PHAs may accept a family's signed application or reexamination form as self-certification of fully excluded income. They do not have to require additional documentation. However, if there is any doubt that a source of income qualifies for full exclusion, PHAs have the option of requiring additional verification.</p> <p>For partially excluded income, the PHA is required to follow the verification hierarchy and all applicable regulations, and to report the income on the 50058. Partially excluded income is defined as income where only a certain portion of what is reported by the family qualifies to be excluded and the remainder is included in annual income (for example, the income of an adult full-time student, or income excluded under the earned income disallowance).</p>
	The PHA must obtain verification for income exclusions only if, without verification, the PHA would not be able to determine whether the income is to be excluded. For example: If a family's 16-year-old has a job at a fast food restaurant, the PHA	Removed language
7-III.H.	Added Language	The PHA will accept the family's self-certification as verification of fully excluded income. The PHA may request additional documentation if necessary to document the income source.

		The PHA will verify the source and amount of partially excluded income as described in Part 1 of this chapter.								
7-III.H.	The PHA will reconcile differences in amounts reported by the third party and the family only when the excluded amount is used to calculate the family's rent (as is the case with the earned income disallowance). In all other cases, the PHA will report the amount to be excluded as indicated on documents provided by the family.	Removed language								
7-III.H.	Added language	If expenses are verified through a third party, the third party must certify that the expenses are not paid or reimbursed from any other source.								
13-III.C.	Added language	<table border="1"> <thead> <tr> <th>Family Size</th> <th>1</th> <th>2</th> <th>3</th> </tr> </thead> <tbody> <tr> <td>Over Income Limit</td> <td>\$22,400</td> <td>\$25,600</td> <td>\$28,800</td> </tr> </tbody> </table> <p>The Housing Opportunity Through Modernization Act (HOTMA) of 2016 placed an income limitation on public housing tenancies. The over-income requirement states that after a family's adjusted income has exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary for two consecutive years, the PHA must either terminate the family's tenancy within six months of the determination or charge the family a monthly rent that is the higher of the applicable fair market rent (FMR) or the amount of subsidy for the unit, including amounts from the operating capital funds, as determined by regulations.</p> <p>Notice PIH 2019-11 also requires that PHAs publish over-income limits in their ACOP and update them no later than 60 days after HUD publishes new income limits each year. The over income limit is calculated by multiplying the very low-income limit (VLI) by 2.4, as adjusted for family size.</p> <p>PHA's also have the discretion, under 24 CFR 960.261, to adopt policies allowing termination of tenancy for families whose income exceeds the income limit for the program eligibility. Such policies would exempt families participating in the Family Self-Sufficiency (FSS) program or currently receiving the Earned Income Disallowance.</p> <p>PHA Policy At annual or interim reexamination, if a family's adjusted income exceeds the applicable over-income limit, PHA will document the family file and begin tracking the family's over-income status.</p> <p>If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will inform the family in writing that their income exceeded the over-income limit for one year, and that if the family continues to be over-income for the next 12 consecutive months, the family will be subject to PHA's over-income policies.</p> <p>If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will charge the family a rent that is higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. The City of Tucson will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after the PHA's written notice to the family.</p> <p>If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing that over-income policies no longer apply to</p>	Family Size	1	2	3	Over Income Limit	\$22,400	\$25,600	\$28,800
Family Size	1	2	3							
Over Income Limit	\$22,400	\$25,600	\$28,800							

		<p>them. If the family’s income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.</p> <p>The City of Tucson will begin tracking over-income families once these policies have been adopted, but no later than July 1, 2020.</p> <p>The City of Tucson will rely on the following over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits each year and will be effective for all annual and interim reexaminations once these policies have been adopted.</p> <p>For families larger than 8 persons, the over-income limits will be calculated by multiplying the applicable very-low income limit by 2.4.</p>
	<p>Subject to certain restrictions, HUD authorizes PHAs to evict or terminate the tenancies of families because they are over income. Unless required to do so by local law, the PH may not evict or terminate the tenancy of a family solely because the family is over income if: (1) the family has a valid contract of participation in the Family Self-Sufficiency program, or (2) the family is currently receiving the earned income disallowance. This rule does not require PHAs to evict over income residents, but rather gives PHAs the discretion to do so thereby making units available for applicants who are income eligible.</p> <p>The PHA Policy will not evict or terminate the tenancies of families solely because they are over income.</p> <p>The Federal Register dated February 3, 2016, HUD published an Advanced Notice of Proposed Rule in regards to over income families in Public Housing Programs. In anticipation of changes the PHA retains the right to implement changes to the policy based on guidance from HUD if advantageous to do so.</p>	Removed Language
16-II.C.	Added Language	<p>Notice PIH 2017-12 recommends that the total amount that a family must pay each month—the family’s monthly share of rent plus the monthly debt repayment amount—should not exceed 40 percent of the family’s monthly adjusted income. However, a family may already be paying 40 percent or more of its monthly adjusted income in rent. Moreover, Notice PIH 2017-12 acknowledges that PHAs have the discretion to establish “thresholds and policies” for repayment agreements with families [24 CFR 982.552(c)(1)(vii)].</p>
16-III.B.	Notice PIH 2010-19 acknowledges that PHAs have the discretion to establish “thresholds and policies” for repayment agreements with families (24 CFR 982.552 (c)(1)(vii).	Removed language
16-III.B	Added Language	<p>The maximum amount for which the PHA will enter into a payment agreement with a family is \$7,500. If a repayment agreement is to be entered into, the PHA will require that the family pay an initial 30% lump sum with the remaining balance to be paid in equal payments over a period of time not to exceed 12 months.</p> <p>Payment plans beyond the 1-year agreement may be considered in cases of family hardship and if requested with reasonable notice from the family with verification of the hardship, and the approval of the supervisor (payments not to be more than 40%).</p> <p>The PHA will retain the requirement that amounts under \$100 be paid in full and are not eligible for a repayment agreement.</p> <p>If a family can provide evidence satisfactory to the PHA that the threshold applicable to the family’s debt would impose an undue hardship, the PHA may, in its sole discretion, determine that a lower monthly payment amount is reasonable. In making its determination, the PHA will consider all relevant information, including the following:</p> <ul style="list-style-type: none"> The amount owed by the family to the PHA The reason for the debt, including whether the debt was the result of family action/inaction or circumstances beyond the family’s control

		<p>The family's current and potential income and expenses The family's current family share, as calculated under 24 CFR 982.515 The family's history of meeting its financial responsibilities</p>
16-III.B	<p>The PHA has established the following thresholds and down payment amounts for repayment of debts: Amounts over \$5000 – 15% down with a cap of \$1000 must be repaid within 36 months Amounts between \$2001 and \$5000 – 20% down with a cap of \$750 must be repaid within 30 months Amounts between \$501 and \$2000 – 25% down with a cap of \$400 – must be repaid within 24 months Amounts between \$101 and \$500 – 30% down with a cap of \$125 – must be paid within 6 months</p>	Deleted Language
16-III.B.	Added language	<p>If a payment is not received by close of the business day on the 15th day of the month, it is considered late and a breach of the agreement. The PHA may:</p> <ul style="list-style-type: none"> • Require the family to pay the balance in full • Pursue civil collection of the balance due • Terminate the housing assistance • Grant an extension of 30 calendar days (for extenuating circumstance only) <p>The PHA will send the family a delinquency notice giving the family 10 business days to make the late payment.</p> <ul style="list-style-type: none"> • If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and the PHA will terminate assistance in accordance with the policies in Chapter 13. <p>If a family receives two delinquency notices for unexcused late payments in a 13-month period, the repayment agreement will be considered in default, and the PHA will terminate assistance in accordance with the policies in Chapter 13.</p>
16-III.B.	<p>Due to prior approval for the missed payment has not been given by the PHA, the PHA will send the family a delinquency notice giving the family 14 business days to make the late payment. If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and the PHA will terminate the tenancy in accordance with the policies in Chapter 13.</p> <p>If a family receives two delinquency notices for unexcused late payments in a 12 month period, the repayment agreement will be considered in default, and the PHA will terminate tenancy in accordance with the policies in Chapter 13.</p>	Deleted language

Schedule of Fees
Effective July 1, 2020

It is the policy of the City of Tucson Public Housing not to charge for NORMAL wear and tear. However, the Housing Authority reserves the right in every case to decide as to whether the replacement or repair is necessary due to wear and tear or damages resulting from tenant abuse or neglect. The following charges apply to tenant damages or tenant caused conditions.

As item prices are subject to change, the City of Tucson Public Housing has the right to adjust this fee schedule as deemed necessary.

- 1) All charges for work performed by outside contractors will be charged to the tenant for the full amount of the bill, plus the time accrued by the City of Tucson Public Housing Maintenance staff.
- 2) Charges for services and items not listed here will be billed according to time and materials used by the City of Tucson Public Housing Maintenance Staff.

Maintenance Work Order
Call in Procedure
Monday thru Friday
8am to 5pm
Contact your AMP office
After hours' emergency: 520 791-4144

UNIT SECURITY DEPOSITS

Studio/One Bedroom	\$150.00
Two Bedroom	\$200.00
Three Bedroom	\$300.00
Four Bedroom	\$400.00
Five Bedroom	\$500.00
Six Bedroom	\$600.00

PET FEES

Pet Deposit	\$100.00
Monthly pet fee	\$10.00

CARDS

Building Entry Card/Replacement	\$10.00
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MAINTENANCE

Regular business hours Monday-Friday 8-5pm per hour	\$45.00
After hours' emergency repairs per hour	\$68.00

LOCKS

Lock out after regular hours	\$68.00
Door locks Changed (8:00-5:00)	\$45.00
Lock core after the first two	\$38.00 each

TOWING

Amount per tow:

Not to exceed \$50.00

Additional fees for mileage and daily storage charged to the vehicle owner by the contractor.

DRAFT

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled 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\(4\)\(e\)](#))

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

B. Annual Plan. All PHAs must complete this section.

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.” ([24 CFR §903.7](#))

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. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs 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 §903.23\(b\)](#)) 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 maintain 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\(c\)](#))

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\(d\)](#))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

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

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

Safety and Crime Prevention. Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. ([24 CFR §903.7\(m\)](#)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs

provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

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. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

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

B.2 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 (if known) 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/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including 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/pih/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 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 and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. 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_dispo/index.cfm. (24 CFR §903.7(h))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

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/conversion.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](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. 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. (24 CFR §903.7(b))

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

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

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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))

B.4 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))

B.5 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(r)(1))

B.6 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)

B.7 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). 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.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

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

C.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.

Public reporting burden for this information collection is estimated to average 9.2 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.

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.