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

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

**Definitions.**

1. ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
2. ***Small PHA***- APHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
3. ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
4. ***Standard PHA*** -A PHAthat owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS 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.

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| **A.** | **PHA Information.** | | | | | |
| **A.1** | **PHA Name**: **Newark Housing Authority** PHA **Code**: **DE003**  **PHA Type: X** Small  **PHA Plan for Fiscal Year Beginning**: **04/2024**  **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  **Number of Public Housing (PH) Units 52 owned and managed by NHA; and 42 units managed by developer partner. (Alder Creek)**  **Number of Housing Choice Vouchers (HCVs) 212 and 14 PBVs. 14 PBV’s unit managed by developer partner. (Alder Creek)**  **Total Combined 322**  **PHA Plan Submission Type: X** Annual Submission Revised Annual Submission  **Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.  **Notice is given that the Newark Housing Authority (NHA) will conduct a Public Hearing for its 2024 Annual Plan and supporting documents on Thursday, December 28, 2023.**  **A copy of the Annual Plan and supporting documents will be available for inspection and review at NHA’s office located at 313 E. Main Street, Newark, Delaware during normal business hours, 8:30 AM to 4:30 PM, Monday through Friday. The review period will begin on Friday, November 10, 2023, and go on through Tuesday, December 26, 2023. The plan will also be available on the NHA website, http://www.newarkhousingauthority.net . The public comment period will end on Tuesday, December 26, 2023. Written comments, questions or additional information will only be accepted within the review period.**  **Written comments, questions, or requests for additional information, should be directed to Marene Jordan of the Newark Housing Authority located at 313 E. Main Street, Newark, Delaware by phone at (302) 366-0826, or by email to mjordan@newarkhosinguathority.net . When submitting an email, please note in the subject line 2024 Annual Plan.**  **Written comments and questions can also be submitted by logging into the website and selecting the contact tab.**  **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: |  |  |  |  |  |
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| **B.** | **Plan Elements Submitted with 5-Year PHA Plans.** Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4). | | | | | |
| **B.1** | **Revision of Existing PHA Plan Elements.**  (a) Have the following PHA Plan elements been revised by the PHA since its last **Five-Year PHA Plan** submission?  Y N  Statement of Housing Needs and Strategy for Addressing Housing Needs.  Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.  Financial Resources.  Rent Determination.  Homeownership Programs.  Substantial Deviation.  Significant Amendment/Modification  (b) If the PHA answered yes for any element, describe the revisions for each element(s):  (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.  Conversion of Public Housing to Tenant Based Assistance.  Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.  Project Based Vouchers.  Units with Approved Vacancies for Modernization.  Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).  (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan. | | | | | |
| **B.3** | **Progress Report.**  Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan. | | | | | |
| **B.4** | **Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. | | | | | |
| **B.5** | **Most Recent Fiscal Year Audit**.   1. Were there any findings in the most recent FY Audit?   Y N     1. If yes, please describe: | | | | | |
|  | **Plan Elements Submitted All Other Years (Years 1-4).** Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan. | | | | | |
| **B.1** | **New Activities**  (a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?  Y N  **X** Hope VI or Choice Neighborhoods.  **X**  Mixed Finance Modernization or Development.  **X**   Demolition and/or Disposition.  **X**  Conversion of Public Housing to Tenant-Based Assistance.  **X**   Conversion of Public Housing to Project-Based Assistance under RAD.  **X**  Project Based Vouchers.  **X**  Units with Approved Vacancies for Modernization.  **X**  Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).  (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.  NHA received SAC approval on September 30, 2021, to redevelop George Reed Village under DDA0011025. This year’s planned activities include the completion of local and state approvals with closing tentatively planned in July 2024 followed by demolition in two phases. The first phase will include construction of a mid-rise building for 52 senior units, office space and commercial space. Phase II will include 5 cottages with 4 units in each for families ranging from 2 to 4-bedroom units. These plans may also include the disposition of scattered site properties.  (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.  As a part of NHA’s ongoing plans for redevelopment at Geroge Reed Village, NHA expects the need to project base more than 20% of our HVC. Per the housing opportunity through modernization act of 2016 (HOTMA). This request includes 36 PBV’s that are designated for elderly persons, where supportive service will be provided. The request for more than 20% of our HVCs is consistent with NHA’s plan to expand and increase affordable housing as much as possible. NHA submitted a revised 2022 annual plan to include the need for an additional 20% PBVs to include in the redevelopment of George Reed Village where supportive services will be provided. The revised plan was submitted on August 21, 2023 approved on October 13, 2023.  (d). The PHA must submit its Deconcentration Policy for Field Office Review.  **NHA’s deconcentraion policies include the possibility of the following:**   * **A DE statewide centralized waiting list for all five-PHAs.** * **The relaunching of the DE statewide Family Re-entry Pilot Program for all five-PHAs.** * **A DE statewide HCV streamlined shared alignment of policies and procedures for all five-PHAs.** * **MTW Flexibility for Smaller PHAs**   **Updates per HUD PIH Notices and/or CFRs for the ACOP:**   * **NHA’s Mission Statement was added to the policy.** * **Non-discrimination added Executive Order 13988, {FR Notice 2/3/21} and as well as clarifying that NHA shall not discriminate.** * **Incorporated section 2.I.C. Discrimination Complaints, complaints under the Equal Access Final Rule {Notice PIH 2014-20}, and VAWA complaint processing {Notice FHEO 2023-01}.** * **Disability discrimination clarifies that NHA will display information in a manner that will be easily readable from a wheelchair.** * **Under Oral Interpretation, NHA now has the discretion to use the language services even when LEP person desires to use an interpreter of their choosing. NHA may also provide written materials free of cost.** * **HUD clarified that an applicant must not currently be receiving a duplicative subsidy.** * **VAWA Incorporated human trafficking. {Notice PIH 2022-06, PIH 2022-22, PIH 2022-24}.** * **Release of information now requires the form HUD-52675 and Debts Owed to Public Housing Agencies and terminations be signed for all family members.** * **Incorporated section 3.II.E EIV System Searches- Existing Tenant Search, Debts Owed to PHA’s and Terminations and Income and Income Validation Tool (IVT) Reports {Notice PIH 2018-18} {EIV FAQs} {EIV System Training 9/30/20}.** * **HUD clarified that NHA may not use arrest records as the only basis for denial. {Notice PIH 2015-19} {OGC Memo 4/4/16}** * **Screening- Clarified that NHA will use the National Tenant Network database to screen applicants for admission and DELJIS (Delaware Criminal Justice Information System) when needed.** * **Reopening the waiting list is now more specific as far as what the notice will include and where it should be distributed.** * **Purging the waiting list; now includes, if a family is removed from the waiting list for failure to respond as a result of a family member’s disability, or as a direct result of status as a victim of domestic violence NHA may~~/must~~ reinstate the family.** * **Local preferences: NHA uses an aggregated point system regarding how allocation of points work.** * **Individual Savings Accounts; NHA chooses not to establish a system of individual savings accounts.** * **Imputing Income from Assets included the effective date of changes to the passbook rate will be determined at the time of the review.** * **Checking and savings accounts, added savings account, NHA will use the current balance.** * **Periodic Payments added new section Applying SSA COLA to current Annual and Interim Re-certification. {Notice PIH 2018-24}** * **Necessary and Reasonable costs: NHA will use the childcare costs from a qualified local entity that either subsidizes childcare costs or licensed childcare providers to determine the reasonableness of childcare costs.** * **Utility Reimbursement: NHA will issue quarterly reimbursement payment $15.00 for less.** * **Impact of minimum rent exemption updated minimum rent from 35.00 to 50.00.** * **Temporary Hardship: NHA must suspend the minimum rent for a 90-day period. At the end of the 90 days the family must resume payments of the minimum rent and must repay.** * **Long Term hardship: The hardship period ends when any of the following circumstances apply; receive a new source of income that equals to the amount lost and hardship based on hardship related expenses.** * **Utility Allowances/Reasonable Accommodation and Individual Relief; clarifies that NHA may grant request for relief from charges in excess of the utility allowance. Individual relief was added as well. {24 CFR 8 and 100}** * **Utility Allowance Revisions: Must be reviewed at least annually. {24 CFR 965.505}** * **Prorated rent for mixed families, Except for non-public housing over income families, NHA must prorate the assistance provided to a mixed family.** * **Family choice in rents, with the exception of non-public housing over income families was added.** * **EIV Income and IVT Reports will be retained in resident file for the duration of the tenancy.** * **Verification of legal identity, a current government employer identification card with picture. In addition, a certification will need to be signed by the family member whose information or status is being verified.** * **SS/SSI Benefits, for applicants, NHA must ask applicants to provide a copy of their current SS and/or SSI benefits letter for each family member who receives benefits. For participants, NHA must obtain information through the HUD EIV system and confirm with participants and steps to be taken if client agrees or disagrees with the EIV report.** * **Auxiliary Apparatus- Provide documents such as receipts or cancelled checks.** * **Leasing-Overview, NHA may not renew the lease if the family is determined to be over income for 24 consecutive months.** * **Late Fees and Nonpayment, updated to comply with {24 CFR 966.4(b)(3) & Notice PIH 2021-29}** * **Notice of Entry-Non-Emergency Entries/Non-Emergency repairs, includes that NHA will not enter the dwelling unit where a pet resides unless accompanied for the entire duration of the inspection.** * **Emergency Repairs, 24-hour violations, included situations where the unit or building has a fuel burning appliance or an attached garage, missing or inoperable carbon monoxide detectors.** * **Re-certifications/Introduction includes the exception of non-public housing over income families.** * **Conducting annual re-certifications- includes required documents that should be provided at the interview or at stated deadline.** * **Re-certifications for families paying flat rents overview updated CFR. {24 CFR 960.257 (3)(f)}** * **Departure of a family or household member corrected typo from 1 day to 14 days.** * **Assistance Animals/Overview- updated {Notice FHEO 2020-01} which clarifies service animals and support animals as well as reasonable accommodations related to service animals.** * **Service Animals- Section included.** * **Care and Handling, residents are responsible for taking care of and controlling their assistance animals.** * **Definitions: Exempt individuals, Is a member of a non-public housing over income family.** * **Noncompliance includes families determined to be over-income for 24 consecutive months.** * **Emergency Transfer Procedures includes an emergency work order would qualify a family for an emergency transfer if the repairs cannot be made within 24 hours. Also includes that the family is entitled to alternative accommodation even if the person is responsible.** * **Demolition, Disposition, Revitalization- includes Rental Assistance Demonstration (RAD) Conversion.** * **Lease Terminations, a mandatory termination includes families determined to be over-income for 24 consecutive months. (** * **Failure to Disclose and Document Social Security Numbers, NHA will provide family 90 days to comply with the requirements due to an unforeseen circumstance.** * **Over Income Families- {24 CFR 960.507}, {FR Notice 7/26/18}, {Notice PIH 2019-11}, {FR Notice 2/14/23} several sections added over income limit {Notice PIH 2019-11}, Decreases in Income {24 CFR 960.507(c)(4)}, Initial Notice of Over-Income Status {24 CFR 960.507 (c)(1)}, Second Notice of Over-Income Status {24 CFR 960.507 (c)(2)}, Final Notice of Over-Income Status {24 CFR 960.507 (c)(3) and 960.509}** * **Mandatory Lease Provisions is a record or records of arrest will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.** * **Lease Termination Notice- {Notice PIH 2021-29} HUD determined that a national emergency requires additional time for families to secure funding. All termination notifications for nonpayment for rent must include, at a minimum, the language provided in the Appendix of Notice PIH 2021-29.** * **Grievances and Appeals- Includes a sample grievance procedure.** * **Remote Informal Hearings/ Remote Hearings {Notice PIH 2020-32} NHA may conduct remote informal hearings.** * **General Procedures- Added Hearsay Evidence clarification.** * **Independent Audits and HUD Monitoring, All PHA’s that expend $750,000 or more must have an independent audit.** * **Utility Allowance Revisions- {24 CFR 965.507(a)} The review must include all changes in circumstances indicating probability of a significant change is reasonable requirements and changes in utility rates. Such rate changes are not subject to the 60-day notice. {24 CFR 965.507(b)}.** * **Reasonable Accommodation- {24 CFR 8 and 100} NHA may grant request for relief from charges in excess of the utility allowance.** * **Flat Rents- {Notice PIH 2022-33} Market analysis must be submitted using HUD-5880.** * **Applying Flat Rents, NHA will apply updated flat rents at each family’s next annual recertification or flat rent update after implementation of the new flat rents.** * **Family Debts to the NHA/Overview- {Notice PIH 2018-18} Added families required to reimburse NHA.** * **Refusal to Enter into an agreement added new section.** * **Repayment Agreement, {24 CFR 792.103} added new section. Termed Repayment Agreement refers to a formal written document signed by a tenant or owner and provided to NHA.** * **Payment Thresholds updated {Notice PIH 2018-18}; Previously {Notice PIH 2017-12}** * **Repayment Agreements Terms- {Notice PIH 2018-18} Specifies what should be included in the Repayment Agreement.** * **Record Retention- {Notice PIH 2018-18} NHA must maintain EIV system Income Reports in the tenant file for the duration of the tenancy but for a period not to exceed three years from the EOP date.** * **Definitions used in VAWA- Domestic violence have been updated, Economic Abuse has been added, and Technological Abuse.**   **NHA will update HOTMA policy changes to comply with PIH Notice 2023-27 when the HIP system is up and running and the revisions are made clear.**  **NHA Residential Lease Agreement:**  **Revise Heat Source: Residents, under no circumstances, are to utilize kerosene heaters. Residents must use the dwelling unit’s heater system as the unit’s primary source of heat. Electric heaters may be used when supplied by the Newark Housing Authority in emergency situations only. Residents under no circumstance are to utilize space heaters and ovens as a primary source of heat.**  **Updates per HUD PIH Notices and/or CFRs for the Admin Plan:**   * **NHA’s Mission Statement was added to the policy.** * **Nondiscrimination/Overview- Included Executive Order 13988.** * **Nondiscrimination- {FR Notice 2/3/12}, {Executive Order 13988} NHA will not discriminate on the basis of marital status, gender Identity, or sexual orientation.** * **Discrimination Complaints- Clarifies time frame NHA is required to respond and what steps are required to be made.** * **Approval/Denial of a Requested Accommodation, NHA denies a request for accommodation because there is no relationship, or nexus the notice will inform the family of the right to appeal NHA’s decision.** * **Oral Interpretation, NHA may utilize a language line for telephone interpreter service. An interpreter may also be a family member, a minor at NHA’s discretion.** * **Eligibility/Introduction, applicant family must not currently be receiving a duplicative subsidy.** * **Family members permanently confined for medical reasons (nursing home or hospital) on a permanent basis is not considered a family member.** * **Using Income Limits for Eligibility {24 CFR 982.201(b)}** * **Family Consent to Release of Information- Included the form HUD-52675 Debts Owed to Public Housing Agencies and Terminations must be signed.** * **Independent Student, Updated criteria for an Independent Student.** * **Vulnerable Youth- Added New section with the criteria {FR Notice 9/21/16}.** * **EIV System Searches- {Notice PIH 2018-18}, {EIV System Training 9/30/20} included Existing Tenant Search, Debts Owed to PHA’s Terminations and Income and Income Validation Tool (IVT) Reports.** * **Denial of Assistance/Overview, updated overview {Notice PIH 2015-19}, {OGC Memo 4/4/16}.** * **Mandatory Denial of Assistance, a record or records of arrest will not be used as the sole basis of determining reasonable cause.** * **Previous Behavior in Assisted Housing updated {24 CFR 984.101(d)} NHA is not permitted to deny assistance to a family that previously failed to meet its obligations under the FSS Program.** * **Screening for Eligibility, there is no corresponding authority to use these records to check for criminal and illegal drug activity by participants, and therefore, NHA may not use records for this purpose. NHA will use the National Tenant Network Database to screen applicants and DELJIS (Delaware Criminal Justice Information System)** * **Notification of Briefing, what should be included in the notification of briefing, and what happens if mail is returned.** * **In-Person Briefings, NHA will provide an individual briefing at the family’s written request if needed.** * **Remote Briefings added section {Notice PIH 2020-32} NHA may conduct remote briefings.** * **Oral Briefing, NHA Must inform the family how portability may affect the family’s assistance during the briefing.** * **Briefing Packet, must include HUD pamphlet “Protect Your Family from Lead in Your Home.” {New HCV GB, Housing Search and Leasing, p.7}** * **Requirements for Acceptable Documents, a family self-certification must be signed by the family member whose information or status is being verified.** * **Absence of Adult Member, Family must provide evidence to support that the person is no longer a member of the family if NHA so requests.** * **Periodic Payments and Payments in Lieu of Earnings/Social Security/SSI benefits, NHA is required to use EIV reported Social Security and SSI benefit amounts unless the tenant disputes the EIV reported amount. {Notice PIH 2018-24}** * **Student Financial Assistance included fees and other required charges to be included when requesting financial assistance information.** * **Life Threatening Conditions included additional electrical problems or conditions, obstacles that prevent safe entrance or exit from the unit, gas/oil fired water heater or heating, ventilation, or cooling system with missing, damaged, improper, or misaligned chimney venting. That would be a 24-hour violation. If NHA determined that a smoke detector is inoperable due to family, that would also be a 24-hour violation.** * **Special Requirements for Children with Elevated Blood Lead Level- Included {40 CFR 745.227}** * **Types of Inspections, Included Biennial Inspections.** * **Remote Video Inspections (RVI’s)- Added Section {Notice PIH 2020-31} NHA may conduct any HQS Inspections using RVI. (Pg. 8-12)** * **Initial Inspections updated {FR Notice 1/18/17} The unit must pass the HQS inspection on or before the effective date of the HAP contract.** * **Quality Control Inspections included {24 CFR 985.3(e)} the selected sample should be drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors.** * **Units that Must Not Be Used as Comparable were updated {PIH 2020-19}; Previously {Notice 2011-46}** * **Allowable Moves Included {24 CFR 5.2007 (e)} NHA adopts an emergency transfer plan.** * **Insufficient Funding Updated {Notice PIH 2016-09}; Previously {Notice PIH 2012-42}, that if a tenant has to move, they may move to a higher cost unit as long as it is within NHA’s Jurisdiction. Will not include portability moves.** * **Briefings, NHA will inform family that is porting that they will be under the receiving PHA’s policies and procedures.** * **Preapproval Contract with the Receiving PHA- Updated {24 CFR 982.355 (c)(3)}, {24 CFR 982.355 (c)(7)}; Previously {Notice PIH 2012-42}** * **Initial Billing Deadline Updated {Notice PIH 2016-09}; Previously {Notice PIH 2012-42} Clarifies that deadline for submission of initial billing is 90 days. If there was a suspension on the voucher that will delay the billing submission, the receiving PHA must notify the initial PHA. Initial PHA may report to HUD.** * **Annual Updates of Form HUD-50058 the initial PHA must continue paying the receiving PHA based on the last form HUD-50058 received. Included {Notice PIH 2016-09};** * **Receiving PHA Role, included {24 CFR 982.355 (c)(14)} The receiving PHA’s policies on extensions of the voucher term apply. (Pg. 10-15)** * **Responding to Initial PHA’s Request- Included {24 CFR 982.355 (c)(3)}, {24 CFR 982.355 (c)(4)}, {24 CFR 982.355 (c)(8)}, and {24 CFR 982.355 (c)(13)}** * **Voucher Term updated {24 CFR 982.355 (c)(13)}; Previously {24 CFR 982.355 (c)(6)} the voucher may not expire before 30 days from the expiration of the initial PHA’s Voucher. This also includes if the Initial PHA extends the voucher term.** * **Voucher Extensions updated {24 CFR 982.355 (c)(14), Notice PIH 2016-09}; Previously {24 CFR 982.355 (c)(6), Notice PIH 2012-42} the receiving PHA issues the voucher the family now has to follow the receiving PHA’s policies on extensions.** * **Notifying the Initial PHA updated {24 CFR 982.355 (c)(16), Notice PIH 2016-09}; Previously {24 CFR 982.355 (c)(8), Notice PIH 2012-42}** * **Absorbing a Portable Family updated {Notice PIH 2016-09}; Previously {Notice PIH 2012-42} the receiving PHA must send an updated form HUD-52665 to the initial PHA no later than 10 business days following the effective date of the termination of the billing agreement. Included {24 CFR 982.355 (e)(4)}** * **Other Authorized Reasons for Termination of Assistance included {24 CFR 984.101 (d)} NHA is no longer permitted to terminate assistance to a family due to the family’s failure to meet its obligations under the FSS.** * **Use of Criminal Records after Admission Added Section {24 CFR 5.903} States that it specifically excludes the use of these records from “Law enforcement agency” for lease enforcement and eviction of HCV program. Does not apply to criminal conviction information searches from non-federal sources.** * **Retention- Added NHA will give special attention to helping new owners succeed through activities such as, contacting owners via emails to disseminate information.** * **Conflict of Interest- Included {Form HUD-52641, Section13} Clarifies that a covered individual may not have any direct or indirect interest in the HAP contract while such person is a covered individual or for one year thereafter. It also clarifies who an immediate family member is.** * **HAP Contracts/Overview- Updated wording to read “HCV tenant-based program”. Previously read “HCV program”** * **Other Certification of Compliance updated wording to read “By accepting the monthly check from NHA.”** * **Foreclosure updated the new owner of the property does not have good cause to terminate the tenant’s lease, unless the new owner will occupy the unit as their primary residence and provided tenant with 90-day notice.** * **Special Housing Types Included {New HCV GB, Special Housing Types} a single unit cannot be designated as more than one type of special housing.** * **Single Room Occupancy included {Form HUD-52641, New HCV GB, Special Housing Types, P.4} the form HUD-52641 with the special housing type is specified in Part A of the HAP contract.** * **Housing Quality Standards congregate housing must contain adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary.** * **Group Home/Overview included {Form HUD-52641, New HCV GB, Special Housing Types, p.8} Clarifies what a group home is.** * **Group Home/Payment Standard, Utility Allowance, and HAP Calculation added the number of persons in the assisted household equals one assisted person plus any NHA approved live-in aide.** * **Shared Housing – Included {Form HUD-52641, Notice PIH 2021-05, and New HCV GB, Special Housing Types, p.11} Clarifies what shared housing is and how it should work.** * **Shared Housing/Payment Standards, Utility Allowance and HAP Calculation added examples for understanding purposes.** * **Cooperative Housing/Overview- Including {New HCV GB, Special Housing Types, p.14} Clarified how the monthly charges are determined and that the monthly carrying charges are subject to Section 8 limitations.** * **Cooperative Housing/Housing Quality Standards if the unit is not maintained in accordance with HQS Standards, NHA may exercise all available remedies.** * **Manufactured Homes/Overview- Include {FR Notice 1/18/17, and New HCV GB, Special Housing Types, p.15} Clarifies that a family can purchase a manufactured home under the Housing Choice Voucher Homeownership Program.** * **Manufactured Homes/Payment Standards the NHA payment standard for manufactured homes is determined in accordance with NHA’s HCV Program.** * **Manufactured Homes/Utility Allowance if the amount of the monthly assistance payment for a family exceeds the monthly rent for the manufactured home space, NHA may pay the remainder to the family, lender, or utility company.** * **Manufactured Homes/Space Rent- Clarifies what charges are included in the manufactured home space.** * **Manufactured Homes/Amortization Cost added Section, the debt service established at the time of application to a lender for financing the purchase of the manufactured home if monthly payments are still being made.** * **Manufactured Homes/Housing Assistance Payment and Rent Reasonableness the Housing Assistance Payment can include other eligible housing expenses. Rent Reasonableness should be done at least annually, and the owner must give NHA information on rents charged by the owner for other manufactured home spaces.** * **Homeownership/Family Eligibility if NHA offers the homeownership option, Participation by the family is optional.** * **Homeownership/Eligible Units included that Families may enter into contracts of sale for units not yet under construction as long as specified items are met.** * **Continued Assistance Requirements/Family Obligations before commencement of homeownership assistance one must execute a statement of family obligations in the form prescribed by HUD [form HUD 52649]. The family must also provide NHA with information on any satisfaction or payment of the mortgage debt.** * **Homeownership Assistance Payments and Homeownership Expenses homeownership expenses must include. Clarifies that NHA does not have the discretion to exclude any of the listed homeownership expenses or to add any additional items and NHA may pay the homeowners assistance payments directly to the family, or at NHA’s discretion to a lender. (Pg. 15-21 thru Pg. 15-22)** * **Homeownership Assistance/Moving with Continued Assistance clarifies requirements that must be met to move with continued assistance, and what reasons NHA may deny permission to move with assistance. Including {24 CFR 982.638}.** * **Homeownership Assistance/Denial or Termination of Assistance clarified that assistance will terminate 180 days after the last homeownership assistance payment is made. However, NHA may grant relief from the requirement if the automatic termination would result in extreme hardship.** * **Exception Payment Standards included {Notice PIH 2018-01} clarifies what a non-SAFMR has to do to establish a higher payment standard. Added Section Voluntary Use of Small Area FMR’s {24 CFR 982.503}** * **Remote Informal Reviews added section {Notice PIH 2020-32} NHA may conduct remote informal reviews.** * **Decisions Subject to Informal Hearing included NHA will offer participants an informal hearing if NHA denies a request for reasonable accommodation.** * **Remote Informal Hearings added section {Notice PIH 2020-32} NHA may conduct remote informal hearings.** * **Scheduling an Informal Hearing clarified that if the family cannot show good cause for the failure to appear, NHA’s decision will stand.** * **Evidence clarified Hearsay Evidence in more detail.** * **Owner or Family Debts to the PHA includes {24 CFR 982.552 (c)(1)(vii)} clarifies that NHA may offer a family the opportunity to enter an agreement to pay amounts owed to NHA.** * **Family Debts to NHA included {Notice PIH 2018-18} clarified that families are required to reimburse NHA if they were charged less rent than required due to family error.** * **Refusal to Enter into an Agreement- Added Section {Notice PIH 2018-18} clarified what steps should be taken if a family refuses to enter into a repayment agreement.** * **Payment Thresholds updated {Notice PIH 2018-18}** * **Execution of the Agreement included {Notice PIH 2018-18} clarified that all repayment agreements must be in writing, dated, and signed by both the family and NHA.** * **Repayment Agreement Terms changed name from Repayment Agreements Involving Improper Payments. Updated {Notice PIH 2018-18}** * **SEMAP Indicators under Indicator 2- Rent Reasonableness clarified that the comparable for unassisted units would be determined at the required times.** * **SEMAP Indicators-under Indicator 9-Annual Reexaminations clarified that points are based on the percent of reexaminations that are less than two months overdue.** * **SEMAP Indicators- under Indicator 11- Pre-Contract HQS Inspection- clarified that points are based on the percent of newly leased units that pass HQS inspection on or before the effective date of the lease.** * **Record Retention- included {24 CFR 908.101, and PIH 2018-18} clarified that NHA must keep the last three years of the Form HUD-50058 and supporting documentation during the term of each assisted lease, and for three years from the EOP date. NHA must also maintain EIV system Income Reports in the tenant file for the duration of the tenancy but not to exceed three years from the EOP date.** * **Determination of Insufficient Funding/Overview- included {24 CFR 982.354} clarified that if NHA denies a family a portability move based on insufficient funding NHA, is required to notify the local HUD office within 10 business days.** * **Methodology- Included funding reserves with the annual budget authority in the calculation.** * **Violence Against Women Act (VAWA)/Definitions- Simplified the definition for stalking.** * **Violence Against Women Act (VAWA)/Notification to Owners and Managers- clarified that NHA is no longer required to notify owners and managers.** * **Violence Against Women Act (VAWA)/Documentation- clarified that documentation may come from a federal, state, tribal, territorial, or local police report or court record or an administrative record.** * **Applicable Regulations (RAD)- Updated {Notice PIH 2019-23); clarifies that any non-RAD PBV units located in the covered project are subject to the same waivers and alternative requirements were noted in above Notice. Also, goes over requirements specific to the RAD Program.** * **RAD Relocation Requirements- clarify that projects that applied for conversion prior to November 10, 2016, must follow Notice PIH 2014-17.** * **RAD Equal Opportunity Requirements- included {24 CFR 5.105} and Updated {Notice PIH 2016-17}; clarified that these authorities that govern the RAD conversions prohibit discrimination and impose affirmative obligations on HUD program participants.** * **RAD Project Selection/Ownership and Control- updated {Notice PIH 2019-23}, clarified regulations that must be followed.** * **RAD PHA- Owned Units- updated {Notice PIH 2017-21}; included the definition of Ownership or Control from {PIH Notice 2019-23} clarifies that if units converted to PBV under RAD are NHA-owned housing, NHA will use (will add name once the time comes) as the HUD-approved independent entity.** * **RAD Subsidy Layering Requirements- Included {Notice PIH 2019-23 and Notice PIH 2012-32, REV-2} clarified revised subsidy layering per Notice PIH that is in place.** * **RAD PBV Percentage Limitation and CAP- updated {Notice PIH 2019-23}; clarified the Unit Cap Limitation under each notice that may be in place.** * **RAD Site Selection Standards- updated {Notice PIH 2019-23}; clarified that to facilitate the uniform treatment of residents and units, any non-RAD PBV units located in the same project are subject to the terms of this provision.** * **RAD Environmental Review- updated {Noice PIH 2019-23}; included {Environmental Review Requirements for RAD conversions, March 2019}. Clarified that Environmental documents must be submitted no later than the applicant’s financing plan.** * **RAD Lead-based Pain- included {Notice PIH 2019-23 and 40 CFR 745.227}** * **RAD Housing Accessibility for Persons with Disabilities- clarified that Federal accessibility requirements apply to all conversions, whether they entail new construction, alternations, or existing facilities.** * **RAD Initial Inspections- updated {Notice PIH 2019-23 and RAD Quick Reference Guide}; clarified that NHA may not enter into a HAP contract until it has been determined that all units comply with HQS.** * **RAD Turnover Inspections- included {24 CFR 983.103(c), FR Notice 1/18/17, and Notice PIH 2017-20}** * **RAD Alternative Inspections- added section {24 CFR 983.103(g) and Notice PIH 2016-05} clarified that NHA will not rely on alternative inspection standards.** * **RAD Inspecting PHA Owned Units- included {Notice PIH 2017-21}; (Pg, 18-17)** * **RAD Housing Assistance Payments (HAP) Contract/Overview- included {PBV Quick Reference Guide 6/20}** * **RAD HAP Contract Requirements- updated {RAD PBV Quick Reference Guide (6/20) and Notice PIH 2019-23}** * **RAD Term of HAP Contract- updated {Notice PIH 2019-23}** * **RAD Agreement to Enter into a HAP (AHAP) Contract- updated {Notice PIH 2019-23}** * **RAD Mandatory Contract Renewal- updated {Notice PIH 2019-23}** * **RAD Initial Term and Lease Renewal- updated {RAD PBV Quick Reference Guide (6/20)}** * **RAD Continuation of Housing Assistance Payments- NHA may not request a waiver from HUD to allow families whose TTP initially exceeds gross rent to occupy units.** * **RAD Family’s Right to Choice Mobility- added section that clarifies that Under RAD PBV choice mobility provides families with the opportunity to move with continued assistance any time after 12 months of occupancy. NHA should inform the family at the time they sign the lease and during the annual recertification.** * **RAD Moving with Continued Assistance under Choice Mobility- added section that clarified what needs to be done if the family wishes to move. NHA will notify the family of their right to remain in their unit if they are unable to find a rental unit using the tenant-based voucher.** * **RAD Emergency Transfer under VAWA- clarified that if assistance is transferred to another redevelopment, NHA will give priority to the participant on the other development’s waiting list.** * **RAD Adjusting Contract Rents- included {PHA Asset Repositioning “How to Apply OCAF for RAD PBV” Webinar} clarifies how contract rents are adjusted.** * **RAD Initial Certifications- added section that clarified that NHA will use the family’s public housing tenant rent at the date of the conversion. This will be used until the effective date of the annual recertification or an interim.** * **RAD Phase In of Tenant Rent Increases- included {PHA Asset Repositioning “Phase in of Tenant Rents” Webinar} clarified the proper way to calculate rent with a Phase in stage.** * **Exhibit 18-1- PBV Development Information- should be filled out for each development.**   **NHA will update HOTMA policy changes to comply with PIH Notice 2023-27 when the HIP system is up and running and the revisions are made clear.**  **Other updates will include:**   * **Nspire Inspection updates for both ACOP and Admin Plan as of October 2024.** | | | | | |
| **B.2** | **Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.  NHA’s 5-year action plan for the period covering 2022-2026 was approved on August 18, 2022. | | | | | |
| **C** | **Other Document or Certification Requirements for Annual Plan Submissions.** Required in all submission years. | | | | | |
| **C.1** | **Resident Advisory Board (RAB) Comments.**  (a) Did the RAB(s) have comments to the PHA Plan?  Y N  **X RAB is inactive at this time.**   1. 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. | | | | | |
| **C.2** | **Certification by State or Local Officials.**  [Form HUD 50077-SL](http://www.hud.gov/offices/adm/hudclips/forms/files/50077sl.doc), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. | | | | | |
| **C.3** | **Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.**  Form HUD-50077-CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations*  *Including PHA Plan Elements that Have Changed,* must be submitted by the PHA as an electronic attachment to the PHA Plan. | | | | | |  |
| **C.4** | **Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of  any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.   1. Did the public challenge any elements of the Plan?   Y N      If yes, include Challenged Elements. | | | | | |  |
| **D.** | **Affirmatively Furthering Fair Housing (AFFH).** | | | | | |  |
| **D.1** | **Affirmatively Furthering Fair Housing.**  **Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item**   |  | | --- | | Fair Housing Goal: | | *Describe fair housing strategies and actions to achieve the goal*  NHA participated in the City of Newark’s Council Approval of revisions to the following ordinances:   1. Bill 23-08: An Ordinance Amending Chapter 27, Subdivisions, and Chapter 32, Zoning, Code of the Cit of Newark, Delaware, By Waiving Subdivision and Zoning Fees, and Removing Parking Requirements for Affordable Housing projects and adding Affordable Housing to the Site Plan Approval Criteria List. |  |  | | --- | | Fair Housing Goal: | | *Describe fair housing strategies and actions to achieve the goal*   1. Bill 23-09: An Ordinance Amending Chapter 27, Subdivisions, Code of the City of Newark, Delaware, By Amending the Timelines for processing Development Submissions and Creating an Expedited Review Process for Affordable Housing. |  |  | | --- | | Fair Housing Goal: | | *Describe fair housing strategies and actions to achieve the goal*  Delaware Housing Authorities Collaboration   1. NHA was extended an opportunity to partner with the Wilmington Housing Authority and New Castle County Housing Authority under their Port Pilot program in May of 2023. NHA took advantage of this opportunity and signed on as a participating agency. The MOU allows participants under these three agencies to lease-up in these jurisdictions while streamlining the port process. | |  | |  | | | | | | |  |

**Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small PHAs**

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

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.14))

**PHA Consortia**: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128(a)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=cc31cf1c3a2b84ba4ead75d35d258f67&rgn=div5&view=text&node=24:4.0.3.1.10&idno=24#24:4.0.3.1.10.2.5.7))

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

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

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

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

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7(a)(2)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7(a)(2)(ii)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. [24 CFR §903.7(b)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. [24 CFR §903.7(b)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5) 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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5) Describe the unit assignment policies for public housing. [24 CFR §903.7(b)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24)

**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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)

**Homeownership Programs**. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7(k)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5) and 24 CFR §903.12(b).

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7(r)(2)(i)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)

**Significant Amendment/Modification**. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

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](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=31b6a8e6f1110b36cc115eb6e4d5e3b4&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.1.5.2). ([24 CFR §903.23(b)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.9))

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

**HOPE VI or Choice Neighborhoods. 1**) A description of anyhousing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6> . ([Notice PIH 2011-47](http://www.hud.gov/offices/adm/hudclips/notices/pih/07pihnotices.cfm))

**Mixed Finance Modernization or Development.** 1) A description of anyhousing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4>

**Demolition and/or Disposition.** Describe anypublic housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm>. ([24 CFR §903.7(h)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.**  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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.**  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 Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/pih/12pihnotices) REV-3, successor RAD Implementation Notices, and other RAD notices.

**Project-Based Vouchers.**  Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57(b)(1)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.24&idno=24#24:4.0.3.1.24.2.41.7)) 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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)).

**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)](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=861f819542172e8e9912b8c1348ee120&ty=HTML&h=L&n=24y4.0.3.1.23&r=PART).

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

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**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7(r)(1)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=663ef5e048922c731853f513acbdfa81&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7 (g)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=0885bb33f96a064e6519e07d66d87fd6&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7(p)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**B. Annual Plan Elements Submitted All Other Years (Years 1-4).** PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

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

**Hope VI or Choice Neighborhoods. 1**) A description of anyhousing (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: <https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6> . ([Notice PIH 2010-30](http://www.hud.gov/offices/adm/hudclips/notices/pih/07pihnotices.cfm))

**Mixed Finance Modernization or Development.** 1) A description of anyhousing (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](http://www.hud.gov/offices/adm/hudclips/notices/pih/07pihnotices.cfm))

**Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development 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 approval under section 18 of the 1937 Act (42 U.S.C. 1437p); 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. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm>. ([24 CFR §903.7(h)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.**  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)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5))

**Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.**  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 Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/pih/12pihnotices) REV-3, successor RAD Implementation Notices, and other RAD notices.

**Project-Based Vouchers.**  Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57(b)(1)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b44bf19bef93dd31287608d2c687e271&rgn=div5&view=text&node=24:4.0.3.1.24&idno=24#24:4.0.3.1.24.2.41.7)) 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.

**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)](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=861f819542172e8e9912b8c1348ee120&ty=HTML&h=L&n=24y4.0.3.1.23&r=PART).

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

**B.2 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7 (g)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=0885bb33f96a064e6519e07d66d87fd6&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.5)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

**C. Other Document and/or Certification Requirements.**

**C.1 Resident Advisory Board (RAB) comments**.If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13(c)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=13734845220744370804c20da2294a03&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.9), [24 CFR §903.19](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=f41eb312b1425d2a95a2478fde61e11f&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.12))

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.([24 CFR §903.15](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=929855241bbc0873ac4be47579a4d2bf&rgn=div5&view=text&node=24:4.0.3.1.3&idno=24#24:4.0.3.1.3.2.5.10)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

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

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

**D. Affirmatively Furthering Fair Housing (AFFH).**

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

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

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and 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.

Public reporting burden for this information collection is estimated to average 7.02 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.