

# PHA Plan for the Housing Authority of the City of El Paso, Texas

5 Year Plan for Fiscal Years 2024 - 2028  
Annual Plan for Fiscal Year 2024

**DRAFT**

**5-YEAR PLAN  
PHA FISCAL YEARS 2024 – 2028**

## **A. Mission**

*The Housing Authority of the City of El Paso's mission is to provide and increase safe, decent, sanitary and affordable housing for assisted families at or below 80% of median income by maintaining the Housing Authority's existing stock and ensuring that private rentals under the Section 8 – Housing Choice Voucher (HCV) Programs meet HUD housing quality standards. To the greatest extent possible, the Housing Authority will ensure equal opportunities in housing and will promote a transitional housing environment that is designed to help families achieve economic independence by virtue of self-sufficiency programs, resident business ventures; resident employment and homeownership opportunities.*

**Progress Statement:** *The Housing Authority of the City of El Paso is committed to serving the needs of low-income families as demonstrated by its **FY 2023** accomplishments below:*

- *Staff continues to work from the office 4 days per week and one at home. The front lobby is open Monday through Friday on a walk-in and by appointment basis.*
- *Implementation of special needs program that will assist homeless veterans to obtain housing and supportive care services.*
- *New construction is underway at Nuestra Senora and Kinship Commons.*
- *Rehabilitation is underway at Cielo Tower, Sun Pointe, and El Cerrito (Machuca).*
- *Completed leasing of Project-Based Vouchers at Robinson apartments.*

## **B. Goals**

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ***PHA Goal #1: Expand the supply of assisted housing***
  - **Objectives:**
    - Apply for additional rental vouchers
    - Leverage private or other public funds to create additional housing opportunities
    - Acquire or build units or developments
    - Stabilize and improve various developments through the use of the HUD RAD program
    - Increase the project-base portfolio which may include PHA stock
    - May increase the use of project-based vouchers (PBV) which may include HACEP inventory or Tenant Protection Vouchers
    - **Nuestra Senora, Cielo Tower, Mesa Hills and Patriot Place IIb will include project based voucher and public housing units.**

- A solicitation will be issued to award non-PHA owned projects with PBVs.
- May increase units within a project up to 40% in approved census tracts
- May mix PBVs with RAD as allowed under the recent Disposition Rule change, and any amendments to that Rule
- Will use RAD conversion for either PBV or PBRAs or in combination

***Progress Statement:*** *The Housing Authority of the City of El Paso (HACEP) has made progressive strides towards increasing the availability of decent, safe and affordable housing through use of Project-Based Vouchers. Currently, HACEP has 539 Project-Based Voucher units leased.*

***PHA Goal #2: Improve the quality of assisted housing***

**Objectives:**

- Maintain high performance for voucher management: (SEMAP score) 90
- Increase customer satisfaction metrics
- Concentrate on efforts to improve specific management functions
- Renovate or modernize public housing
- Demolish or dispose of obsolete public housing
- Provide replacement public housing
- Hold quarterly meetings to improve communications.

***Progress Statement:*** *FY2023 was a very successful year for the HACEP Public Housing Program and Section 8 - Housing Choice Voucher (HCV) programs in their efforts to improve the quality of assisted housing. Concentrated efforts to improve specific management functions addressed included:*

**Public Housing:**

- ***Issued 144 tenant protection vouchers to scattered site clients so they could lease a market rent unit as scattered sites were disposed of.***

**Section 8 - HCV**

- *Implemented cost-saving measures and efficiencies as needed, due to decreased funding that will benefit the assistance of as many participants as possible. Use technology to assist in improving processes and efficiencies, and methods.*
- *Continued implementation of Project-Based Vouchers.*
- *Updated and clarified policies in the Administrative Plan and continued with the modification of the admissions and screening policy for eligibility.*

- *Continued to work with management companies for project-base vouchers to ensure they continue to adhere to policies and procedures in Administrative Plan and set procedures.*
  - *Held landlord briefings since the beginning of 2023 and to date 778 landlords have participated.*
- ***PHA Goal #3: Increase assisted housing choices***
    - Conduct outreach efforts to potential voucher landlords
    - Continue the homeownership program with HCV and Public Housing programs
    - Implement Streamlining Administrative Regulation measures that will increase efficiencies, update policies, and or procedures
    - Partner with agencies that assist the homeless
    - Develop and or create efficiencies that will provide better customer service and will benefit staff with workload.

***Progress Statement:*** *The Housing Authority of the City of El Paso continued its steadfast efforts to increase housing choices for program participants. HCV Videos in English and Spanish have been prepared to market the program and educate clients on various aspects of the program. Additionally, a landlord liaison position was created to increase communication and customer service to landlords. Landlord briefings are held on a monthly basis to educate and guide landlords.*

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ***PHA Goal #4: Provide an improved living environment***

**Objectives:**

  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments with concentrations of lower income households.
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: The El Paso Police Department conducted Crime Prevention Surveys of all HACEP’s properties. These recommendations will be evaluated and implemented throughout our communities.
  - Continued working relationship through an Inter-local Agreement for the City of El Paso’s Police Department to provide criminal information.
  - Continue development of partnerships to provide children and youth opportunities to explore careers and understand the importance of having an education.
  - Continue expansion of partnerships to promote physical activity and healthy living among families and seniors.

- Continue development of partnerships with local agencies to provide self-development services and activities to families.
- Continue our partnership with El Pasoans Fighting Hunger Food Bank to provide monthly food distributions to our elderly population.
- Two UMC Clinics onsite at Chelsea and Sun Plaza properties for residents to access health services.
- Continue our partnership with the City of El Paso Department of Public Health in offering vaccinations to our residents.
- Promote health and wellness by continuing to coordinate a minimum of eight (8) health fairs throughout various communities.
- **A STREAM pilot program for youth residing at Tays North and Tays South has been serving youth and their families since August 2021 to present.**
- **A partnership with JP Morgan CHASE was established to provide residents living at HACEP properties an opportunity to participate in savings and home budgeting sessions as preparation to purchase a home.**
- **As part of the Low-Income Housing Tax Credit (LIHTC), a variety of supportive services are made available to residents living at HACEP-owned properties.**

***Progress Statement:*** *During FY2023, the following efforts were made to improve the living conditions of residents: Continued criminal screenings and appeal reviews to maintain properties safe through initial admission and annual certification enforcement of the lease.*

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ***PHA Goal #5: Promote self-sufficiency and asset development of assisted households***

**Objectives:**

- Continue to pursue a working relationship with the local workforce development agency to increase the number and percentage of employed persons in assisted households.
- Continue to outreach families during their initial admission to inform them of the Family Self-Sufficiency program and resources available to prepare them to get a job, better employment, higher education or prepare for homeownership.
- Provide or attract supportive services to improve assistance recipients' employability.
- Continue offering classes in financial literacy, budgeting, financial planning and credit repair to promote asset development are scheduled at each community at least once a quarter.

- Continue to work with the Center for Family Violence in raising awareness to assist victims of domestic violence to move out of abusive situations and begin again.
- Continue to develop partnerships with local agencies to provide supportive services in the form of basic education skills, job training, and employment skills to assisted families.
- **Work with 3 to 5 Public Housing and 25 to 29 families to prepare them for possible homeownership of 31 scattered site homes that will be sold at the beginning of 2024.**

***Progress Statement:*** *In its efforts to promote self-sufficiency and asset development of families and individuals, HACEP has*

- **Workforce Solutions Borderplex opened an office to provide services to residents and the general public at Kennedy Communities.**
- **Set-aside 31 scattered site homes with the intent to sell them to former scattered site residents who are eligible for the Tenant Protection Voucher and to HCV Homeownership participants who are qualified for a home loan.**
- **HACEP is in the process of adding an additional programming component with the Philosophic Systems Institute in partnership with Microsoft El Paso and Workforce Solutions Borderplex to offer upskilling learning opportunities to residents at HACEP properties.**
- **Through a partnership with JP Morgan CHASE, savings and budgeting sessions in preparation to purchase a home are being offered to residents at HACEP properties.**

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ***PHA Goal #6: Ensure equal opportunity and affirmatively further fair housing***

**Objectives:**

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
- Provide Fair Housing information to applicants

**Progress Statement:** *Training was provided to our staff and to external stakeholders in an effort to better inform and educate everyone on issues related to Fair Housing. HACEP continues to provide Fair Housing information to applicants. In addition, HUD Fair Housing Posters are posted in the main administrative office and at all housing development offices.*

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**Annual PHA Plan**  
**PHA Fiscal Year 2024**  
[24 CFR Part 903.7]

**I. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

*The Housing Authority of the City of El Paso has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.*

*The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.*

*The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service programs and services of the agency.*

*Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this plan. The Admissions and Occupancy Policy and Housing Choice Voucher/Section 8 Administrative Plan are two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services PHA's responsibility to HCV/Section 8 owners/landlords, grievance procedures, etc.*

*The most important challenges to be met by the Housing Authority of the City of El Paso during FY2023 include:*

- ***Relocation of scattered site clients using Tenant Protection Vouchers to rent in the private market;***
- *Preserve and improve the public housing stock through the RAD Conversion and Capital Fund Program activities, including modernization, re-habilitation, new construction and acquisition;*
- *The on-time delivery of rehabilitated or newly reconstructed communities;*
- *Identification of management or technological needs to enable HACEP staff of to continually provide exceptional customer service to its clients;*
- *Develop additional partnerships to augment activities for children and youth to explore careers;*
- *Identify resources through local partnerships in addressing homelessness and other identified needs of low-income families, such as youth aging out of foster care, and ex-offenders;*
- *Provide equal housing opportunities to all applicants / residents;*
- *Provide training to staff and commissioners to fully understand and take advantage of opportunities under QHWRA of 1998 to better serve our residents and the community;*



- *Identify, develop and leverage services to enable low-income families to become self-sufficient.*

*To summarize, this Annual Plan exemplifies the commitment of the Housing Authority of the City of El Paso to meet the housing needs of the full range of low-income residents. The Housing Authority, in partnership with agencies from all levels of government, the business community, non-profit community groups and residents will use this plan as a road map to reach the “higher quality of life” destination.*

## **ii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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**Supporting Documents Available for Review:**

**List of Supporting Documents Available for Local Review**  
(Applicable to All PHA Plan Types)

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

Applicable & On Display	Supporting Document	Applicable Plan Component
<b>X</b>	Form HUD-50077, <i>Standard PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual PHA Plans.</i>	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
<b>N/A</b>	Form HUD-50076, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan</i> , including required PHA certification and assurances for policy and program changes since last Annual Plan.	Streamlined Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans 5-Year Streamlined Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5-Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Streamlined Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan.	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
<b>X</b>	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
<b>X</b>	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
<b>X</b>	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Management and Operations

## List of Supporting Documents Available for Local Review

(Applicable to All PHA Plan Types)

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (form HUD-52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (form HUD-52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See Notice 99-52 (HA).	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the U.S. Housing Act of 1937, or Section 33 of the U.S. Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section ___ of the Section 8 Administrative Plan).	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	
NA	Most recent self-sufficiency (ED/SS, TOP, or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA’s response to any findings	Annual Plan: Annual Audit
N/A	Consortium agreements and certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint PHA Plans for Consortia
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	362,325	5	5	5	5	5	5
Income >30% but <=50% of AMI	282,790	5	5	5	5	5	5
Income >50% but <80% of AMI	238,604	5	5	5	5	5	5
Elderly	154,826	5	5	5	5	5	5
Families with Disabilities	105,484	N/A	N/A	N/A	N/A	N/A	N/A
White	503,720	N/A	N/A	N/A	N/A	N/A	N/A
Black/African American	150,232	N/A	N/A	N/A	N/A	N/A	N/A
American Indian/Alaska Native	8,837	N/A	N/A	N/A	N/A	N/A	N/A
Asian	53,023	N/A	N/A	N/A	N/A	N/A	N/A
Native Hawaiian/Other Pacific Islander	7,158	N/A	N/A	N/A	N/A	N/A	N/A

## Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List PUBLIC HOUSING			
	# of families	% of total families	Annual Turnover
Waiting list total	0	0%	
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
White	0	0%	
Black/African American	0	0%	

<b>Housing Needs of Families on the Waiting List</b>			
<b>PUBLIC HOUSING</b>			
American Indian/Alaska Native	0	0%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Characteristics by Bedroom Size (Public Housing Only)	0	0%	
0BR	0	0%	
1BR	0	0%	
2 BR	0	0%	
3 BR	0	0%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR (Includes 6 BR)	0	0%	

**Housing Needs of Families on the Waiting List  
SECTION 8 – Housing Choice Voucher**

	# of families	% of total families	Annual Turnover
Waiting list total	2075		8%
Extremely low income <=30% AMI	1450	69.88%	
Very low income (>30% but <=50% AMI)	594	28.63%	
Low income (>50% but <80% AMI)	31	1.49%	
Families with children	1038	50.02%	
Elderly families	379	18.27%	
Families with Disabilities	641	30.89%	
White	348	16.77%	
Black/African American	257	12.39%	
American Indian/Alaska Native	25	1.20%	
Asian	20	0.96%	
Native Hawaiian/Other Pacific Islander	12	0.58%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	NA	NA	
2 BR	NA	NA	
3 BR	NA	NA	
4 BR	NA	NA	
5 BR	NA	NA	
5+ BR	NA	NA	

### **C. Strategy for Addressing Needs**

*The Housing Authority of the City of El Paso (HACEP) will maintain an aggressive effort to seek additional funding or additional Section 8 - Housing Choice Vouchers that will increase the availability of housing options for qualified individuals within the City of El Paso. HACEP will further employ and coordinate affordable housing strategies with community – based partners in the future development of affordable housing ventures.*

#### **Strategy #1: Maximize the number of affordable units available to the PHA within its current resources by:**

- *Reduce turnover time for vacated public housing units*
- *Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources*
- *Maintain or increase Section 8-HCV lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction*
- *Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required*
- *Maintain or increase Section 8-HCV lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration*
- *Participate in the Consolidated Plan development process to ensure coordination with broader community strategies*

#### **Strategy #2: Increase the number of affordable housing units by:**

- *Apply for additional Section 8-HCV funding, and/or grant funding should they become available*
- *Leverage affordable housing resources in the community through the creation of mixed - finance housing*
- *Increase units through the combination of RAD and the Low Income Housing Tax Credit and other programs, where practical*
- *Pursue housing resources other than public housing or Section 8-HCV tenant-based assistance*
- ***Plan to increase the project-based vouchers with 55 for Nuestra Senora, 80 for Cielo Tower, 24 for Patriot Place IIb, and 44 for Mesa Hills.***

#### **Strategy #3: Target available assistance to families at or below 30 % of AMI**

- *Adopt rent policies to support and encourage work*

#### **Strategy #4: Target available assistance to families at or below 80% of AMI**

- *Adopt rent policies to support and encourage work*

#### **Strategy #5: Target available assistance to the elderly:**



- *Apply for special-purpose vouchers targeted to the elderly, should they become available or other federally assisted programs that would provide necessary funding*

**Strategy #6: Target available assistance to Families with Disabilities:**

- *Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing*
- *Apply for special-purpose vouchers targeted to families with disabilities, should they become available*
- *Affirmatively market to local non-profit agencies that assist families with disabilities*
- *Upgrade all RAD development projects to latest accessibility requirements*

**Strategy #7: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- *Affirmatively market to races/ethnicities shown to have disproportionate housing needs*

**Strategy #8: Conduct activities to affirmatively further fair housing**

- *Counsel Section 8-HCV tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units*
- *Market the Section 8-HCV program to owners outside of areas of poverty /minority concentrations*

2. Statement of Financial Resource

Statement of Financial Resources			
	Sources	Planned \$	Planned Uses
<b>1</b>	<b>Federal Grants (CY 22 Grants)</b>		
a	Public Housing Operating Fund	1,914,075.00	Operating PH expenses
b	Public Housing Capital Fund TX01P003501-22	1,862,209.00	To develop New Public Housing
c	Annual Contribution for Section 8 Tenant Based Assistance	33,393,896.00	
d	<b>Public Housing Drug Elimination Program</b>	-	
e	<b>ROSS and Service Coordinator Grants</b>		
	Special Needs TX0383L6T032007	154,891.00	
	Multi-Family Service Coordinator MFSC179460	276,540.00	
	ROSS FSS22TX4358	120,000.00	
	Other Federal Grants		
3	Public Housing Dwelling Rental Income	446,643.00	Public Housing Operations
4	Other Income		
	Interest on Investments	8.00	Public Housing Operations
	Other Income	11,328.00	Public Housing Operations
	Non Dwelling Rent	2,595.00	Public Housing Operations
	Excess Utilities	-	Public Housing Operations
5	Non Fedal Sources	4,701,841.00	Non ACC PHA Owned Units
		42,884,026.00	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

##### **(1) Eligibility**

The PHA is aware of its obligation to ensure that any admission and occupancy requirement imposed comply with applicable civil rights requirements contained in the Fair Housing Act, Title VI of the civil Rights Act of 1964, section 504 of the Rehabilitation Act and Titles II and III of the Americans with Disabilities Act of 1990, and the other equal opportunity provisions listed in 24 CFR 5.105.

As part of the Eligibility determination process, the PHA has adopted the “one-strike” rules that denies admission to an applicant or termination of assistance to tenants with a record of criminal activity and, as allowed by the “one-strike” rules, will exercise discretion in deciding whether or not to deny admission to an applicant with certain types of criminal history, or terminate assistance if a tenant, household member, or guest engages in certain drug-related or certain other criminal activity on or near the premises.

While the PHA will implement the “one-strike” rules in its decisions, the PHA is aware of the obligations stipulated in HUD Notice PIH 2015-19 that arrest records may not be the basis for denying admissions, terminating assistance and to safeguard the due process rights of applicants and tenants. The PHA continues to work to establish and refine policies that serve to achieve a sensible and effective balance between allowing individuals with a criminal record to access subsidized housing and ensuring the safety of all resident in such housing.

- a. When does the PHA verify eligibility for admission to public housing?
  - *According to date and time of application, families are scheduled for an eligibility interview and at this time eligibility for admission is verified.*
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?
  - *Criminal or Drug-related activity*
  - *Rental history*
  - *Housekeeping*
  - *The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.*
- c. The PHA searches and does requests criminal records databases maintained by local law enforcement agencies for screening purposes.
- d. The PHA searches and does requests criminal records databases maintained by State law enforcement agencies for screening purposes.

- e. The PHA accesses the national sex offender register for screening purposes.
- f. At the time of new admissions, families must be at or below 80% AMI.
- g. HACEP will implement regulations at 24CFR 960.261 which grants PHA the authority to terminate the tenancy of conventional public housing families that are over the eligible income limit and thereby make units available for applicants who are income-eligible.
- h. **Implementation of the new HOTMA Section 102, 103 and 104 regulations.**

**Special Provision relating to Public Housing Units Converted through the Rental Assistance Demonstration (RAD) program.**

In accordance with the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.

**(2)Wait List Organization**

- a. The PHA uses to organize its public housing waiting list:
  - *Site-Based Wait List*
- b. Interested persons apply for admission to public housing at:
  - ***On-line thru interactive web-site when available through the property management company***
  - *At any PHA development site management office*

HACEP will utilize site-based waiting lists for projects converted through the Rental Assistance Demonstration (RAD) program. Applicants will be given the opportunity in selecting one or all properties they wish to be considered for. However, HACEP will also implement a one-unit offer policy system at the time the family is found eligible to participate in the program, as eligible families are provided the opportunity to select one or more properties within HACEP's portfolio.

Pursuant to the RAD Program Notice PIH 2012-32(HA) Rev. 2, any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved in accordance with Section 1.7.A.8 of the Notice, residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept an offer by HACEP to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

### **(3) Assignment**

- a. The applicants will be given one vacant unit choice before they are removed from the waiting list, unless “good cause” is established in declining the initial offer is established according to the Admissions and Continued Occupancy Policy. The applicant will be provided the opportunity of an Informal Hearing also consistent with these policies.
- b. This policy is consistent across all waiting list types.

### **(4) Admissions Preferences**

#### a. Income targeting:

The PHA plans to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income.

#### b. Transfer policies:

Under the following circumstances transfers will take precedence over new admissions

- Emergency
- Safety
- Disability - related
- Hardship
- Medically necessitated
- Occupancy Standards (under / over housed)

#### c. Preferences

1. The PHA has established preferences for admission to public housing (other than date and time of application)
2. The PHA plans to employ the following admission preferences in the coming year:
  - Active duty military and their families.
  - Involuntary displacement by action of local, state, federal government or by fire, flood, or other natural disaster, within the last six months;
  - Families with a person with a disability who requires a unit with specific disability features (after all residents eligible for transfer to a unit with disability access have been placed in the appropriate unit).
  - Homeless families emerging from transitional living centers that lack a fixed, regular, and adequate nighttime residence;
  - An applicant family whose head of household or spouse is employed or has a bona fide offer for employment;

- Veterans and veterans’ families- Honorable, General Discharge from the Armed Forces of the United States with an active training period of over six months;
- Victims of domestic violence- Crimes of violence committed by another person against an adult or youth victim who is protected under the domestic or family violence laws;
- Currently enrolled at the university, college or participating in a job-training program or technical school. Graduate of a job-training or school program, within the last year; which will prepare the head of household, spouse, or other adult member(s) to enter or return to the job market;
- Families who meet the definition of “Elderly” as defined in Sec 5.A.1 of the PH ACOP

Pursuant to the RAD Program Notice PIH 2012-32(HA) Rev. 2, any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved in accordance with Section 1.7.A.8 of the Notice, residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept an offer by HACEP to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

**(5) Occupancy**

- a. The following reference materials applicants and residents can use to obtain information about the rules of occupancy of public housing:
  - The PHA-residential (dwelling) lease agreement.
  - **The PHA’s Admissions and (Continued) Occupancy policy**
  - PH Pet Policy
  - PHA briefing seminars or written materials
- b. The residents must notify the PHA of changes in family composition as follows:
  - Any time family composition changes and within 10 days of the change

**(6) Deconcentration and Income Mixing**

- a. The PHA performed an analysis of its family (general occupancy) developments to determine concentrations of poverty that indicate the need for measures to promote deconcentration of poverty or income mixing.
- b. The PHA will adopt any changes to its admissions policies based on the results of the analysis of the need to promote deconcentration of poverty or to assure income mixing.

*Current analysis identified 7,754 families at the extremely low income throughout the Authority. Our current local preference will promote deconcentration and income mixing as this preference requires applicants to be employed or preparing to enter the job market.*

Pursuant to the RAD Program Notice PIH 2012-32(HA) REV. 2, HUD is waiving provisions having to do with de-concentration of poverty and expanding housing and economic opportunity for the conversion of existing sites.

### **RAD Conversion of Public Housing Portfolio**

Public Housing units converting to assistance under long-term project based rental assistance shall be subject to the program rules applicable to project-based rental assistance as of the effective date of conversion and shall no longer be subject to the program rules applicable to public housing. They shall be subject to the regulatory and statutory requirements of the RAD PBRA.

Per Section 1.7 of HUD Notice PIH-2012-32(HA) REV. 2, Subject: Rental Assistance Demonstration – Final Implementation, Revision 1, issued July 2, 2013, which sets forth alternative requirements imposed upon RAD PBRA units, for public housing projects converting assistance the PBRA under the first components of the Demonstration, 24 CFR Part 880 Housing Assistance Payments Program for New Construction, URA requirements in 49 CFR part 24, and applicable standing and subsequent Office of Housing guidance will apply, except for the provision listed in the Notice.

## **B. Section 8 - Housing Choice Voucher**

### **(1) Eligibility**

The PHA is aware of its obligation to ensure that any admission and occupancy requirement imposed comply with applicable civil rights requirements contained in the Fair Housing Act, Title VI of the civil Rights Act of 1964, section 504 of the Rehabilitation Act and Titles II and III of the Americans with Disabilities Act of 1990, and the other equal opportunity provisions listed in 24 CFR 5.105.

As part of the Eligibility determination process, the PHA has adopted the “one-strike” rules that denies admission to an applicant or termination of assistance to tenants with a record of criminal activity and, as allowed by the “one-strike” rules, will exercise discretion in deciding whether or not to deny admission to an applicant with certain types of criminal history, or terminate assistance if a tenant, household member, or guest engages in certain drug-related or certain other criminal activity on or near the premises.

While the PHA will implement the “one-strike” rules in its decisions, the PHA is aware of the obligations stipulated in HUD Notice PIH 2015-19 that arrest records may not be the basis for denying admissions, terminating assistance and to safeguard the due process rights of applicants and tenants. The PHA continues to work to establish and refine policies that serve to achieve a sensible and effective balance between allowing individuals with a criminal records to access subsidized housing and ensuring the safety of all residents in such housing.

- a. The extent of screening conducted by the PHA is as follows:
  - Criminal or drug-related activity only to the extent required by law or regulation

- Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.
  - Sex Offenders not admitted.
- b. The PHA does request criminal records from local law enforcement agencies for screening purposes.
- c. The PHA does request criminal records from State law enforcement agencies for screening purposes.
- d. The PHA may access FBI criminal records from the FBI for screening purposes.
- e. The PHA shares the following information with prospective landlords
- The family’s current and prior address (as shown on PHA records) and the name and address (if known) of the owner at the family’s current and prior address. (*Upon landlord’s request*)

The Emergency Housing Vouchers program will conduct the criminal background screening for all applicants but only the following two reasons will deny admission of an applicant or terminate assistance of a tenant:

- If a household member has ever been convicted of a drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing
- If a household member is subject to a lifetime registration requirement under a State sex offender registration program

**(2) Waiting List Organization**

- a. The PHA may merge the Section 8 - Housing Choice Voucher tenant-based assistance waiting list with any other program.
- b. Interested persons can apply for admission to Section 8 - Housing Choice Voucher tenant-based assistance on-line when open and for reasonable accommodations at the PHA main administrative office.
- c. The Housing Choice Voucher may have a separate waiting list for project-based voucher (PBV) assistance.
- d. The Housing Choice Voucher waitlist may be used to obtain applicants interested in applying for project-based voucher assistance.
- e. The Emergency Housing Vouchers program will have a separate waiting list.



- f. HCV Administrative Plan may be modified to reflect policy on Choice Mobility Vouchers.

### **(3) Search Time**

Considering the current rental market, the Housing Authority of the City of El Paso will give an initial 60-day period to search for a unit but will extend at a 30-day interval up to 120 days. Similar search time will be made available for participants and applicants that port to enable them to locate a unit. **A family who requires additional time to search for a unit due to the need for reasonable accommodation may submit a request for an additional 30 days for a maximum search time of 150 days, if approved.**

### **(4) Admissions Preferences**

#### a. Income targeting

The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 - Housing Choice Voucher program to families at or below 30% of median area income.

#### b. Preferences

1. The PHA has established the following preferences for admission to Section 8 - Housing Choice Voucher Program:
  - HACEP will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
  - HACEP will offer a preference to active duty military families living or relocated within the El Paso area jurisdiction
  - HACEP will offer a preference to families that are involuntarily displaced due to conversion of Rental Assistance Demonstration (RAD) of a public housing project, where specific funding is not awarded to HACEP by HUD.
  - HACEP will offer a preference for persons referred by the Texas Department of Aging and Disability Service (DADS) pursuant to the memorandum of understanding between HACEP and DADS for the DADS Money Follows the Person (MFP) program. Applicants must be receiving MFP services from DADS and be otherwise eligible for admission. The preference is limited to 10 vouchers. The wait list will be open for MFP referrals from DADS. In the event that HACEP is unable to issue vouchers at the time of referral or if all of the preference vouchers are issued, the person will be placed on the wait list of persons referred by DADS for the MFP program.
2. Establish preference(s) to address homelessness in the community with partnering agencies.

## **(5) Special Purpose Section 8 - Housing Choice Voucher Assistance Programs**

- a. In the following documents or other reference materials the policies governing eligibility, selection, and admissions to any special-purpose Section 8 - Housing Choice Voucher program administered by the PHA are contained:
- The Section 8-Housing Choice Voucher Administrative Plan
  - Briefing sessions and written materials
- b. The PHA announces the availability of any special-purpose Section 8 - Housing Choice Voucher programs to the public through published notices
- *Public notice sent to all community-wide public assistance.*

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

#### **(1) Income Based Rent Policies**

- a. The PHA employs discretionary policies for determining income based rent.
- b. Minimum Rent:  
The PHA's minimum rent: \$25

### **Special Provision relating to Public Housing Units Converted through the Rental Assistance Demonstration (RAD) program.**

Pursuant to the RAD Program Notice PIH2012-32(HA) REV. 2, if a tenant's monthly rent increases by more than the greatest of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years, which the PHA may extend to 5 years. HACEP will implement the 3-year phase in period. The method below explains the set percentage-based phase in owners must follow for the 3-year phase in.

Three Year Phase in:

- **Year 1:** Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid Total Tenant Payments (TTP) and the calculated Multifamily housing TTP.
- **Year 2** – Year 2 Annual Recertification (AR) and any interim Recertification (IR) in prior to Year 3 AR – 66% of difference between most recently paid TTP {and calculated Multifamily housing TTP}.
- **Year 3:** Year 3 AR and all subsequent re-certification – Year 3 AR and any IR in Year 3: full Multifamily TTP.

1. The PHA has adopted the following discretionary minimum rent hardship exemption policies:

*The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the PHA prior to the rent becoming delinquent. The PHA will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety (90) days when a hardship is requested on one of the following conditions:*

- a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;*
- b. The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;*
- c. The family would be evicted as a result of imposing the minimum rent requirement;*
- d. There has been a death in the family; or*
- e. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.*

*Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program.*

2. *If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:*
  - a. Rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.*
  - b. The PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. To ensure compliance with this requirement, the family must execute a Repayment Agreement with the PHA.*
  - c. The family may not be evicted for non-payment of rent during the ninety (90)-day suspension period.*
  - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.*
3. *If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.*
4. *Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*

c. Rents set at less than 30% of adjusted income

1. The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.
2. The following discretionary (optional) deductions and/or exclusions policies the PHA plans to employ:
  - For increases in earned income
3. The PHA does not have ceiling rents (rents set at a level lower than 30% of adjusted income)

Rent re-determinations:

1. Between income reexaminations, tenants must report changes in income or family composition to the PHA such that the changes result in an adjustment to rent.
  - *Decreases in income for any reason except for decrease that last less than 30 days.*

**Special Provision relating to Public Housing Units Converted through the Rental Assistance Demonstration (RAD) program.**

In accordance with the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. Tenants who are employed and are currently receiving the Earned Income Disallowance (EID) exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR 5.617. Upon the expiration of the EID for such families, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

**(2) Flat Rents**

The Housing Authority of the City of El Paso, Texas hereby amends its flat rent policies to comply with the statutory changes contained within Public Law 113-76, the Fiscal Year 2014 Appropriations Act.

The Housing Authority of the City of El Paso, TX will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 31, 2014. For current program participants that pay a flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, during the next annual rental option.

The Housing Authority of the City of El Paso, Texas will place a cap on any increase in a family's rental payment that exceeds 35 percent, and as a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent option to the family as follows:
- The lower of the product of the calculation and the updated flat rental amount; and
- The income-based rent.

## **B. Section 8 – Housing Choice Voucher Assistance**

### **(1) Payment Standards**

- a. The PHA’s payment standard is:
  - In the range of 90% to 110% of FMR and up to 120% for reasonable accommodation.
- b. The PHA has chosen this level:
  - FMRs are not adequate to ensure success among assisted families in the PHA’s segment of the FMR area
  - Reflects market or submarket
  - Budget constraints
  - Assist as many families as budget allows
- c. The payment standards are reevaluated for adequacy on an annual basis.
- d. The PHA considers the following factors in its assessment of the adequacy of its payment standard:
  - Success rates of assisted families
  - Rent burdens of assisted families

### **(2) Minimum Rent**

- a. The PHA’s minimum rent is:
  - \$50
- b. The PHA has adopted the following discretionary minimum rent hardship exemption policies:
  1. *The minimum rent requirement may be waived under certain circumstance; financial hardships. The request for minimum rent must be made in writing to the PHA prior to the rent becoming delinquent. The PHA will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety (90) days when a hardship is requested on one of the following:*
    - a. *The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and*

*who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;*

- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;*
- c. One or more family members have lost employment;*
- d. The family would be evicted as a result of imposing the minimum rent requirement;*
- e. There has been a death in the family; or*
- f. There are other hardship situations determined by the HACEP on a case-by-case basis, i.e. alimony, child support, etc.*

*Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).*

- 2. If tenant initiates a request for a hardship exemption that the HACEP determines is temporary in nature:
  - a. If the hardship is determined to be temporary, minimum rent may be suspended for ninety (90) days beginning the first of the month following the date of the family's request for a hardship exemption. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.*
  - b. In the case of a temporary hardship, the HACEP will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.*
  - c. If the hardship is subsequently determined to be long-term, the HACEP will exempt the family from the minimum rent requirement for so long as the hardship continues. When the financial hardship has been determined to be long term, the family is not required to repay the minimum rent.*
  - d. Note that the HACEP can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.**
- 3. Hardship determinations are subject to the HACEP's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.*
- 4. Special programs that HUD requires the minimum rent to be waived will be waived for the time period HUD specifies.*

## **5. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

The PHA has received a HOPE VI revitalization grant as follows:

1. Development name:
2. Development (project) number:
3. Status of grant:

## **6. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

1. The PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) as follows:

**No demolition or disposition activities.**

## **7. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. The PHA's developments or portions of developments have not been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act;

2. Pursuant to the RAD Program Notice PIH 2012-32(HA) Rev. 2, HACEP will convert public housing subsidies into long-term Project Based Section 8 rental assistance subsidy for most of its housing stock. By converting its Public Housing stock, HACEP will be able to generate much needed funds for rehabilitation of current properties thereby ensuring the long term viability of existing affordable housing units.

## **8. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

**The PHA is not administering, at this time, a Family Self-Sufficiency Program as authorized by Section 34 of the Housing and Urban Development Act of 1937, and the Family Self-Sufficiency Program regulations at 24 CFR part 984.**

**Special Provision relating to Public Housing Units Converted through the Rental Assistance Demonstration (RAD) program.**

Public housing units converting to assistance under project based rental assistance (PBRA) shall be subject to the program rules applicable to PBRA as of the effective date of conversion and shall no longer be subject to the program rules applicable to Public Housing. They shall be subject to the regulatory and statutory requirements of the RAD PBRA program, as forth in HUD Notice PIH 2012-32 (HA) REV.2 and all other regulatory and statutory requirements of the PBRA program in 24 CFR 880.

HACEP RAD activities comply with HUD Site and Neighborhood Standards and the HACEP is under no HUD Voluntary Compliance Agreement which might impact the RAD conversions.

Wait lists will be managed per HUD RAD requirements and UDA requirements. **At this time, there are no developments slated for conversion.**

Description of Units to be Converted	Number of units	Bedroom mixes
	0	0 bedrooms
	0	1 bedrooms
	0	2 bedrooms
	0	3 bedrooms
	0	4 bedrooms
	0	5 bedrooms
	0	6 bedrooms
Description of changes	NO CHANGES	NO CHANGES

**B. Section 8 – Housing Choice Voucher Tenant Based Assistance**

1. The PHA plans to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982
2. PHA-established eligibility criteria
  - *The family has had no family-caused violations of HUD’s Housing Quality Standards within the last twelve months. The family does not owe money to the PHA. The family has not committed any serious or repeated violations of a PHA-assisted lease within the past twelve months.*
3. The PHA plans to have 100 slots filled for homeownership and 75-100 FSS.



## **9. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **10. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

The PHA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).

1. Substantial Deviation – Amendment Definition to this Plan shall exclude the following items;
  - a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
  - b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
  - c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
  - d. Changes to the financing structure for each approved RAD conversion.
2. Significant Amendment; the PHA shall notify the public that the current and future Capital Fund Budget grants will be reduced as a result of any projects converting to RAD, requiring revised Annual and Five-Year Plans.
  - a. The PHA should provide an estimate of the amount of the current Capital Fund grant that is associated with the proposed project(s) and the impact on the PHA's current Five-Year PHA Plan and Five-Year Capital Fund Action Plan.
  - b. If the RAD conversion will impact an existing CFFP or utilize RHF funds to facilitate conversion, the PHA should also indicate the estimate impact of those activities.

**Table 1: List of RAD Program Elements Affecting Resident Rights and Participation, Waiting List and Grievance Procedures for PBV and PBRA**

Project Based Voucher Requirements (Section 1.6.C of PIH Notice 2012-32 REV. 2 & PIH Notice H 2014-09/PIH 2014-17)	Project Based Rental Assistance Requirements (Section 1.7.D of PIH Notice 2012-32 REV. 2 & PIH Notice H 2014-09/PIH 2014-17)
1. No re-screening of tenants upon conversion;	1. No re-screening of tenants upon conversion;
2. Resident right to return if relocated as a result of conversion;	2. Resident right to return if relocated as a result of conversion;
3. Phase-in of tenant rent increase:  If the rent increase is the greater of 10% or \$25, the increase will be phased in over 3 years or up to five years, as determined by the PHA;	3. Phase-in of tenant rent increase:  If the rent increase is the greater of 10% or \$25, the increase will be phased in over 3 years or up to five years, as determined by the PHA;
4. Continued eligibility for PH-FSS and ROSS-SC programs;	4. Continued eligibility for PH-FSS and ROSS-SC programs;
5. Resident Participation and Funding.  Residents will have the right to establish and operate a resident organization and be eligible for resident participation funding. See Attachment 1B of PIH Notice 2012-032.	5. Resident Participation and Funding.  Residents will have the right to establish and operate a resident organization and be eligible for resident participation funding. See Attachment 1B of PIH Notice 2012-032.
6. Termination notification:  PHA must provide written notification of termination of lease within a reasonable time: <ul style="list-style-type: none"> <li>i. not to exceed 30 days if health or safety of other tenants, PHA employees or persons residing in the vicinity are threatened or in the event of drug-related or violent criminal activity or any felony conviction;</li> <li>ii. 14 days for non-payment of rent;</li> <li>iii. 30 days in any other case unless State or local law provide for a shorter time period.</li> </ul>	6. Termination notification:  PHA must provide written notification of termination of lease within a reasonable time: <ul style="list-style-type: none"> <li>i. not to exceed 30 days if health or safety of other tenants, PHA employees or persons residing in the vicinity are threatened or in the event of drug-related or violent criminal activity or any felony conviction;</li> <li>ii. 14 days for non-payment of rent;</li> <li>iii. in all other cases, the requirements at 24 CFR §880.603, as revised for RAD in PIH Notice 2012-32, the Multifamily HUD Model Lease and any other HUD multifamily administrative guidance shall apply;</li> </ul>
7. Grievance process  See PIH Notice 2012-32 Section 1.6.C.7	7. Grievance process  See PIH Notice 2012-32 Section 1.7.B.6

<p>8. Establishment of Waiting List</p> <p>See PIH Notice 2012-32 Section 1.6D</p>	<p>8. Establishment of Waiting List</p> <p>See PIH Notice 2012-32 Section 1.7.C</p>
<p>9. Resident Participation and Funding</p> <p>See PIH Notice 2012-32 Attachment 1B.2</p>	<p><b>N/A</b></p>
<p>10. Renewal of Lease</p> <p>PHA's are required to renew the lease at expiration unless good cause exists for non-renewal.</p>	<p><b>N/A</b></p>

**Table 2: Elements to Include in Significant Amendment to Facilitate Site and Neighborhood Standards Review for Transfers of Assistance**

<p>1. For All Transfers:</p>	<p>Description of the new site and how it is adequate for the needs of the tenants and is consistent with or furthers the goal of deconcentrating poverty.</p> <p>Various methods for demonstrating furthering the goals of deconcentrating poverty include:</p> <ul style="list-style-type: none"> <li>• Mixed income developments;</li> <li>• Development in a HUD Enterprise Zone, Economic Community, Renewal Community or a Revitalization Zone, including any areas where current or future HOPE VI or Choice Neighborhoods Initiative developments exist.</li> </ul>
<p>2. If transferring assistance to an area of concentrated poverty:</p>	<p>Examination of whether the poverty rate has declined in the area, and whether your development will lead to an increase or decrease in poverty in the census tract.</p>
<p>3. If transferring assistance to a development qualifying as new construction in an area of minority concentration:</p>	<ol style="list-style-type: none"> <li>1) Sufficiency of comparable opportunities for minority families in the income range to be served by the project outside areas of minority concentration;             <ul style="list-style-type: none"> <li>○ Please examine 24 CFR §983.57(e)(3)(iv) &amp; (v) to see more on comparable opportunities.</li> </ul> </li>   <li>2) If there is an overriding housing need, which includes whether this is an integral part of an overall redevelopment strategy in a revitalizing area;             <ul style="list-style-type: none"> <li>○ Please see 24 CFR §983.57(e)(3)(vi) for more information on overriding housing needs.</li> </ul> </li> </ol>

## **11. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. Not submitted, yet.

### **B. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: *El Paso, Texas*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
  - a. The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - b. Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
    - *The Section 8- HCV Homeownership initiatives will continue;*
    - *Utilizing the Section 8- HCV Program to increase homeownership opportunities;*
    - *Rental assistance to low-income families will be expanded as the Section 8 Housing Choice Voucher Program expands;*
    - *Partnership with local government will be strengthened;*
    - *Development of additional affordable housing through Project-Based Rental Assistance and Project-Based Voucher programs;*
    - *A wide variety of social services are provided, including self-sufficiency activities in support of the Consolidated Plans Anti Poverty Strategy;*
    - *HACEP's Section 3 Program supports the job opportunity initiatives;*
    - *Coordinate efforts with non-profit social services agencies; and*
    - *Capital Funds will be used to leverage funds for development of affordable housing modernization.*
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
  - *The Consolidated Plan efforts to increase the supply of affordable housing.*
  - *The Consolidated Plan objectives include homeownership assistance, support to existing substantial housing, extending partnerships and expanding rental assistance.*

**Attachment: A.1**  
**DE-CONCENTRATION AND INCOME TARGETING POLICY**  
**FOR THE**  
**HOUSING AUTHORITY OF THE CITY OF**  
**EL PASO, TEXAS**

## **DE-CONCENTRATION AND INCOME TARGETING POLICY** *(Of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the de-concentration requirement, PHAs are to implement a program which provides that families with lower incomes will be offered units in housing developments where family incomes are the highest and higher income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of El Paso, Texas (HACEP) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

### **Economic Deconcentration:**

Admission and Occupancy Policies are revised to include the HACEP’s policy of promoting economic de-concentration of its housing developments by offering lower income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require HACEP to (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring higher income families into lower income developments (or into developments in lower income census tracts) and lower-income families into higher-income projects (or into developments in higher income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

Implementation may include the following efforts:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Ceiling rents;
- Flat rents for selected developments;
- Saturday and evening office hours;

- Revised transfer policies.

### Income Targeting

As public housing dwelling units become available for occupancy, HACEP employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, HACEP encourages occupancy of its developments by a broad range of families with incomes up to 80% of the median income for the jurisdiction in which HACEP operates. At a minimum, 40% of all new admissions to public housing on an annual basis will be families with incomes at or below 30% (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

HACEP may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among lower income families in our area of operations, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- HACEP may select, based on date and time of application and local preferences, four families in the extremely low-income category and six families from the lower-income category alternately until the 40% admission requirement of extremely low-income families is achieved.
- To the maximum extent possible, the offers will also be made to effect HACEP's policy of economic de-concentration.
- For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the 40% requirement will be calculated based on new admissions for the fiscal year.
- HACEP reserves the option, at any time, to reduce the targeting requirement for public housing by no more than 10%, if it increases the target figure for its Section 8 program from the required level of 75% of annual new admissions to no more than 85% of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs).



**Special Provision relating to Public Housing Units Converted through the Rental Assistance Demonstration (RAD) program.**

In accordance with the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.