



THE HOUSING AUTHORITY OF BERGEN COUNTY

PHA PLAN

FISCAL YEAR 04/2021
ANNUAL PLAN

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Attachments

- (a) Form HUD -50075-HCV
- (b) PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations (form HUD-50077-ST-HCV-HP).
- (c) Civil Rights Certification (form HUD-50077-CR)
- (d) State/Local Government Certification of Consistency with the Consolidated Plan (form HUD- 50077-SL)

EXECUTIVE SUMMARY

The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. Established by Section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) and amended by the 2008 Housing and Economic Recovery Act (HERA), the PHA Plan requires PHAs that have a combined unit total of 550 public housing units and section 8 vouchers; and is not designated troubled under section 6(j)(2) of the 1937 Act, the Public Housing Assessment System (PHAS), nor as a troubled public housing agency during the prior 12 months; and does not have a failing score under the Section 8 Management Assessment Program (SEMAP) during the prior 12 months must identify the way and means for which they will meet local housing needs with available resources.

The Housing Authority of Bergen County (HABC) submits for review this Annual PHA Plan for fiscal year April 1, 2021.

The HABC provides Federal rental assistance to 4,130 families. The Authority is committed to creating and preserving affordable housing, positively impacting the number of homeless families in Bergen County and creating avenues for self-sufficiency for all low income families in the County.

Major upcoming initiatives include:

- Construction of 70 affordable rentals for senior & special needs households in Upper Saddle River, NJ
- Construction of 35 affordable rentals for families in Closter, NJ

The HABC will also explore new opportunities to partner with other communities and agencies to expand additional affordable housing opportunities for low income, elderly, non-elderly disabled, homeless, veteran and family populations.

HABC continues to meet targeted projections established in our most recently submitted 5-yr Plan for the years 2020-2025. Our project based assistance awards to the Upper Saddle River and Closter projects, in addition to construction projects in Hackensack, North Arlington, Woodcliff Lake and Fort Lee which are presently in planning or predevelopment planning stages are commitments toward our goals and Authority mission. These construction projects, along with our standing commitment setting aside 20% of our tenant based rental assistance subsidies to homeless households, has firmly established the Housing Authority of Bergen County as a true community solution for housing the County's most vulnerable and at-risk populations as well as being a true community resource and partner.

ANNUAL PLAN FISCAL YEAR 4/2021

HOUSING NEEDS

Section 8 Housing Choice Voucher Program

The HABC currently provides tenant-based rental assistance to 3,482 families and RAD rental assistance to 498 families. The number of households fluctuates throughout the year, as families are removed and added program due to new admissions, portability and termination. The HABC currently has approximately 352 applicants on the HCV wait list. The wait list was last opened January 19, 2019 and selected 350 applicants by lottery, there were 12,679 applicants to the lottery. Further, the list generated from our previous opening in 2007 will be entirely exhausted in 2020.

HABC is located in a HUD mandated Small Area Fair Market Rent jurisdiction, consequently we apply 73 different payment standards throughout our operating area to promote housing choice in high income areas. We continue to maximize voucher utilization, lease up timeframes and program expenditures for the program to aid in meeting local housing needs.

Mainstream

The Authority has been awarded two Mainstream awards of 35 and 11 vouchers per award for a total \$285,222. Mainstream assistance is targeted assistance for non-elderly, disabled, homeless or at-risk of homelessness households. This assistance is issued to eligible households on the County Housing Prioritization List (CoC Coordinated Assessment List / VS-SPDT). This program is presently leasing at 74%.

Rental Assistance Demonstration Program (RAD)

The HABC has 498 RAD units in 6 building, only 65 units are family housing. Waits list for these units remain closed though a comprehensive update and separation of the elderly/disabled wait list into 4 lists, by building, was completed in 2019. Current applicant lists were last opened in 1999 and are as follows:

Boiling Springs Gardens – 142 unit senior/disabled building - 200 applicants on wait list
 Carucci Apartments – 99 unit senior/disabled building – 261 applicants on wait list
 David F. Roche Apartments – 99 unit senior/disabled building – 233 applicants on wait list
 Highlandview Apartments – 94 unit senior/disabled building – 518 applicants on wait list
 Mahwah Ramsey Family Housing – 65 family units (63 3BR, 2 2BR*)
 2 bedroom – 544 applicants on wait list
 3 bedroom – 454 applicants on wait list

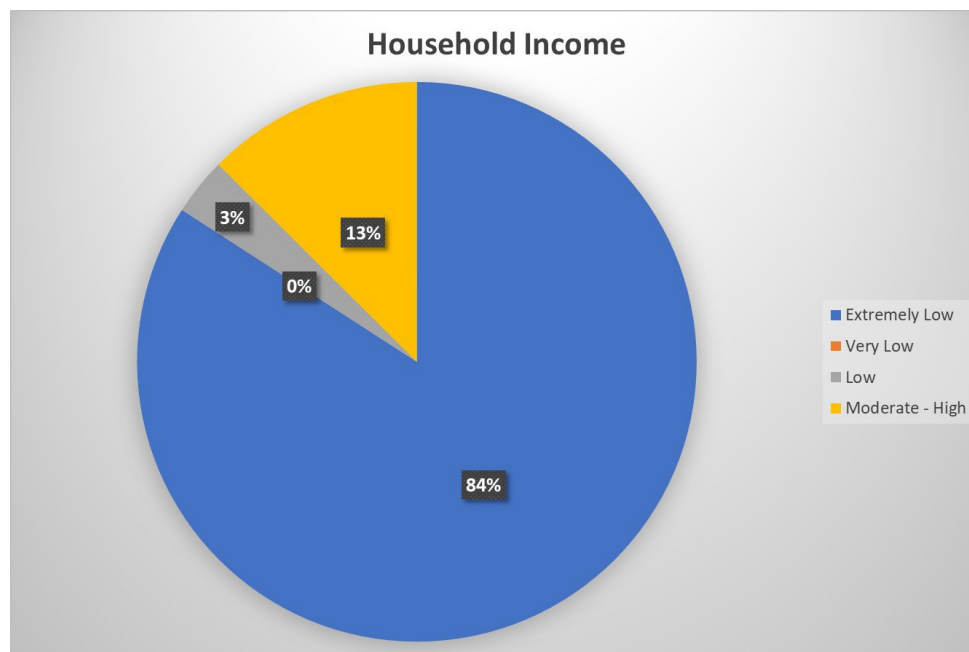
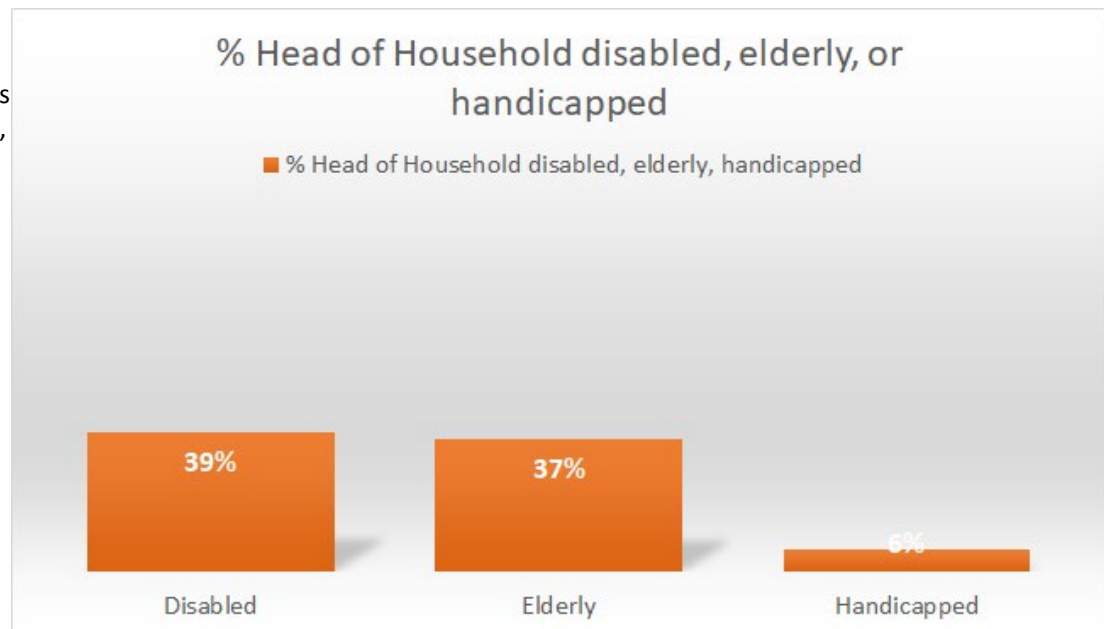
*Two bedroom units are fully ADA compliant units

The Boiling Springs wait list for studio apartments is expected to open in December 2020.

CURRENT HCV PROGRAM STATISTICS

Bergen County remains one of the least affordable areas to live in the country, and maintains a steady increasing housing cost.

The data collection exemplifies the need for affordable housing and rental assistance in Bergen County.



The largest portion of participants on HABC programs remains disabled and elderly households. The majority of our participants are extremely low income households with gross annual incomes less than 30% of the Area Median Income. The demand for both housing units or rental assistance for this population continues to FAR exceed the production of affordable units and availability of rental assistance.

Extremely low-income levels increased 7% from last year and the very low income level decreased 7%, this data point alone is stark and telling – the poor are getting poorer.

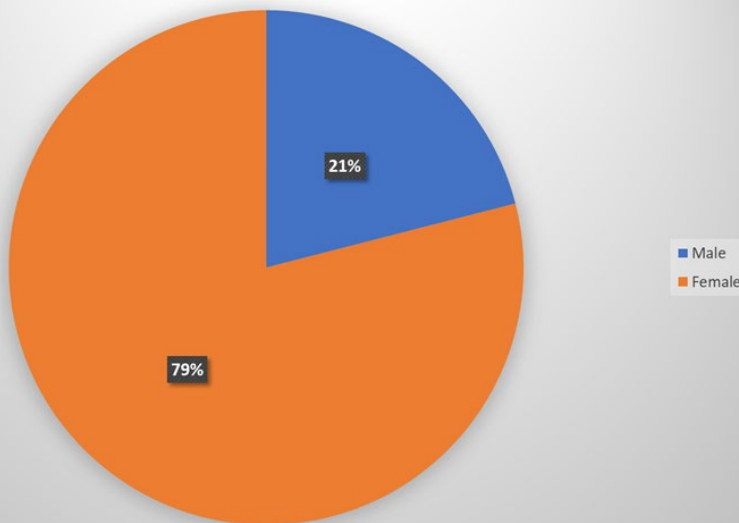
As reported in the Census American Community Survey the median household income for Bergen County in 2019 was \$108,827. The US Census estimates that 6.8% of the Bergen County population is living below the poverty level.

HABC PHA PLAN 2021

The HABC utilized information available on the United States Census Bureau [website](#) to obtain the following statistical information regarding Bergen County. This information is based on the 2010 Census of Population and Population Estimates Program updated July 1, 2019.

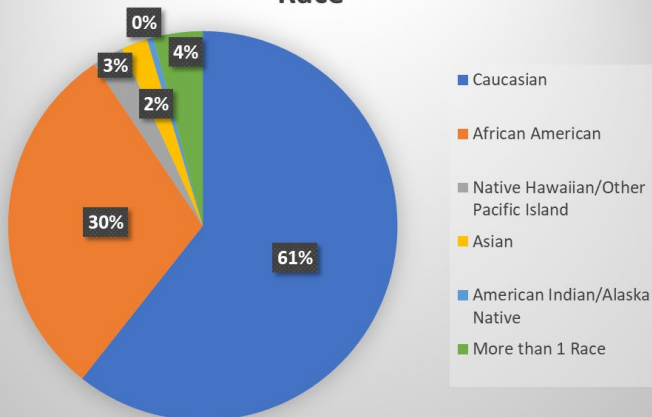
The current report estimates that the population for Bergen County is **932,202** and there are 360,816 housing units in the county of which 64.4% are owner-occupied. Therefore, we estimate that 35% of the housing market is open to renters. The median gross rent estimated between 2014 and 2018 is \$1,454. In addition, estimates show that the population of Bergen County has increased 3% from 2010 to 2019.

Head of Household by Gender



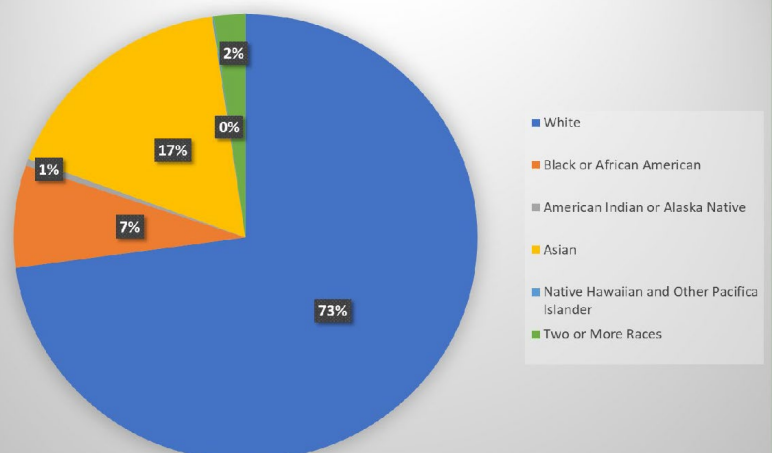
The female population of Bergen County has held steady at around 51.4%.

Race



The percentage of Hispanic persons is estimated to be 21% in 2019. Bergen County has an estimated population of 72.9% White and 7.4% African American in 2019

Race Estimates for 2019

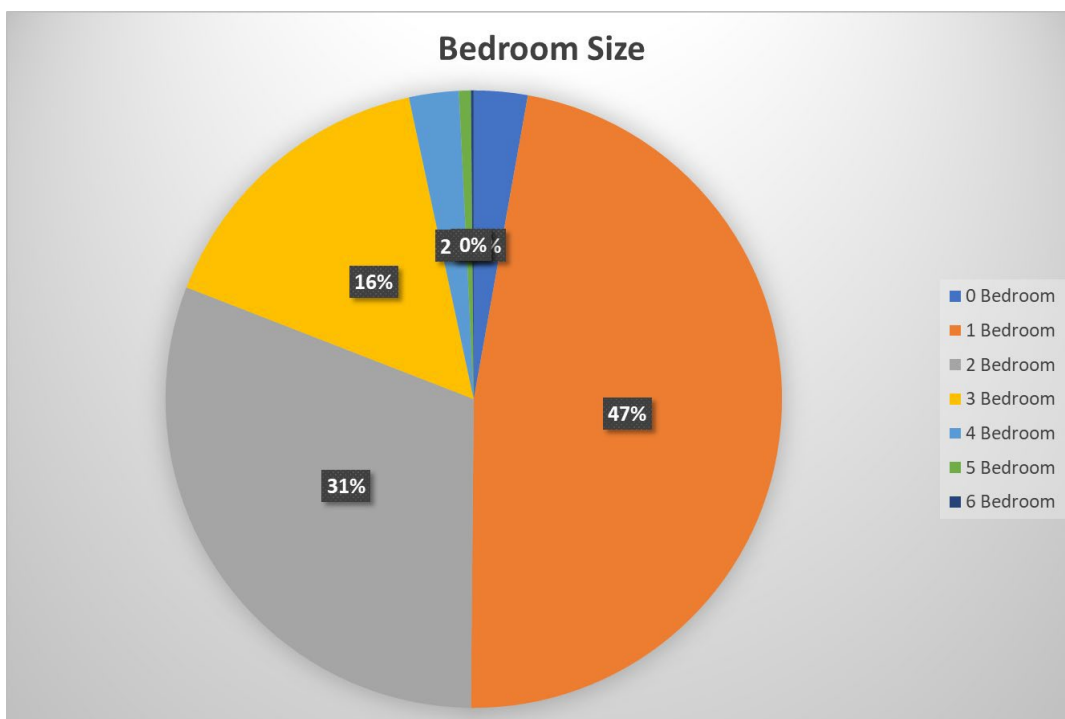


HABC PHA PLAN 2021

Across all rental assistance program administered by the Housing Authority of Bergen County the largest number of participant households are in one-bedroom units.

Given that the overall reported universe of bedroom rentals for Bergen County is 2 bedroom units, this data point suggests that assisted households are either smaller in size or are underhoused.

The HABC has established preference for the following household types for all our units or assistance programs:



Homeless, Elderly, Disabled, and Veterans that live, work or train in Bergen County. Resident homeless families can be added to the Section 8 HCV wait list at any time and will remain on the list if added any time after the wait list has been closed so long as they continue to meet HUDs definition of homeless.

Most importantly, the HABC continues to review and adjust payment standards to increase program participation within funding limitations to meet the demand for affordable housing within the county for these vulnerable populations. Further the Authority is an active participant and leader in the County's Continuum of Care (CoC) and utilizes the Vulnerability Index — Service Prioritization Decision Assistance Tool (VI-SPDAT) — referred to locally as the "prioritization list" — which is an assessment tools used to allocate assistance to homeless households. The prioritization list is a strong tool relied upon to produce consistent results and target limited resources to the most vulnerable households. Countywide, all stakeholder agencies have faith in the assessment tool and its predictive value.

AFFORDABLE HOUSING

In addition to the rental assistance programs and formerly public housing units converted under RAD, the Housing Authority of Bergen County, in partnership with our non-profit real estate development entity – the Housing Development Corporation of Bergen County (HDC) – manages additional affordable rental units throughout the County. This portfolio is comprised of units construction through HUDs Office of Multi-Family Housing and the Low Income Housing Tax Credit Program. The total portfolio including RAD projects is 26 buildings/1112 units. Annual vacancy rate for the entire portfolio is 1.42% for the most recent 12 months passed. Turnover is exceptionally low and average re-leasing is 45 days.

Most recent data points relative to leasing demands are as follows:

30 units – Saddle Brook Senior Housing: wait list opened 75 minutes – 100 applicants

10 units – Franklin Heights Senior Housing: wait list opened 50 minutes – 100 applicants

135 units – Brookside Gardens Senior Housing: wait list opened 180 minutes* - 264 applicants

**Application site crashed 3 times due to volume*

List of Programs and Buildings

Tenant-based rental assistance	No. leased	Voucher Allotment
Housing Choice Voucher	3,234	3,586
Continuum of Care (CoC) Tenant-based	85	85
CoC – Sponsor-based	19	19
CoC – Project-based	7	8
TBRA – HOME program	24	33
HOPWA	36	41
Project-based rental assistance	No. of Units	Location
<u>Housing Development Corp. owned</u>		
RAD Units		
Boiling Springs (RAD)	142	East Rutherford, NJ
Carucci (RAD)	98	Lyndhurst, NJ
David F. Roche (RAD)	99	Dumont, NJ
Highland View (RAD)	94	Palisades Park, NJ
Mahwah (RAD)	54	Mahwah, NJ
Ramsey (RAD)	11	Ramsey, NJ
PBV Units		
Hasbrouck Heights	31	Hasbrouck Heights, NJ
Grove St (Tax credit)	25	S. Hackensack, NJ
Silver Maple Gardens	20	Bogota, NJ
Fairview Gardens	9	Fairview, NJ
Saddle River	18	Saddle River, NJ
Northvale Senior Residence (Tax credit)	29	Northvale, NJ
Northvale	21	Northvale, NJ
Old Tappan	29	Old Tappan, NJ
Saddle Brook Senior Housing	30	Saddle Brook, NJ
MLK Senior Center	1	Hackensack, NJ
Emerson Veterans	14	Emerson, NJ
Multi-family Section 202 Units		
River Vale Senior Residence (Tax credit)	49	River Vale, NJ
Brookside Gardens	134	Bergenfield, NJ
Ridgecrest Apartments	129	Ridgewood, NJ
Lehmann Gardens	35	Park Ridge, NJ
<u>Private / Non-profit owned</u>		
PBV Units		
The Heritage	145	Lyndhurst, NJ
Montvale Commons	10	Montvale, NJ

FINANCIAL RESOURCES

The financial resources that are anticipated to be available to the PHA for the support of Federal tenant-based Section 8 Housing Choice Voucher assistance programs administered by the PHA during the plan year are outlined below.

1	Federal Grants		
a	Annual Contributions for HCV/Section 8		
	HCV Section 8	\$	41,027,737
	Program Administration Fees	\$	4,193,586
	RAD PBV HAP	\$	2,286,456
b	Emergency Solutions Grant	\$	466,290
c	Home Investments Partnership	\$	375,000
d	Shelter Plus Care Program	\$	1,693,702
e	Section 8 Mainstream Vouchers	\$	552,924
2	Prior Year Federal Grants (unobligated)	\$	-
3	RAD Development Dwelling Rental Income	\$	1,791,228
4	Other Income		
	HOPWA	\$	452,845
	Management Fees	\$	1,739,543
5	Non-Federal Sources:		
	County Funds - HHH Center	\$	646,043
	County Funds - MLK Senior Center	\$	106,728
	State Funds	\$	200,000
	Total Resources	\$	55,532,082

Fiscal Audit

The HABC most recent audit for fiscal year ending March 31, 2020 conducted by an independent auditor found that the HABC must improve internal controls to ensure proper archiving of required documents for the Section 8 Housing Choice Voucher Program.

HABC was late in filing 1099 and 1096 forms for the years 2017, 2018, and 2019. The HABC will implement proper internal controls to ensure the timely filing of the 1099 and 1096 forms.

References

The HABC utilized information available on the United States Census Bureau [website](#).

The [2020-2024 Consolidated Plan \(Final Draft\) of State of New Jersey by the Department of Community Affairs](#) was used in assessment and development of the HABC PHA Plans

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

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

A.	PHA Information.																																						
A.1	<p>PHA Name: <u>Housing Authority of Bergen County</u> PHA Code: <u>NJ067</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>4/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>3586</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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Lead HA:																																							

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of Bergen County

NJ067

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title **Executive Director**



Signature

Date **11/1/20**

B. Annual Plan.	
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N</p> <p> <input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management. <input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification. </p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>70 Affordable Senior & Special Needs PBV units in Upper Saddle River, NJ. The development will increase affordable housing for extremely low-income to low-income seniors and special needs units.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit? Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If yes, please describe:</p> <p>HABC audit completed for fiscal year ending 3/31/2020 found maintenance of decades old tenant files in non-compliance. HABC has taken proactive steps in addressing archiving of older files, and implementing more internal controls of archiving/maintenance of their files. Due to turnover of key executive finance level staff HABC incorrectly filed 1099 and 1096 forms for the years 2017,2018, and 2019. The HABC will implement proper internal controls to ensure the timely filing of the 1099 and 1096 forms.</p>
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials.</p> <p>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.</p>
B.6	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p>HABC continues to stay on track with its recent submitted 5-yr Plan covering 2020-2025. Most current project Upper Saddle River projected be on line in the upcoming FY. Our other projects in Fort Lee, North Arlington, Woodcliff Lake and Closter New Jersey are in their planning stages. HABC is still providing permanent housing to our homeless households, pulling applicants from our HCV waiting list, and continuing to provide homeless prevention assistance to at-risk families.</p>
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

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

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

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

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

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. [24 CFR §903.7\(a\)\(2\)\(ii\)](#)

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

- B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

☒ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using 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 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 §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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