

1.0	PHA Information PHA Name: <u>City of Tempe Housing Authority</u> PHA Code: <u>A031</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2011</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>1082</u>																										
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:30%;">Participating PHAs</th> <th rowspan="2" style="width:10%;">PHA Code</th> <th rowspan="2" style="width:20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width:15%;">Programs Not in the Consortia</th> <th colspan="2" style="width:25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width:10%;">PH</th> <th style="width:15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1: N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1: N/A						PHA 2:						PHA 3:					
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <p>The HCV Administrative Plan was updated and adopted by the City of Tempe's City Council on February 24, 2011 to include language and policy revisions due to federal regulations, changes in administrative policies and the addition of Chapter 17, Project Based Vouchers. The Plan revised policies to reflect the new SSN disclosure and documentation requirements and revised EIV regulations and requirements. Other PHA revisions taken since the PHA's last Annual Plan include:</p> <p>Interim Reexaminations. Effective March 1, 2011, The PHA will not conduct an interim increase recertification <i>unless</i>: 1) the effective date of the change is within 5 months or more from the annual reexamination date and/or, 2) the amount of the increase results in a \$100.00 or more change in TTP. An interim reexamination <i>will not be</i> conducted for changes that occur due to wage-to-wage increases and Social Security COLA increases. Regardless of this PHA policy, all changes must be reported within 10 business days of their occurrence.</p> <p>Project Based Vouchers. The PHA added and adopted Chapter 17, Project based Vouchers to its Administrative Plan. The PHA may chose to project base vouchers some time in the future provided that project basing the vouchers would serve to 1) increase the supply of housing for persons in need or 2) sustain otherwise unsustainable Housing for low-income person in need.</p> <p>Utility Allowances. Effective January 4, 2011, the PHA reviewed and revised its utility allowances to determine if they are too high. Changes in utility allowances are implemented immediately, but not later than the next regularly scheduled reexamination of family income.</p> <p>Rent Reasonableness. In March of 2011, the PHA hired a Housing Consultant to review and revise the PHA's Rent Reasonableness system. This entailed a market study and implementation of a rent reasonableness methodology for the PHA's jurisdiction. This will ensure that the rent reasonableness test for a unit includes current market rents and that a fair rent is paid for each unit rented under the HCV program.</p> (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.																										

The referenced documents were available for public review and comment on the City's website and at the following locations: City of Tempe Housing Services (main office lobby and official website) 21 E. 6th St. Tempe, AZ 85281- and the PHA's website at www.tempe.gov/housing. Public access to information regarding any activity outlined in this plan can be obtained by contacting the Tempe Housing Services Office at (480) 350-8950.

PHA Plan Elements:

1. *Eligibility, Selection and Admissions Policies* – The PHA reviewed its HCV wait list preference system to ensure it is meeting its local housing needs and priorities. On August 19, 2010 the PHA held a public hearing and adopted a resolution to revise its preference system for the selection of applicants to the Section 8 Housing Choice Voucher Program. The preference point system was adjusted to give higher preference points to an applicant who is homeless in the City of Tempe. The PHA will offer the following local preferences:

1. INVOLUNTARILY DISPLACED BY FEDERAL OR LOCAL GOVERNMENT ACTION

To qualify for this preference, the applicant is or will be involuntarily displaced if the applicant has vacated or will vacate his/her housing unit as a result of one or more of the following actions:

- Activity carried on by an agency of the United States or by any State or local Governmental body or agency in connection with code enforcement; or
- a public improvement or development program; or
- due to uninhabitability as a result of a natural disaster such as a fire or flood.

Verification of Involuntary Displacement will be verified by Certification from a unit or agency of government that you have been or will be displaced by government action, or due to uninhabitability due to a natural disaster (i.e., fire or flood).

PREFERENCE POINTS: 200

2. HOMELESS IN THE CITY OF TEMPE

To qualify for this preference, the applicant must lack a fixed, regular, and adequate night-time residence; and have primary night time residency that must meet one of the following criteria:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations; or
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings,
- a transitional project that is designed to provide housing and appropriate support services to homeless persons to facilitate movement to independent living within 24 months.

Homeless in Tempe: Residency in Tempe prior to becoming homeless will be verified with the shelter and/or transitional living program the individual and/or family is staying.

PREFERENCE POINTS: 150

3. RESIDE IN THE CITY OF TEMPE

To qualify for this preference, applicant must meet at least one of the following criteria:

- Lessee (tenant); must have a current lease with the legal owner/landlord of the rental property; or
- Household member; must be listed on a current lease as legally living in the rental property as a member of the Lessee's household; or
- Lessee (tenant); must be legally responsible for rent payments to the legal owner/landlord of the rental property.

Residency will be verified with the legal owner/landlord of the rental property.

4. WORKING, OR HIRED TO WORK, IN THE CITY OF TEMPE

To qualify for this preference, the Head of Household and/or Spouse or Co-Head or Sole Member must meet at least one of the following criteria:

- be physically employed in the city limits of Tempe; or
- have been notified that they are hired to work in the city limits of Tempe; or
- employed in the city limits of Tempe through an internship or other training program designed to prepare individuals for the job market may qualify for this preference.

Employment will be verified with the employer. An applicant shall be given the benefit of the working family preference if the Head of Household and/or Spouse or Co-Head or Sole Member is age 62 or older, or is a person with disabilities and is homeless and/or resides in the City of Tempe.

PREFERENCE POINTS: 100

MAXIMUM POINTS POSSIBLE: 450

The City of Tempe Housing Services (THS) Section 8 Administrative Plan is available at www.tempe.gov/housing, for all policies that govern eligibility, selection and admission policies.

PROJECT BASED VOUCHERS (PBV) – The PHA is in the administrative process of exploring and implementing a Section 8 Project-Based Voucher (PBV) program which is a component of the Section 8 Housing Choice Voucher (HCVP) program. The PBV program will provide long term project-based affordable housing for very low and extremely low households. Implementation of the PBV program and completion of the HUD approval process is contingent on HUD’s determination on an external development matter. If resolved by the developer, the PBV program is expected to be adopted by council by the end of calendar year 2011.

The HCV tenant-based voucher program regulations will also apply to the PBV program. Consequently, many of the PHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

PHA Policy

Except as otherwise noted in Chapter 17 of the City of Tempe’s HCV Administrative Plan, or unless specifically prohibited by PBV program regulations, the PHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA’s waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to the PHA’s tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d) , FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B.

Although the PHA is prohibited from granting preferences to persons with a specific disability, the PHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing;
and for whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy. If the PHA has projects with more than 25 percent of the units receiving project-based assistance because those projects include “excepted units” (units specifically made available for elderly or disabled families, or families receiving supportive services), the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b)].

PHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for “excepted units,” mobility impaired persons for accessible units). The PHA will not offer any additional preferences for the PBV program or for particular PBV projects or units.

HUD-Veterans Affairs Supportive Housing (VASH) Vouchers – In a joint effort between the City of Phoenix Housing Authority and the Department of Veterans Affairs (VA) to provide supportive housing to homeless Veterans, the PHA is in the process of approving VASH Vouchers into its jurisdiction. The VASH voucher will be administered under the PHA’s current Section 8 program.

Family Unification Program (FUP) Vouchers - In December 2009, the PHA applied for Family Unification Program (FUP) funding vouchers for youth aging out of Foster Care and was informed in October 2010 that the PHA was not awarded. The PHA will continue to seek funding when available.

On January 19, 2011, the PHA consulted with the Resident Advisory Board (RAB) on the approval of the Annual Agency Plan and revisions to the THS Administrative Plan. No Comments were received by the PHA.

2. **Financial Resources - (Attachment A) 2011 draft budget, including state and federal rental subsidy**



az031a01.pdf

3. **Rent Determination - The City of Tempe Housing Services (THS) Section 8 Administrative Plan is available at www.tempe.gov/housing for all policies that govern rent determination policies.**

4. **Fiscal Year Audit - (Attachment B) – Fiscal Year 2010 Audit**



az031b01.pdf

5. **Violence Against Women Act (VAWA) - City of Tempe Housing Services (THS) - Violence Against Women Act (VAWA) Activities**

The THS Section 8 Administrative Plan was updated in August 2010 and adopted February 24, 2011 to reflect current regulation and policy changes to support victims of domestic violence, dating violence, sexual assault or stalking. The Plan contains descriptions of VAWA in Chapter 12-II.E. Terminating the Assistance of Domestic Violence, Dating Violence, or Stalking Victims and Perpetrators [24CFR 5.2205] and Chapter 16, Program Administration includes the following description, activities, services, or programs offered by an agency, either directly or in participation with other services providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking.

The City of Tempe Housing Services (THS) Section 8 Administrative Plan is available at www.tempe.gov/housing, for all policy reference regarding VAWA.

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

Homeownership Programs.

The PHA continues to offer a single down payment assistance grant funded by HOME and Community Development Block Grant (CDBG) funds for income eligible and qualified families when available by HUD. In fiscal year 2010-2011, the PHA assisted 13 homeowners with down payment assistance; disappointingly, none were Section 8 households. The total number assisted decreased in the fiscal year and most was attributed to the bad economy, never the less, the PHA continues to be steadfast in its delivery of the program and continues to work with homeowner counselors in preparing the households for homeownership. Due to budget reductions in grant funding for FY2011-2012, the PHA will limit the number of families participating in Section 8 homeownership. Assistance will be based upon available funding at the time of application for the Homeownership program.

Actions the PHA undertook to implement the program this year include the renewal of the PHA's grant funding for one Family Self-Sufficiency (FSS) Coordinator position. This position will assist in the administration of the existing FSS program and homeownership programs which include the Community Assisted Mortgage Program (CAMP) and the Section 8 Homeownership program. Both programs will use HOME and Community Development Block Grant (CDBG) and Individual Development and Empowerment Account (IDEA) as the funding sources.

Project Based Voucher. (Attachment C) The PHA adopted Chapter 17, Project based Vouchers to its Administrative Plan on February 24, 2011. The PHA may choose to project base vouchers sometime in the future provided that project basing the vouchers would serve to 1) increase the supply of housing for persons in need or 2) sustain otherwise unsustainable Housing for low-income person in need.



az031c01.pdf

7.0

	<p>On January 19, 2011, the PHA consulted with the Resident Advisory Board (RAB) on the approval of version az031v01 of the Annual Agency Plan and to discuss the revisions to the Tempe Housing Services Administrative Plan. No Comments were received by the PHA for this meeting.</p> <p>On April 22, 2011, the PHA received a request to revise its Annual PHA plan which was submitted to the Department of Housing and Urban Development (HUD), Phoenix Field Office on April 7, 2011. The revision includes statements for Section 7.0, Homeownership Programs, and Project-based Vouchers. The statements include a description of the Section 8 Homeownership program administered by the agency or for which the PHA has applied or will apply for approval as noted in the agency's 5-year plan for FY2010-2014. The statements also include any homeownership programs administered by the agency for which the PHA applied or will apply for approval.</p> <p>Because the revision constitutes a substantive change, per HUD regulation, the PHA consulted the Resident Advisory Board on May 16, 2011 and published a 45-day public notice on May 18, 2011. City Council adopted the revision on July 7, 2011 and the Plan was resubmitted to HUD on July 8, 2011. No Comments were received by the PHA.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. N/A</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>On March 7, 2011, the PHA posted public notice on the opening of its Section 8 Housing Choice Voucher Program. The PHA's Section 8 wait list had not been opened since November 2008. The timeframe the wait list would remain open was from Monday, April 11, 2011 @ 11:00 AM through Wednesday, May 11, 2011 @ 5:00 PM. Pre-applications would be accepted online only and persons with special needs, or those who are disabled and need accommodations, could request in writing, a pre-application to be mailed to them. Upon the closing date and time on May 11, 2011, the PHA received 5154 preapplications.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>(c) PHA's must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) N/A</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) N/A</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) N/A</p>

- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) **N/A**
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) **N/A**
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. **NO RAB comments**
- (g) Challenged Elements. **NO Challenged Elements.**
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) **N/A**