

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 8/30/2011
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1.0	PHA Information PHA Name: _City of Glendale, Arizona Community Housing Division_____ PHA Code: _____ AZ003_____ PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): __07/01/2015__					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____155_____ Number of HCV units: _____1054_____					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input 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.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
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: Glendale Community Housing is responsible for providing safe, decent and affordable housing for eligible Glendale residents who would otherwise live in substandard housing, or would be homeless.					
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. Goal: Provided funding exists, maximize the current level of affordable housing for as many low-income, very low-income, and extremely low-income eligible families as possible by maximizing voucher usage. Objective: Maintain Unit Months Leased or Housing Assistance Payment subsidy at 98%-100% of available vouchers or budget authority. Objective: Work to collect HAP overpayments and fraud recovery. Goal: Continue to provide an improved living environment. Objective: Complete inspections on all Section 8 and Public Housing units annually and when otherwise deemed necessary. Objective: Continue to partner with City Public Safety to provide ongoing police support and presence, to continue to lower crime rates in the rental communities. Objective: Continue to modernize Public Housing units as funding becomes available. Goal: Partner with and educate landlords to maximize effectiveness of the Section 8 program. Objective: Work with landlords to educate them on successful landlord practices. Goal: Work toward making Public Housing properties as energy efficient and environmentally friendly as possible. Objective: Educate tenants on appropriate water savings and energy savings. Objective: Continue to replace aging HVAC units, windows and doors with more efficient products as funding becomes available. Goal: Ensure equal opportunity and affirmatively further fair housing. Objective: Continue to use preferences for application/wait list process for elderly and disabled applicants. Objective: Refer Section 8 families to Community Legal Services for issues brought to our attention. Objective: Track those individuals needing translation services to ensure access to programs is not hindered due to language barriers.					

6.0	<p style="text-align: center;">PHA PLAN UPDATE</p> <p>See the Memorandum (Attachment A) detailing the modifications to the PHA Plan for Fiscal Year beginning July 1, 2015.</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Modifications to the - 2015 Agency Plan affect the following Plan elements:</p> <p>Element #1 - Eligibility, Selection, Admissions Policies Element #2 - Financial Resources Element #3 - Rent Determination Element #4 - Operations and Management Element #9 – Pets (Public Housing only) Element #11 - Fiscal Year Audit Element #13 – Violence Against Women Act (VAWA)</p> <p>OTHER</p> <p>Declaration of Trust (DOT). The DOT is not a required part of the Plan template. Glendale Housing (AZ003) certifies compliance with federal DOT requirements to execute and record a current DOT.</p> <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.</p> <p>The PHA 5 Year and Annual Plan may be obtained on the City of Glendale, Arizona website at www.glendaleaz.com, and at the Glendale Community Housing Administrative Offices located at 6842 N.61st Avenue, Glendale, Arizona.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>In accordance with Federal Register, Public Housing Capital Fund Program; Final Rule, published October 24, 2013, the Capital Fund program has been “de coupled” from the PHA Plan process. See HUD form 50075.2 approved by HUD on April 15, 2014.</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.</p> <p>In accordance with Federal Register, Public Housing Capital Fund Program; Final Rule, published October 24, 2013, the Capital Fund program has been “de coupled” from the PHA Plan process. See HUD form 50075.2 approved by HUD on April 15, 2014.</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.</p> <p>In accordance with Federal Register, Public Housing Capital Fund Program; Final Rule, published October 24, 2013, the Capital Fund program has been “de coupled” from the PHA Plan process. See HUD form 50075.2 approved by HUD on April 15, 2014.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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>

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.

The City of Glendale owns and operates 155 Public Housing units, and there are 1054 baseline vouchers allocated for the Section 8 Housing Choice Voucher program. Currently there are 856 families on the waiting list for the Section 8 program, and 651 families on the waiting list for the Conventional Public Housing program.

According to the Analysis of Impediments to Fair Housing, 2010, hereafter Analysis, 16.1% of the Glendale population is in the very-low income category, 11.1% fell into the low-income category, and 20.2% fell into the moderate income category. Those with highest poverty rate in Glendale at 30%, are female head of household families with no spouse present, compared to 10% married-couple families.

According to the Strategic Housing Study, hereafter, Study, of those living in poverty in Glendale, 26% are renters; 72% of renters living in poverty are families, and the rest are living alone or with unrelated persons. Of the renter households in Glendale who live below the poverty line, 15% receive Social Security Income and have housing needs. 28% of those living in poverty have a disability.

The Study states that based on the median rents for apartments and single family homes, it is estimated that 62% of Glendale renters can afford a one-bedroom rental unit. 51% of renters can afford the median priced two-bedroom unit, and only 21% can afford to rent a single-family home. Even so, Glendale median rents are low compared to surrounding areas. According to the U.S. Census 2006 ACS cited in the Study, three bedroom units account for 17%, two-bedrooms 39% and 1-bedroom units account for 35% of those units rented in Glendale. Four-bedroom units account for 5%, five-bedrooms 1%, and studios, 3%.

According to the Study, the largest gap in affordable housing is most prominent for those renters who earn less than \$20,000 annually. Affordability is determined when the cost of rent and utilities does not exceed 30% of the household's annual income. The renters in this income bracket need to pay \$450 or less rent and utilities each month to be considered living in affordable housing. Of the 10,200 renters in Glendale, including those who are assisted with Section 8 vouchers, one third is paying affordable rent. The City of Glendale has approximately 3,700 units that are affordable to these renters, which leaves 6,500 households in need of more affordable housing.

9.0

According to the most recent U.S. Census Bureau 2011-2013 American Community Survey (DP04), there are 34,510 renter-occupied housing units that account for 44% of the total occupied housing units within the City of Glendale. Of these units, the majority, 35.1%, are 1-person households, which is consistent with the majority on the Public Housing wait list at 41%, who are waiting for a one-bedroom unit. Those two person households in Glendale account for 23.1%, while 28% of those on the Public Housing wait list are waiting for a two-bedroom unit. Three person households account for 15.7% of the renter-occupied units in Glendale, where 22% of those on the Public Housing wait list are waiting for a three bedroom unit. Four or more person households occupy 26% of the renter occupied units in Glendale, but only account for 9% of those on the Public Housing wait list. While it appears that the greatest need of those on the wait lists is one and two bedroom units, it is difficult to compare household size of Glendale renters and those on the wait list. The Census data does not provide information on how many persons occupy each bedroom size, and Glendale Community Housing occupancy standards dictate bedroom size for assisted families. Additionally, Glendale Community Housing does not track bedroom sizes for those on the Section 8 wait list; because that is determined during the eligibility process.

The Study found that of those renters who cannot find rental housing in their price ranges, 16- 25% are elderly. On the Glendale Community Housing Section 8 wait list, 9% are elderly and 11% of those on the Public Housing wait list are elderly (HUD considers elderly those 62 years and older, where the U.S. Census and the Study considers the elderly age 65 and older). Of the disabled population in Glendale, 28% have a disability and might also be elderly. On the Section 8 wait list 12% are disabled, and 14% of those on the Public Housing wait list are disabled. The Study concludes that for the majority of these populations, either their housing needs are being met, or they are in housing that exceeds their affordability.

The most prominent race on both the Public Housing and Section 8 wait lists is black at 50% and 47%, respectively. Glendale's black population accounts for only 11% of the renter-occupied housing units. Whites come in second on the wait lists at 41% and 45% respectively, with that population accounting for 47.4% of the renter-occupied units in Glendale. The third highest population on the wait lists is Hispanic with 26% on the Public Housing wait list and 17% on the Section 8 wait list. Glendale's Hispanic population accounts for 36.4% of Glendale's renter-occupied units.

According to the ACS cited in the Study, half of Glendale's rental units were built before 1980. More than half of Glendale rental units were built between 1970 and 1989. Only 13% of Glendale rental units were built during the 1990s and 14% were built prior to 1950. 14% of Glendale rental units built since 2000. The Strategic Housing Study shows that there are very few census tracts in Glendale with condition issues, with only 0.7% units considered substandard because they lack full kitchens and/or plumbing. Most housing units in Glendale are in good condition.

The Analysis results show that 20% of Glendale residents surveyed felt an obstacle to fair housing is the lack of sufficient quality housing, with other obstacles cited being public transportation (20%), insufficient income (23%), race/origin (7%), and disability and/or age (3%). Geographically, 68% of those surveyed felt that housing choices were not limited to certain areas or neighborhoods.

Glendale Community Housing continues to market the Section 8 program to landlords across the City of Glendale. Glendale Community Housing ensures that both the Section 8 and Public Housing units comply with HQS an UPCS, and holds landlords and families accountable for non-compliance. Glendale Community Housing administers the programs to maximize the funds and units available to families in need of housing. Demographically, the population served by the programs closely mirrors that on the wait lists with the exception of the black population, which is higher on the wait lists. The housing needs for the elderly and/or disabled population are being met with a low percentage of those in poverty in need of affordable housing.

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> <p>CHD will continue the commitment to improve and enhance the physical condition, curb appeal, and site beautification of the current Public Housing properties. Section 8 families will continue to be encouraged to move toward employment and independence from housing assistance into market rate rental housing. Assisting families to achieve independence will help stabilize the community and increase the availability of assisted housing to other families on the waiting list. CHD has adopted admissions policies to support and encourage work, as well as preferences for those who are elderly and disabled for both waiting lists. Glendale Housing continues to meet the Housing Choice Voucher regulatory requirements that 75% of new admissions for Section 8, and 40% of those new admissions to the Conventional Public Housing program are extremely low income. Both programs are administered in accordance with HUD published income limits, which includes extremely low-income families and individuals.</p> <p>Glendale Housing will continue to open the public housing waiting list for new applicants, and will monitor the Section 8 waiting list and open for applicants if numbers decrease due to ongoing admission and lease up of eligible applicants.</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. (Submitted with the 5-Year Plan.) SEE BELOW</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" SEE BELOW</p>

10.0(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

Goal: Provided funding exists, increase the current level of affordable housing for as many very low, low, and moderate income families as possible by maximizing voucher usage.

- **Objective:** Provided adequate funding is made available, increase the current level of affordable housing stock and maximize voucher use through voucher lease-up efforts and payment standard management.

Outcome: Given the sequestration and the Great Recession, Glendale Community Housing successfully balanced the use of budget authority with units months leased. Glendale Housing not only successfully managed the programs during the financial down turns, the usage of available HAP increased from 88% to 101%, while the unit months leased increased from 95% to 99% over the past five years.

-In the Conventional Public Housing Program, during this same period, Glendale Community Housing was able to maintain occupancy levels and available units while the City of Glendale cut general fund support for operations and maintenance.

- **Objective:** Work to collect HAP overpayments due to landlord foreclosures.

Outcome: Provided information to clients regarding their rights under the Protecting Tenants at Foreclosure Act. This information included the requirement that Section 8 assisted families notify Glendale Community Housing immediately upon their becoming aware of the foreclosure. In some cases, this made it possible to hold HAP payments timely and avoid having to collect overpaid HAP, or the loss of HAP that is not collectable. Monitored foreclosure by working with the Neighborhood Services office who maintained a list of newly foreclosed on properties in Glendale, and by tracking the sale dates of foreclosed properties on the Maricopa County website. Contracted with a collection agency to collect overpaid HAP, a process that continues to collect overpaid funds. Since 2012, Glendale Housing has experienced a drastic decrease in the number of foreclosures, but Glendale Housing continues to utilize the collection agency to collect monies owed by both landlords and participant families. -Maintain a list of non-compliant landlords who have been sent to collections; will not approve the tenancy request for landlords who refuse to return overpaid funds to the Housing Authority.

Goal: Continue to provide an improved living environment.

- **Objective:** Complete HQS on all Section 8 and Public Housing units annually.

Outcome: Per PIC, 100% of Section 8 HQS inspections are completed on time. Abated HAP for those units that did not meet HQS requirements by the due date, and issued vouchers to those families whose rental properties were not brought into compliance. Each Public Housing unit was inspected three times annually. The inspections included preventative maintenance and housekeeping. Glendale Public Housing earned a High-Performer rating in PHAS score for each of the five years covered by the 2010-2014 Five-Year Plan, including a 95.6% PHAS REAC score during fiscal year 2014-15.

- **Objective:** Continue to partner with City Public Safety to provide ongoing police support and presence, to continue to lower crime rates in the rental communities. Complete the Annual safety and security analysis via City's Homeland Security Plan and PD's Crime Prevention Team.

Outcome: Partnered with the Glendale Police Department to have a law enforcement officer assigned to the Public Housing communities, offering assistance with Section 8 families as well. Implemented a knock-and-talk program where the officer visits new tenants; welcomes them and discusses the zero tolerance for crime in the Glendale Public Housing communities. Capital funds were utilized to improve the security lighting around the properties. Due to City budget constraints and reorganization, the Housing Authority's ability to complete an annual safety and security analysis through the Homeland Security Plan and PD's Crime Prevention Team was indefinitely placed on hold. Crime remains low due in large part to the aforementioned efforts. Glendale Community Housing tracks and ensures all employees attend the National Incident Management System training to ensure they have the basic knowledge required in the event of an emergency. Emergency preparedness information is provided in the Glendale Housing lobby.

- **Objective:** Continue to modernize Public Housing kitchens and bathrooms as funding becomes available.

Outcome: For the past five years, Glendale Community Housing has successfully applied for and received Community Development Block Grant funds that have enabled the Housing Authority to continue with the modernization of bathrooms and kitchens. Modernization has included new sinks, bathtubs, toilets, fixtures, and countertops. This funding has also afforded Glendale Community Housing with the opportunity to replace windows and doors, roofing and grounds xeriscaping, which has improved the aesthetics of the units as well as improved energy efficiency and future water usage.

Goal: Partner with and educate landlords to maximize effectiveness of the Section 8 program.

- **Objective:** Work with landlords to educate them on successful landlord practices.

Outcome: Met with Glencroft Retirement Community to educate key staff members about the Section 8 program and serving as a landlord for Section 8 assisted families. As part of the Glendale Police Department's crime-free presentation to Glendale landlords, Glendale Community Housing provided program information to landlords unfamiliar with the Section 8 program and encouraged participation by discussing the obligations of assisted families including lease compliance, rent payments, the Housing Authority's zero tolerance of crime and enforcement of family obligations. Glendale Community Housing also implemented a landlord briefing program where all new Section 8 landlords or those who are unfamiliar with their obligations as a Section 8 landlord are required to attend a program briefing to discuss both landlord and tenant obligations under the program. Marketed to non-participating landlords by faxing informational flyers and a "For Rent" form to complete and return to our office to be distributed to program participants. Marketing is done on a quarterly basis and includes multi-family complexes that are in locations that assist with deconcentration efforts.

SEMAP touches on all of our goals. Glendale Community Housing has received a High-Performer rating in SEMAP score for each of the five years covered by the 2010-2014 Five-Year Plan.

Goal: Work toward making Public Housing properties as energy efficient as possible.

- **Objective:** Educate tenants on appropriate water savings and energy savings.

Outcome: Glendale Community Housing provides information to Public Housing residents on the importance of conserving electricity and water, and provides tips on how to conserve energy in the quarterly newsletter. In an effort to maximize energy usage and efficiency, during the modernization of the kitchens and bathrooms, Glendale Community Housing purchased low-flow kitchen and bath fixtures and Energy Star rated appliances.

- **Objective:** Continue to replace aging HVAC units, windows and doors with more efficient products as funding becomes available.

Outcome: The Community Development Block Grant enabled Glendale Housing to replace old, low-efficient single-pane windows with energy efficient low-e dual pane windows. The funding also enabled the Housing Authority to purchase better insulated roofing, turbine fans to assist with hot air elimination, and energy-efficient metal exterior doors.

Goal: Do not over lease the Section 8 program.

- **Objective:** Given the unpredictable changes in the economy and tenant income, balance the number of vouchers with the HAP payments within the confines of available funding.

Outcome: Glendale Community Housing was successful in managing the Section 8 program voucher lease up. Given the challenges of the economic downturn and the sequestration during the past five years, Glendale Community Housing has successfully balanced voucher usage and budget authority. Unit months leased averaged 98% over the past five years, while operating within the authorized budget authority.

Goal: Ensure equal opportunity and affirmatively further fair housing.

- **Objective:** Continue to use preferences for application/wait list process for elderly and disabled applicants.

Outcome: Glendale Community Housing has continued to provide preference points for those elderly and disabled applicants on the wait list. Glendale Community Housing partnered with a regional prevention initiative to reduce chronic homelessness by providing voucher assistance to five Glendale chronically homeless single persons most at risk of premature death. In addition, Glendale Community Housing partners with the City's Community Revitalization Division and Community Legal Services to educate tenants, landlords, and City staff persons about Fair Housing laws. Invitations are sent to all Glendale Section 8 assisted families and Glendale Public Housing residents.

- **Objective:** Refer Section 8 families to Community Legal Services for issues brought to our attention.

Outcome: Glendale Community Housing staff continues to refer Section 8 assisted families to Community Legal Services when they feel they need legal assistance for housing related issues.

10.0 (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

Significant Amendment. A significant amendment and substantial deviation/modification to the 5-Year Plan or Annual Plan includes a major deviation from any activity proposed, or policy provided in the agency plan that would affect services or programs provided to residents. Glendale Community Housing will use basic criteria for determining what constitutes a change in programmatic activity significant enough to be classified as a "significant amendment" to the 5-Year Plan and Annual Plan. A change in federal rules or regulations that mandates an alteration in current programmatic operations would not be considered a "significant amendment", but rather a conforming regulatory requirement. This definition does not include budget revisions, changes in organizational structure; or minor policy changes.

Substantial Deviation/Modification. A substantial deviation/modification from the Housing Authority's 5-Year plan is defined as any change to the overall mission or to the goals or objectives outlined in the Plan. Changes deemed "Substantial Deviation" must have board approval before implementation.

The following criteria are used to determine whether a programmatic change constitutes a "Substantial Deviation/Modification" to the 5-Year and Annual Plans.

- Discretionary changes (changes that are not mandated by regulation) in the Plans or policies of Glendale Community Housing, which fundamentally change the mission, goals, objective or plans, and require formal approval of the Board.
- Discretionary changes of a significant nature to the rent, admissions policies, or the organization of the waiting list.
- Any change in the planned or use of replacement reserve funds under the Capital Fund that exceeds 20% of the City of Glendale Community Housing's annual budget.
- Proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposals are considered by HUD to be significant amendments to the CFP 5 Year Action Plan.

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> <ul style="list-style-type: none">(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)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(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.(g) Challenged Elements(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant

eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and 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.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development.

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) Demolition and/or Disposition. With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units

along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant

amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**
- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.



**ATTACHMENT A
DETAIL OF SECTION 6**



**City of Glendale, Arizona
Community Housing Division
(AZ003)**

Agency Plan

PHA 5-Year and Annual Plan, HUD-50075 form

5 Year Plan (2015-2019) and Annual Plan for Fiscal Year 2015

The following PHA Plan (Agency Plan) elements have been revised by the City of Glendale, Arizona Community Housing Division (PHA) since the last Agency Plan submission:

ELEMENT #2 FINANCIAL RESOURCES

Sources	Dollar Amount	Comments
Federal Grants Estimated – FY2015-2016		
- Public Housing Operating Funds	\$559,845	
- Public Housing Capital Fund	\$193,954	See Five Year CFP
- Annual Contrib. for Sec 8 Tenant- Annual Contrib. for Sec 8 Tenant-Based Assist.	\$0	
a) Housing Assistance Payment	\$8,075,425	
b) Administrative Funding	\$801,296	Administrative Fee & Portability Administrative Fee
Public Housing Dwelling Rental Income	\$314,415	Public Housing Improvements & Administrative Costs
Other Income – City of Glendale	\$274,269	Public Housing Improvements & Administrative Costs
Other Income	\$49,000	Administrative Costs - other
Portability Income	\$3,997,000	Administering Port-in Vouchers
Total Resources	\$14,265,204	

ELEMENT #1 ELIGIBILITY, SELECTION AND ADMISSIONS POLICIES

1) Prohibited and Permissible Inquiries

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 1.0, Fair Housing
- Section 8 Administrative Plan –
 - Section 1.1, Fair Housing

Summary

No inquiries shall be made about a person's actual or perceived sexual orientation or gender identity or expression. However, Glendale Community Housing may inquire about a person's sex in order to determine the number of bedrooms a household may be eligible for under the occupancy standards or to accurately complete HUD's form HUD-50058, Family Report.

2) Definition of Family

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 8.2, Eligibility Criteria
- Section 8 Administrative Plan –
 - Section 3.2, Eligibility Criteria

Summary

Glendale Community Housing included “equal access regardless of actual or perceived sexual orientation, gender identity or marital status” in the FY 2014 PHA Plan, however it is now included in the Section 8 Administrative Plan, Section 3.2, Eligibility Criteria and the Conventional Public Housing Continued Admissions and Occupancy Policy, Section 8.2, Eligibility Criteria.

The February 3, 2012, issue of the Federal Register details the final rule on *Federal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity*. Glendale Community Housing also includes *Marital Status*. PIH Notice 2014-20 provides implementing guidance on the 2012 Final Rule. Glendale Community Housing is in compliance with the statute; the Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan have been updated to include the proper language.

3) Over Income Applicants

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 8.2.C., Eligibility Criteria, Income Eligibility

Summary

Glendale Community Housing does not offer Conventional Public Housing units to over-income families (24CFR §960.503).

4) Homeless Definition (for form HUD-50058, Family Report, Reporting Purposes)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 24.0, Glossary
- Section 8 Administrative Plan –
 - Section 29.0, Glossary

Summary

Glendale Community Housing includes the HUD homeless definition for form HUD-50058, Family Report, reporting purposes:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

or

Any individual or family who:

- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g. family, friends, and faith-based or other social networks, to obtain other permanent housing.

5) Extremely Low Income Definition

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.3, Selection from the Waiting List
 - Section 24.0, Glossary
- Section 8 Administrative Plan –
 - Section 29.0, Glossary

Summary

To include the new definition of Extremely Low Income:

Families whose incomes do not exceed the higher of 30% of the median income for the area (as determined by HUD with adjustments for smaller and larger families) or the Federal poverty level, except that HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family income (defined at <http://www.huduser.org/portal/datasets/il/il14/index.html> as extremely low-income).

ELEMENT #3 RENT DETERMINATION

1) Section 8 Utility Allowance Calculation

- Section 8 Administrative Plan –
 - 11.6, Utility Allowance

Summary

CHD uses the lower of the appropriate utility allowance for the voucher size or the utility allowance amount for the unit size of the unit actually leased by the family. In accordance with the 2014 Appropriations Act, CHD will provide a 60-day notice to families affected by this change.

2) Flat Rent

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 13.4, The Flat Rent
 - Section 15.3, Flat Rents

Summary

Includes a utility allowance for Public Housing Flat Rent and annual market study based on the Rent Reasonableness methodology to ensure Flat Rents are no less than 80 percent of the local Fair Market Rent (FMR) established by HUD. (PIH Notice 2014-12.)

3) Processing Schedule for Interims for Section 8 Tenant Portion Rent Increase

- Section 8 Administrative Plan –
 - Section 14.4, Interim Examinations
 - Section 14.5.B., Effective Date of Rent Changes Due to Interim Recertification

Summary

If a change in family circumstances or income results in a rent increase and the change is reported within 10 days of the change with all required documentation, the adjustment in rent will be made at the next annual recertification.

4) Processing Schedule for Interims for Section 8 Families with Zero Income Reporting Income Increase

- Section 8 Administrative Plan –
 - Section 14.4, Interim Examinations
 - Section 14.5.C., Zero Income Families Reporting Household Income Increases

Summary

Change reports for income increase submitted by families previously reporting zero income will be processed as received, and the adjustment will be made effective the first day of the second month following that in which the change in family income occurred.

5) Income Exclusions

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 11.2.H.14, Income Exclusions
- Section 8 Administrative Plan –
 - Section 9.3.H.13, Exclusions From Income

Summary

Includes changes to income exclusion categories as set by HUD in the May 20, 2014 Federal Register, which adds to, replaces, and clarifies the previously published exclusions:

- Adds exclusion of any amounts in an “individual development account” as provided by the Assets for Independence Act, as amended in 2002 (Pub. L. 107-110, 42 U.S.C. 604(h)(4)), listed as exclusion (xxiv);
- Includes previously omitted exclusion of any allowance paid under the provisions of 38 U.S.C. 1833(c) to children of Vietnam veterans born with spina bifida (38 U.S.C. 1802-05), children of women Vietnam veterans born with certain birth defects (38 U.S.C. 1811-16), and children of certain Korean service veterans born with spina bifida (38 U.S.C. 1821)), listed as exclusion (xvi);
- Clarifies the criteria for Section 8 participants for exclusion (viii); and
- Corrects the timeline of exclusion (xxiii) for settlements payments pursuant to the case entitled *Elouise Cobell et al. v. Ken Salazar et al.*
- Modifies the exclusion for judgment funds awarded by the Indian National Gaming Commission;
- Clarifies exclusion from deferred US Department of Veterans Affairs disability benefits;

- Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010;
- Includes payments from the proceeds of certain Indian Tribal Trust Cases;
- Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

6) Repayment Agreements (Promissory Notes)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 19.0, Repayment Agreements
- Section 8 Administrative Plan –
 - Section 23.0, Repayment Agreements

Summary

Clarifies that program participants owing \$50 or more may enter into a formal repayment agreement. Section 8 participants will not be allowed to move until the debt is paid in full.

Public Housing participants will not be allowed to transfer to Section 8 until the debt is paid in full.

7) Annual Income Determination

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 11.0, Annual Income
 - Section 15.10, Zero Income/Insufficient Income Reporting
 - Section 24.0, Glossary
- Section 8 Administrative Plan –
 - Section 9.2, Annual Income
 - Section 31.1, Annual Income, Calculation
 - Section 29.0, Glossary

Summary

States CHD will use actual past income based on family-provided documentation required for eligibility and ongoing annual recertifications to determine family annual income. Reported changes to income by families will be addressed through change reports and interim examinations.

8) Adding Persons to an Assisted Household

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 15.6.A., Interim Examinations
- Section 8 Administrative Plan –
 - Section 14.4.A., Interim Examinations

Summary

CHD adds to reasons to consider for adding a person(s) to a household - significant other/partner.

ELEMENT #4 OPERATIONS AND MANAGEMENT

1) Fraud in Any Taxpayer-Funded Assistance Program

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - 8.3.C.6., Suitability
- Section 8 Administrative Plan –
 - Section 2.4.K., Obligations of the Participant, Fraud and other Program Violations

Summary

CHD is including fraud in any public assistance program funded with taxpayer dollars.

2) Translation Services

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - 3.0, Services for Limited English Persons (LEP) Applicants and Residents
 - 7.0, Taking Applications
- Section 8 Administrative Plan –
 - 1.5, Services for Limited English Persons (LEP) Applicants and Participants
 - 4.2, Taking Applications

Summary

CHD will utilize contract translation services for languages other than English, and will no longer allow a friend or family member to translate.

3) Security Deposit Assistance

- Section 8 Administrative Plan –
 - 5.5, Security Deposit Assistance

Summary

Due to changes in HUD funding processes, CHD is removing its option to consider providing security deposits for Section 8 families, and will continue to refer families to other agencies.

4) Occupancy Standards

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - 10.2, Assignment of Bedroom Sizes, Criteria for Unit Assignment
- Section 8 Administrative Plan –
 - 6.0, Assignment of Bedroom Sizes

Summary

CHD is clarifying its occupancy standards to eliminate misunderstandings. This is not a policy change, but to make the policy clear that the occupancy standard must provide for the smallest number of bedrooms needed to house a family without overcrowding, and that the head of household will receive one bedroom, however children under the age of four (4) will not qualify for an additional bedroom.

5) Incoming Portability, Criminal Background

- Section 8 Administrative Plan –
 - Section 8.3.B.2, Portability Procedures, When CHD is the Receiving Housing Authority

Summary

CHD added criminal background checks for incoming portable families, effective July 1, 2012. CHD is clarifying the policy regarding termination of assistance. If the background check results are received prior to receipt of the Request for Tenant Approval (RFTA), and the results are negative, the family will be denied and given the option to return to their initial Housing Authority. If the background check results are received after receipt of the RFTA and the results are negative, the family's assistance will be terminated in accordance with 24CFR §982.355, PIH NOTICE 2004-12, and PIH Notice 2011-3.

6) Criminal Background Check

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 15.1, Recertifications, General
- Section 8 Administrative Plan –
 - Section 14.1., Annual Reexamination

Summary

CHD reserves the right to perform a criminal background check on any family member, with cause.

7) Inspections, Local Standards

- Section 8 Administrative Plan –
 - 12.0, Inspection Policies, Housing Quality Standards, and Damages

Summary

Housing Quality Standards (HQS) are the HUD minimum quality standards for the Section 8 Housing Choice Voucher Program. CHD has additional, and in some cases, higher than the federal HQS standards for units on the Glendale Section 8 program. CHD will include local standards, City and county codes, in the inspection process as well as housekeeping standards.

8) HQS Self-Certification of Certain Failed Items; Landlord Only and Self-Certification Form

- Section 8 Administrative Plan –
 - Section 12.9.D., Abatement
 - Section 12.10. B, Non-Emergency Fail Items
 - Section 12.10.D., Failure to Self-Certify or Falsification of Certification

Summary

CHD will no longer allow Section 8 participant families to self-certify correction of failed inspection items.

Section 8 HQS landlord proof of self-certification changed from documentation submittal to self-certification form submittal.

9) Termination Notice

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 21.8, Notice of Termination of Assistance
- Section 8 Administrative Plan –
 - Section 16.3, Notice of Termination of Assistance

Summary

CHD is clarifying its Notice of Termination to include the inclusion of the form HUD 50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, Or Stalking, to all negative action letters. This is not a policy change, but adds an additional Section in the Administrative Plan.

10) Termination Due to a Disabled Family Member

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 21.9, If Termination is Due to a Disabled Family Member
- Section 8 Administrative Plan –
 - Section 16.4, If Termination is Due To a Disabled Family Member

Summary

CHD is including the option of alternative measures to termination of assistance as a reasonable accommodation, if the behavior of a family member with a disability is the reason for a proposed termination of assistance. CHD will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed termination. If noncompliance with lease or the family obligations continues after the accommodation, assistance will be terminated.

11) Notice of Termination After Hearing Officer Determination to Uphold for HQS 24-Hour Emergency Fail

- Section 8 Administrative Plan –
 - Section 17.3.L., Informal Hearing for Participants, Immediate Notice of Termination for a 24 Hour HQS Fail Termination

Summary

When a participant family requests an informal hearing for termination of assistance due to non-compliance with the notice to cure for a 24-hour Emergency HQS failed inspection, CHD will send the participant family the hearing officer's decision along with a 24-hour notice of termination of assistance. The participant family will be contacted by telephone if contact information is available. The Hearing Officer's decision and 24-hour notice of termination of assistance will be sent by first class mail and also by certified mail to the last known address.

12) Informal Review and Informal Hearing

- Section 8 Administrative Plan –
 - Section 17.2.B, Informal Review for the Applicant, When An Informal Review is Not Required
 - Section 17.3.B, Informal Hearing for the Participant, When An Informal Hearing is Not Required

Summary

CHD clarifies a current policy when the family allows the voucher to expire without requesting an extension, to when a review or hearing is not required.

ELEMENT #9 PETS

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 18.0., Pet Policy

Summary

The City of Glendale continues to retain the authority to regulate animals that are exempt from the pet ownership requirements in accordance with federal, state, or local law (federal register Vol. 73, No. 208, October 27, 2008). Service dogs must be licensed and inoculated as required by local laws. Service dogs/assistance animals must be spayed or neutered.

ELEMENT #11 FISCAL YEAR AUDIT

The Fiscal Year Audit for the Fiscal Year end June 30, 2014 reflects no audit findings for the City of Glendale Section 8 Housing Choice Voucher program and the Conventional Public Housing Program, or subprograms.

ELEMENT #13 VIOLENCE AGAINST WOMEN ACT (VAWA)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.1.G.6., Preferences
 - Section 12.2, Verification
 - Section 21.3.C., Domestic Violence, Dating Violence, Sexual Assault, or Stalking (Violence Against Women Act (VAWA))
- Section 8 Administrative Plan –
 - Section 5.2.G.5., Preferences
 - Section 10.2, Verification
 - Violence Against Women Act Addendum to FY 2015 PHA Plan

Summary

CHD is removing the requirement that form HUD-50066, Certification of Domestic Violence, Dating Violence, Sexual Assault, Or Stalking, be accompanied by a police report, court order, or letter from a medical professional.

The Violence Against Women Act Addendum remains consistent with the services offered by the City of Glendale Police Department.

DECLARATION OF TRUST (DOT)

The DOT is not a required part of the Plan template, however until HUD specifies the DOT submittal process, CHD shall continue to include it in this memorandum. In order to continue to receive funding for the Capital Fund Program (CFP), CHD certifies compliance with federal DOT requirements to execute and record a current DOT.

Summary

All Public Housing acquired, developed, maintained, or assisted with funds under the U.S. Housing Act of 1937 must have a HUD Declaration of Trust recorded against the property with the local Recorder's Office. The Declaration of Trust is a legal instrument that grants HUD an interest in Public Housing properties for 20 years. It automatically extends HUD's financial interest in the

properties by one year, every year that the City accepts federal capital funds. It also provides public notice that the property must be operated in accordance with federal Public Housing rules and requirements, including the requirement not to convey or otherwise encumber the property unless expressly authorized by federal law and/or HUD. The filing of the Declaration of Trust will ensure that the City is in compliance with the Conventional Public Housing program federal regulations, and enables the City to remain eligible to receive federal funds for capital improvements, making it possible to maintain the City-owned Public Housing rental communities.