

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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**Harris County Housing Authority**

**ANNUAL PHA PLAN**

**5 Year Plan for Fiscal Years 2021-2026**

**Annual Plan for Fiscal Year 2020**

PHA PLAN

HARRIS COUNTY HOUSING AUTHORITY

**A PHA Information**

**A.1 PHA Name:** Harris County Housing Authority

**PHA Code:** TX441

**PHA Type:** Administering Housing Choice Voucher (HCV) Only

**PHA Fiscal Year Beginning:** April 1, 2020

**Inventory**

**Number of PH units:** 0

**Number of HCV units:** 4134

**Number of VASH units:** 673

**Submission Type**

Annual Plan

[Omitted-Not Applicable]

**5-Year Plan**

- **Mission:** State the PHA's Mission for serving the needs of the low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.
- **Mission Statement:** To provide quality affordable housing and assist residents in achieving economic independence.
- **Vision Statement:** To be a premier housing authority that is recognized for service to its residents.
- **Guiding Principles:**
  - Assist the most in need and most vulnerable
  - Reduce the number of homeless families
  - Serve homeless and disabled Veterans
  - Improve the self-sufficiency of residents
  - Ensure the safety and well-being of our residents

- Ensure fiscal integrity
- Provide quality management and proper maintenance of our facilities

### PHA Plan Update

a) **See attached Administrative Plan Changes**

b) **Public Access**

- **Public Access**
  - Information regarding any activities outlined in this plan may be obtained by contacting the Main Administrative Office of the PHA.
- **Display Locations for PHA Plans and Supporting Documents**
  - The PHA Plans (including attachments) and supporting documents are available for public inspection at:
    - Main Administrative Office of the PHA
    - PHA website

## B. Annual Plan

### B.1 Revision of PHA Plan Elements

#### Housing Needs and Strategy for Addressing Housing Needs

- Continue to operate HCHA's current Housing Choice Voucher program between 98 and 100% of occupancy as permitted by HCHA's annual budget authority (ABA) and net restricted asset (NRA) account.
- HCHA received an additional 65 VASH voucher in 2016. HCHA currently manages 673 VASH vouchers. The vouchers are set aside to help house homeless veterans. HCHA will continue to work with the VA to house veterans and encourage self-sufficiency.
- Continuing to provide a local preference for homeless families..
- Continuing to meet the Housing needs of families in the Harris County Housing Authority's jurisdiction as identified in the Harris County Consolidated Plan:

Low-income Households: "Low-income households have increased over the last five-year period. According to the 2009 Consolidated Housing Affordability Strategy (CHAS) data from HUD, 32.8 percent of all households in the CSD service area are low- to moderate-income. Of all households with at least one housing need, 78.5 percent of those are low- to moderate-income. This represents 407,155 low-income households. Out of those 407,155 households, 81.8 percent have housing

needs because of a housing cost burden greater than 30% of income, 16.0 percent because of overcrowding, and 2.1 percent because of a lack of plumbing infrastructure.”

Renters/Owners: “According to the 2009 CHAS data, renters constitute 45.9 percent of all low- to moderate income households with at least one housing need and owners comprise 54.9 percent. Based on these totals, both renters and owners are in need of some form of housing assistance, such as rental assistance, housing rehabilitation, and new construction of affordable units. Renter and owner households in need of housing were determined based upon the estimated housing cost deficits and rehabilitation needs of those households.

Large Households: “Large, related households of five or more persons face a number of housing challenges, most notably, finding an affordable residence large enough to accommodate all family members. According to the 2009 CHAS data, this household type accounts for 18.4 percent of all low- and moderate-income households in the CSD service area. Large related households earning less than 30 percent of the Median Family Income (MFI) face major housing affordability deficits, and based on estimated housing cost deficits, low- to moderate-income, large households are identified as having a high housing cost burden. There are 29,155 large, related households with housing needs because of a housing cost burden greater than 30 percent of income in Harris County. In particular, large households earning less than 30 percent of the MFI are faced with cost deficits of as much as \$750 in meeting the fair housing market rent for housing units with three-or-more bedrooms.”

“Large households are threatened with housing-cost burdens due to the cost of existing housing and the lack of large, affordable rental housing units. According to HUD, the monthly fair market rent for three-bedroom units in the Harris County area was \$1,241 in 2011. For very-low (0-30 percent MFI) and low- (31-50 percent MFI) income families of five or more persons, a rent at this rate creates a significant housing deficit, often leading to overcrowding and other housing problems.”

Small Related Households: “Small, related households of two to four persons are also in need of some form of housing assistance. According to the 2009 CHAS data, this household type accounts for 45.4 percent of all low- and moderate-income households in the CSD service area. Small related households earning less than 30 percent of the MFI face housing affordability deficits. There are 76,792 small related households with housing needs because of a housing cost burden greater than 30% of income.”

Other Households: “All other households, primarily single persons living alone, face number of housing problems, most notably issues of substantial cost burden. There are 32,200 other households in the CSD service area with housing needs because of a housing cost burden greater than 30% of income. According to the CHAS data, other households make up 1.5 percent of households facing overcrowding issues.”

Elderly Households: “According to the 2010 U.S. Census, there were 208,085 elderly (65 years and older) occupied housing units in Harris County (including CSD non-service area). According to CHAS data, low income households containing at least one elderly person (age 62 or older) make up 21.9 percent of all low-income households in the CSD service area. Low- to moderate-income elderly households are more likely to be in need of some form of housing assistance, such as minor

rehabilitation, rental assistance, or utility assistance. There are 24,851 other households in the CSD service area with housing needs because of a housing cost burden greater than 30% of income.

Persons with Disabilities: “According to the 2010 U.S. Census Bureau profile for Harris County, there were over 360,000 non-institutionalized persons reporting a disability. As of 2010, the percentage of disabled persons who earned incomes below the poverty level was approximately 8 percent higher than the percentage of persons without a disability below the poverty level. The median earnings of persons between 16 years of age and older with a disability is \$21,949, compared to \$29,316 for persons without a disability. Lower earnings make finding affordable and accessible housing more difficult for those individuals with a disability.”

Persons living with HIV/AIDS: The Texas Department of State Health Services estimates that nearly one third (32 percent) of all People Living with HIV/AIDS (PLWH) in Texas live in the Houston Eligible Metropolitan Area (EMA). According to the City of Houston Quarterly HIV/AIDS report, Texas ranks as one of the states reporting the highest number of cumulative HIV/AIDS cases among residents as of June 2012, with 28,659 AIDS cases and 20,699 HIV cases. Since 2004, the number of PLWH in the Houston EMA has increased by approximately five percent each year. According to the 2010 Texas Integrated Epidemiologic Profile for HIV/AIDS Prevention and Services Planning, nearly half (49 percent) of all persons living with HIV in the Houston EMA were Black males and females, followed by White males and females at 13 percent. Persons with HIV/AIDS generally have a more difficult time retaining employment due to discrimination and/or illness and risks of exposure to illness. These factors, combined with the high costs of health care, result in a greater likelihood for persons with HIV/AIDS to have low incomes and a greater need for affordable housing. Harris County places a high priority on housing projects servicing persons with HIV/AIDS through homeownership, new home construction, single-family home rehabilitation, and rental assistance programs. According to HUD’s 2011 Continuum of Care Housing 2013-2017 Consolidated Plan-Five-Year Strategic Plan 5-7 Inventory Report, Harris County helped fund a number of projects through the AIDS Foundation Houston, totaling almost 300 beds for persons living with HIV/AIDS.

## Deconcentrating and Other Policies that Govern Eligibility, Selection, and Admissions.

### Eligibility

HCHA is responsible for ensuring that every individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by the PHA to confirm eligibility and determine the level of the family's assistance.

To be eligible for the HCV program:

- The applicant family must:
  - Qualify as a family as defined by HUD and the HCHA.
  - Have income at or below HUD-specified income limits.
  - Qualify on the basis of citizenship or the eligible immigrant status of family members.
  - Provide social security number information for household members as required.
  - Consent to the HCHA's collection and use of family information as provided for in HCHA-provided consent forms.
  
- HCHA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or HCHA.

### Selection

1. HCHA will select families from the waiting list as follows:
  - When selecting families that applied in 2016, the PHA will use the following local preferences:
    - a. HCHA will offer a preference to any family that has been terminated from HCHA's HCV program due to insufficient program funding.
    - b. HCHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who are seeking an emergency transfer under VAWA from other covered housing programs operated by the HCHA.
      1. The applicant must certify that the abuser will not reside with the applicant unless HCHA gives prior written approval.
2. HCHA will house up to 100 families who were selected due to qualifying for HCHA's Judge Ed Emmett Mental Health Diversion Program preference. To qualify for the preference, applicants must meet all of the following criteria:
  - a. Qualify as homeless as defined by Section 103 of the McKinney-Vento Act (42 U.S.C. 11302); and
  - b. Be referred to HCHA by Judge Ed Emmett Mental Health Diversion Program.

3. The PHA will issue up to 125 vouchers for homeless families affected by Hurricane Harvey under the HCCSD – Disaster Recovery Housing Case Management Program.
  - a. Qualify as homeless as defined by section 103 of the McKinney-Vento Act (42 U.S.C. 11302);
  - b. The PHA must receive a written commitment from the referring agency (Harris County Community Services Department/Coalition for the Homeless) to provide search assistance and supportive services.
4. The PHA will issue up to 25 Foster Youth to Independence (FYI) Tenant Protection Vouchers (TPV) each year. The PHA will enter into an agreement with the Coalition for the Homeless and The Harris County Protective Services (HAY Center) to assist the youth in achieving self-sufficiency. The agreement will establish timeframes (no more than 36 months) for Youths transitioning out of the foster care system. The PHA will offer a voucher to applicants who meet all the following criteria:
  - a. Has attained at least 18 years and not more than 24 years of age;
  - b. Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 or older;
  - c. Is homeless or is at risk of becoming homeless as defined by section 103 of the McKinney-Vento Act (42 U.S.C. 11302); and
  - d. Are referred to HCHA by a Public Child Welfare Agency (PCWA), i.e. Harris County Child Protective Services (HAY Center) and the Coalition for the Homeless with whom HCHA has executed a Memorandum of Understanding outlining the provider's responsibility to provide supportive services for the referred Youth.
5. Each year, HCHA will issue vouchers to up to 20 families that qualify for HCHA's Shelter Plus Care program preference. To qualify for the preference, applicants must be referred by an agency that administers Shelter Plus Care vouchers on behalf of Harris County Housing Authority. The referring agency must submit a Shelter Plus Care referral form indicating:
  - a. The family is a suitable candidate for HCHA's HCV Program even though the family will no longer be receiving the ongoing social services provided by the Shelter Plus Care Program, and;
  - b. A commitment by the referring agency to provide housing search assistance and supportive services to help the household transition from Shelter Plus Care to HCV, including complying with Housing Choice Voucher program rules.

If HCHA reopens the waiting list before all the families that claim a preference are selected, then HCHA will first select all families from the existing waiting list that claim a preference before selecting from the newer waiting list.

Once all families claiming a preference have been selected, those families from the older waiting list (2016 and later) that do not claim a preference, or who failed to verify for a claimed preference, will be assigned new lottery numbers, along with the applicant families for the newer waiting list.

For example, if a family that applies in 2019 that claims a preference will be selected before the family that applied in 2016 that claimed no preference.

Documentation will be maintained by HCHA as to whether families on the list qualify for and are interested in housing assistance. If a higher placed family on the waiting list is not qualified or not interested in housing assistance, there will be a notation in client's and the family will be removed from the waitlist.

### **Admissions**

Families selected from the waiting list are generally required to participate in an eligibility interview.

If required to attend an eligibility interview, the head of household and the spouse/cohead are required to attend the interview together. However, the PHA may waive this requirement if it imposes an undue hardship on the family. This decision will be made at the sole discretion of HCHA, on a case-by-case basis.

At HCHA's determination, one on one eligibility interviews may be waived, particularly in the event of a high eligibility processing volume. In this situation, families will be required to return the Tenant Information Form along with verifications by a stated deadline, and the PHA will determine initial eligibility without a face-to-face interview.

Verification of information pertaining to adult members of the household not presented at the interview will not begin until signed release forms are returned to HCHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, HCHA will allow the family to retain its place on the waiting list for 30 calendar days. If not, all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, HCHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, HCHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial.

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.



Interviews will be conducted in English. For limited English proficient (LEP) applicants, HCHA will provide translation services in accordance with HCHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact HCHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, HCHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without HCHA's approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3 of HCHA's Administrative Plan.

If the family is not required to attend a face-to-face interview and fails to return the required documentation to HCHA by the stated deadline, a second notice will be mailed with a new deadline. Failure to provide the documentation by the second deadline will result in denial of assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with Chapter 3 of HCHA's Administrative Plan.

If this family provides documentation to HCHA by the first stated deadline, but the Tenant Information form is incomplete, or other documentation is missing, HCHA will send a notification letter to the family stating the additional documentation which is needed and the deadline by which to provide.

If the family fails to provide the required documentation by the second stated deadline, whether the missed deadline is for the original completed packet, or for missing documents, this will result in denial of assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with Chapter 3 of HCHA's Administrative Plan.

HCHA must verify all information provided by the family. Based on verified information, HCHA must make a final determination of eligibility and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

<b>Financial Resources (January 1, 2018– December 31, 2018)</b>	
<b>Annual Contribution for HCV &amp; VASH Tenant Based Assistance</b>	<b>36,892,467</b>
<b>Single Room Occupancy (SRO)</b>	<b>242,338</b>
<b>Mod Rehab</b>	<b>40,581</b>
<b>VASH</b>	<b>1,585,003</b>

Harris County Community and Development

3,517,951

City of Houston

3,900,000

**Financial Resources:**

**Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants 2020</b>		
a. Public Housing Operating Fund		PH Operations
b. Public Housing Capital Fund		PH Properties
c. HOPE IV Revitalization		
d. HOPE IV Demolition		
e. Annual Contributions for Section 8 Tenant-Based Assistance	42,833,710	S8 HAP & Operations
f. Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g. Resident Opportunity and Self-Sufficiency Grants		
h. Community Development Block Grant		
i. HOME		
Other Federal Grants (list below)		
<b>2. Public Housing Dwelling Rental Income</b>		PH Operations
<b>3. Other Income (list below)</b>		
Tenant Charges		PH Operations
Fraud Recovery	178,602	HCV program

<b>4. Non-Federal Sources</b>		
Interest Income	1,114	HCV Program
Port-In/Other Revenue	4,713,804	HCV Operations
<b>TOTAL RESOURCES</b>	<b>\$47,727,230</b>	

- Utilize funding to increase economic security and self-sufficiency.
- Utilize funding to improve housing stability for vulnerable populations, including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless.
- Utilize funding to improve public safety.

**Rent Determination**

**HCHA revises the payment standard at least annually for the Housing Choice Voucher Program. Effective January 1, 2020, the HCHA Payment Standards for subsidized units in the delineated zip codes are as follows:**

Zip Code									
	0 bd	1 bd	2 bd	3 bd	4 bd	5 bd	6 bd	7 bd	8 bd
<b>77005</b>	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182
<b>77014</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77015</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77016</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77029</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77032</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77037</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77038</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77039</b>	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
<b>77040</b>	\$990	\$1,089	\$1,309	\$1,771	\$2,244	\$2,581	\$2,917	\$3,254	\$4,488

77041	\$1,166	\$1,276	\$1,540	\$2,090	\$2,640	\$3,036	\$3,432	\$3,828	\$5,280
77044	\$1,089	\$1,199	\$1,441	\$1,958	\$2,464	\$2,834	\$3,203	\$3,573	\$4,928
77047	\$1,034	\$1,144	\$1,375	\$1,859	\$2,354	\$2,707	\$3,060	\$3,413	\$4,708
77049	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77050	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77053	\$1,034	\$1,144	\$1,375	\$1,859	\$2,354	\$2,707	\$3,060	\$3,413	\$4,708
77058	\$1,001	\$1,100	\$1,331	\$1,804	\$2,277	\$2,619	\$2,960	\$3,302	\$4,554
77060	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77064	\$1,056	\$1,155	\$1,397	\$1,892	\$2,398	\$2,758	\$3,117	\$3,477	\$4,796
77065	\$1,067	\$1,177	\$1,419	\$1,925	\$2,431	\$2,796	\$3,160	\$3,525	\$4,862
77066	\$990	\$1,089	\$1,320	\$1,793	\$2,266	\$2,606	\$2,946	\$3,286	\$4,532
77067	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77068	\$924	\$1,023	\$1,232	\$1,672	\$2,112	\$2,429	\$2,746	\$3,062	\$4,224
77069	\$1,045	\$1,144	\$1,386	\$1,881	\$2,376	\$2,732	\$3,089	\$3,445	\$4,752
77070	\$1,166	\$1,287	\$1,551	\$2,101	\$2,662	\$3,061	\$3,461	\$3,860	\$5,324
77073	\$935	\$1,034	\$1,243	\$1,683	\$2,134	\$2,454	\$2,774	\$3,094	\$4,268
77078	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77082	\$1,089	\$1,199	\$1,441	\$1,958	\$2,464	\$2,834	\$3,203	\$3,573	\$4,928
77083	\$924	\$1,012	\$1,221	\$1,650	\$2,090	\$2,404	\$2,717	\$3,031	\$4,180
77084	\$1,133	\$1,243	\$1,496	\$2,024	\$2,563	\$2,947	\$3,332	\$3,716	\$5,126
77086	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77088	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77089	\$957	\$1,056	\$1,276	\$1,727	\$2,189	\$2,517	\$2,846	\$3,174	\$4,378
77090	\$957	\$1,056	\$1,276	\$1,727	\$2,189	\$2,517	\$2,846	\$3,174	\$4,378
77093	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77094	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182
77095	\$1,100	\$1,210	\$1,463	\$1,980	\$2,508	\$2,884	\$3,260	\$3,637	\$5,016
77336	\$968	\$1,067	\$1,287	\$1,749	\$2,200	\$2,530	\$2,860	\$3,190	\$4,400
77338	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77346	\$1,232	\$1,353	\$1,639	\$2,222	\$2,805	\$3,226	\$3,647	\$4,067	\$5,610
77357	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77365	\$924	\$1,023	\$1,232	\$1,672	\$2,112	\$2,429	\$2,746	\$3,062	\$4,224
77373	\$1,199	\$1,309	\$1,584	\$2,145	\$2,717	\$3,125	\$3,532	\$3,940	\$5,434
77375	\$1,045	\$1,144	\$1,386	\$1,881	\$2,376	\$2,732	\$3,089	\$3,445	\$4,752
77377	\$1,100	\$1,210	\$1,463	\$1,980	\$2,508	\$2,884	\$3,260	\$3,637	\$5,016
77379	\$1,089	\$1,199	\$1,452	\$1,969	\$2,486	\$2,859	\$3,232	\$3,605	\$4,972
77388	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182
77389	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182
77396	\$1,056	\$1,166	\$1,408	\$1,903	\$2,409	\$2,770	\$3,132	\$3,493	\$4,818
77401	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182

77429	\$1,166	\$1,276	\$1,540	\$2,090	\$2,640	\$3,036	\$3,432	\$3,828	\$5,280
77433	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182
77447	\$1,067	\$1,177	\$1,419	\$1,925	\$2,431	\$2,796	\$3,160	\$3,525	\$4,862
77449	\$1,089	\$1,199	\$1,441	\$1,958	\$2,464	\$2,834	\$3,203	\$3,573	\$4,928
77450	\$1,188	\$1,309	\$1,573	\$2,134	\$2,695	\$3,099	\$3,504	\$3,908	\$5,390
77484	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77493	\$1,177	\$1,298	\$1,562	\$2,112	\$2,673	\$3,074	\$3,475	\$3,876	\$5,346
77494	\$1,364	\$1,496	\$1,804	\$2,442	\$3,091	\$3,555	\$4,018	\$4,482	\$6,182
77507	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77530	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77532	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77536	\$1,067	\$1,177	\$1,419	\$1,925	\$2,431	\$2,796	\$3,160	\$3,525	\$4,862
77546	\$1,111	\$1,221	\$1,474	\$2,002	\$2,530	\$2,910	\$3,289	\$3,669	\$5,060
77547	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77562	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77571	\$979	\$1,078	\$1,298	\$1,760	\$2,222	\$2,555	\$2,889	\$3,222	\$4,444
77586	\$924	\$1,023	\$1,232	\$1,672	\$2,112	\$2,429	\$2,746	\$3,062	\$4,224
77587	\$909	\$999	\$1,206	\$1,634	\$2,066	\$2,376	\$2,686	\$2,995	\$4,132
77598	\$1,034	\$1,144	\$1,375	\$1,859	\$2,354	\$2,707	\$3,060	\$3,413	\$4,708

- Build inclusive and sustainable communities free from discrimination.
  - Build energy-efficient and location-efficient communities that are healthy, affordable, and diverse.
  - Currently exploring options to develop two new affordable housing communities in high opportunity areas.
  - Continue to ensure HCHA's payment standards account for rental differences throughout Harris County and to encourage clients to move into areas with high performing schools.
  
- Transform the way HCHA does business.
  - Cultivate a culture among staff and board members that is focused on achieving HCHA's strategic mission in a responsive and customer-centered manner.
  - Ensure complete transparency regarding HCHA's financial management and decisions.
  - Ensure that landlords and tenants respect the integrity of the program to avoid fraud, waste, and abuse.
  - Build staff capacity and professionalism to achieve HCHA's five-year plan.

## Operation and Management

<b>Annual Contribution for HCV Tenant Based Assistance</b>	4134
<b>Single Room Occupancy (SRO)</b>	72
<b>Mod Rehab</b>	6
<b>VASH</b>	673

## Informal Review and Hearing Procedures

### **INFORMAL REVIEWS**

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554] and need not be as elaborate as the informal hearing requirements [*Federal Register* 60, no. 127 (3 July 1995): 34690].

### **Decisions Subject to Informal Review**

The PHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing on the PHA waiting list
  - Denying or withdrawing a voucher
  - Refusing to enter into a HAP contract or approve a lease
  - Refusing to process or provide assistance under portability procedures
- Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:
- Discretionary administrative determinations by the PHA
  - General policy issues or class grievances
  - A determination of the family unit size under the PHA subsidy standards
  - A PHA determination not to approve an extension or suspension of a voucher term
  - A PHA determination not to grant approval of the tenancy
  - A PHA determination that the unit is not in compliance with the HQS
  - A PHA determination that the unit is not in accordance with the HQS due to family size or composition.

PHA Policy - The PHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on the PHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

#### **Notice to the Applicant [24 CFR 982.554(a)]**

The PHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the PHA decision and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

#### **Scheduling an Informal Review**

PHA Policy - A request for an informal review must be made in writing and delivered to the PHA either in person, facsimile, email, or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's denial of assistance.

The PHA must schedule and send written notice of the informal review within 10 business days of the family's request.

#### **Informal Review Procedures [24 CFR 982.554(b)]**

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of the PHA.

#### **Informal Review Decision [24 CFR 982.554(b)]**

The PHA must notify the applicant of the PHA's final decision, including a brief statement of the reasons for the final decision.

PHA Policy - In rendering a decision, the PHA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice to the family.

The validity of the grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.

The validity of the evidence. The PHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the PHA will uphold the decision to deny assistance.

If the facts prove the grounds for denial, and the denial is discretionary, the PHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

The PHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 14 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand, and the family will be so notified.

### **INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]**

PHAs must offer an informal hearing for certain PHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the PHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether the PHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations and PHA policies.

The PHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

### **Decisions Subject to Informal Hearing**

Circumstances for which the PHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PHA utility allowance schedule
- A determination of the family unit size under the PHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act



- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under PHA policy and HUD rules
- A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the PHA schedule of utility allowances for families in the program
- A PHA determination not to approve an extension or suspension of a voucher term
- A PHA determination not to approve a unit or tenancy
- A PHA determination that a unit selected by the applicant is not in compliance with the HQS
- A PHA determination that the unit is not in accordance with HQS because of family size
- A determination by the PHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

PHA Policy - The PHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

### **Informal Hearing Procedures**

#### ***Notice to the Family* [24 CFR 982.555(c)]**

When the PHA makes a decision that is subject to informal hearing procedures, the PHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the PHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the PHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

PHA Policy - In cases where the PHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of the PHA.

A brief statement of the reasons for the decision, including the regulatory reference.

The date the proposed action will take place.

A statement of the family's right to an explanation of the basis for the PHA's decision.

A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

A copy of the PHA's hearing procedures.

#### ***Scheduling an Informal Hearing [24 CFR 982.555(d)]***

When an informal hearing is required, the PHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

PHA Policy - A request for an informal hearing must be made in writing and delivered to the PHA either in person, by email, by facsimile, or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's decision or notice to terminate assistance.

The PHA must schedule and send written notice of the informal hearing to the family within 14 business days of the family's request.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the PHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear within 20 minutes of the scheduled time and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

#### ***Pre-Hearing Right to Discovery [24 CFR 982.555(e)]***

Participants and the PHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any PHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If the PHA does not make the document available for examination on request of the family, the PHA may not rely on the document at the hearing.

The PHA hearing procedures may provide that the PHA must be given the opportunity to examine at the PHA offices before the hearing, any family documents that are directly relevant to the hearing. The PHA must be allowed to copy any such document at the PHA's expense. If the family does not make the document available for examination on request of the PHA, the family may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

PHA Policy - The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of PHA documents no later than 5:00 pm, two business days prior to the scheduled hearing date.

#### ***Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]***

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing. The family must also notify the PHA 48 hours prior to the informal hearing that an attorney or other representative will be in attendance of the informal hearing.

#### ***Informal Hearing Officer [24 CFR 982.555(e)(4)]***

Informal hearings will be conducted by a person or persons approved by the PHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

PHA Policy - The PHA has designated the following to serve as hearing officers:

HCHA's Director of Quality Control

#### ***Attendance at the Informal Hearing***

PHA Policy - Hearings may be attended by a hearing officer and the following applicable persons:

A PHA representative(s) and any witnesses for the PHA and/or legal representative

The participant and any witnesses for the participant

The participant's counsel or other representative

Any other person approved by the PHA as a reasonable accommodation for a person with a disability

## **Conduct at Hearings**

The person who conducts the hearing may regulate the conduct of the hearing in accordance with the PHA's hearing procedures [24 CFR 982.555(4)(ii)].

PHA Policy - The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

No recording devices or recordings are allowed in the hearing

## **Evidence [24 CFR 982.555(e)(5)]**

The PHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

PHA Policy - Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

**Oral evidence:** the testimony of witnesses

**Documentary evidence:** a writing which is relevant to the case, for example, a letter written to the PHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

**Demonstrative evidence:** Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

**Real evidence:** A tangible item relating directly to the case.

*Hearsay Evidence* is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either the PHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

### ***Procedures for Rehearing or Further Hearing***

PHA Policy - The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.

### ***Hearing Officer's Decision [24 CFR 982.555(e)(6)]***

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing.

PHA Policy - In rendering a decision, the hearing officer will consider the following matters:

**PHA Notice to the Family:** The hearing officer will determine if the reasons for the PHA's decision are factually stated in the Notice.

**Discovery:** The hearing officer will determine if the PHA and the family were given the opportunity to examine any relevant documents in accordance with PHA policy.

**PHA Evidence to Support the PHA Decision:** The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support the PHA's conclusion.

**Validity of Grounds for Termination of Assistance (when applicable):** The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and PHA policies. If the grounds for termination are not specified in the regulations or in compliance with PHA policies, then the decision of the PHA will be overturned.

The hearing officer will issue a written decision to the family and the PHA no later than 14 business days after the hearing. The report will contain the following information:

#### **Hearing information:**

Name of the participant;

Date, time and place of the hearing;

Name of the hearing officer;

Name of the PHA representative; and

Name of family representative (if any).

**Background:** A brief, impartial statement of the reason for the hearing.

**Summary of the Evidence:** The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

**Findings of Fact:** The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole show that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

**Conclusions:** The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold the PHA's decision.

**Order:** The hearing report will include a statement of whether the PHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct the PHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct the PHA to restore the participant's program status.

***Issuance of Decision [24 CFR 982.555(e)(6)]***

A copy of the hearing must be furnished promptly to the family.

PHA Policy - The hearing officer will mail a "Notice of Hearing Decision" to the PHA and to the participant on the same day. This notice will be sent by first-class mail or email (if requested). The participant will be sent the original "Notice of Hearing Decision." A copy of the "Notice of Hearing Decision" will be maintained in the PHA's file.

***Effect of Final Decision [24 CFR 982.555(f)]***

The PHA is not bound by the decision of the hearing officer for matters in which the PHA is not required to provide an opportunity for a hearing, decisions that exceed the authority of the hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to federal, state, or local laws.

If the PHA determines it is not bound by the hearing officer's decision in accordance with HUD regulations, the PHA must promptly notify the family of the determination and the reason for the determination.

PHA Policy - The CEO/Executive Director has the authority to determine that the PHA is not bound by the decision of the hearing officer because the PHA was not required to provide a hearing, the decision exceeded the authority of the hearing officer, the decision conflicted

with or contradicted HUD regulations, requirements, or the decision was otherwise contrary to federal, state, or local laws.

In such a case, the PHA will mail a “Notice of Final Decision” to the PHA and the participant on the same day. The “Notice of Final Decision” will be sent by first-class mail. A copy of this notice will be maintained in the PHA’s file.

### **HEARING AND APPEAL PROVISIONS FOR NONCITIZENS [24 CFR 5.514]**

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the PHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

#### **Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]**

The notice of denial or termination of assistance for noncitizens must advise the family:

- That financial assistance will be denied or terminated and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.
- In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

### **USCIS Appeal Process [24 CFR 5.514(e)]**

When the PHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the PHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide the PHA with a copy of the written request for appeal and the proof of mailing.

PHA Policy - The PHA will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results.

The family must provide the PHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to the PHA, of its decision. When the USCIS notifies the PHA of the decision, the PHA must notify the family of its right to request an informal hearing.

PHA Policy - The PHA will send written notice to the family of its right to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.

### **Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

#### ***Informal Hearing Officer***

The PHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. Below is the listing of positions that serve as informal hearing officers.

PHA Policy



The PHA has designated the following to serve as hearing officers:  
HCHA's Director of Quality Control

### ***Evidence***

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of the PHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

PHA Policy - The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of PHA documents no later than 5:00 p.m. two business days prior to the hearing.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by the PHA, and to confront and cross-examine all witnesses on whose testimony or information the PHA relies.

### ***Representation and Interpretive Services***

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to request an interpreter. Upon request, the PHA will provide competent interpretation services, free of charge.

### ***Recording of the Hearing***

The family is entitled to have the hearing recorded by audiotape. The PHA may but is not required to provide a transcript of the hearing.

PHA Policy - The PHA will not provide a transcript of an audio taped hearing.

### ***Hearing Decision***

The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The decision must state the basis for the decision.

### **Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 16-III.C.

#### **Retention of Documents [24 CFR 5.514(h)]**

The PHA must retain for a minimum of 5 years the following documents that may have been submitted to the PHA by the family, or provided to the PHA as part of the USCIS appeal or the PHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

## Homeownership Programs

HCHA currently has 33 active homeownership participants. Staff will continue to work aggressively to assist our qualified clients to obtain homeownership. HCHA is currently conducting Homeownership Fairs twice a year which includes potential homeownership clients and mortgage and banking vendors.

HCHA's Homeownership Program's mission is to assist families in obtaining self-sufficiency by assisting them in the purchase of their own home. Under HUD regulations, HCHA requires that certain criteria are met before the commencement of homeownership assistance.

In order to be eligible:

- ☑ The family must have been admitted to the HCV Program.
- ☑ Must qualify as a first-time homeowner or may be a cooperative member.
- ☑ The family must meet the Federal minimum income requirement. For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- ☑ For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- ☑ The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (and has been continuously so employed during the year before commencement of homeownership assistance for the family. **The employment requirement does not apply to elderly and disabled families.**
- ☑ The family must not have defaulted on a mortgage securing debt to purchase a home under the homeownership option.
- ☑ Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member can have a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- ☑ Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family must enter a contract of sale in accordance with 24 CFR 982.631(c).

**The PHA's housing assistance payment will be paid directly to a lender on behalf of the family. It will be the family's responsibility to make their portion of the payment directly to the lender. The PHA is only responsible for making homeownership assistance payments to the lender in accordance with the statement and HUD requirements for a tenancy under the voucher program.**

**Safety and Crime Prevention**

**Pet Policy**

Not Applicable

**Substantial Deviation**

HCHA has updated the Administrative Plan

**Significant Amendment / Modification**

HCHA has not made any significant changes since the last revised Annual Plan.

**B.2 New Activities**

**Project-Based Vouchers**

HCHA may operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance. PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing.

Fenix Estates, a permanent supportive housing development will have 200 units. Of the 200 units, 110 units will be set aside for Project Based Vouchers. Villa at Eastwood (Fenix Estates) is located within the inner-city area of downtown Houston.

HCHA Policy - The HCHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). The PHA will determine any individual preferences for a specific PBV development on a case-by-case basis.

- 1) The HCHA will offer the **first local preference** to tenants of Northline Single Room Occupancy (SRO) development as of August 24, 2017.
- 2) The HCHA will offer the **second local preference** to individuals who were formerly homeless or referred through the community wide Coordinated Access and intake assessment system.
- 3) The HCHA will offer the **third local preference** to individuals that meets HUD's definition of elderly (62+ years old) and who have been displaced due to Hurricane Harvey. HCHA will offer a voucher to individuals who have received a letter of eligibility from FEMA.

DRAFT

**B.3 Most Recent Fiscal Year Audit**

**Fiscal Year Audit**

For the Fiscal year ending March 31, 2018, HCHA received one finding. HCHA's auditor Berman Hopkins Wright & LaHam, CPAs and Associates, LLP determined that based on the 43 files that were tested, there was one area that showed a high deficiency which caused the auditor to issue a finding. The finding was the incorrect utility allowance.

HCHA has implemented a correction plan to ensure that the deficiency's found are corrected. To eliminate the impact of deficiencies that would affect the tenant /or housing authority, HCHA has implemented the following

- Quarterly SEMAP certifications and Quarterly reports on Utility Allowance.
- QC will meet with the HCV Director monthly to discuss any U/A discrepancies and any in-house correction actions plan.
- Case Managers will perform a QC process to ensure that the correct U/A schedule; type and allowance are being used.
- HCV Director will conduct monthly one on one meetings with staff to review tenant files(s) and to address any individual training deemed necessary

**B.4 Civil Rights Certification**

**Form 50077-ST-HCV-HP**

(See Attachment)

**B.5. Certification by State or Local Officials**

**Form 50077-SL**

(See Attachment)

**B.6. Progress Report**

**Progress Report**

HCHA's goals for the next five years are as follows, with a brief commentary on each goal:

- 1) Boost residents' access to residential capital through partnerships with local lenders and by providing credit counseling and financial literacy classes:
  - ☑ Identify partnership opportunities with local lenders and collaborate on affirmative marketing and increasing access to residential capital for underserved residents; and
  - ☑ Provide and/or partner with local service providers to provide credit counseling and/or financial literacy classes.
- 2) Continue to support fair housing outreach and education through:
  - ☑ Fair Housing training events and training; and
  - ☑ Fair housing materials in multiple languages and mediums; and
  - ☑ Landlord/tenant resources; and
  - ☑ Enhance media outreach especially during Fair Housing Month each year.
- 3) Expand the supply of affordable housing options, with a focus on extremely low-income households and on larger affordable housing units (2- and 3-bedroom units or larger), and /or express support of affordable development (e.g., LIHTC)
  - ☑ Improve the quality of life and economic vitality; and
  - ☑ Expand and improve the quality of supportive housing; and
  - ☑ Continue to fund rental assistance and/or affordable housing development; and
  - ☑ Express support for affordable developments that include units with 2 or more bedrooms; and
  - ☑ Establish and/or maintain relationships with regional affordable housing developments to express support of affordable and LIHTC developments within jurisdiction.
- 4) Develop community priorities for siting LIHTC developments and work to promote community support of such developments in high opportunity areas:
  - ☑ Increase the availability of decent, safe and affordable housing; and
  - ☑ Increase supportive housing choices; and
  - ☑ Identify optimal locations for LIHTC and evaluate potential barriers to LIHTC developments with HCHA's jurisdiction; and
  - ☑ Proactively conduct outreach and education in those areas to promote openness's to LIHTC; and
  - ☑ Partner with LIHTC developers to assist with community outreach for specific development projects.
- 5) Promote economic investment in distressed areas that have high minority concentrations:
  - ☑ Identify areas where new construction of affordable housing could serve as an economic catalyst for revitalization. Use land banking as allowed under law to acquire such parcels for affordable housing development and/or advocate for the use of TRZ dollars for affordable housing improvement districts; and
  - ☑ Include affordable housing as a component of revitalization efforts and consider implementation of neighborhood-specific plans or a Comprehensive Plan that incorporates affordability planning.

- 6) Continue to encourage housing choice voucher (HCV) participants to use vouchers in high opportunity area:
  - Maintain data maps on areas of “high opportunity” characteristics, including quality schools, access to jobs, etc.; and
  - Continue programs and procedures to encourage use of vouchers in those area.
- 7) Incentivize landlord participation in HCV and other affordable housing programs through a multifamily rehabilitation and accessibility improvement programs through a multifamily rehabilitation and accessibility improvements program using HUD and other affordable housing and community developments funds.
  - Continue to actively market HCV and other affordable housing programs participation through property owner networks

**B.7. Resident Advisory Board (RAB) Comments.**

**Did the RAB(s) provide comments to the PHA Plan?**

HCHA conducted a Resident Advisory Board (RAB) meeting. The purpose of the meeting was for the RAB participants to assist HCHA in revising the Annual PHA and the administrative plan. There were no Comments to add.