

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

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**Harris County Housing Authority-TX441**

**ANNUAL PHA PLAN**

**5-Year Plan for Fiscal Years 2025-2029**

**Annual Plan for Fiscal Year 2025**



Form  
HUD-50075-HCV  
Streamlined Annual PHA Plan

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

**Definitions.**

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

A.	PHA Information.																																								
A.1	<p>PHA Name: <u>Harris County Housing Authority</u> PHA Code: _____  <u>TX441</u> PHA Plan for Fiscal Year Beginning: <u>4/01/2025</u>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Housing Choice Vouchers (HCVs) <u>5174</u> (High Performer)            PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																																		
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<b>B.</b>	<b>Plan Elements.</b>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):  <b>See attachment B – Annual PHA Plan Revisions – Plan Elements</b></p>
<b>B.2</b>	<b>New Activities.</b> – Not Applicable
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><b>See attachment B – Annual PHA Plan Revisions – Plan Elements – Progress Reports</b></p>
<b>B.4</b>	<b>Capital Improvements.</b> – Not Applicable
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p><b>See attachment B – Annual PHA Plan Revisions – Plan Elements – Most Recent Fiscal Year Audit</b></p>

<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See attachment C – Other Document and/or Certification Requirements – HUD-50077 SL</p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See attachment C – Other Document and/or Certification Requirements – HUD-50077-ST-HCV-hp.</p>
<b>C.4</b>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1 Affirmatively Furthering Fair Housing (AFFH).**

**Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.**

**Fair Housing Goal:**

**Describe fair housing strategies and actions to achieve the goal**

The Harris County Housing Authority collaborated with Harris County, City of Pasadena, City of Missouri City, City of Galveston, and Galveston Housing Authority on the Analysis of Impediments to Fair Housing Choice (AI) in 2018.

- (1) HCHA will continue to support fair housing needs by continuing to support fair housing outreach and education. This goal is accomplished by continuous education for our landlords through our quarterly landlord briefings and correspondence that is provided within each move briefing packet. The goal for our applicants/participants is achieved during their annual recertification appointments and they are also provided with materials regarding their right to fair housing. HCHA passed a resolution in April 2023 celebrating National Fair Housing Month. HCHA will continue to submit a yearly resolution to our Board of Commissioner in honor of Fair Housing Month. HCHA participated in partnership with the VA in the 2023 Houston VA stand down. And, provided fair housing outreach for the Veterans and all attendees. HCHA will continue to promote fair housing throughout the community.

**Fair Housing Goal:**

**Describe fair housing strategies and actions to achieve the goal**

- (2) Continue and strengthen regional transportation planning. HCHA's jurisdiction is in the unincorporated areas of Harris County, where there is not a lot of access to public transportation. The lack of public transportation can cause disparities in access to opportunities. HCHA will continue to work on strengthening ties with transportation agencies and work with METRO to increase access to public transportation in Harris County's unincorporated areas.

**Fair Housing Goal:**

**Describe fair housing strategies and actions to achieve the goal**

- (3) HCHA will continue to supply affordable housing within the unincorporated areas by building efficient communities that are healthy, affordable, and diverse. HCHA will build communities that are affordable for very low-income households within our Jurisdiction. Also, by working to identify opportunities to partner with LIHTC developers to assist with community outreach to educate and develop community support.

# Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

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## A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

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

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

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

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

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

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income, and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

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

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

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

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

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

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

**Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

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

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

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

**B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

**B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

**C. Other Document and/or Certification Requirements.**

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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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 the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



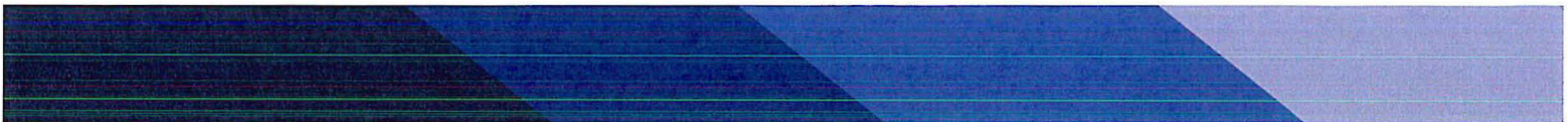
**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the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

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Attachment B  
Annual PHA Plan Revisions  
Plan Elements

DRAFT



PHA PLAN

HARRIS COUNTY HOUSING AUTHORITY

**A PHA Information**

**A.1 PHA Name:** Harris County Housing Authority (HCHA)

**PHA Code:** TX441

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

**PHA Fiscal Year Beginning:** April 1, 2025

**Inventory**

**Number of PH units:** 0

**Number of HCV units:** 4258

**Number of Emergency Housing Units:** 243

**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 Housing Choice Voucher program between 98% and 100% of occupancy as permitted by HCHA's annual budget authority (ABA) and restricted net position (RNP) account.
- 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 homeless 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 (FY2019-2023):

Low-income Households: "On the demand side, according to the CHAS 2009-2013 data, more than 435,000 households make less than 80 percent of the median income or less than \$55,440 and either spend more than 30 percent of their income on housing, live in substandard conditions (lacking a kitchen or bathroom) or both. As far as the supply of housing in Harris County, approximately 90,000 housing units are supported by public

subsidies, whether through rent vouchers, public housing complexes, buildings financed through low-income housing tax credits, or other means. That means that Harris County needs between about 124,000 and 400,000 new or existing housing units to be less expensive than they are now. The figure below describes the most severely cost-burdened population, which is the 214,665 households spending more than half their income on housing and making less than \$55,440 per year."

Renters/Owners: "In the Harris County service area, there are 383,783 owner-occupied housing units and 169,394 renter-occupied housing units (2012-2016 ACS data). According to the 2011-2015 ACS data, while only 5 percent of the renter-occupied housing units rented for less than \$500 monthly, a majority (52 percent) rented for \$500 to \$999, and only 38.5 percent rented for over \$1,000. However, considering cost burdens based on income, renters who limit spending for a dwelling to just 30 percent of extremely low incomes, that is, those who earn 30 percent of the area median income or less, can afford less than 23.3 percent of the county's rental housing stock. Likewise, homeowners who limit expenditures to 30 percent of extremely low-income can own only 22.9 percent of Harris County's houses. There are 157,375 extremely low-income households who are renting and 61,900 extremely low-income households that own housing units in Harris County.

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 CHAS 2009-2013 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 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: "There are 117,127 households living alone (single-persons), which is 19.1 percent of the total housing units/households in the Harris County service area

(611,685) according to the 2012-2016 ACS data. According to the U.S. Census Data, there is no available data that describes the number of single-person households in need of housing."

Elderly and Frail Elderly: "According to the 2016 U.S. Census, there were 430,153 elderly (60 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 24.6 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."

Persons with Disabilities: "According to the 2016 U.S. Census Bureau profile for Harris County service area, there were over 163,524 non-institutionalized persons reporting a disability. As of 2016, the percentage of disabled persons who earned incomes below the poverty level was approximately 11 percent of the total population living below the poverty level. The median earnings of persons between 16 years of age and older with a disability are \$23,770, compared to \$31,726 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 less than one third (28 percent) of all People Living with HIV/AIDS (PLWH/A) in Texas live in the Houston Eligible Metropolitan Area (EMA). 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.

The Texas Department of State Health Services estimates that less than one third (28 percent) of all People Living with HIV/AIDS (PLWH) in Texas live in the Houston 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 September 2018, with 32,538 AIDS cases and 28,598 HIV cases. Over half (51 percent) of all persons living with HIV in the Houston/Harris County Area were Black males and females, followed by White males and females at 18 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 Continuum of Care Housing Inventory Report, Harris County helped fund 79 a number of projects through the AIDS Foundation of 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 2020, the PHA will use the following local preferences:
    - a. HCHA will offer a preference to any family 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 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. The HCHA will offer a local preference to Foster Youth's that has or will be ageing out of the foster care system. The Harris County Housing Authority will offer 60 vouchers each year. In order to be eligible for the Foster Youth Voucher the family must:
- a. be referred to the HCHA from the Hay Center Program [Public Child Welfare Agency (PCWA)]. The Hay Center will be responsible for determining eligibility.
  - b. Is homeless or is at risk of becoming homeless as defined by section 103 of the McKinney-Vento Act (42 U.S.C. 11302)
6. The HCHA will offer a local preference of no more than 50 vouchers per year to low income families that have been displaced by a federally declared natural disaster within the last 12 months within Harris County, who are homeless or at risk of being homeless. The PHA will offer a voucher to families that meet the following criteria:
- Is homeless or is at risk of becoming homeless as defined by section 103 of the McKinney-Vento Act (42 U.S.C. 11302)

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.

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 the 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 the household and the spouse/co-head must 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 household members not presented at the interview will not begin until signed release forms are returned to HCHA.

The head of household or spouse/co-head 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 the 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 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</b>	
<b>(January 1, 2023– December 31, 2023)</b>	
<b>Annual Contribution for HCV &amp; VASH Tenant Based Assistance</b>	<b>52,914,467.00</b>
<b>Single Room Occupancy (SRO)</b>	<b>151,632.00</b>
<b>Harris County Community and Development</b>	<b>26,047,561.42</b>
<b>Emergency Housing Vouchers</b>	<b>2,752,696.00</b>

**Financial Resources:**  
**Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants 2023</b>		
a. Public Housing Operating Fund		
b. Public Housing Capital Fund		
c. HOPE IV Revitalization		
d. HOPE IV Demolition		
<b>e. Annual Contributions for Section 8 Tenant-Based Assistance</b>	<b>52,914,467</b>	<b>S8 HAP &amp; Operations</b>
f. Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g. Resident Opportunity and Self-Sufficiency Grants		
h. Community Development Block Grant	<b>26,047,561.42</b>	
i. HOME		
<b>Other Federal Grants (list below)</b>	<b>151,632</b>	<b>HAP &amp; Operations</b>
<b>Moderate Rehabilitation and Jackson Hinds SRO</b>	<b>2,752,696.00</b>	<b>HAP</b>
<b>2. Public Housing Dwelling Rental Income</b>		
<b>3. Other Income (list below)</b>		
Tenant Charges		
<b>Fraud Recovery</b>	<b>104,921.00</b>	<b>HCV program</b>
<b>4. Non-Federal Sources</b>		
<b>Interest Income</b>		<b>HCV Program</b>
<b>Port-In/Other Revenue</b>	<b>6,552,102.00</b>	<b>HCV Operations</b>
	<b>70,129.00</b>	<b>EHV Operations</b>
<b>TOTAL RESOURCES</b>	<b>\$88,593,508.42</b>	

- Utilize funding to increase economic security and self-sufficiency.
- 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, 2024, the HCHA Payment Standards for subsidized units in the delineated zip codes are as follows:

Zip Code	HCHA's- Payment Standard								
	0 bd	1 bd	2 bd	3 bd	4 bd	5 bd	6 bd	7 bd	8 bd
77005	\$1,771	\$1,881	\$2,244	\$2,959	\$3,806	\$4,377	\$4,948	\$5,519	\$7,612
77014	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77015	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77016	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77029	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77032	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77037	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77038	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77039	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77040	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77041	\$1,540	\$1,628	\$1,947	\$2,574	\$3,300	\$3,795	\$4,290	\$4,785	\$6,600
77044	\$1,573	\$1,661	\$1,991	\$2,629	\$3,377	\$3,884	\$4,390	\$4,897	\$6,754
77047	\$1,386	\$1,463	\$1,749	\$2,310	\$2,970	\$3,416	\$3,861	\$4,307	\$5,940
77049	\$1,232	\$1,309	\$1,562	\$2,068	\$2,651	\$3,049	\$3,446	\$3,844	\$5,302
77050	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77053	\$1,342	\$1,419	\$1,694	\$2,233	\$2,871	\$3,302	\$3,732	\$4,163	\$5,742
77058	\$1,265	\$1,331	\$1,595	\$2,101	\$2,706	\$3,112	\$3,518	\$3,924	\$5,412
77060	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77064	\$1,331	\$1,408	\$1,683	\$2,222	\$2,860	\$3,289	\$3,718	\$4,147	\$5,720

Zip Code	HCHA's - Payment Standard								
77065	\$1,265	\$1,342	\$1,606	\$2,123	\$2,728	\$3,137	\$3,546	\$3,956	\$5,456
77066	\$1,309	\$1,386	\$1,661	\$2,189	\$2,816	\$3,238	\$3,661	\$4,083	\$5,632
77067	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77068	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77069	\$1,254	\$1,320	\$1,584	\$2,090	\$2,684	\$3,087	\$3,489	\$3,892	\$5,368
77070	\$1,386	\$1,463	\$1,749	\$2,310	\$2,970	\$3,416	\$3,861	\$4,307	\$5,940
77073	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77078	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77082	\$1,276	\$1,353	\$1,617	\$2,134	\$2,739	\$3,150	\$3,561	\$3,972	\$5,478
77083	\$1,188	\$1,265	\$1,507	\$1,991	\$2,552	\$2,935	\$3,318	\$3,700	\$5,104
77084	\$1,353	\$1,430	\$1,716	\$2,266	\$2,915	\$3,352	\$3,790	\$4,227	\$5,830
77086	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77088	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77089	\$1,232	\$1,309	\$1,562	\$2,068	\$2,651	\$3,049	\$3,446	\$3,844	\$5,302
77090	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77093	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77094	\$1,683	\$1,782	\$2,134	\$2,816	\$3,619	\$4,162	\$4,705	\$5,248	\$7,238
77095	\$1,397	\$1,485	\$1,771	\$2,343	\$3,003	\$3,453	\$3,904	\$4,354	\$6,006
77336	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77338	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77346	\$1,540	\$1,628	\$1,947	\$2,574	\$3,300	\$3,795	\$4,290	\$4,785	\$6,600
77357	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77365	\$1,199	\$1,265	\$1,518	\$2,002	\$2,574	\$2,960	\$3,346	\$3,732	\$5,148
77373	\$1,485	\$1,573	\$1,881	\$2,486	\$3,190	\$3,669	\$4,147	\$4,626	\$6,380
77375	\$1,309	\$1,375	\$1,650	\$2,178	\$2,805	\$3,226	\$3,647	\$4,067	\$5,610
77377	\$1,496	\$1,584	\$1,892	\$2,497	\$3,212	\$3,694	\$4,176	\$4,657	\$6,424
77379	\$1,364	\$1,441	\$1,727	\$2,277	\$2,926	\$3,365	\$3,804	\$4,243	\$5,852
77388	\$1,639	\$1,738	\$2,079	\$2,750	\$3,531	\$4,061	\$4,590	\$5,120	\$7,062
77389	\$1,727	\$1,826	\$2,189	\$2,893	\$3,718	\$4,276	\$4,833	\$5,391	\$7,436
77396	\$1,276	\$1,353	\$1,617	\$2,134	\$2,739	\$3,150	\$3,561	\$3,972	\$5,478
77401	\$1,771	\$1,881	\$2,244	\$2,959	\$3,806	\$4,377	\$4,948	\$5,519	\$7,612
77429	\$1,441	\$1,529	\$1,826	\$2,409	\$3,102	\$3,567	\$4,033	\$4,498	\$6,204
77433	\$1,705	\$1,804	\$2,156	\$2,849	\$3,663	\$4,212	\$4,762	\$5,311	\$7,326
77447	\$1,320	\$1,397	\$1,672	\$2,211	\$2,838	\$3,264	\$3,689	\$4,115	\$5,676
77449	\$1,606	\$1,705	\$2,035	\$2,684	\$3,454	\$3,972	\$4,490	\$5,008	\$6,908
77450	\$1,474	\$1,551	\$1,859	\$2,453	\$3,157	\$3,631	\$4,104	\$4,578	\$6,314
77484	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77493	\$1,540	\$1,628	\$1,947	\$2,574	\$3,300	\$3,795	\$4,290	\$4,785	\$6,600
77494	\$1,771	\$1,881	\$2,244	\$2,959	\$3,806	\$4,377	\$4,948	\$5,519	\$7,612

Zip Code	HCHA's - Payment Standard								
77507	\$1,529	\$1,617	\$1,936	\$2,552	\$3,289	\$3782	\$4,276	\$4,769	\$6,578
77530	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77532	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77536	\$1,243	\$1,320	\$1,573	\$2,079	\$2,673	\$3,074	\$3,475	\$3,876	\$5,346
77546	\$1,496	\$1,584	\$1,892	\$2,497	\$3,212	\$3,694	\$4,176	\$4,657	\$6,424
77547	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77562	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77571	\$1,199	\$1,265	\$1,518	\$2,002	\$2,574	\$2,960	\$3,346	\$3,732	\$5,148
77586	\$1,309	\$1,386	\$1,661	\$2,189	\$2,816	\$3,238	\$3,661	\$4,083	\$5,632
77587	\$1,180	\$1,249	\$1,493	\$1,971	\$2,533	\$2,913	\$3,293	\$3,673	\$5,067
77598	\$1,287	\$1,364	\$1,628	\$2,145	\$2,761	\$3,175	\$3,589	\$4,003	\$5,522

- 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 multiple 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>	<b>4258</b>
<b>Emergency Housing Vouchers (EHV)</b>	<b>243</b>
<b>VASH</b>	<b>673</b>

## 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 an 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 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 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 that 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 at the family's request, 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 at the PHA request, 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 the 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 representatives will be in attendance at 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 Program Quality

***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 representatives

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 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 diagrams.

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

*Hearsay Evidence* is evidence of a statement 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 fails 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, briefly stating 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 a conclusion, and it is not an 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 is admitted into evidence.

**Findings of Fact:** The hearing officer will include all findings of fact based on a preponderance of the evidence. *A preponderance of the evidence* is defined as evidence that is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved more probable than not. A 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 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 a proration of assistance.
- In the case of a participant, the criteria, and procedures for obtaining relief under the provisions for the 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 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 the 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 Program Quality

#### ***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 the discovery of PHA documents no later than 5:00 pm 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 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 audiotaped 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 51 active HCV homeownership participants. Staff will continue to work aggressively to assist our qualified clients to obtain home ownership. HCHA will work to conduct HCV homeownership fairs to include mortgage and banking vendors.

HCHA's HCV 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 maybe 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 the 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).

**Safety and Crime Prevention**

**Pet Policy**

Not Applicable

**Substantial Deviation**

HCHA has not made any significant changes since the last revised Annual 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 currently administers 110 PBV's at the Villas at Eastwood (Fenix Estates) affordable housing that provides supportive housing for individuals with disabilities. As recommended by HUD, the Harris County Housing Authority does not have any planned activities for administering additional project-based vouchers for this PHA plan year.

### B.3 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 develop affordable housing communities; and
  - Express support for affordable developments that include units with 2 or more bedrooms; and
  - Establish and/or maintain relationships with regional stakeholders to express support of affordable and LIHTC developments within jurisdiction.
- 4) Establish and adopt a Affordable Housing Development Strategic Plan to equitably develop across HCHA's jurisdiction and adjoining areas:
  - Assess existing comprehensive plans and community development studies to assess need; and
  - Identify various funding sources to accommodate affordable housing development; and
  - Explore highest and best use of desirable sites to include mixed income, mixed use, single room occupancy, rehabilitation, and adaptive-reuse; and
  - Establish criteria for partnerships and site selection that adheres to HCHA's mission.
- 5) 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.
- 6) Promote economic investment in distressed areas that have high minority concentrations:
- Identify areas where new construction of affordable housing and adaptive reuse 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 TIRZ funding 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.
  - Update:**

**HCHA status in increasing the supply of new affordable housing**

*HCHA, in partnership with several developers, submitted funding applications for Harvey CDBG-DR funds for the financing of the development of the multifamily properties throughout Harris County. These proposed projects will add quality affordable housing to areas hard hit by Hurricane Harvey (2017). Of the eight applications submitted, HCHA currently has six developments under construction, these developments will provide 1,525 units of new affordable housing in Harris County including. The following are the developments and their status as of January 17, 2024:*

<i>Development Name</i>	<i>Number of Units</i>	<i>Location</i>	<i>Status</i>
<i>Residence at Arbor Oaks</i>	<i>192</i>	<i>Cypress</i>	<i>Under Construction (99% complete)</i>
<i>Katy at Greenwood *</i>	<i>324</i>	<i>Katy</i>	<i>100% complete</i>
<i>Arbor at Wayforest</i>	<i>192</i>	<i>Greenspoint</i>	<i>Under Construction (100% complete)</i>
<i>Hollows</i>	<i>192</i>	<i>Channelview</i>	<i>Under Construction (100% complete)</i>
<i>Northwood Apts</i>	<i>288</i>	<i>East Aldine</i>	<i>Under Construction (99% complete)</i>

<i>Bluestem</i>	<i>180</i>	<i>N. Lake Houston</i>	<i>Under Construction (98% complete)</i>
<i>First Met</i>	<i>157</i>	<i>Houston</i>	<i>Under Construction (61% complete)</i>

*\*Not funded under the Harvey CDBG-DR funds. In partnership with AMCAL Equities, LLC.*

*HCHA completed the closing on First Met on 11/3/2022. The First Met construction is currently underway and is at 61% completion. HCHA anticipates the closing on Bernicia Place by December 31, 2024, which will provide at least 120 units of affordable housing in Harris County.*

<i>Development Name</i>	<i>Number of Units</i>	<i>Location</i>	<i>Status</i>
<i>Bernicia Place</i>	<i>120</i>	<i>Houston</i>	<i>December 31, 2024</i>

*Developing Affordable Housing Through Non-Traditional Financing*

*HCHA, in partnership with AMCAL Equities, LLC, completed the Katy at Greenwood, which is a 324-unit multifamily development for general occupancy in the West Harris County area. The project is a mixed-income development, where 51% of the total units are (affordable), and the remainder is market rate.*

*Exercise Right of First Refusal/Acquire Partner Interests*

*HCHA will look to exercise its right of first refusal on at least three properties whose compliance period expires within the next five years. More specifically, Cornerstone, Louetta Village, and Heritage Estates.*

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

**Update:**

*HCHA will continue to sponsor quarterly landlord meetings to update our current landlords and attract new landlords to the HCV program.*

**B.4 Capital Improvements**

N/A

**B.5. Most Recent Fiscal Year Audit**

**Fiscal Year Audit**

For the Fiscal year ending **March 31, 2023**, HCHAs auditor CliftonLarsonAllen LLP, has identified a finding.

**Type of Finding:**

- Significant Deficiency in Internal Control over Compliance also reported as Other Noncompliance

**Condition:** The Authority's schedule of expenditures of federal awards (SEFA) did not report loan balances on the SEFA as required by Uniform Guidance for federal program 14.228.

**Questioned costs:** Not able to determine.

**Context:** The Agency did not report loan balances on the SEFA.

**Cause:** The Agency was not aware of the requirements to include loan balances on the SEFA.

**Effect:** The SEFA omitted loan balances for federal program 14.228. Therefore, it was not in compliance with 2 CFR Subpart D 200.302 (1), 200.303 (a) and 200.502 (b). The Agency's program expenditures may be disallowed if the expenditures are not reported correctly on the SEFA.

**Repeat Finding:** No

**C. Other document and/or Certification Requirements**

**C.1 Resident Advisory Board (RAB) Comments.**

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

HCHA conducted Resident Advisory Board (RAB) meetings via web conference on November 1, 2023. The meeting's purpose was for the RAB participants to assist HCHA in revising the Annual PHA and changes to the Administrative Plan. There were no comments to add.



**C.2 Certification by State or Local Officials**

**Form 50077-SL**

See attachment C – Other documents and/or Certification Requirements – HUD-50077-SL

**C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has revised since submission of its Last Annual Plan**

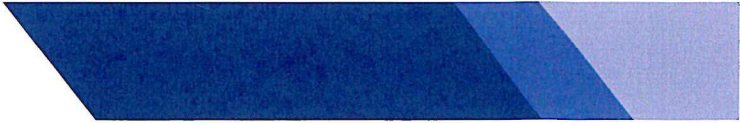
**Form 50077-ST-HCV-HP**

See attachment C – Other documents and/or Certification Requirements – Form 50077-ST-HCV-HP

**C.4 Capital Improvements**

N/A

DRAFT



Attachment C  
Other Document and/or Certification Requirements

Form HUD-50077-SL  
Form 50077-ST-HCV-HP

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**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

**U. S Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Thao Costis, the Executive Director  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2019-2023 and/or Annual PHA Plan for fiscal  
year 20245 of the Harris County Housing Authority is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Harris County

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

- The PHA's Plan aligns with the Harris County 2019-2023 Consolidated Plan and Analysis of Impediments (AI) to Fair Housing Choice for the PHA's jurisdiction.
- The PHA will take actions to advance fair housing by following the goals identified in the Analysis of Impediments (AI) to Fair Housing Choice which is conducted as per 24 CFR § 5.150 through 5.180. It will not take any action that contradicts its commitment to affirmatively further fair housing, and it will address the issues identified in the Analysis of Impediments (AI) to Fair Housing Choice Plan.

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

Name of Authorized Official: Thao Costis	Title: Executive Director
Signature: <u>Thao Costis</u> <small>03A98EAE8EDC49C...</small>	Date: 1/21/2024

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

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**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 4/1/2024, in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Harris County Housing Authority  
 PHA Name

TX441  
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 20 25

5-Year PHA Plan for Fiscal Years 20 \_\_\_\_ - 20 \_\_\_\_

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

Name of Executive Director: **Melissa Quijano**

Name Board Chairman: **Gerald Womack**

Signature 

Date 1/25/2024

Signature  1-25-24

Date

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**Harris County Housing Authority**  
**5 Year Plan for Fiscal Years 2025-2029**

DRAFT



**5 Year - 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, 2025

**Inventory**

**Number of PH units:** 0  
**Number of HCV units:** 4576  
**Number of VASH units:** 673

**Submission Type**  
**5-Year Plan**

**B. 5-Year Plan Elements**

- B.1 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

## B.2 Goals and Objectives

### 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 has 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 with school-aged children.
- ☑ Develop communities through public/private partnerships using public and private sources of funding as well as utilizing market principles. Increase affordable housing options for residents of Harris County by creating healthy communities using a holistic and comprehensive approach to ensure long-term marketability and sustainability and to support excellent outcomes for families, especially children, with emphasis on excellent, high performing neighborhoods schools and excellent quality of life amenities, such as first-class retail and green space.
- ☑ 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 need 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 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 need 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.

## **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.**

### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### PHA Policy

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. The PHA will offer a voucher to applicants who meet all the following criteria:
  - 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.

Currently working with CSD developing housing communities.

HCHA broke ground on The Villas at Eastwood (Fenix Estates) in June 2017. This development consists of 200 units (180 affordable and 20 market rate) near downtown Houston, Texas. The project is about 68% complete. The estimated completion date for this development is set for late Spring/early Summer 2019.

HCHA is in partnership with several developers. HCHA anticipates submitting five to seven funding applications (Harvey CDBG-DR funds) to the Harris County Community Services Department for financing the development of multifamily properties throughout

Harris County. These proposed projects will add quality affordable housing to area hard hit by Hurricane Harvey (2017).

**Developing Affordable Housing Through Non-Traditional Financing**

HCHA in partnership with AMCAL Equities, LLC will be developing a 320-unit multiple family development(s) for general occupancy in the West Harris County area. The project will be constructed as a mixed income development, where 51% of the total units will be (affordable) and 49% will be market rate. The development is expected to close and break ground late fall of 2019.

**B.3 Progress Report**

**Progress in Meeting Goals**

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

- 1) **Increase the availability of decent, safe and affordable housing:** HCHA made significant strides toward achieving this goal both by increasing its number of VASH vouchers and by developing affordable housing through the use of grants and the federal Low-Income Housing Tax Credit (LIHTC) program.
- 2) **Expand the supply of supportive housing:** HCHA along with local entities have developed 200 units of supportive housing for individuals with disabilities [Villas at Eastwood (Fenix Estates)]. HCHA's estimated completion date is scheduled for the late Spring/early Summer 2019.
- 3) **Improve the quality of supportive housing:** *See response above.*
- 4) **Increase supportive housing choices:** HCHA has been diligent on the goal of increasing supportive housing choices.
- 5) **Improve the quality of life and economic vitality:** HCHA did make significant strides towards improving the quality of life of its residents at its LIHTC and other developments. Specifically, HCHA developed the following quality developments during the preceding five years:
  - a. **Cypresswood Estates**
  - b. **Sierra Meadows**
  - c. **Westlock**
- 6) **Provide an improved living environment:** Through both its Housing Quality Standards for HCV and the above listed new developments, HCHA has made significant strides towards providing an improved living environment for its residents.
- 7) **Promote self-sufficiency and asset development of families:** HCHA will continue to seek funding to re-launch its Family Self-Sufficiency program. If HCHA receives the requested funding, promoting economic self-sufficiency will become a significant goal for all its non-senior, not disabled families. HCHA will also seek funding to develop a move-to-work program that will promote families to become self-sufficient.

**B.4 Violence Against Women Act (VAWA) Goals**

**Goals, Activities Objectives**

The Violence against Women Act of 2013 (VAWA) provides special protections for victims of domestic violence, dating violence, sexual assault and stalking who are applying for or receiving assistance under the housing choice voucher (HCV) program. If your state or local laws provide greater protection for such victims, those laws apply in conjunction with VAWA.

**Notification to Public**

The PHA adopts the following policy to help ensure that all actual and potential beneficiaries of its HCV program are aware of their rights under VAWA.

HCHA's Policy: The PHA will post the following information regarding VAWA in its offices and on its website. It will also make the information readily available to anyone who requests it.

- ✓ A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking. (Form HUD-5380)
- ✓ A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation.
- ✓ A copy of the PHA's emergency transfer plan.
- ✓ A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383.
- ✓ The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).
- ✓ Contact information for local victim advocacy groups or service providers.

**Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)]**

PHAs are required to inform program applicants and participants of their rights under VAWA, including their right to confidentiality and the limits thereof, when they are denied assistance, when they are admitted to the program, and when they are notified of an eviction or termination of housing benefits.

HCHA's Policy: The HCHA will provide all applicants with information about VAWA at the time they request an application for housing assistance, and as part of the written briefing packet. The PHA will also include information about VAWA in all notices of denial of assistance.

The PHA will provide all participants with information about VAWA at the time of admission and at annual reexamination. The PHA will also include information about VAWA in notices of termination of assistance. The PHA is not limited to providing VAWA information at the times specified in the above policy. If the PHA decides to provide VAWA information to a participant following an incident of domestic violence, Notice PIH 2017-08 cautions against sending the information by mail, since the abuser may be monitoring the mail. The notice recommends that in such cases the PHA make alternative delivery arrangements that will not put the victim at risk.

HCHA's Policy: Whenever the PHA has reason to suspect that providing information about VAWA to a participant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, the PHA may decide not to send mail regarding VAWA protections to the victim's unit if the PHA believes the perpetrator may have access to the victim's mail, unless requested by the victim.

When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room.

The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

**Notification to Owners and Managers**

While PHAs are no longer required by regulation to notify owners and managers participating in the HCV program of their rights and obligations under VAWA, the PHA may still choose to inform them.

HCHA's Policy: The PHA will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the program and at least annually thereafter. The VAWA information provided to owners will consist of a copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, and Stalking and Alternate Documentation.

**DOCUMENTATION [24 CFR 5.2007]**

A PHA presented with a claim for initial or continued assistance based on status as a victim of domestic violence, dating violence, sexual assault, stalking, or criminal activity related to any of these forms of abuse may—but is not required to—request that the individual making the claim document the abuse. Any request for documentation must be in writing, and the individual must be allowed at least 14 business days after receipt of the request to submit the documentation. The PHA may extend this time period at its discretion. [24 CFR 5.2007(a)]

The individual may satisfy the PHA's request by providing any one of the following three forms of documentation [24 CFR 5.2007(b)]:

- (1) A completed and signed HUD-approved certification form (HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), which must include the name of the perpetrator only if the name of the perpetrator is safe to provide and is known to the victim. The form may be filled out and submitted on behalf of the victim.
- (2) A federal, state, tribal, territorial, or local police report or court record, or an administrative record.
- (3) Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; a mental health professional; or a medical professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.

The PHA may not require third-party documentation (forms 2 and 3) in addition to certification (form 1), except as specified below under "Conflicting Documentation," nor may it require certification in addition to third-party documentation [VAWA final rule].

HCHA's Policy: Any request for documentation of domestic violence, dating violence, sexual assault or stalking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.

The PHA may, in its discretion, extend the deadline for 10 business days. In determining whether to extend the deadline, the PHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the PHA will be in writing. Once the victim provides documentation, the PHA will acknowledge receipt of the documentation within 10 business days.

#### **Conflicting Documentation [24 CFR 5.2007(e)]**

In cases where the PHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, the PHA may determine which is the true victim by requiring each to provide acceptable third-party documentation, as described above (forms 2 and 3). The PHA may also request third-party documentation when submitted documentation contains information that conflicts with existing information already available to the PHA. Individuals have 30 calendar days to return third-party verification to the PHA. If the PHA does not receive third-party documentation, and the PHA will deny or terminate assistance as a result, the PHA must hold separate hearings for the tenants [Notice PIH 2017-08].

The PHA must honor any court orders issued to protect the victim or to address the distribution of property.

HCHA's Policy

If presented with conflicting certification documents from members of the same household, the PHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.

When requesting third-party documents, the PHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants or tenants will be given 30 calendar days from the date of the request to provide such documentation.

If the PHA does not receive third-party documentation within the required timeframe (and any extensions) the PHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial. If, as a result, the applicant or tenant is denied or terminated from the program, the PHA will hold separate hearings for the applicants or tenants.

#### **Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]**

The PHA has the discretion to provide benefits to an individual based solely on the individual's statement or other corroborating evidence—i.e., without requiring formal documentation of abuse in accordance with 24 CFR 5.2007(b). HUD recommends documentation in a confidential manner when a verbal statement or other evidence is accepted.

HCHA's Policy: If the PHA accepts an individual's statement or other corroborating evidence (as determined by the victim) of domestic violence, dating violence, sexual assault or stalking, the PHA will document acceptance of the statement or evidence in the individual's VAWA records.

#### **Failure to Provide Documentation [24 CFR 5.2007(c)]**

In order to deny relief for protection under VAWA, a PHA must provide the individual requesting relief with a written request for documentation of abuse. If the individual fails to provide the documentation within 14 business days from the date of receipt, or such longer time as the PHA may allow, the PHA may deny relief for protection under VAWA.

#### **CONFIDENTIALITY [24 CFR 5.2007(b)(4)]**

All information provided to the PHA regarding domestic violence, dating violence, sexual assault or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence. This means that the PHA (1) may not enter the information into any shared database, (2) may not allow employees or others to access the information unless they are explicitly authorized to do so and have a need to know the information for purposes of their work, and (3) may not provide the information to any other entity or individual, except to the extent that the disclosure is (a) requested or consented to by the individual in writing, (b) required for use in an eviction proceeding, or (c) otherwise required by applicable law.

HCHA's Policy: If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the PHA will inform the victim before disclosure occurs so that safety risks can be identified and addressed.

#### **OWNER NOTIFICATION OF RIGHTS AND OBLIGATIONS NOTIFICATION OF YOUR RIGHTS AND OBLIGATIONS UNDER THE VIOLENCE AGAINST WOMEN ACT (VAWA)**

VAWA provides protections for Section 8 Housing Choice Voucher (HCV) and PBV applicants, tenants, and participants from being denied assistance on the basis or as a direct result of being a victim of domestic violence, dating violence, sexual assault and stalking.

**Purpose** - Many of VAWA's protections to victims of domestic violence, dating violence, sexual assault and stalking involve action by the public housing agency (PHA), but some situations involve action by owners of assisted housing. The purpose of this notice (herein called "Notice") is to explain your rights and obligations under VAWA, as an owner of housing assisted through [HCHA HCV program. Each component of this Notice also provides citations to HUD's applicable regulations.

**Denial of Tenancy** - *Protections for applicants:* Owners cannot deny tenancy based on the applicant having been or currently being a victim of domestic violence, dating violence, sexual assault, or stalking. However,



the applicant must be otherwise eligible for tenancy. (See 24 Code of Federal Regulations (CFR) 982.452(b)(1).)

**Eviction - Protections for HCV participants:** Incidents or threats of domestic violence, dating violence, sexual assault, or stalking will not be considered a serious or repeated lease violation by the victim, or good cause to terminate the tenancy of the victim (24 CFR 5.2005(c)). Protection also applies to criminal activity related directly to domestic violence, dating violence, sexual assault, or stalking, conducted by a member of a tenant's household or any guest or other person under the tenant's control, if the tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking (24 CFR 5.2005(b)(2)).

*Limitations of VAWA protections:*

a. Nothing in the VAWA Final Rule limits the authority of an owner, when notified of a court order, to comply with a court order with respect to (24 CFR 5.2005(d)(1)):

- 1) The rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking; or
- 2) The distribution or possession of property among members of a household in a case.

b. Nothing in the VAWA Final Rule limits an owner from evicting a victim of domestic violence, dating violence, sexual assault, or stalking for a lease violation that is not premised on an act of domestic violence, dating violence, sexual assault, or stalking, as long as the owner does not subject the victim to more demanding standards than other tenants when deciding whether to evict. (See 24 CFR 5.2005(d)(2).)

c. Nothing in the VAWA Final Rule limits an owner from evicting a tenant (including the victim of domestic violence, dating violence, sexual assault, or stalking) if the owner can demonstrate an actual and imminent threat to other tenants or those employed at or providing services to the HCV property would be present if the tenant or lawful occupant is not evicted. (See 24 CFR 5.2005(d)(3).)

- i. In this context, words, gestures, actions, or other indicators will be considered an "actual and imminent threat" if they meet the following standards: An actual and imminent threat consists of a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. (See 24 CFR 5.2003.)
- ii. Any eviction due to "actual and imminent threat" should be utilized by an owner only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes but must be tailored to particularized concerns about individual residents. (See 24 CFR 5.2005(d)(4).)

**Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

If an applicant or tenant requests VAWA protection based on status as a victim of domestic violence, dating violence, sexual assault, or stalking, the owner has the option to request that the victim document or provide written evidence to demonstrate that the violence occurred. However, nothing in HUD's regulation requires a covered housing provider to request this documentation. (See 24 CFR 5.2007(b)(3).)

If the owner chooses to request this documentation, the owner must make such request in writing. The individual may satisfy this request by providing any one document type listed under 24 CFR 5.2007(b)(1):

- a. Form HUD-55383 (Self-Certification Form); or
- b. A document: 1) Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional or a mental health professional (collectively, "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse; 2) Signed by the applicant or tenant; and 3) That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under 24 CFR part 5, subpart L, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under 24 CFR 5.2003; or

- c. A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- d. At the discretion of a covered housing provider, a statement or other evidence provided by the applicant or tenant.

The owner must accept any of the above items (a – c). The owner has discretion to accept a statement or other evidence (d).

The owner is prohibited from requiring third-party documentation of the domestic violence, dating violence, sexual assault, or stalking, unless the submitted documentation contains conflicting information.

If the owner makes a written request for documentation, the owner may require submission of that documentation within 14 business days after the date that the individual received the written request for documentation. (24 CFR 5.2007(a)(2)). The owner may extend this time period at its discretion. During the 14-business day period and any granted extensions of that time, no adverse actions, such as evictions or terminations, can be taken against the individual requesting VAWA protection.

Once a victim provides documentation of domestic violence, dating violence, sexual assault, or stalking, the owner is encouraged to acknowledge receipt of the documentation in a timely manner.

If the applicant or tenant fails to provide documentation that meets the criteria in 24 CFR 5.2007 within 14 business days after receiving the written request for that documentation or within the designated extension period, nothing in VAWA Final Rule may be construed to limit the authority of the covered housing provider to:

- a. Deny admission by the applicant or tenant to the housing or program;
- b. Deny assistance under the covered housing program to the applicant or tenant;
- c. Terminate the participation of the tenant in the covered housing program; or
- d. Evict the tenant, or a lawful occupant that commits a violation of a lease.

An individual's failure to timely provide documentation of domestic violence, dating violence, sexual assault, or stalking does not result in a waiver of the individual's right to challenge the denial of assistance or termination, nor does it preclude the individual's ability to raise an incident of domestic violence, dating violence, sexual assault, or stalking at eviction or termination proceedings.

**Moves-** A victim of domestic violence, dating violence, sexual assault, or stalking may move in violation of their lease if the move is required to protect their safety. If a move results in the termination of the Housing Assistance Payment Contract, the lease is automatically terminated.

**Lease Bifurcation -** Owners may choose to bifurcate a lease or remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to such member who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual. (See 24 CFR 5.2009(a).) If an owner chooses to bifurcate the lease, the owner must comply with the reasonable time to establish eligibility under the covered housing program or find alternative housing following lease bifurcation provision in 24 CFR 5.2009(b). VAWA protections, including bifurcation, do not apply to guests or unreported members of a household or anyone else residing in a household who is not a tenant.

Eviction, removal, termination of occupancy rights, or termination of assistance must be affected in accordance with the procedures prescribed by federal, state, or local law for termination of leases. To avoid unnecessary delay in the bifurcation process, HUD recommends that owners seek court-ordered eviction of the perpetrator pursuant to applicable laws. This process results in the underlying lease becoming null and void once the owner regains possession of the unit. The owner would then execute a new lease with the victim.

#### **Evictions Due to "Actual and Imminent Threat" or Violations Not Premised on Abuse**

The VAWA Final Rule generally prohibits eviction on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for assistance, participation or occupancy. (See 24 CFR 5.2005.)

However, the VAWA Final Rule does not prohibit an owner from evicting a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the tenant or an affiliated individual of the tenant. Nor does the VAWA Final Rule prohibit an owner from evicting a tenant if the owner can demonstrate an actual and imminent

threat to other tenants or those employed at or providing services to property of the owner would be present if that tenant or lawful occupant is not evicted or terminated from assistance. (See 24 CFR 5.2005(d)(2) and (3).)

In order to demonstrate an actual and imminent threat to other tenants or employees at the property, the covered housing provider must have objective evidence of words, gestures, actions, or other indicators that meet the standards in the following definition:

Actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The length of time before the potential harm would occur.

(See 24 CFR 5.2003 and 5.2005(d)(2).)

### **Confidentiality**

Any information submitted to a covered housing provider under 24 CFR 5.2007, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, must be maintained in strict confidence by the covered housing provider. (See 24 CFR 5.2007(c).)

Employees of the owner (or those within their employ, e.g., contractors) must not have access to the information unless explicitly authorized by the owner for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law (e.g., the information is needed by an employee to provide the VAWA protections to the victim).

The owner must not enter this information into any shared database, or disclose this information to any other entity or individual, except to the extent that disclosure is:

- a. Requested or consented to in writing by the individual (victim) in a time-limited release;
- b. Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
- c. Otherwise required by applicable law.

When communicating with the victim, owners must take precautions to ensure compliance with these confidentiality requirements.

### **Service Providers**

Harris County Housing Authority has extensive relationships with local service providers. Harris County Housing Authority staff is available to provide referrals to shelters, counselors, and advocates. These resources are also provided in Harris County Housing Authority's Annual and 5-Year Plan, Administrative Plan, VAWA Notice of Occupancy Rights, and Emergency Transfer Plan. A list of local service providers is attached to this Notice.

- Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).
- Tenants who have been victims of sexual assault may call the Rape, Abuse, and Incest National Network's National Sexual Assault Hotline at 1-800-656-HOPE or visit the online hotline at: <https://ohl.rainn.org/online/>.
- Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at: <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

- **Local Organizations Offering Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**
  - **Aid to Victims of Domestic Abuse (AVDA)** (English/Spanish)  
713.224.9911 <http://avda-tx.org>
  
- **Asians Against Domestic Abuse (AADA)**  
(English/Arabic/Bengali/Gujarati/Hindi/Korean/Chinese/Filipino/Vietnamese/Urdu)  
713.339.8300 <http://www.aadainc.org>
  
- **Bay Area Turning Point, Inc. Crisis Intervention Center** (Webster, TX)  
281.286.2525  
<http://www.bayareaturningpoint.org>
  
- **The Bridge Over Troubled Waters** (Pasadena) (English/Spanish)  
713.473.2801  
<http://www.thebridgeovertroubledwaters.org>
  
- **Family Time Crisis and Counseling Center** (Humble, TX)  
24-Hour Crisis Helpline & Emergency Shelter 281.446.2615  
<http://www.familytimeccc.org>
  
- **Focusing Families** (Hempstead, TX/Waller County, NW Harris) (English/Spanish)  
Crisis: 979.826.0000 Toll Free:  
+1.877.237.2339 Brenham Office:  
979.251.8808  
<http://www.focusing-families.org>
  
- **Fort Bend County Women's Center** (English/Spanish)  
281.342.4357  
<http://fortbendwomenscenter.org>
  
- **Houston Area Women's Center** (English/Spanish)  
Domestic Violence Hotline: 713.528.2121 Toll Free +1.800.256.0551 Sexual  
Assault Hotline: 713.528.7273 <http://www.hawc.org>.
  
- **Montgomery County Women's Center** (English/Spanish)  
Counseling: 936.441.4044  
Crisis Hotline: 936.441.7273 Toll Free: +1.800.735.2989  
<http://www.mcwcthewoodlands.org>
  
- **Montrose Counseling Center** (English/Spanish)  
24-Hour Crisis Line / Gay & Lesbian Switchboard Houston: 713.529.3211  
Office: 713.529.0037  
[http://www.montrosecounselingcenter.org/2010/?page\\_id=100](http://www.montrosecounselingcenter.org/2010/?page_id=100)
  
- **New Horizon Family Center** (Baytown, TX) (Provides services to Liberty County)  
24 Hour Crisis Hotline: 281.424.3300  
<http://www.newhorizonfamilycenter.com/>

- **Northwest Assistance Ministries** – Family Violence Center (FVC) (English/Spanish)  
281.885.4673 <http://www.namonline.org>
- **SAAFE House** (Huntsville, TX/Walker County/San Jacinto County) (English/Spanish)  
24 Hour Crisis Lines: 936.291.3369 936.327.2513  
<http://www.saafehouse.org/>
- **Forensic Nurse Examiners/Sexual Assault Nurse Examiners (SANEs)**  
Forensic Nurse Examiners available at Memorial Hermann Hospitals  
<http://www.memorialhermann.org/services-specialties/forensic-nurse-response-team/>

### Law Enforcement

- **Lone Star College System Police Department**  
To report a crime at any of our locations, call the Campus Police Emergency line: 5911 Off-Campus: 911 operator: 911 <http://www.lonestar.edu/campus-police.htm>
- **Harris County Constable Precinct 4**  
Victim Assistance: 281.401.6250  
[http://www.cd4.hctx.net/domestic\\_violence.php](http://www.cd4.hctx.net/domestic_violence.php)
- **Harris County Sheriff's Office**  
Domestic Violence and Sexual Assault Unit: 713.967.5743 Victim Assistance: 713.967.5800  
[http://www.hcso.hctx.net/inmate\\_victim\\_assistanceunit.aspx](http://www.hcso.hctx.net/inmate_victim_assistanceunit.aspx)
- **Houston Police Department**  
Family Violence Unit: 713.308.1100  
<http://www.houstontx.gov/police/fvu/index.htm> Victim Assistance: 713.308.0080  
[www.houstontx.gov/police/vsu/](http://www.houstontx.gov/police/vsu/)
- **Montgomery County Sheriff's Office**  
Victim Assistance: 936.538.7705 <http://www.mocosheriff.com/>
- **Liberty County Sheriff's Office**  
936.336.4500 <http://www.libertytxsheriff.com/>
- **Fort Bend County Sheriff's Office**  
Special Crimes: 281.341.4695 Crime Victim Liaison: 281.341.4638  
<http://www.co.fort-bend.tx.us/getsitepage.asp?sitepage=3219>
- **San Jacinto County Sheriff's Office**  
936.653.4367  
[http://www.co.san-jacinto.tx.us/default.aspx?San-Jacinto\\_County/Sheriff](http://www.co.san-jacinto.tx.us/default.aspx?San-Jacinto_County/Sheriff)
- **Waller County Sheriff's Office**  
979.826.8282 <http://www.wallercountytexassheriff.org/>
- **Walker County Sheriff's Office**  
Victim Assistance: 936.435.2400  
<http://www.co.walker.tx.us/departement/?fDD=16-0>

### Legal Assistance

- **Lone Star Legal Aid**  
+1.800.733.8394 713.652.0077 <http://www.lonestarlegal.org/>
- **Houston Volunteer Lawyers**  
713.228.0732 <http://www.hvlp.org/home/default.aspx>
- **University of Houston Law Center**  
713.743.2094  
<http://www.law.uh.edu/clinic/>
- **Harris County District Attorney's Office**  
Family Criminal Law Division: 713.755.5888  
<http://app.dao.hctx.net/>
- **Montgomery County District Attorney's Office**  
936.539.7800 <http://www.mctxdao.org/>
- **Liberty County District Attorney's Office**  
Victim Assistance Coordinator: 936.336.4609  
[http://www.co.liberty.tx.us/default.aspx?Liberty\\_County/District.Attorney](http://www.co.liberty.tx.us/default.aspx?Liberty_County/District.Attorney)
- **Fort Bend County District Attorney's Office**  
Victim Assistance Coordinator: 281.341.4459  
<http://www.co.fort-bend.tx.us/getSitePage.asp?sitePage=20897>
- **San Jacinto County District Attorney's Office**  
936.653.2601  
[http://www.co.san-jacinto.tx.us/default.aspx?San-Jacinto\\_County/District.Attorney](http://www.co.san-jacinto.tx.us/default.aspx?San-Jacinto_County/District.Attorney)
- **Waller County District Attorney's Office**  
979.826.7718  
[http://www.co.waller.tx.us/default.aspx?Waller\\_County/District.Attorney](http://www.co.waller.tx.us/default.aspx?Waller_County/District.Attorney)
- **Walker County District Attorney's Office**  
Victim Assistance Coordinator: 936.435.2441  
<http://www.co.walker.tx.us/department/division.php?fDD=8-67>

#### **State and National Resources**

- **United Way of Greater Houston**  
211 (Texas/United Way Helpline)  
<http://www.unitedwayhouston.org>
- **Texas Association Against Sexual Assault (TAASA)**  
512.474.7190 <http://www.taasa.org/>
- **Texas Council on Family Violence (TCFV)**  
512.794.1133 <http://www.tcfv.org/>
- **National Domestic Violence Hotlines**  
+1.800. 799.SAFE (7233)

+1.800.787.3224 (TTY)  
<http://www.thehotline.org/>

- **Rape, Abuse, and Incest National Network (RAINN)**  
+1.800. 656.HOPE (4673) <http://www.rainn.org/>
- **National Dating Abuse Helpline** (Call center based in Austin, TX)  
+1.866.331.9474 +1.866.331.8453 (TTY) <http://www.loveisresect.org/>
- **National Center for Victims of Crime, Stalking Resource Center**  
202.467.8700 <http://www.ncvc.org/src>
- **The National Center for Victims of Crime**  
202.467.8700 <http://www.ncvc.org>
- **U.S. Department of Health & Human Services (free mobile applications)**  
> Circle of 6 > On Watch  
[www.hhs.gov/open/initiatives/challenges/againstabuse.html](http://www.hhs.gov/open/initiatives/challenges/againstabuse.html)

**B. 5 Significant Amendment or Modification.**

**Significant Amendment or Modification**

HCHA defines “substantial deviation” or “significant amendments or modification” as changes in the PHA Plan that change the mission or goals of HCHA, and which require formal board approval. Local preferences benefitting homeless, formerly homeless or households at or below 30% area median income (AMI) do not constitute a significant amendment or substantial deviation or modification.

**B.6 Resident Advisory Board (RAB) Comments.**

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

HCHA conducted a Resident Advisory Board (RAB) meeting on November 2, 2019. The purpose of the meeting was for the RAB participants to assist HCHA in developing the Annual PHA and 5-Year Plan. There were no Comments to add.

**B.7 Certification by State or Local Officials.**

**Form 50077-SL**

**(See Attachment)**