

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

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 that introduced 5-year and annual PHA Plans. The full 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 of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, 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. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan for Fiscal Year: 2007

**PHA Name: State of Arizona
Arizona Dept. of Housing**

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Arizona Department of Housing

PHA Number: AZ901

PHA Fiscal Year Beginning: (mm/yyyy) 07/2007

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:

Number of S8 units:

Section 8 Only

Number of S8 units:

89

Public Housing Only

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

| Participating PHAs | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|----------------------|----------|---------------------------------------|--------------------------------|-------------------------|
| Participating PHA 1: | | | | |
| Participating PHA 2: | | | | |
| Participating PHA 3: | | | | |

PHA Plan Contact Information:

Name: Paula Scott

TDD: 602.771.1001

Phone: 602.771.1051

Email (if available): paulas@housingaz.com

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA
 PHA development management offices
 Main administrative office of the local, county or State government
 Public library PHA website Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

Main business office of the PHA PHA development management offices
 Other (list below)

Streamlined Annual PHA Plan
Fiscal Year 2007
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan. . . . p.8
- 6. Domestic Violence, Dating Violence, Sexual Assault, Stalking p.9
- 7. Supporting Documents Available for Review p.10
- 8. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 9. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

- Form HUD-50070, Certification for a Drug-Free Workplace;**
- Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**
- Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.**

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

THIS SECTION IS NOT APPLICABLE

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

| Site-Based Waiting Lists | | | | |
|---|-----------------------|---|--|---|
| Development Information: (Name, number, location) | Date Initiated | Initial mix of Racial, Ethnic or Disability Demographics | Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL | Percent change between initial and current mix of Racial, Ethnic, or Disability demographics |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

THIS SECTION IS NOT APPLICABLE

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

| HOPE VI Revitalization Grant Status | |
|-------------------------------------|---|
| a. Development Name: | |
| b. Development Number: | |
| c. Status of Grant: | |
| <input type="checkbox"/> | Revitalization Plan under development |
| <input type="checkbox"/> | Revitalization Plan submitted, pending approval |
| <input type="checkbox"/> | Revitalization Plan approved |
| <input type="checkbox"/> | Activities pursuant to an approved Revitalization Plan underway |

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
- low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: **STATE OF ARIZONA**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The State will continue to administer the HCV Program for Yavapai County.

Other: (list below)

When the PHA next opens the waiting list and accepts applications for the HCV Program, preferences will be revised to include victims of domestic violence. Preferences will be as follows:

First: An applicant who resides in Yavapai County, and 1) is employed for wages; or 2) participating in a state certified job training program; or 3) over the age of sixty-two (62); or 4) handicapped/disabled; or 5) a victim of domestic violence.

Second: An applicant who resides within Yavapai County.

Third: An applicant who does not reside in Yavapai County..

The APHA will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State Public Housing Authority is a division of the Consolidated Plan agency and as such receives substantial financial and administrative support from that agency.

6. Domestic Violence, Dating Violence, Sexual Assault, Stalking

Goals, activities, objectives, policies, or programs to support or assist victims of domestic violence, dating violence, sexual assault, or stalking.

Activities:

- The ADOH has implemented the use of the revised HAP contract forms, Tenancy Addendum, and the form HUD-50066.
- Victims of domestic violence will receive preference when we next accept applications. (See Section 5. of the Plan)
- Notice regarding VAWA requirements was provided to owners, agents, and participants and will be provided in all briefing packets and landlord packets.

Policies:

- The ADOH Administrative Plan was amended to include the preference revision and to allow for an exception when denying an applicant or terminating assistance based on violent criminal activity. Applicable portions of the ADOH Administrative Plan are included with this Annual Plan.

The State Public Housing Authority is a division of the Consolidated Plan Agency and as such will support efforts to serve victims of domestic violence as provided in the Consolidated Plan.

A. The following activities, services, or programs are provided by the ADOH, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking.

The ADOH frequently funds new construction, rehab, and emergency operating costs for domestic violence shelters throughout the state.

B The following activities, services, or programs are provided by ADOH to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.

None.

C. The following activities, services, or programs are provided by ADOH to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.

None.

7. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Related Plan Component |
| N/A | <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i> | 5 Year and Annual Plans |
| X | <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i> | Streamlined Annual Plans |
| N/A | <i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i> | 5 Year and standard Annual Plans |
| X | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists. | Annual Plan: Housing Needs |
| N/A | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| N/A | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A | Deconcentration Income Analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A | Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A | Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| N/A | Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan. | Annual Plan: Rent Determination |
| N/A | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation). | Annual Plan: Operations and Maintenance |
| N/A | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment). | Annual Plan: Management and |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Related Plan Component |
| | | Operations |
| N/A | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and CSS |
| X | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| N/A | Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| N/A | Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan. | Annual Plan: Grievance Procedures |
| N/A | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year. | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants. | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing. | Annual Plan: Capital Needs |
| N/A | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA). | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing. | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans). | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937. | Annual Plan: Conversion of Public Housing |
| N/A | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion. | Annual Plan: Voluntary Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans. | Annual Plan: Homeownership |
| N/A | Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| N/A | Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy | Annual Plan: Community Service & Self-Sufficiency |
| N/A | Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies. | Annual Plan: Community Service & Self-Sufficiency |
| N/A | FSS Action Plan(s) for public housing and/or Section 8. | Annual Plan: Community Service & Self-Sufficiency |
| N/A | Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| N/A | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| N/A | Policy on Ownership of Pets in Public Housing Family Developments (as required by | Annual Plan: Pet |

| List of Supporting Documents Available for Review | | |
|--|--|---|
| Applicable & On Display | Supporting Document | Related Plan Component |
| | regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy. | Policy |
| N/A | The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings. | Annual Plan: Annual Audit |
| X | Other supporting documents (optional) (list individually; use as many lines as necessary) ADOH Administrative Plan, Section 5 ADOH Administrative Plan, Section 14 ADOH Administrative Plan, Section 15 VAWA Notice | (specify as needed) Annual Plan - VAWA Requirements |
| N/A | Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection. | Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations |

8. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|--|---|---|---------|-------------------|----------------------|
| PHA Name: | | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: | | | Federal FY of Grant: |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

9. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan | | | | | |
|---|------------------|--|--|--|--|
| Part I: Summary | | | | | |
| PHA Name | | | | <input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: | |
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: PHA FY: | Work Statement for Year 3 FFY Grant: PHA FY: | Work Statement for Year 4 FFY Grant: PHA FY: | Work Statement for Year 5 FFY Grant: PHA FY: |
| | Annual Statement | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| CFP Funds Listed for 5-year planning | | | | | |
| Replacement Housing Factor Funds | | | | | |

5.0 SELECTING FAMILIES FROM THE WAITING LIST

Applicants may be admitted the HCV Program either as a special admission or as a waiting list admission.

If HUD awards funding targeted for families with specific characteristics or families living in specific units, the APHA will use the assistance for those families.

5.1 PREFERENCES

Applicants will be placed on the waiting list in the following order:

First: An applicant who resides in Yavapai County and 1) is employed for wages; or 2) participating in a state certified job training program; or 3) over the age of sixty-two (62); or 4) handicapped/disabled.

Note: The last open date for accepting applications was January 25, 2007. When the waiting list is *next* open to accept applications, the First Preference will be amended as described below. This preference will be effective on the first day of the open waiting list and from that date forward.

First: An applicant who resides in Yavapai County and 1) is employed for wages; or 2) participating in a state certified job training program; or 3) over the age of sixty-two (62); or 4) handicapped/disabled, or 5) a victim of domestic violence as described in the Violence Against Women Act. (Refer to the Glossary for definitions.).

Second: An applicant who resides in Yavapai County.

Third: An applicant who does not reside in Yavapai County..

The APHA will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

5.2 WAITING LIST ADMISSIONS

Families will be selected from the waiting list based on whether the applicant has the first, second or third preference. The date and time of application will be utilized to determine the sequence within the APHA's prescribed preferences.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is mandated by HUD), the APHA retains the right to bypass higher income families on the waiting list to give preference to extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met.

To ensure this goal is met, the APHA will monitor the income of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, the APHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to comply with the statutory requirement.

No applicant for the HCV Program who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

5.3 GROUNDS FOR DENIAL

The APHA will deny assistance to applicants whom:

- A. Do not meet the eligibility criteria.
- B. Do not supply required information or documentation by the required deadline.
- C. Refuse to sign consent forms for the APHA to obtain information.
- D. Fail to respond to a written request for information or a request to declare their continued interest in the program within the required deadline;
- E. Fail to complete any aspect of the application or lease-up process.
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, or any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property (refer also to Section 14 of this Administrative Plan).
- G. Currently owe rent or other amounts to any housing authority in connection with the public housing or HCV Programs.
- H. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom.
- I. Have a family member who was evicted from federally assisted housing within the last two (2) years.
- J. Have a family member who was evicted from assisted housing within two years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent

to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802.

- K. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- L. Have engaged in or threatened abusive or violent behavior towards any APHA staff member, other program participants or neighbors (denied for life).
- M. Have a member of the household who has been terminated from the HCV Program during the last two years. Applicants, who as previous applicants or participants of the APHA's program, were terminated by the APHA for program abuse, willfully withholding information and/or family obligation violations under 24 CFR 982.551, may remain on the waiting list until the APHA notifies them that they are to begin the verification process for admission/certification to the program. If it has not been two years from the previous termination date, the applicant will be denied admission to the program and removed from the waiting list.
- N. Have a member of the household who has been convicted of manufacturing or producing methamphetamine (denied for life).
- O. Have a member of the household with a lifetime registration under a State sex offender registration program (denied for life).
- P. Are a welfare-to-work (WTW) family who fails to fulfill its obligations under the welfare-to-work voucher program.

14.0 CRIMINAL ACTIVITY

Federal Regulations require that a housing agency establish standards for Section 8 HCV Programs that prohibit and deny admission to, and terminate assistance for any person with a history of drug-related criminal activity or violent criminal activity. HUD regulations also prohibit admission to Section 8 HCV Programs if a person was evicted from public housing, Indian housing, Section 23, or any Section 8 HCV Program because of drug-related criminal activity. Any individual registered as a lifetime sex offender will be banned for life.

The APHA determines eligibility for participation and may conduct criminal background checks on all adult household members, including live-in aides. This check will be made through the FBI by submitting the applicant's or participant's fingerprints to the FBI for a full criminal history record. The APHA will use other sources of information as needed.

14.1 APPLICANTS

Applicants, head of household, spouse and/or co-head, regardless of age, all adult family members 18 years of age and older, and live-in aides, will be screened for criminal history/background. Families porting in from another jurisdiction will be screened as applicants.

Applicants must provide a completed fingerprint card. If fingerprints are obtained two times and rejected both times by the FBI because of poor quality characteristics or similar quality issues, the fingerprinting requirement will be waived. APHA staff will then attempt obtain information by visiting applicable government websites. Applicants will be issued a voucher only after the criminal history information has been reviewed and the applicant family approved for admission by the APHA Administrator.

No criminal history record is required when a juvenile member of a participant household reaches 18 years of age. However, at the APHA Administrator's discretion, this information may be required at a later date.

14.1.1 Denying Admission for Criminal Activity or Drug Abuse

Admission to the Section 8 HCV Program will be denied under the circumstances listed below.

- A. If any household member has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing admission to the Section 8 HCV Program will be denied.
- B. Admission will be denied for three (3) years from the date of eviction if a household member has been evicted from federally-assisted housing for drug related criminal activity. However, the APHA may admit the

household if, a) the household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the APHA; or b) the circumstances leading to the eviction no longer exist, e.g. the criminal household member has died or is imprisoned.

- C. Admission will be denied for those convicted of violent criminal activity or for drug-related criminal activity for two (2) years from the date of sentencing or end of prison term, whichever is later.

Note: The APHA will not deny program assistance to an applicant solely because the applicant is or has been the victim of domestic violence, dating violence, or stalking provided the applicant certifies his or her status as a victim of domestic violence, dating violence, or stalking. The APHA requires certification by the victim or victim status on specific forms to be provided upon request.

- D. Admission will be denied if the APHA determines that any household member is currently engaged in the illegal use of a drug.
- E. Admission will be denied if the APHA determines there is reasonable cause to believe that a household member's illegal drug use or pattern of illegal drug use may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.
- F. Admission will be denied if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- G. Admission will be denied if the APHA determines there is reasonable cause to believe a household member's abuse or pattern of alcohol abuse may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

14.1.2 Exceptions

Applicants who have satisfactorily met the following conditions may be eligible to participate in the Section 8 HCV Program. The APHA Administrator will make the final determination of eligibility.

- A. Applicants convicted of possession or sale of illegal, controlled substances or for violent criminal activity must have served their time and/or are satisfactorily participating in probation and must demonstrate a two year period* without felony convictions.

- B. An applicant with a sex crime conviction must demonstrate a two year period* without any felony convictions. Note: Members of the applicant household with a lifetime registration requirement under a state sex offender program are *not* eligible for admission to the Section 8 HCV Program.
- C. An applicant with a record of arrest for violent criminal activity or controlled substances/drugs may be considered eligible if it is proved that no charges were filed.
- D. An incident of criminal activity relating to domestic violence, dating violence, or stalking may not be grounds for denial of assistance, termination of assistance, or eviction of a person that is a victim of domestic violence, dating violence, or stalking as explained in APHA's "Notice To Housing Choice Voucher Program Landlords/Owners/Managers/Participants and Applicants Regarding Violence Against Women Act."
- E. The person has successfully completed a supervised drug or alcohol rehabilitation program.
- F. The person is participating in a supervised drug or alcohol rehabilitation program.

*Period is from the date of sentencing or end of prison term, whichever is later.

An applicant with violent criminal activity or controlled drug substance arrest and with a court date pending will be denied admission.

14.2 PARTICIPANTS

Those currently participating in the Section 8 HCV Program (including those moving into the area as a portable) must provide a fingerprint card if they have not done so before or when requested by the APHA Administrator. Obtaining criminal history records will not hold up the process of porting in a participant. However, the participant may be later terminated from the program as described below. After the initial criminal history background check, fingerprint cards and background checks will be requested when the Administrator believes there is questionable activity in the household or by household members.

Participants will be terminated from the Section HCV Program if it is determined a member of the household has a criminal history background as described in Section 14.1.1. Assistance will also be terminated if

- A. A participant or household member is convicted of violent criminal activity or for drug-related criminal activity.

- B. The APHA determines that any household member is currently engaged in the illegal use of a drug.
- C. The APHA determines there is reasonable cause to believe that a household member's illegal drug use or pattern of illegal drug use may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.
- D. Any member of the household is currently subject to a lifetime registration requirement under a state sex offender registration program or becomes subject to the registration requirement while receiving participating in the Section 8 HCV Program.
- E. The APHA determines there is reasonable cause to believe a household member's abuse or pattern of alcohol abuse may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

14.3 CRIMINAL HISTORY RECORD MAINTENANCE

Listed below are the guidelines to be followed for maintaining criminal records and APHA generated criminal history/background information.

- A. All records received from a law enforcement agency will be kept in a separate, locked file other than the applicant's working file.
- B. Employees authorized to access the locked files are APHA Administrator, Contracts Coordinator, and the HCV Program Coordinator.
- C. All criminal records received from a law enforcement agency will be destroyed once the purpose(s) for which the record was requested has been accomplished, including the expiration of the period for filing a challenge to the APHA action.
- D. The APHA generated criminal history/background information will be maintained for a period of two years after a participant is terminated from the program. These files will be checked when applicants apply to ensure that the same applicants are not reapplying and being considered before the mandatory two-year waiting period has expired. After the two-year retention period has lapsed, the files are to be incorporated into the APHA's file retention schedule.

15.0 TERMINATION OF ASSISTANCE

The APHA may at any time terminate program assistance for a participant because of any of the following actions or inactions by the household:

- A. If the family violates any family obligations under the program.
- B. If the family is evicted from housing assisted under the program for a serious lease violation.
- C. If a family member fails to sign and submit consent forms, and other required APHA forms.
- D. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-rated assistance, or temporary deferral of assistance. If the APHA determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible for Section 8 assistance for a period of two (2) years from the date of termination.
- E. If any household member is or has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing.
- F. If any member of the household engages in drug-related criminal activity or violent criminal activity or other activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- G. If a Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
- H. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- I. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.
- J. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

- K. If the family breaches an agreement with the APHA to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. (The APHA, at its discretion, may offer a family the opportunity to enter into an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The APHA may prescribe the terms of the agreement.)
- L. If the family has engaged in or threatened abusive or violent behavior toward APHA personnel.
- M. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- N. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the APHA to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

15.1 DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

The APHA may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

The APHA may honor court orders regarding the rights of access or control of the property and other orders issued to protect the victim or to address the distribution or possession of property among household members where the family "breaks up."

There is no limitation on the ability of the APHA to terminate assistance for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

There is no prohibition on the APHA terminating assistance if it can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's (victim's) assistance is not terminated.

Any protections provided by law which give greater protection to the victim are not superceded by these provisions.

The APHA may require certification by the victim or victim status on such forms as the APHA and/or HUD shall prescribe and approve.



Arizona Department of Housing
Arizona Public Housing Authority
1700 W. Washington, Suite 210
Phoenix, Arizona 85007
Tel: 602/771-1000 or 866/890-0177
Fax: 602/771-1013
TTY: 602/771-1001

**This Notice mailed to participants,
applicants, owners, landlords, managers
on December 29, 2006.**

**NOTICE TO HOUSING CHOICE VOUCHER PROGRAM LANDLORDS/OWNERS/MANGERS
PARTICIPANTS and APPLICANTS REGARDING VIOLENCE AGAINST WOMEN ACT**

The Congress of the United States passed the Violence Against Women Act and Department of Justice Reauthorization Act of 2005 (VAWA), Pub. L. 109-162, that President Bush signed into law in January 2006. This law affects resident selection, lease provisions that deal with termination and eviction, termination of assistance or eviction provisions in the HAP contract, the Tenancy Addendum, and the housing authority's relationship with the resident. HUD says the law is effective immediately although it has not issued a revised HAP Contract incorporating these terms. Therefore, the legal relationships between the Arizona Department of Housing (ADOH), Owners, Applicants, and Residents, are changed as set out below. The ADOH does NOT give legal advice to owners, applicants, or program participants. Consult your attorney with questions.

Selection of participants and tenants: The ADOH cannot deny program assistance to an applicant or participant solely because the applicant or participant is or has been the victim of domestic violence, dating violence, or stalking. Owners and Managers may not deny tenancy to a lease applicant solely because the applicant or participant is or has been the victim of domestic violence, dating violence, or stalking.

Lease terms: An incident or incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence. Such incidents are not good cause for terminating the assistance, tenancy or occupancy rights of the victim of such violence. Terms of the lease and Housing Assistance Payments contract shall be construed consistent with the VAWA.

Termination of Assistance/Eviction: Criminal activity by a household member or guest, directly related to domestic violence, dating violence, or stalking shall not be the cause for termination of program assistance or tenancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence, or stalking.

The ADOH may terminate assistance and/or the landlord/owner/manger may bifurcate or divide the lease to terminate assistance and remove an occupant or tenant who engages in criminal acts of violence to family members or others. This action allows for the continued occupancy and assistance for the lawful occupants who are victims of domestic violence.

Exceptions and Certification: The provisions of the VAWA do not prohibit the ADOH and or landlord/manger/owner from complying with court orders regarding rights of access or control of the property.

The ADOH or landlord/manger/owner may deny assistance, terminate assistance, or evict a tenant 1) for other good cause unrelated to the incident or incidents of domestic violence, provided that the victim is not subject to a "more demanding standard" than nonvictims, and if 2) the AODH or owner/manger/landlord can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's assistance is not terminated or if that tenant is not evicted.

(over)

These provisions do not supersede any other federal state or local law that provides greater protections to victims of domestic violence dating violence, or stalking.

The ADOH and/or owner/landlord/managers may require certification of the individual's status as a victim of domestic violence, dating violence or stalking in order to qualify for the protections implemented in the statute. Such certifications are confidential and shall not be disclosed except as provided by the Violence Against Women Act. The landlord/owner/manager is not required to demand a certification from the resident, however.

If the ADOH denies or terminates assistance on grounds of criminal activity, a participant who claims that the criminal activity directly relates to domestic violence, dating violence or stalking, must provide a written certification that they are a victim of domestic violence, dating violence, or stalking, and that the incident(s) are bona fide incidents of actual or threatened abuse. This written certification must be provided within 14 business days after the ADOH requests the certification in writing.

If the landlord/owner/manger requires a certification, they shall inform the resident of the date the response must be returned, which shall not be less than 14 business days from the day the certification is requested by the landlord/owner/manger. The landlord/owner/manager shall state in its correspondence when the time for providing the certification begins to run.

The certification requirement may be complied with by completing the appropriate HUD certification form, a copy of which is available by calling the APHA at 602/771-1000. Information provided in the certification form shall remain confidential, shall not be entered into a shared data base, and shall not be disclosed to a third party unless the tenant consents in writing, or when the information is required for use in eviction proceedings, or its use is otherwise required by law.

Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in this program or who require information in an alternative format should contact Lori Moreno at (602) 771-1000 or by TTY at (602) 771-1001 to request a reasonable accommodation. The request should be made as soon as possible to assure the Agency has time to provide such accommodation.

