

<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>
--	---	---

**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><b>PHA Name:</b> Vacaville Housing Authority <b>PHA Code:</b> CA125  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 07/2023  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Housing Choice Vouchers (HCVs)</b> 1366  <b>PHA Plan Submission Type:</b> <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> </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:																													
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																
Lead HA:																																				

<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 type="checkbox"/> <input checked="" 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):</p>
<b>B.2</b>	<b>New Activities.</b> – Not Applicable

<p><b>B.3</b></p>	<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><i>Goal 1: Expand and increase the supply of assisted housing choices:</i></p> <ul style="list-style-type: none"> <li>• Reviewed and increased payment standards to ensure families have a reasonable selection of housing in a range of neighborhoods, allowing families to rent units in more desirable areas.</li> <li>• Continued to administer the Section 8 Homeownership Program .</li> </ul> <p><i>Goal 2: Improve the quality of assisted housing and customer service:</i></p> <ul style="list-style-type: none"> <li>• Continued reviewing and updating current procedures and implementing improvements to the participant file process.</li> <li>• Provided on-going trainings/guidance to staff on HUD regulation updates, program guidelines, rules and procedures.</li> <li>• Continued to streamline administrative processes to make forms easier to complete as well as posting forms and program information on the SCHA website.</li> </ul> <p><i>Goal 3: Provide an improved living environment</i></p> <ul style="list-style-type: none"> <li>• Continued to conduct outreach to build relationships with owners, affordable housing resource agencies, neighborhood centers and social services agencies whose mission is to improve neighborhoods, provide affordable housing and provide access to social services, recreation and educational opportunities.</li> <li>• Continued to promote and encourage families to move to higher income areas and to provide updated citywide apartment and realtor listings.</li> <li>• Continued conducting quality control review of case files to make sure that at least 98% of HQS deficiencies are corrected timely.</li> </ul> <p><i>Goal 4: Promote self-sufficiency and asset development of assisted households:</i></p> <ul style="list-style-type: none"> <li>• Encouraged all program participants to enroll in the Family Self-Sufficiency Program without limiting the number of eligible families.</li> <li>• The Self-Help Center continued to be available for participants to apply for jobs and access a variety of programs and supportive services that promote self-sufficiency.</li> <li>• Provided referrals to elderly and disabled families to organizations that provide supportive services for senior and disabled persons.</li> <li>• Provided referrals to the Vacaville Housing Counseling Center which provides workshops and/or on-to-one training on wealth management, first-time homebuyer, and credit repair</li> </ul> <p><i>The Vacaville Housing Authority (VHA) exists to serve our community’s housing needs using all resources available. Participation in the Department of Housing and urban Development’s (HUD) Moving-to-Work (MTW) demonstration provides the VHA with the ability to make the best use of existing program funds to assist the Vacaville’s very-low and low-income residents to obtain safe, decent and affordable housing. The MTW activities planned are:</i></p> <ul style="list-style-type: none"> <li>• <i>Reexaminations – VHA is transitioning to requiring reexaminations every 36 months for families in which at least 90 percent of income is from a fixed source.</i></li> <li>• <i>Self-Certification of Assets: The VHA will increase the value of family assets and anticipated asset income, when applicable. The VHA will accept the family’s self-certification from \$5,000 or less to \$50,000 or less. All assets valued over \$50,000 will continue to require 3<sup>rd</sup> party verification.</i></li> <li>• <i>Landlord Leasing Incentives – By combining the activities available under the Landlord leasing Incentives category, the VHA will launch it’s Landlord Partnership Program (LPP). The LPP is aimed at expanding rental opportunities for families holding housing choice vouchers by making landlord participation in the program more attractive. The LPP will provide financial incentives to landlords who rent to housing choice voucher participants in the form of vacancy payments, damage claims funds, and additional lease-up incentives to landlords with new units.</i></li> <li>• <i>Housing Qualify Standards – In conjunction with the LPP, the VHA will conduct pre-qualifying unit inspections for landlords that are willing to participate in the program but have not yet identified an eligible tenant. Conducting pre-qualifying inspections supports the recruitment of new landlords and units as well as retaining existing units within the portfolio of available housing.</i></li> </ul>
<p><b>B.4</b></p>	<p><b>Capital Improvements. – Not Applicable</b></p>

<p><b>B.5</b></p>	<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  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>		
<p><b>C. Other Document and/or Certification Requirements.</b></p>			
<p><b>C.1</b></p>	<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>		
<p><b>C.2</b></p>	<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><i>Form HUD-5077 attached</i></p>		
<p><b>C.3</b></p>	<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><i>Form HUD-5077-ST-HCV attached</i></p>		
<p><b>C.4</b></p>	<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>		
<p><b>D. Affirmatively Furthering Fair Housing (AFFH).</b></p>			
<p><b>D.1</b></p>	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>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.</p> <table border="1" data-bbox="178 1503 1451 1950"> <tr> <td data-bbox="178 1503 1451 1545"> <p><b>Fair Housing Goal:</b></p> </td> </tr> <tr> <td data-bbox="178 1545 1451 1950"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p><i>Vacaville Housing Authority strategies and actions to continue AFFH.</i></p> <ul style="list-style-type: none"> <li>• <i>Informed participants of their Fair Housing rights and assisted with the Fair Housing complaint process upon request.</i></li> <li>• <i>Promoted Fair Housing during Fair Housing month.</i></li> <li>• <i>Conducted Fair Housing Workshop April 22, 2022</i></li> <li>• <i>Assisted households with disabled household members find suitable housing and provided a listing of accessible units.</i></li> <li>• <i>Used the translating and interpreting services of The Language People agency to communicate with non-English speakers.</i></li> <li>• <i>Provided translation of vital documents in Spanish.</i></li> </ul> </td> </tr> </table>	<p><b>Fair Housing Goal:</b></p>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p><i>Vacaville Housing Authority strategies and actions to continue AFFH.</i></p> <ul style="list-style-type: none"> <li>• <i>Informed participants of their Fair Housing rights and assisted with the Fair Housing complaint process upon request.</i></li> <li>• <i>Promoted Fair Housing during Fair Housing month.</i></li> <li>• <i>Conducted Fair Housing Workshop April 22, 2022</i></li> <li>• <i>Assisted households with disabled household members find suitable housing and provided a listing of accessible units.</i></li> <li>• <i>Used the translating and interpreting services of The Language People agency to communicate with non-English speakers.</i></li> <li>• <i>Provided translation of vital documents in Spanish.</i></li> </ul>
<p><b>Fair Housing Goal:</b></p>			
<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p><i>Vacaville Housing Authority strategies and actions to continue AFFH.</i></p> <ul style="list-style-type: none"> <li>• <i>Informed participants of their Fair Housing rights and assisted with the Fair Housing complaint process upon request.</i></li> <li>• <i>Promoted Fair Housing during Fair Housing month.</i></li> <li>• <i>Conducted Fair Housing Workshop April 22, 2022</i></li> <li>• <i>Assisted households with disabled household members find suitable housing and provided a listing of accessible units.</i></li> <li>• <i>Used the translating and interpreting services of The Language People agency to communicate with non-English speakers.</i></li> <li>• <i>Provided translation of vital documents in Spanish.</i></li> </ul>			

• *Continued training on updated Fair Housing rules to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, age, marital status, ancestry, source of income or arbitrary discrimination. Conduct at least 2 Landlord Workshops to recruit and educate landlords, including training in Fair Housing.*

**Fair Housing Goal:**

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

**Fair Housing Goal:**

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

# Instructions for Preparation of Form HUD-50075-HCV

## Annual PHA Plan for HCV-Only PHAs

---

### 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.

---

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

# PHA Name : City Of Vacaville

**PHA Code :** CA125

**MTW Supplement for PHA Fiscal Year Beginning :** (MM/DD/YYYY): 7/1/2024

**PHA Program Type:** Housing Choice Voucher (HCV) only

**MTW Cohort Number:** Landlord Incentives

**MTW Supplement Submission Type:** Annual Submission



## **B. MTW Supplement Narrative.**

The Vacaville Housing Authority (VHA) exists to serve our community's housing needs using all resources available. The VHA provides rental assistance to low-income household units through the Housing Choice Voucher (HCV), Project-Based Voucher (PBV), Emergency Housing Voucher (EHV), Mainstream Voucher, and Veterans Affairs Supportive Housing (VASH) programs without regard to race, ethnicity, religion, family status, national origin, gender, sexual orientation or disability status. Participation in the Department of Housing and Urban Development's (HUD) Moving-to-Work (MTW) demonstration will provide VHA with the ability to make best use of existing program funds to assist the City of Vacaville's very low- and low-income residents to obtain safe, decent, and affordable housing. Participation in the MTW demonstration supports VHA's goal to provide affordable housing opportunities through creative partnerships with public and private collaborators. Participation in the MTW demonstration also expands VHA's ability to provide participants with opportunities to achieve self-sufficiency through the Family Self-Sufficiency Program. VHA will be able to utilize the benefits of the Moving-to-Work (MTW) program to meet the three statutory objectives of the MTW Demonstration Program in the following ways:

- Cost Effectiveness –**

**Reexaminations:** VHA is transitioning to requiring reexaminations every 36 months for families in which at least 90 percent of income is from a fixed source. The reexamination process can be cumbersome for persons who are elderly and/or disabled families that may have sight, hearing, cognitive, and/or mobility, etc. issues, or other families in which at least 90% of their income is from a fixed source. This burden can be removed as these families have few, if any, changes in household income and/or composition from year to year. Changing required reexaminations for these families from every 12 months to every 36 months will also reduce the overall administrative burden for the VHA by streamlining administrative activities associated with conducting annual re-certifications and verification of participant assets.

- Self-Certification of Assets:** The VHA has increased the value of family assets and anticipated asset income, when applicable. The VHA will accept the family's self-certification from \$5,000 or less to \$50,000 or less. All assets valued over \$50,000 will continue to require 3rd party verification.

- Landlord Leasing Incentives**

By combining the activities available under the Landlord Leasing Incentives category, the VHA will launch its Landlord Partnership Program (LPP). The LPP is aimed at expanding rental opportunities for families holding housing choice vouchers by making landlord participation in the program more attractive. The LPP provides financial incentives to landlords who rent to housing choice voucher participants in the form of vacancy payments, damage claims funds, and additional lease-up incentives to landlords with new units.

- Housing Quality Standards:**

In conjunction with the LPP, the VHA will conduct pre-qualifying unit inspections for landlords that are willing to participate in the program but have not yet identified an eligible tenant. Conducting pre-qualifying inspections supports the recruitment of new landlords and units as well as retaining existing units within the portfolio of available housing.

- **Self-Sufficiency -**

Funding flexibility and streamlining administrative processes allow the VHA to expand resources and current partnerships and develop new public and private partnerships that will help families to move toward self-sufficiency and staff assistance provided to program participants during the housing search process. Activities may include expanded briefing topics/activities such as warm referrals to rental and/or utility deposit assistance, developing a rental profile, practicing completing rental applications, and/or reviewing credit/rental history.

- Housing Choice -** Increase housing choice for program participants by assigning project-based vouchers to shared housing units, increasing initial rent burden limits and creating a landlord incentive program that encourages owner participation in the Section 8 program.

**C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).**

<b>1. Tenant Rent Policies</b>	
b. Tiered Rent (HCV)	Not Currently Implemented
d. Stepped Rent (HCV)	Not Currently Implemented
f. Minimum Rent (HCV)	Not Currently Implemented
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Not Currently Implemented
j. Alternative Utility Allowance (HCV)	Not Currently Implemented
l. Fixed Subsidy (HCV)	Not Currently Implemented
n. Utility Reimbursements (HCV)	Not Currently Implemented
o. Initial Rent Burden (HCV)	Not Currently Implemented
q. Imputed Income (HCV)	Not Currently Implemented
s. Elimination of Deduction(s) (HCV)	Not Currently Implemented
u. Standard Deductions (HCV)	Not Currently Implemented
w. Alternative Income Inclusions/Exclusions (HCV)	Not Currently Implemented
<b>2. Payment Standards and Rent Reasonableness</b>	
a. Payment Standards- Small Area Fair Market Rents (HCV)	Not Currently Implemented
b. Payment Standards- Fair Market Rents (HCV)	Not Currently Implemented
c. Rent Reasonableness – Process (HCV)	Not Currently Implemented
d. Rent Reasonableness – Third-Party Requirement (HCV)	Not Currently Implemented
<b>3. Reexaminations</b>	
b. Alternative Reexamination Schedule for Households (HCV)	Plan to Implement in the Submission Year
d. Self-Certification of Assets (HCV)	Plan to Implement in the Submission Year
<b>4. Landlord Leasing Incentives</b>	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Plan to Implement in the Submission Year
b. Damage Claims (HCV-Tenant-based Assistance)	Plan to Implement in the Submission Year
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Plan to Implement in the Submission Year
<b>5. Housing Quality Standards (HQS)</b>	
a. Pre-Qualifying Unit Inspections (HCV)	Plan to Implement in the Submission Year
b. Reasonable Penalty Payments for Landlords (HCV)	Not Currently Implemented
c. Third-Party Requirement (HCV)	Not Currently Implemented
d. Alternative Inspection Schedule (HCV)	Not Currently Implemented
<b>6. Short-Term Assistance</b>	
b. Short-Term Assistance (HCV)	Not Currently Implemented
<b>7. Term-Limited Assistance</b>	
b. Term-Limited Assistance (HCV)	Not Currently Implemented
<b>8. Increase Elderly Age (PH &amp; HCV)</b>	
Increase Elderly Age (PH & HCV)	Not Currently Implemented
<b>9. Project-Based Voucher Program Flexibilities</b>	
a. Increase PBV Program Cap (HCV)	Not Currently Implemented
b. Increase PBV Project Cap (HCV)	Not Currently Implemented
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Not Currently Implemented
d. Alternative PBV Selection Process (HCV)	Not Currently Implemented
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	Not Currently Implemented
f. Increase PBV HAP Contract Length (HCV)	Not Currently Implemented
g. Increase PBV Rent to Owner (HCV)	Not Currently Implemented
h. Limit Portability for PBV Units (HCV)	Not Currently Implemented
<b>10. Family Self-Sufficiency Program with MTW Flexibility</b>	
a.HCV Waive Operating a Required FSS Program (HCV)	Not Currently Implemented
b. HCV Alternative Structure for Establishing Program	

Coordinating Committee (HCV)	Not Currently Implemented
c.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
d.HCV Modify or Eliminate the Contract of Participation (HCV)	Not Currently Implemented
e.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
<b>11. MTW Self-Sufficiency Program</b>	
a.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
b.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
<b>12. Work Requirement</b>	
b. Work Requirement (HCV)	Not Currently Implemented
<b>13. Use of Public Housing as an Incentive for Economic Progress (PH)</b>	
<b>14. Moving on Policy</b>	
a. Waive Initial HQS Inspection Requirement (HCV)	Not Currently Implemented
b.HCV Allow Income Calculations from Partner Agencies (HCV)	Not Currently Implemented
c.HCV Aligning Tenant Rents and Utility Payments Between Partner Agencies (HCV)	Not Currently Implemented
<b>15. Acquisition without Prior HUD Approval (PH)</b>	
<b>16. Deconcentration of Poverty in Public Housing Policy (PH)</b>	
<b>17. Local, Non-Traditional Activities</b>	
a. Rental Subsidy Programs	Not Currently Implemented
b. Service Provision	Not Currently Implemented
c. Housing Development Programs	Not Currently Implemented

**C. MTW Activities Plan that City Of Vacaville Plans to Implement in the Submission Year or Is Currently Implementing**

<b>3.b. - Alternative Reexamination Schedule for Households (HCV)</b>
<p><b>Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative</b></p> <p>VHA will conduct a reexamination once every three years (triennial) for all families in which at least 90% of income is from a fixed source. The reexamination process can be cumbersome for persons who are elderly and/or disabled families that may have sight, hearing, cognitive, and/or mobility, etc. issues, or other families in which at least 90% of their income is from a fixed source. This burden can be removed as these families have few, if any, changes in household income and/or composition from year to year. Changing required reexaminations for these families from every 12 months to every 36 months will also reduce the administrative burden for the VHA.</p>
<p><b>Which of the MTW statutory objectives does this MTW activity serve?</b></p> <p>Cost effectiveness</p>
<p><b>What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</b></p> <p>Increased expenditures</p>
<p><b>Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</b></p> <p>The MTW activity applies to all assisted households</p>
<p><b>Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.</b></p> <p>During the fiscal year, VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA worked with its client management software provider to ensure that necessary updates needed to</p>

the software to track these changes could be incorporated. As the activity will be implemented within the first quarter of the program year, the VHA does not yet have the data on how the changes have impacted program participants.

**Does this MTW activity require a hardship policy?**

Yes

This document is attached.

**Does the hardship policy apply to more than this MTW activity?**

No

**Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?**

No

**How many hardship requests have been received associated with this activity in the past year?**

No hardship were requested in the most recent fiscal year.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does the MTW activity require an impact analysis?**

Yes

This document is attached.

**Does the impact analysis apply to more than this MTW activity?**

No

**What is the recertification schedule?**

Once every three years

**How many interim recertifications per year may a household request?**

2 or more

**Please describe briefly how the MTW agency plans to address changes in family/household circumstances under the alternative reexamination schedule.**

VHA will conduct a reexamination once every three years (triennial) for all families in which at least 90% of income is from a fixed source. Households will be able to submit interim recertification requests to the Housing Authority between annual reexaminations. The reexamination process can be cumbersome for persons who are elderly and/or disabled families that may have sight, hearing, cognitive, and/or mobility, etc. issues, or other families in which at least 90% of their income is from a fixed source. This burden can be removed as these families have few, if any, changes in household income and/or composition from year to year. Changing required reexaminations for these families from every 12 months to every 36 months will also reduce the administrative burden for the VHA. VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity will be implemented within the first quarter of the program year, the VHA does not yet have the data on how the changes have impacted program participants.

**3.d. - Self-Certification of Assets (HCV)****Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

The Vacaville Housing Authority (VHA) will increase the value of family assets and anticipated asset income, when applicable. The VHA will accept the family's self-certification of income from assets of \$50,000 or less. All assets valued over \$50,000 will continue to require third-party verification.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Decreased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

During the fiscal year, the VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA will also work with its client management software provider to ensure that necessary updates needed to the software to track these changes can be incorporated. As the activity is in the process of being implemented, the VHA does not yet have the data on how the changes have impacted program participants.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Please state the dollar threshold for the self-certification of assets.**

\$50,000.

**4.a. - Vacancy Loss (HCV-Tenant-based Assistance)****Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

The Vacaville Housing Authority (VHA) will launch its Landlord Participation Program (LPP fiscal year 2023-2024). This includes vacancy loss payments to incentivize a landlord's continued participation in the HCV program. The VHA will make additional payments to the landlord for VHA related lease-up delays to encourage landlord continued participation. The payment must be made to the landlord when the next HAP contract is executed between the owner and VHA.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA will consult with HUD and other MTW agencies to develop its Landlord Participation Program. The VHA will work with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity will be implemented within the first quarter of the program year, the VHA does not yet have the data on how the changes have impacted program participants

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)**

To all units

**What is the maximum payment that can be made to a landlord under this policy?**

Payments to the landlord would not exceed the equivalent of one months contract rent

**How many payments were issued under this policy in the most recently completed PHA fiscal year?**

0

**What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?**

\$0

#### **4.b. - Damage Claims (HCV-Tenant-based Assistance)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

The Vacaville Housing Authority (VHA) plans to launch its Landlord Participation Program to incentive a landlord's continued participation in the HCV program in the new fiscal year.. If a current tenant leaves damages to a unit beyond normal wear and tear, the VHA may process a damage claim to the landlord. The participant's security deposit must first be used to cover damages and the VHA may provide up to two months of contract rent minus the security deposit to cover remaining repairs. The payment must be made to a landlord when the next HAP contract is executed between the owner and VHA.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA will consult with HUD and other MTW agencies to develop its Landlord Participation Program. The VHA will work with its client management software provider to ensure that necessary updates needed to the

software to track these changes could be incorporated. As the activity will be implemented within the first quarter of the program year, the VHA does not yet have the data on how the changes have impacted program participants.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)**

To all units

**What is the maximum payment that can be made to a landlord under this policy?**

The amount of damage claims must not exceed the lesser of the cost of repairs or two months of contract rent. The participant's security deposit must first be used to cover damages and VHA may provide up to two months of contract rent minus the security deposit to cover remaining repairs. The payment must be made to a landlord when the next HAP contract is executed between the owner and PHA.

**How many payments were issued under this policy in the most recently completed PHA fiscal year?**

0

**What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?**

\$0

#### **4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

The Vacaville Housing Authority (VHA) will launch its Landlord Participation Program to incentivize new landlords to join the HCV program. The VHA will provide lease-up incentive payments to landlords that place units that have not been assisted in the previous 12 months on the program. Payment must be made to the landlord when the HAP contract is executed between the owner and the PHA.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA will consult with HUD and other local MTW agencies on current best practices for landlord incentive programs. The VHA will work with its client management software provider to ensure that necessary

updates needed to the software to track these changes could be incorporated. As the activity will be implemented within the first quarter of the program year, the VHA does not yet have the data on how the changes have impacted program participants.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)**

To all units

**What is the maximum payment that can be made to a landlord under this policy?**

Payments to the landlord must be equal to no more than one month of the contract rent. Payment must be made to the landlord when the HAP contract is executed between the owner and the PHA.

**How many payments were issued under this policy in the most recently completed PHA fiscal year?**

0

**What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?**

\$0

#### 5.a. - Pre-Qualifying Unit Inspections (HCV)

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

The Vacaville Housing Authority (VHA) will begin to offer pre-qualifying unit inspections (also known as a pre-inspection) on vacant units that are ready for occupancy, by request in order to facilitate quicker move ins to a unit for participants. Participants must be able to request an interim inspection and HQS inspection standards must not be altered as found at 24 CFR 982.401.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

VHA will work on amending its Administrative Plan to incorporate the policies needed to implement this activity. The VHA will work with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity will be implemented within the first quarter of the program year, the VHA does not yet have the data on how the changes have impacted program participants.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No



**How long is the pre-inspection valid for?**

The pre-inspection is valid for 90 days.

<b>D.</b>	<b>Safe Harbor Waivers.</b>
<b>D.1</b>	<p><b>Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?</b></p> <p>No Safe Harbor Waivers are being requested.</p>

<b>E.</b>	<b>Agency-Specific Waiver(s).</b>
<b>E.1</b>	<p><b>Agency-Specific Waiver(s) for HUD Approval:</b></p> <p>The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.</p> <p>In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.</p> <p>For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.</p> <p><b>Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?</b></p> <p>No Agency-Specific Waivers are being requested.</p>
<b>E.2</b>	<p><b>Agency-Specific Waiver(s) for which HUD Approval has been Received:</b></p> <p><b>Does the MTW agency have any approved Agency-Specific Waivers?</b></p> <p>MTW Agency does not have approved Agency-Specific Waivers</p>

<b>F.</b>	<b>Public Housing Operating Subsidy Grant Reporting.</b>
<b>F.1</b>	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

<b>Federal Fiscal Year (FFY)</b>	<b>Total Operating Subsidy Authorized Amount</b>	<b>How Much PHA Disbursed by the 9/30 Reporting Period</b>	<b>Remaining Not Yet Disbursed</b>	<b>Deadline</b>
----------------------------------	--	--	------------------------------------	-----------------

<b>G.</b>	<b>MTW Statutory Requirements.</b>	
<b>G.1</b>	<b>75% Very Low Income – Local, Non-Traditional.</b> HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.	
	<b>Income Level</b>	<b>Number of Local, Non-Traditional Households Admitted in the Fiscal Year*</b>
	80%-50% Area Median Income	
	49%-30% Area Median Income	
	Below 30% Area Median Income	
	Total Local, Non-Traditional Households	<b>0</b>

\*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

<b>G.2</b>	<b>Establishing Reasonable Rent Policy.</b>

<b>G.3</b>	<b>Substantially the Same (STS) – Local, Non-Traditional.</b>
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	# of unit months
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	# of unit months

**Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:**

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	if 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?

<b>G.4</b>	<b>Comparable Mix (by Family Size) – Local, Non-Traditional.</b>
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix' of families by family size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.	
<b>Occupied Number of Local, Non-Traditional units by</b>	

Family Size:	Household Size
1 Person	
2 Person	
3 Person	
4 Person	
5 Person	
6+ Person	
Totals	<b>0</b>

H.	Public Comment
	Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.
	No additional public hearing was held for an Agency-Specific Waiver and/or Safe Harbor waiver

I.	Evaluations.
	No known evaluations.