



Housing Authority of the City of Arlington

Proposed Annual Plan Fiscal Year Beginning 10/1/13

(June 20, 2013)

PHA Annual Plan		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		OMB No. 2577-0226 Expires 4/30/2011	
1.0	PHA Information PHA Name: <u>Housing Authority of the City of Arlington</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/01/2013</u> PHA Code: <u>TX433</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>3,646</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next year: <i>NOT APPLICABLE</i>				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <i>NOT APPLICABLE</i>				

	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> • <u>Reasonable Accommodations Temporary Provisions</u> – Effective 01/31/13; implements new HUD provisions related to streamlining client income verification during annual recertification in the HCV program • <u>Office Security</u> – Effective 10/23/12; clarifies that active client case files are maintained at the AHA; older volumes are maintained off site at a third party storage facility • <u>Anticipating Annual Income</u> – Effective 01/31/13; implements new HUD provisions related to verification of client’s annual household income during Annual Recertification, to include: <ul style="list-style-type: none"> ○ Verification of Income using HUD’s Earned Income Verification (EIV) system, ○ Client self certification regarding assets less than \$5,000 • <u>Assets</u> – Effective 07/26/12; implements new HUD provisions that modify the process of verifying income from assets by <ul style="list-style-type: none"> ○ allowing AHA to establish Passbook Savings Rate (PIH Notice 2012-29), and ○ allowing participants to self-certify assets less than \$5,000 • <u>Assets and Income from Assets</u> – Effective 01/31/13; implements new HUD provisions allowing participants to self-certify assets less than \$5,000 • <u>Rent Reasonableness Determination</u> – Effective 09/07/12; updates terminology and provides clarity to existing procedures • <u>Temporary Provisions</u> – Effective 01/31/13; implements new HUD provision permitting PHAs to establish exception Payment Standards without HUD approval as a Reasonable Accommodation to participants with a disability, • <u>Annual Recertification/Re-Examination</u> – Effective 01/24/13; update to the AHA’s annual re-exam procedures <ul style="list-style-type: none"> ○ Clients no longer automatically receive a second appointment after missing the first appointment ○ If clients is terminated, they are allowed 14 calendar days to request an informal hearing • <u>Interim Redetermination of Participant Income</u> – Effective 10/01/12; reported increases in participant income will be processed at the next annual recertification. • <u>Family Obligations</u> – Effective 06/30/12; update to provide clarity and to include additional family obligations • <u>Homeownership Program</u> – Effective 10/17/12; clarifies that the Homeownership Assistance Payment (HAP) must be given to the family or to the lender on behalf of the family • <u>Targeted Special Needs Program</u> – Effective 01/31/13; update to clarify procedures for providing local preference to admit homeless Tenant Based Rental Assistance (TBRA) program participants to the Housing Choice Voucher (HCV) program and to add provisions to include participants in the Emergency Solution Grant (ESG) and Homeless Housing and Services Program (HHSP) that may be eligible for a local preference for admission to the HCV program • <u>Establishing Preferences and Maintaining the Waiting List</u> - Effective 06/20/13; establish a set aside of ten (10) Housing Choice Vouchers in support of the Texas Department of Aging and Disability Services (DADS) Money Follows the Person Demonstration Program. • <u>Annual Recertification/Re-Examination</u> – Effective 10/01/12; added statement that the AHA reserves the right to re-examine and revise the tenant rent more frequently than annually for participants that have reported zero household income. • <u>Reporting Interim Changes</u> - 4/17/13; the AHA revised its Interim Change procedures retroactive to 10/1/12 to process all participant reported increases in the family’s household income at the next regularly scheduled annual recertification. However; participants that previously reported zero household income are required to report any change in household income within thirty (30) calendar days. Additionally, program participants are required to report changes in household members in accordance with established procedures but are not required to report increases in household income until the annual re-certification. All other interim change procedures will remain unchanged. • <u>Criminal Background Check Policy</u>; Effective 04/05/13; added statement that the AHA will conduct a daily comparison of its data base of program participants with the Arlington Police Department’s (APD) inmate report and the APD’s list of Registered Sex Offenders. Additionally, a criminal background check will be conducted on any newly admitted members of a participant’s household, and on participants for investigative purposes, and may be conducted on any adult family members (over the age of 17) at the time of annual reexamination. • <u>Zero Income Participants</u> – Effective 04/05/13; the AHA reserves the right to require families that have reported zero income to perform a recertification more frequently than annually. • <u>Special Needs Clients/Programs Policies and Procedures - Interim Changes</u>; Effective 04/05/13; deleted statement that required participants to report a change in income to the AHA. • <u>Timely Reporting of Changes in Income (and Assets) - Increases in the Tenant Rent</u>; Effective 04/05/13; added statement that the AHA requires that families that have previously reported zero income must report all changes in income within 30 calendar days from the date of employment to the AHA on an interim change form. All other families must report changes in income at the next annual re-exam. <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <i>The Annual PHA Plan is posted at: the main administrative office of the PHA located at 501 W. Sanford Street, Suite 20, Arlington, TX, 76011; Arlington public libraries; and the PHA website at www.arlingtonhousing.us</i></p>
6.0	
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> NOT APPLICABLE</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. NOT APPLICABLE</p>

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <i>NOT APPLICABLE</i></p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. <i>NOT APPLICABLE</i></p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. <i>NOT APPLICABLE</i></p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. <i>NOT APPLICABLE</i></p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”. A significant amendment or substantial deviation/modification is defined as one which would prevent the AHA from achieving one of its stated goal or adding a goal or program outside of the established goals and objectives. <i>NOT APPLICABLE</i></p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

PLAN ELEMENTS

1. ELIGIBILITY, SELECTION, AND ADMISSION POLICIES, INCLUDING DECONCENTRATION AND WAIT LIST PROCEDURES.

- a. Eligibility requirements are found in Chapter 2 “Eligibility for Admission” of the Administrative Plan of the Housing Authority of the City of Arlington (AHA).
- b. Selection criteria are described in Chapter 3 “Applying for Admission” and Chapter 4 “Establishing Preferences and Maintaining the Waiting List” in the AHA’s Administrative Plan.
- c. Deconcentration is addressed in Chapter 1 “Statement of Objectives and Policies”.
- d. Waiting list procedures are addressed in Chapter 4 “Establishing Preferences and Maintaining the Waiting List”.
- e. The Administrative Plan is posted on the AHA website and is available for review at the AHA office.

2. **FINANCIAL RESOURCES** – The AHA financial resources include HUD contributions and income from interest on reserves. The AHA operating budget is available for review upon request.

3. **RENT DETERMINATION** - Policies governing rents charged for housing choice voucher dwelling units is contained in the Administrative Plan. The Administrative Plan is posted on the AHA website and is available for review at the AHA office.

4. **OPERATION AND MANAGEMENT** - Not applicable.

5. **GRIEVANCE PROCEDURES** – Informal hearing and informal review procedures are contained in the Administrative Plan. The Administrative Plan is posted on the AHA website and available for review at the AHA office.

6. **DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES** – Not applicable.

7. **COMMUNITY SERVICES AND SELF-SUFFICIENCY** - The AHA operates a Family-Self-Sufficiency (FSS) Program. Program description and policies related to the FSS program are outlined in the Administrative Plan, Appendix 8 “FSS Action Plan, Operations and Escrow”.

8. **SAFETY AND CRIME PREVENTION** – Not applicable.

9. **PETS** – Not applicable.

10. **CIVIL RIGHTS CERTIFICATION** - The AHA certifies that it examines its programs to identify any impediments to fair housing choice; addresses any 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 the applicable Consolidated Plan for its jurisdiction.

11. **FISCAL YEAR AUDIT** – The AHA annual audit performed by an independent public auditor is available for review upon request.

12. **ASSET MANAGEMENT** – Not applicable.

13. **VIOLENCE AGAINST WOMEN ACT (VAWA)** - Specific information related to VAWA is contained in the Administrative Plan. The Administrative Plan is posted on the AHA website and available for review at the AHA office.

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 0/1/13, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work 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.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Arlington TX433
 PHA Name PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__
 Annual PHA Plan for Fiscal Years 20¹³ - 20¹⁴

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

Name of Authorized Official	Title
Curtis Boozer	Vice Chair
Signature	Date



Arlington Housing Authority
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Arlington, Texas 76011
(817) 275-3351
Fax: (682) 367-1000

June 6, 2013

Mr. David Zappasodi
 Executive Director
 Arlington Housing Authority
 501 W. Sanford St, Suite 20
 Arlington, TX 76011

Dear Mr. Zappasodi,

The Resident Advisory Board (RAB) has met with representatives of the Arlington Housing Authority (AHA) on June 6, 2013, to discuss the AHA's Annual Plan for Fiscal Year 2013. At this meeting, we received a comprehensive overview of the proposed Plan changes, the schedule for implementation, and a copy of the proposed Plan. The RAB is fully engaged in this process and has contributed input to the development of the Plan.

The RAB is consulted by the AHA to provide input and advice during the planning process for policies presented to the AHA Board of Commissioners that pertain to participants.

We are in full support of the AHA's goals and objectives identified in the Plan.

We appreciate the opportunity to be a part of this planning process and to work with the dedicated AHA staff in helping the citizens of Arlington access affordable housing. Through these collaborative efforts, program participants are able to access a full range of opportunities and solutions to help them reach their highest potential.

Sincerely,
 Resident Advisory Board

 Mazella Pinkard

 Michelle Fernandes

 Elcie Leal

 Laura McElroy

 Lola Gwinyai

 Jennifer Lewandowski

 Evangeline Atchison

 Paula Ulett

 Laila Shoulders

