

MESA HOUSING AUTHORITY GOVERNING BOARD

April 10, 2014

The Mesa Housing Authority Governing Board of the City of Mesa met in the lower level meeting room of the Council Chambers, 57 East 1st Street, on April 10, 2014 at 7:30 a.m.

BOARDMEMBERS PRESENT	BOARDMEMBERS ABSENT	STAFF PRESENT
Scott Smith, Chairman Alex Finter Christopher Glover Dennis Kavanaugh David Luna Dave Richins	Scott Somers William M. Egan, Sr.	Christopher Brady Debbie Spinner Dee Ann Mickelsen

(Chairman Smith excused Boardmember Somers and Boardmember Egan from the entire meeting.)

1. Items from citizens present.

There were no items from citizens present.

2-a. Approval of minutes of previous meeting as written.

It was moved by Boardmember Glover, seconded by Boardmember Finter, that the minutes of the April 11, 2013 Mesa Housing Authority Governing Board be approved.

Chairman Smith declared the motion carried unanimously by those present.

3. Conduct a public hearing and adopt a resolution regarding the City of Mesa Housing Authority's FY 2014-2015 Public Housing Agency (PHA) Annual Plan.

Chairman Smith stated that this was the time and place to conduct a public hearing regarding the City of Mesa Housing Authority's FY 2014/15 Public Housing Agency (PHA) Annual Plan.

Housing and Community Development Department Director Tammy Albright introduced Housing Voucher Program Manager Mary Brandon, who was prepared to assist with the presentation.

Ms. Albright reported that the PHA Annual Plan outlines the policies, programs and strategies of the Mesa Housing Authority. **(See Attachment 1)** She explained that on February 12, 2014, the Resident Advisory Board (RAB) approved the plan. She also noted that Attachment J (See

Page 11 of Attachment 1) outlines the current and proposed changes to the Administrative Plan. There being no citizens wishing to address the Board, Chairman Smith declared the public hearing closed.

3-a. Adopting a resolution approving the City of Mesa Public Housing Authority Annual Plan for FY 2014-2015 and authorizing the Chairman of the Board, or his designated representative, to sign and submit the City of Mesa Public Housing Agency Annual Plan for FY 2014/2015 to the U.S. Department of Housing and Urban Development (HUD).

It was moved by Boardmember Luna, seconded by Boardmember Glover, that the Housing Governing Board (HGB) Resolution No. 14-1 be adopted.

Chairman Smith declared the motion carried unanimously by those present.

3. Adjournment.

Without objection, the Mesa Housing Authority Governing Board meeting adjourned at 7:33 a.m.

SCOTT SMITH, CHAIRMAN

ATTEST:

DEE ANN MICKELSEN, CITY CLERK

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Mesa Housing Authority Governing Board meeting of Mesa, Arizona, held on the 10th day of April, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

DEE ANN MICKELSEN, CITY CLERK

abg
(attachment – 1)

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: CITY OF MESA HOUSING AUTHORITY PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard PHA Fiscal Year Beginning: 07/01/2014 PHA Code: AZ005 <input checked="" type="checkbox"/> HCV (Section 8)				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: N/A Number of HCV units: 1424 HCV Units, 100 Mainstream, 110 VASH				
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 five years:				
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.				
	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The City of Mesa Housing Authority (MHA) has made the following revisions to its Administrative Plan since the submission of its last Annual Plan: As part of this Annual Plan, the MHA is also amended its Administrative Plan as indicated in Attachment (j), which was approved by Residence Advisory Board on (February 12, 2014) and Housing Governing Board on April 10, 2014. See Attachment (k) and (l). <u>Waiting Lists</u> The Housing Choice Voucher (Section 8) waitlist is closed. The current waiting list is approximately 3,900 applicants. The City of Mesa Housing Authority will pull applicants as vouchers become available. In May 2013 the online application software and procedures was implemented successfully to streamline processes and becoming customer friendly. Pre-applications for the waiting list were accepted online as fully web-based process. Paper pre-applications were available for reasonable accommodations approved by the City of Mesa Housing Authority (MHA). The City of Mesa Housing Authority (MHA) will establish and maintain separate waitlist for individual projects or buildings that are receiving Project Based Vouchers (PBV) assistance. Upon approval, the PHA will maintain waitlists and preferences established for the following potential PBV projects. <div style="margin-left: 40px;"> Desert Leaf Apartments 44 S. Horne, Mesa, AZ 85204 La Mesita Phase I & III 2254 W. Main St, Mesa, AZ 85201 Escobedo at Verde Vista Phase II 125 East University Drive, Mesa, Az 85201 </div>				

(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.

The public may view and obtain copies of the 5-Year and Annual PHA Plan at the main administrative office of the City of Mesa Housing Authority at: 20 East Main St., Suite 250, Mesa, Arizona 85201. Copies may also be viewed on the PHA's website at <http://www.mesaaz.gov/housing/choicevoucher.aspx>.

PHA Plan Elements

1. Eligibility, Selection, and Admission Policies, De-concentration, and Wait List Procedures:

Eligibility policies for the City of Mesa Housing Authority can be found in Chapter 3 (pp. 3-1 to 3-39) of the City of Mesa HCV Administrative Plan. Those policies include the definition of a family, income limit requirements, citizenship qualifications and the eligible immigrant status of family members, social security number requirements, and the PHA's collection and use of family information as provided in the consent forms. Eligibility policies also discuss the factors relating to an applicant's past or current conduct including criminal activity that could cause the PHA to deny assistance to the applicant. Tenant selection and admission to the program policies can be found in Chapter 4 (pp. 4-1 to 4-15) of the City of Mesa HCV Administrative Plan. These policies include the application process, management of the waiting list, and how applicants are selected for the voucher program.

Current HCV preferences include:

- 1) A chronically homeless person as defined by the U.S. Department of Housing and Urban Development (HUD) as "either (A) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (B) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years." HUD defines the term "homeless" as a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter.
- 2) Current resident of Mesa or a person who is currently working or hired to work in the City of Mesa; and
- 3) Date and time order.

The City of Mesa Housing Authority operates a single HCV waiting list that contains the following information for each applicant: applicant name; family unit size; date and time of application; qualification for any local preferences; and racial or ethnic designation of the head of household. Each year the City of Mesa looks at the demographics of the schools in the high poverty, low income areas of the City to determine the de-concentration factor for the City. The PHA does outreach to owners/landlords to encourage HCV Program participation within all areas of the jurisdiction.

2. Financial Resources: Financial Resources anticipated in FY 2013-2014 for the Mesa Housing Authority are as follows:

- ** (These numbers are estimates – final numbers will be ready for RAB meeting on 2/12/14)
- HCV HAP Funds: \$9,994,386
- HCV Admin (including VASH): \$854,588
- VASH HAP: \$318,011
- Mainstream HAP: \$515,846
- Mainstream Admin: \$75,429
- FSS Admin: \$67,524
- Continuum of Care (Shelter + Care): \$418,740

The City of Mesa has implemented a new financial reporting system. MHA continues to update their procedures and processes to align with this system.

3. Rent Determination:

No change to the minimum rent for HCV program.

The HCV review the payment standard when HUD published the Fair Market Rents (FMR) effective October 1, 2013. After reviewing the local rental market and the impact on participants it was determined to change the payment standard to 90 % of the revised FMR. The Payment Standards are in effect from January 1, 2014 – December 31, 2014.

0 Bedroom	\$ 553
1 Bedroom	\$ 697
2 Bedroom	\$ 861
3 Bedroom	\$1,269
4 Bedroom	\$1,482
5 Bedroom	\$1,705
6 Bedroom	\$1,960

4. Operation and Management:

MHA continues to review and update procedures to provide better customer service to participants and applicants. MHA has been successful in meeting our goal to decrease the time between referral to issuance of voucher to VASH applicants. MHA will be reviewing technological options to better serve the clients and to landlords. There is a concerted effort this year to streamline certifications, changes and waitlist updates.

The Family Self Sufficiency program is available to housing choice voucher participants. Currently there are 68 FSS participants enrolled.

5. Grievance Procedures:

Chapter 16 (pp. 16-8 to 16-23) of the City of Mesa HCV Administrative Plan describes the informal review process for an HCV participant. When the PHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review. For participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing. Once requested, the review or hearing is scheduled within ten (10) business days. After the proceeding a decision is rendered and notice is given to the applicant or participant within ten (10) business days. MHA has contracted with HOM, Inc. to conduct all informal hearings.

VAWA

The City of Mesa Housing Authority has implemented policies and procedures that will enable us to address the needs of all victims of domestic violence, dating violence, sexual assault or stalking. All participants are briefed annually and applicants are briefed before admission of their rights under VAWA. Staff has been trained regarding VAWA and the Department's policies and procedures. form HUD-50075 (4/2008)

<p>6.0</p>	<p>10. Civil Rights Certification: The City of Mesa Housing Authority examines its programs each year to identify any impediments to fair housing choice within their programs. The PHA offers to each prospective and current participant a list of units offered by local owners throughout the jurisdiction. The PHA also does outreach to owners throughout the community by offering informational meetings to prospective and current owners regarding Fair Housing of all tenants. The PHA supports the Consolidated Plan Antipoverty Strategy by increasing the effectiveness of existing programs through better collaboration, reduced duplication of services, and increased efficiency of implementation. One way this is accomplished is through the Family Self-Sufficiency program by increasing the number of participants in the program and increasing the amount of escrow for families and informing them of the companion program, the Housing Choice Voucher Homeownership Program.</p> <p>11. Fiscal Year Audit: At the time of the submission of this PHA Plan the results of our most recent fiscal year audit is an Unqualified Opinion.</p> <p>13. Violence Against Women Act (VAWA): All HCV Program tenants and applicants are notified by the City of Mesa Housing Authority of their rights under VAWA at the time of application and also at the time of annual briefing, protecting tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. The PHA also notifies all landlords, owners and property managers of their rights and obligations under VAWA during landlord/owner briefings and through written notification in landlord/owner newsletters. The City of Mesa Housing Authority also partners with the City of Mesa Advocacy Center and Autumn House, the local domestic violence shelter, to ensure that all victims and potential victims are aware of services provided within the community. The PHA's VAWA policy can be found in the City of Mesa HCV Administrative Plan on pages 3-30 to 3-31. Staff continue to participate in updating their training on current VAWA regulations</p>
	<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></p> <p>The City of Mesa Housing Authority continues to administer a HCV Program Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR Part 982. Voucher payments are currently assisting thirteen (13) participants in the program out of a maximum of fifteen (15).</p> <p>Project Based Vouchers (PBV)</p> <p><u>Pending PHA and HUD approval, the following may be approved this coming year.</u></p> <p style="padding-left: 40px;">La Mesita, Phase 1 – up to 30 HCV La Mesita, Phase 3—up to 30 HCV Escobedo at Verde Vista, Phase II – up to 30 HCV</p> <p>Procedures for selecting PBV proposals. Before selecting a PBV proposal, the Department will determine the PBV proposal complies with HUD program regulations and requirements, including a determination the property are eligible housing under PBV regulations, that it complies with the cap on the number of PBV units per building, and meets PBV site selection standards. The PHA will comply with regulations when occupancy exceeds 25 percent cap on the number of PBV units.</p> <p>As allowed by PBV regulations, the Department may select PBV proposals from time to time by either of the following two methods.</p> <p>1) Request for PBV Proposals. The Department may from time to time issue a request for PBV proposals. The Department will not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites. When The Department selects proposals for PBV assistance under this method, The Department will employ procedures that provide broad public notice of the opportunity to offer PBV proposals for consideration. The public notice procedures are described further below.</p> <p>2) Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded Low-Income Housing Tax Credits [LIHTCs] or funds such as Capital Fund Recovery Competition (CFRC) have been allocated). The Department may provide PBV assistance to owners whose housing has been selected in accordance with such programs' competitive selection requirements within three years of the PBV proposal selection date, provided that the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.</p>
<p>8.0</p>	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
<p>8.1</p>	<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. N/A</p>
<p>8.2</p>	<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. N/A</p>
<p>8.3</p>	<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. N/A</p>

9.0	Housing Needs. N/A
9.1	Strategy for Addressing Housing Needs. N/A
10.0	Additional Information. N/A
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)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. 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, 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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 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

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any 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.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that

the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fundability); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers**

complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**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 _Z_ Annual PHA Plan for the PHA fiscal year beginning ___/___/2013, 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.

City of Mesa Housing Authority

AZ005

 PHA Name

 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

X Annual PHA Plan for Fiscal Years 2236/4237

 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
Signature	Date

City of Mesa Housing Authority
 Administrative Plan Changes
 2/10/2014

The City of Mesa Housing Authority is amending its Administrative Plan to include the following changes.

<i>Proposed Change</i>	<i>Current</i>
<p>2-II.A. OVERVIEW (page2-7)</p> <p>A specific name and phone number <i>of designated staff will be provided to process requests for accommodation.</i></p> <p><i>The PHA will display posters and other housing information and signage in locations throughout the PHA’s office in such a manner as to be easily readable from a wheelchair</i></p>	<p>2-II.A. OVERVIEW (page2-7)</p> <p>A specific name and phone number will be indicated as the contact for requests for accommodation for persons with disabilities.</p>
<p>Removal of a Family Member's Name from the Application</p> <p><i>Should the PHA’s screening process reveal that an applicant’s household includes an individual subject to state lifetime registered sex offender registration, the PHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the PHA must deny admission to the family [Notice PIH 2012-28].</i></p> <p><i>For other criminal activity, the PHA may permit the family to exclude the culpable family members as a condition of eligibility [24 CFR 982.552©(2)(ii)].</i></p> <p><u>City of Mesa Housing Authority Policy</u> As a condition of receiving assistance, a family may agree to remove the culpable family member from the application. In such instances, the head of household must certify that the family member will not be permitted to visit, <i>stay as a guest, or reside in the assisted unit.</i></p> <p>After admission to the program, the family must present evidence of the former family member’s current address upon PHA request.</p>	<p>Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)]</p> <p>HUD permits PHAs to impose as a condition of admission, a requirement that family members who participated in or were culpable for an action or failure to act which results in the denial of assistance, to not reside in the unit.</p> <p><u>City of Mesa Housing Authority Policy</u> As a condition of receiving assistance, a family may agree to remove the culpable family member from the application. In such instances, the head of household must certify that the family member will not be permitted to visit or to stay as a guest in the assisted unit.</p> <p>After admission to the program, the family must present evidence of the former family member’s current address upon PHA request.</p>

<p>7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS Requirements for Acceptable Documents (page7-2)</p> <p>Any family self-certifications must be made in a format acceptable to the PHA.</p>	<p>7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS Requirements for Acceptable Documents (page7-2)</p> <p>Any family self-certifications must be made in a format acceptable to the PHA <i>and must be signed in the presence of a PHA representative or PHA notary public.</i></p>
<p>EIV Discrepancy Reports (page 7-5)</p> <p>The PHA will review the EIV discrepancy tab during processing of annual reexaminations.</p>	<p>EIV Discrepancy Reports (page 7-5)</p> <p>The PHA will review the EIV discrepancy tab during processing of annual <i>and interim</i> reexaminations.</p>
<p>7-III.I. ZERO ANNUAL INCOME STATUS (page 7-23)</p> <p><u>City of Mesa Housing Authority Policy</u> When families claim zero income the PHA will run an EIV report, verify if the family is receiving TANF benefits and verify whether the family is receiving unemployment compensation benefits on a quarterly basis. <i>Families may be required at least to complete a zero income questionnaire at minimum annually.</i></p>	<p>7-III.I. ZERO ANNUAL INCOME STATUS</p> <p><u>City of Mesa Housing Authority Policy</u> When families claim zero income the PHA will run an EIV report, verify if the family is receiving TANF benefits and verify whether the family is receiving unemployment compensation benefits on a quarterly basis.</p>
<p><i>Imputing Income from Assets [24 CFR 5.609(b)(3), Notice PIH 2012-29]</i></p> <ul style="list-style-type: none"> Note: The HUD field office no longer provides an interest rate for imputed asset income. The “safe harbor” is now for the PHA to establish a passbook rate within 0.75 percent of a national average. The PHA must review its passbook rate annually to ensure that it remains within 0.75 percent of the national average. <p><u>PHA Policy</u></p> <p>The PHA will initially set the imputed asset passbook rate at the national rate established by the Federal Deposit Insurance Corporation (FDIC). The PHA will review the passbook rate annually, in December of each year. The rate will not be adjusted unless the current PHA rate is no longer within 0.75 percent of</p>	

<p>the national rate. If it is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate.</p> <p>Changes to the passbook rate will take effect on February 1 following the December review.</p>	
<p>7-III.A. EARNED INCOME (page 7-20)</p> <p>Tips</p> <p><u>City of Mesa Housing Authority Policy</u></p> <p>Unless tip income is included in a family member’s W-2 by the employer, persons who work in industries where tips are standard will be required to sign a certified estimate of tips received for the prior year and tips anticipated to be received in the coming year.</p> <p><i>Wages</i></p> <p><u><i>City of Mesa Housing Authority Policy</i></u></p> <p><i>For wages other than tips, the family must provide originals of the four most current consecutive pay stubs.</i></p>	<p>7-III.A. EARNED INCOME (page 7-20)</p> <p>Tips</p> <p><u>City of Mesa Housing Authority Policy</u></p> <p>Unless tip income is included in a family member’s W-2 by the employer, persons who work in industries where tips are standard will be required to sign a certified estimate of tips received for the prior year and tips anticipated to be received in the coming year.</p>
<p>7-III.H. INCOME FROM EXCLUDED SOURCES</p> <p><u>City of Mesa Housing Authority Policy</u></p> <p><i>The PHA will accept the family’s self-certification as verification of fully excluded income. The PHA may request additional documentation if necessary to document the income source.</i></p> <p><i>The PHA will verify the source and amount of partially excluded income as described in Part 1 of this chapter.</i></p>	<p>7-III.H. INCOME FROM EXCLUDED SOURCES</p> <p><u>City of Mesa Housing Authority Policy</u></p> <p>The PHA will reconcile differences in amounts reported by the third party and the family only when the excluded amount is used to calculate the family share (as is the case with the earned income disallowance). In all other cases, the PHA will report the amount to be excluded as indicated on documents provided by the family.</p>
<p>8-II.A. INSPECTION OVERVIEW (page 8-10) (new)</p> <p>Inspectors may be paired if there has been any incidents with a household in the past or if there is any reason to suspect a certain family or family member</p>	

<p>may become threatening, abusive or violent. If an inspector at any time before or during an inspection feels there may be a problem or a situation may get out of hand, he/she shall immediately remove him/herself from the situation and call the their supervisor for further direction. Any such instance will be documented in Elite and household file.</p>	
<p>9-I.D. ELIGIBLE UNITS Ineligible Units [24 CFR 982.352(a)] (page9-5) (new)</p> <p>PHA Policy The PHA does not permit the rental of any single family residences with swimming pools, hot tubs, spas or a jacuzzi for leasing under the voucher program.</p>	
<p>Lifetime Registered Sex Offenders [Notice PIH 2012-28] (new)</p> <p>Should a PHA discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the PHA must immediately terminate assistance for the household member.</p> <p>In this situation, the PHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the PHA must terminate assistance for the household.</p>	
<p>14-I.A. PREVENTING ERRORS AND PROGRAM ABUSE (page 14-3) (new)</p> <p>At every regular reexamination, PHA staff will explain any changes in HUD regulations or PHA policy that affect program participants.</p> <p>The PHA will provide owners with ongoing information about the program, with an emphasis on actions and situations to avoid.</p>	

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

City of Mesa Housing Authority Policy

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. The PHA currently has waiting lists for the following PBV projects:

Desert Leaf Apartments
44 S Horne, Mesa AZ 85204

Escobedo at Verde Vista
125 E. University Dr, Mesa AZ 85201

La Mesita
2254 W Main St, Mesa AZ 85201

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

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