

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: <u>Housing Authority of Maricopa County</u> PHA Code: <u>AZ009</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07-01-2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>810</u> Number of HCV units: <u>1479</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input 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
					PH HCV
	PHA 1:				
	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: To improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.				
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. See attachment AZ009a02				

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

SECTION 8

Administrative Policy for the Section 8 Voucher Program was revised as follows:

Owner Outreach: Added semi-annual landlord briefings for prospective and current landlords and property managers. Included information on www.GoSection8.com, the website where all participants and landlords must now list their units. Listing on the website makes the information more accessible to families than lists posted in the administrative office.

Local Preferences: Preferences are elderly/disabled, Veterans, and Arizona resident.

Managing the Waiting List: Added clarification to purging process.

Eligibility: Removed statement that live-in aides cannot be relatives of the family. (Federal regulation changes prohibit this stipulation.) Clarified definition of "family".

Applying for Admission: Clarified eligibility interview process.

Determining Voucher Size: Revised occupancy standards to now reflect two persons per bedroom, without regard to age, gender or familial status.

Alimony and Child Support Income: Provided additional detail regarding calculation.

Child Care Expenses: Removed stipulation of types of persons who would be considered unable to care for the children since it is not relevant.

Payment Standard: Payment Standards are now at 95% of FMR due to Fair Market Rent increase. (Payment Standards stayed the same.)

Transfer and Retention of Voucher: Provided more detail on circumstances in which the voucher may be transferred from the head of household to another household member or non-household member.

PUBLIC HOUSING

No changes

(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 5-Year and Annual PHA Plan may be viewed at the following locations as well as on the web-site www.maricopahousing.org:

2024 N. 7th Street, Phoenix AZ 1510 S. 19th Drive, Phoenix, AZ 710 W. 8th Avenue, Mesa, AZ 1103 N. 6th Street, #106, Avondale, AZ 12976 Cottonwood, Surprise, AZ

PLAN ELEMENTS

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

Section 8: See attachment AZ009b02

Public Housing: See attachment AZ009c02

2. FINANCIAL RESOURCES

Public Housing Operating Subsidy & Tenant Revenues

to be used to operate and maintain 10 AMPS (810 units)

\$2,761,192 operating subsidy

\$1,238,523 tenant revenue

\$3,999,715

Public Housing Capital Fund

\$1,224,500 (Appx) 2010

\$1,253,163 – AZ20P009501-09

\$ 941,887 – AZ20P009501-08

\$ 75,956 - AZ20P009501-07

\$ 30,564 - AZ20P009501-06

\$3,526,070 Total will be used for modernization for 10 AMPS

Replacement Housing Fund

\$265,507 AZ29R009501-04

\$ 64,549 AZ20R009501-05

\$ 80,141 AZ20R009501-06

\$ 79,851 AZ20R009501-07

\$ 4,086 AZ20R009501-09

\$494,134 **First Increments**

\$134,528 AZ20R009502-06

\$ 97,771 AZ20R009502-07

\$180,047 AZ20R009502-08

\$112,621 AZ20R009502-09

\$1,019,101 **Total for 1st and 2nd Increments**

The replacement housing funds will be used in coordination with sale proceeds and private loans to redevelop, renew and replace obsolete properties. Develop additional affordable housing.

Annual Contributions for Section 8

\$13,113,192 HAP Expenses including \$82,452 of FSS Escrow funding

\$ 741,744 HAP Admin

\$13,854,936 Funding used to help subsidize tenants rents for a baseline of 1479 vouchers

6.0

FSS Programs

\$45,145 – HCV-FSS Program Coordinator Funding to be used to continue the outreach and aide to the Section 8 FSS residents plans for betterment to their livelihoods.

\$240,000 – Three-year Ross Service Coordinator funding. Funding will pay for a coordinator position. This position will work with partners to provide life skill training, mentoring, and job skills. Training and placement for the public housing residents of Housing Authority of Maricopa County will be provided.

\$48,911 – PH-FSS Program Coordinator Position funded to maintain case management for existing 28 FSS participants and to continue the outreach.

Other Federal Funds

\$39,300 – Family Unification Program (FUP) – HAMC will work with the Department of Economic Security (DES) Division of Children Youth and Families. The two partners will work together to provide safe and affordable homes met under the criteria of the FUP Program.

NSP (Neighborhood Stabilization Program) – As a sub-recipient for Maricopa County, the Housing Authority has administered \$3.1 million of the 8.7 million to purchase and rehab up to the 50 homes as funding will allow. The rehab will include energy efficiency, sustainability and visit ability components. These homes will be sold to qualified buyers. FSS clients could be part of the potential buyers.

3. RENT DETERMINATION

Section 8: & Public Housing:

Public Housing uses an income-based rent calculation to determine each family’s total tenant payment (TTP). Then, if the family is occupying a unit that has tenant paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, and is paid directly to the family.

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- A. 30% of the family’s monthly adjusted gross income
- B. 10% of the family’s monthly gross income
- C. A minimum rent of \$50.00 (HAMC has the authority to suspend and exempt families from the minimum rent when a financial hardship exists.)

All Public Housing residents are required to report changes in income (and family composition) at the time the change occurs and an interim certification will be conducted. Interim certification will also be conducted upon request by the resident. Changes that will decrease the tenant’s rent will go into effect on the first of the month following the certification of the change and those changes creating an increase in the tenant’s rent will go into effect on the first of the month following a 30-day notice of increase.

Public Housing only:

In addition, HAMC offers each family a choice of paying a flat rent or the income based rent at move-in and at each annual recertification. A household choosing a flat rent will complete a full re-certification once every three years.

4. OPERATIONS AND MANAGEMENT

See attachment AZ009d02

5. GRIEVANCE PROCEDURES

Section 8:

HAMC has established informal review procedures for applicants to the Section 8 Housing Choice Voucher Program and informal hearing procedures for families assisted by the Section 8 Housing Choice Voucher Program that coincide with the federal requirements of 24 CFR 982. No additional procedures to this policy have been added.

Public Housing:

See attachment AZ009e02

6. DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

HAMC previously considered designating one property just for elderly or disabled families. HAMC has decided it will not be designating any housing for Elderly or Disabled Families in the immediate future.

7. COMMUNITY SERVICE AND SELF-SUFFICIENCY

See attachment AZ009f02

	<p>8. SAFETY AND CRIME PREVENTION Each public Housing Property Manager has attended Crime Free Multi-Housing training provided by local police agencies. The trainings opened up communications with various municipalities in regards to receiving reports of criminal activities at the public housing sites thus allowing management to act appropriately with the affected households. Various police agencies have partnered with different sites in promoting block watch and crime prevention meetings with the residents.</p> <p>9. PETS HAMC Pet Policy is comprised of four parts. 1) Assistance animals, 2) Pet Policies for all developments, 3) pet deposits and fees in elderly/disabled developments and 4) pet deposits and fees in general occupancy develop.</p> <p>10. CIVIL RIGHTS CERTIFICATION See attachment AZ009g02</p> <p>11. FISCAL YEAR AUDIT The 2009 Audit reported no findings for the 2009 fiscal year.</p> <p>12. ASSET MANAGEMENT See attachment AZ009h02</p> <p>13. VIOLENCE AGAINST WOMEN ACT (VAWA) <u>Section 8:</u> HAMC has a written policy pertaining to victims of domestic violence, dating violence, sexual assault or stalking. Notification of rights under the law are included in the Administrative Policy, the Participant Handbook, the Landlord Handbook and newsletters. HAMC does terminate HAP contracts when necessary and moves victim families to more secure housing, even using portability to remove them from the situation, whenever a victim alleges victimization under this statute, and with proper certification. <u>Public Housing:</u> All public housing residents are made aware of the rights outlined in the Violence Against Women Act by signing a lease addendum. See attachment AZ009i02</p>
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></p> <p>a. Hope VI or Mixed Finance Modernization or Development See attachment AZ009j02</p> <p>b. Demolition and/or Disposition See attachment AZ009j02</p> <p>c. Conversion of Public Housing N/A</p> <p>d. Homeownership HAMC will not be continuing the existing homeownership program and does not plan to implement another one.</p> <p>e. Project-based Vouchers N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as 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. See attachment AZ009k02</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. See attachment AZ009l02</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.</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.</p> <p>See attachment AZ009m02</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.</p> <p>HAMC Public Housing waiting lists remain open. Applications are available through our local site offices, HAMC web site and through local social service agency referrals.</p> <p>Section 8 waiting list is currently closed. If more vouchers were available we could expand the Section 8 Program in order to better serve the needs of the residents in our jurisdiction.</p> <p>HAMC has the following goals for the program:</p> <ul style="list-style-type: none"> • To expand the supply of assisted housing and apply for any additional vouchers as they become available. • Increase assisted housing choices by providing mobility counseling to 100% of new families entering the tenant based Housing Choice Voucher Program. • Ensure equal opportunity and affirmatively further fair housing objectives through implementation of affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability (See 808 (d)(5) of the Fair Housing Act.)
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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. See attachment az009q01</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Any changes in regards to demolition, disposition, designation, homeownership programs or conversion activities.</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> <p>(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)az009g02</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) az009o02</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) az009o02</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) az009o02</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) n/a</p> <p>(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. az009n02</p> <p>(g) Challenged Elements none</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) az009k02</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) az009l02</p>

Housing Authority of Maricopa County
5 YEAR ACTION PLAN 2010-2015
Goals and Action Steps

GOAL 1: PRESERVE AND WHERE APPROPRIATE DEVELOP ADDITIONAL AFFORDABLE HOUSING OPPORTUNITIES FOR THE COMMUNITY

Action Steps

- A. Expand HAMC's low-rent housing inventory through new construction and/or acquisition of existing rental housing.
- B. Develop and maintain affordable housing programs such as HAMC's rental assistance payment programs (e.g. Section 8, Shelter + Care, VASH etc.) by diligently pursuing all notices of federal, state and local funding availability and actively promote the participation of Maricopa County's rental property owners in these programs. Maximize full lease-up and program utilization in all housing programs that the Housing Authority operates to ensure it is serving the maximum number of possible households.
- C. Collaborate with the private sector and other non-profit housing developers to create mixed-use and mixed income rental and/or owner occupied housing that is 100% affordable to low and middle income households.
- D. Plan for new developments using adaptable universal design principles which best serve changing demographics from special needs housing for the homeless to the aging baby boomer population.
- E. Evaluate the feasibility and if appropriate build a mixed use and below market-rate rental development serving a mixed population of special needs individuals, seniors and/or low-income downtown workers on HAMC's property located at 2024 North 7th Street (also known as HAMC Headquarters).
- F. Build an additional below market-rate development largely serving Veterans with special needs that require wrap around services to live independently.
- G. Plan for the purchase of at least 50 affordable units that are distressed or foreclosed using Neighborhood Stabilization Funds, and other resources available to HAMC.
- H. Continue to assist local non-profit agencies who serve special needs populations in developing affordable housing for their low and moderate income clients.
- I. Utilize local foundations to and other capital resources to expand housing and revenue sources not generally available to or specifically designed for "public" housing authorities. HAMC's new affiliate community development entity, Capital Partners for Arizona Communities shall be utilized for this purpose as well as for developing new community facilities and charter schools to support affordable housing throughout Maricopa County and elsewhere in Arizona as appropriate.
- J. Access other State funding programs for the development of affordable housing.
- K. Utilize Housing Authority Replacement Housing Funds (RHF), retained earnings and excess reserves to assist with the purchase of land and/or other existing rental housing developments.

GOAL 2: REDEVELOP, RENEW AND REPLACE OBSOLETE PROPERTIES WHERE APPROPRIATE WITH MIXED INCOME HOUSING OPPORTUNITIES FOR THE COMMUNITY

Action Steps

- A. Engage residents at the Coffelt-Lameroux Public Housing Community about the redevelopment and replacement of the 300 unit housing low rent public housing complex with replacement public housing units elsewhere.
- B. Plan on the replacement of 300 low income units at the ratio of 1:1; ensuring a minimization of resident displacement from the community of their choice; preferably within the same school district.
- C. Engage the Administration (appointed staff) of the Murphy School District #21 about the prospect and manner of relocating or replacing the Arthur M. Hamilton School at 2020 Durango Phoenix, Arizona to a more suitable, safe and sustainable location in coordination with other comprehensive community development and neighborhood development strategies at Coffelt-Lameroux.

- D. Utilize HUD resources available from the HOPE VI and/or Choice Neighborhoods Programs for the redevelopment and replacement of the Coffelt-Lameroux Public Housing Neighborhood.
- E. Utilize to the greatest extent possible resources available from the Department of Education Promise Schools Program and coordinate activities with the Arizona State University Office of University Public School Partnerships.
- F. Utilize the Arizona State University Stardust Center for Affordable Homes and the Family and other community resources as appropriate to ensure the redevelopment process, program and strategy is sustainable, affordable and feasible.
- G. Ensure and maximize to the greatest extent possible resident employment opportunities (Section 3) in the redevelopment program.
- H. Consider commercial redevelopment of the Coffelt-Lameroux Public housing Neighborhood into a business park or industrial park given its location surrounded by industrial land uses.
- I. Seek City designation of the Coffelt-Lameroux Public Housing Community as Industrial in the next General Plan Update and Zoning Map/Overlay Map and Text amendments as appropriate.
- J. HAMC's new affiliate community development entity, Capital Partners for Arizona Communities will be utilized for the purpose of providing access to capital for business park redevelopment, replacement school(s) as well as new community facilities to support affordable housing and communities redeveloped or constructed as part of the redevelopment and replacement of the Coffelt-Lameroux Public Housing Neighborhood.
- K. Rebalance the HAMC portfolio to ensure all units are fully decent safe sanitary and well located.
- L. Consider disposition of HAMC Buckeye Properties consisting of 20 units and 45 scattered site single family units.
- M. Fully deploy and utilize HAMC Replacement Housing Funds.
- N. Maximize the use of NSP 1 & NSP 2 funds available from federal, state and local sources to acquire, preserve and improve the foreclosed housing stock in Maricopa County as affordable rental and homeownership opportunities.

GOAL 3: UTILIZE HOUSING AUTHORITY RESOURCES IN AN EFFICIENT, RESPONSIBLE, ETHICAL, COORDINATED AND RESULTS ORIENTED MANNER

Action Steps

- A. Establish major agency-wide and departmental goals with appropriate timelines by adopting an Annual Action Plan as part of HAMC's annual budget process that is in alignment with this 5 Year Action Plan. Progress and achievement of goals shall be monitored and communicated through quarterly status reports. Integrate the Annual Action Plan into specific and measurable goals and performance objectives within the employee performance management system.
- B. Assess day-to-day operational procedures for improved efficiencies and service delivery.
- C. Utilize Commission and/or staff ad hoc subcommittees or task forces to address the more complex and/or long term policy and administrative issues facing the Housing Authority.
- D. Continue to identify staff talents and interests so that work is assigned in a manner that motivates staff and capitalizes on their individual strengths and career goals.
- E. Develop a "green" operations policy that integrates with efficient operations.

GOAL 4: PRESERVE THE HOUSING AUTHORITY' S SOUND FISCAL POSITION

Action Steps

- A. Monitor expenditures and maintain revenues by producing accurate and timely monthly financial statements and key management indicator reports while seeking other revenue sources to sustain and develop new housing programs.
- B. Establish a long-term (20 year) capital budget for all Non-HUD (locally owned) properties if any.
- C. Promote HAMC's fiscal stability by maintaining a healthy economic mix of lower income (and otherwise eligible) residents in various local housing programs.
- D. Advocate at the federal, state and local level for adequate funding for the operation and expansion of affordable housing programs.
- E. Work with Maricopa County to ensure fiscal integrity and accountability.

GOAL 5: PROMOTE AND SECURE SERVICES FOR HOUSING AUTHORITY RESIDENTS, PARTICIPANTS AND APPLICANTS

Action Steps

- A. Access all available federal, state, local and private foundation resources for the delivery and enhancement of resident services.
- B. Improve the quality of life for senior, disabled, and special needs residents through on-site supportive services.
- C. Develop and implement a “needs” survey to identify needed services and ways to improve, expand or develop programs to better serve residents.
- D. Promote and increase enrollment in progressive financial/social programs that promote client self-sufficiency.
- E. Establish educational, training and employment opportunities for HAMC residents to promote their socio-economic achievement.
- F. Maintain enrollment levels in the Housing Authority’s Family Self-Sufficiency program throughout the timeframe of this 5 Year Action Plan.
- G. Continue to develop and promote strong working relationships with other social service providers so that HAMC residents eligible for their services are identified and appropriately served.
- H. Develop a variety of growth and learning opportunities/programs for youth.
- I. Maintain a resident’s council that includes senior, family and disabled residents and secure input from the council on needed services for residents.
- J. Develop a “homeless prevention/housing stabilization program” that links HAMC to other agencies to prevent homelessness.
- K. Foster open and effective communication with HAMC residents and the community to encourage their input and involvement in our work.

GOAL 6: FOSTER A WORK ENVIRONMENT THAT VALUES AND ENCOURAGES INDIVIDUAL AND TEAM COMMITMENT TO HOUSING AUTHORITY GOALS AND OBJECTIVES

Action Steps

- A. Foster improved communication, employee morale and problem solving among all staff through respectful communication and high performance team problem solving.
- B. Continually review and improve the method and manner in which we do our work in order to accomplish our mission, embrace our vision, and be open to change.
- C. Enhance training and educational opportunities for staff professional and technical growth.
- D. Involve all HAMC staff in major resource allocation (annual budget) process.
- E. Empower staff to assume more challenging responsibilities.
- F. Reward innovation and promote team building through team building and semi-annual staff meetings.
- G. Require management/supervisory staff to continually monitor and update their unit and/or department performance optimizing their management function and value to the organization.

GOAL 7: PROMOTE HOUSING AUTHORITY’S ROLE AS A COMMUNITY LEADER IN THE DEVELOPMENT OF A SUSTAINABLE COMMUNITY THROUGHOUT MARICOPA COUNTY

Action Steps

- A. Pursue and utilize all proven/practical “Green Building” techniques and strategies with respect to all construction and substantial rehabilitation related activities. Build to LEED standards and/or Energy Star Standards.
- B. Explore the use of the AZ5 Standards pioneered by Arizona State University to ensure whole house comfort, efficiency and best sustainable practices in a desert climate.
- C. Promote and encourage conservation, recycling and use of recycled materials with employees, contractors, residents and vendors.

- D. As vehicle fleet replacement occurs, replace with fuel-efficient hybrids where practical and continue to look at other fuel efficient vehicles.
- E. Establish and maintain HAMC's and positive image through increased involvement by Commissioners and staff in community issues and concerns.
- F. Promote staff, Commission and resident involvement in the community through service on boards, task forces and commissions related to the promotion of a sustainable community.
- G. Encourage regional solutions to housing, energy and transportation issues while participating as a partner in regional efforts to establish and maintain energy and environmental sustainability.

GOAL 8: FOSTER THE HOUSING AUTHORITY'S PARTNERSHIP WITH MARICOPA COUNTY GOVERNMENT, THE STATE OF ARIZONA AND CITIES TO PROVIDE FOR THE DEVELOPMENT OF REGIONAL AFFORDABLE HOUSING SOLUTIONS AND TO FURTHER THE HOUSING AUTHORITY'S MISSION

Action Steps

- A. Encourage and participate in joint meetings that include the Housing Authority Board of Commissioners, the Maricopa County Board of Supervisors and City elected and appointed officials to discuss current and future programs and projects.
- B. Maintain dialogue with key County staff including finance, community development and law to enhance partnerships.
- C. Ensure that Housing Authority staff continues to work closely with County and City staff on the County's Annual Consolidated Plan, Housing Element updates, as well as the General Plan update.
- D. Consider and evaluate options to provide services and housing to city residents not currently served by HAMC.
- E. HAMC's new affiliate community development entity, Capital Partners for Arizona Communities will be the preferred entity to enhance access to capital for community facilities and charter schools in support of housing throughout Maricopa County and elsewhere in Arizona as appropriate.

6.0 (A) 1

HOUSING CHOICE VOUCHER (SECTION 8)

ELIGIBILITY FOR ADMISSION

GENERAL [24 CFR PART 5, SUBPARTS B, D & E; PART 982, SUBPART E]

This Chapter defines both HUD and HAMC's criteria for admission and denial of admission to the program. The policy of HAMC is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply for housing assistance. HAMC staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the HAMC pertaining to their eligibility.

ELIGIBILITY FACTORS

HAMC will accept applications only from families whose head or spouse is at least 18 years of age or an emancipated minor.

To be eligible for participation in the Housing Choice Voucher Housing Assistance Program, an applicant must meet the following criteria established by HUD:

- An applicant must be a "family" or a single person household that is considered a "family"
- An applicant must be within the applicable Income Limits
- An applicant must furnish Social Security Numbers for all family members
- An applicant must furnish Declaration of Citizenship or Eligible Immigrant Status and at least one member of the applicant family must be either a U.S. citizen or have eligible immigration status.

PLACEMENT ON WAITING LIST

The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors identified above. However, eligibility factors will not be verified before the family is placed on the waiting list. Placement on the waiting list will be based solely on the household's certification.

Reasons for denial of placement on the waiting list or denial of admission are addressed in the "Denial or Termination of Assistance" further in this Administrative Policy. These reasons for denial constitute additional admission criteria.

QUALIFYING HOUSEHOLD

The applicant must qualify as a family as follows:

1. A *family with or without children*. Such a family is defined as a group of people that lives together in a family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children, in the situation of a pregnant female with no other household members, and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit.
2. An *elderly family*, which is a family whose head, spouse, or sole member is a person who is at least 62 years of age.
3. A *near-elderly family*, which is a family whose head, spouse, or sole member is a person who is at least 50 years of age but below 62 years of age.
4. A *disabled family*, which is a family whose head, spouse, or sole member is a person with disabilities.
5. A *displaced family* is a family in which each member, or whose sole member, has been displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A *remaining member of a tenant family*. Such remaining household members must have been listed on the most recent HUD 50058 and lease, must be of legal age and must be able to carry out the terms of the lease and family obligations
7. A *single person* who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
8. A *live-in aid* is not a remaining family member.

(A household member for whom a subsidy was not paid because the household member did not have eligible citizenship status will not be considered a remaining household member).

HOUSEHOLD COMPOSITION

A. Head of household

The head of household is the adult member of the household who is designated by the family as “head”, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

B. Co-head

The co-head of the household is any adult individual designated by the head of household, who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

C. Live-in attendants

A Family may include a live-in aide provided that such live-in aide:

- Is determined by HAMC to be essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities,
- Is not obligated for the support of the person(s), and
- Would not be living in the unit except to provide care for the person(s).

The following distinct provisions apply to a live-in aide:

- Income of the live-in aide will not be counted for purposes of determining eligibility or amount of housing assistance.
- Live-in aides must meet citizenship or eligible immigration requirements.
- Live-in aides are not considered as a remaining member of the participant family and are therefore not entitled to any continued housing assistance if the household member they were aiding no longer participates in the program.

A Live-in Aide may only reside in the unit with the approval of the PHA. Written verification will be required from a medical provider with knowledge of the family member's needs. The verification provided must certify that a live-in aide is needed for the care of the family member as described above. Verification must include the hours the care will be provided.

At any time, the PHA will refuse to approve a particular person as a live-in aide or may withdraw such approval if:

- The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related criminal activity or violent criminal activity; or
- The person currently owes rent or other amounts to the HAMC or to another PHA in connection with Housing Choice Voucher or public housing assistance under the 1937 Act.

D. Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, HAMC will determine the family unit that retains custody of the children as the applicant family. If there are no children, HAMC will require the applicants to jointly agree in writing as to who is the continued applicant or solicit a court decision.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide appropriate documentation, they will be denied continued placement on the waiting list for failure to supply information requested by the PHA.

E. Multi-generational Families

Families applying for assistance, which consist of two or more generations living together, (such as a mother, and a daughter with her own children), will be treated as a single family unit and will be entitled to only one housing voucher for assistance.

F. Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively. Legal documentation must be provided by families who claim joint custody or temporary guardianship.

INCOME LIMITS [24 CFR 982.201(B), 982.353]

The following income limits apply to applicants for admission to the Housing Choice Voucher Housing Assistance Program:

- A. An applicant must be a very low-income family, which is defined as a family whose annual income does not exceed 50% of the area median income.
- B. Applicants in excess of the very low-income limits but within the low income limits (80% of the area median income) will only be admitted based on the following criteria:
 1. A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within 120 days of voucher issuance.
 2. A low-income family displaced by rental rehabilitation activity under 24CFR part 511.

3. A low-income non-purchasing family residing in a project subject to homeownership program under 24CFR 248.173.
 4. A low-income or moderate-income family that is displaced as a result of a prepayment of a mortgage or voluntary termination of mortgage insurance contracts under 24 CFR 248.165.
 5. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident home ownership program.
- C. To determine if the family is income-eligible, HAMC will compare the Annual Income of the family to the applicable income limit for the family's size.
 - D. Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.
 - E. Families using portability must be within HAMC's applicable income limits if this will be family's initial lease up under the Housing Choice Voucher Program.
 - F. 75% of all newly admitted applicants must fall within 30% of the area median income.

MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216, 5.218]

Families are required to provide verification of Social Security Numbers for all household members prior to admission. This requirement also applies to persons joining the household after admission to the program. Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

Persons who disclose their Social Security Number but cannot provide verification must sign a certification and provide verification within 30 calendar days. Elderly persons must provide verification within 60 days.

CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS [24 CFR 5.216, 5.218]

In order to receive assistance, a household member must be a U.S. citizen or eligible immigrant under a Section 214 covered program as described by HUD. The status of each member of the household is considered individually before the family's status is defined as follows:

- **Mixed Families** - Families that include eligible and ineligible individuals are called "mixed." Assistance to such applicant families will not be granted unless verification of social security numbers and citizenship for all members is provided as required by HUD.
- **All Members Ineligible** - Applicant families that include no eligible members are not eligible for assistance. Such families will be denied admission.
- **Non-citizen Students**- Defined by HUD in the non-citizen regulations and not eligible for assistance.

Applicants are entitled to an informal hearing for denial of placement on the waiting list or denial of assistance if such denial is based on the immigration status criteria described above.

OTHER CRITERIA FOR ADMISSIONS [24 CFR 982.552(b)]

HAMC will apply the following additional criteria for admission to the program. Violation of any of the following will result in denial of admission.

- The family must not have violated any family obligation during a previous participation in the Housing Choice Voucher Program for three years prior to final eligibility determination.
- No family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the last three years for the first offence prior to final eligibility determination.
- The family must pay any outstanding debt owed to HAMC or another PHA in connection with Housing Choice Voucher or Public Housing assistance under the 1937 Act within 15 working days of HAMC's notice to repay.
- No member of the family may have engaged in drug related or violent criminal activity for three years prior to final eligibility determination.
 - To determine whether this has occurred, the HAMC will check criminal history for all adults in the household to determine whether any member of the family has been arrested and/or convicted of violent or drug-related criminal activity within three years prior to final eligibility determination.
- No family member may have been evicted from public housing for any reason during the last three years prior to final eligibility determination.
- No family member may have engaged in or threatened abusive or violent behavior toward HA personnel for three years prior to final eligibility determination.
- Persons evicted from other federally assisted housing because of an arrest and/or conviction for drug-related criminal activity are ineligible for admission to Housing Choice Voucher Programs for a three year period from the date of such eviction. After the three-year period, the person must certify they are no longer engaging in a drug-related criminal activity and demonstrate successful completion of a rehabilitation program approved by HAMC.

The applicant may not misrepresent the information on which eligibility or tenant rent is established. In addition to denial of admission, HAMC may refer the family file/record to the proper authorities for appropriate disposition.

SCREENING FOR TENANCY SUITABILITY [24 CFR 982.307]

HAMC will not screen the applicant household for family behavior or suitability of tenancy. At or before HAMC's approval of the tenancy, HAMC will inform the owner that screening and selection for tenancy is the responsibility of the owner. The owner is responsible for screening families based on their tenancy histories.

HAMC will advise and assist families if they feel that the screening criteria applied by an owner violates any basic Fair Housing Rights of the family. HAMC will make referrals to the local Fair Housing Agency and/or the appropriate HUD office.

CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Admission to the Housing Choice Voucher Program occurs at the time that an initial Housing Assistance Payments contract is executed with an owner for an eligible unit. Prior to that time, a family is considered an applicant. After execution of the HAP contract, a family is considered a participant. Therefore, changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility.

INELIGIBLE FAMILIES

Families who are determined to be ineligible will be notified in writing of the reason for this determination and given an opportunity to request an informal review (or an informal hearing if they were denied due to non-citizen status) as discussed further in this Administrative Policy.

APPLYING FOR ADMISSION

OPENING AND CLOSING THE WAITING LIST

The Housing Authority of Maricopa County will open the waiting list at periodic intervals as determined based on need to assure that an adequate pool of applicants is available to maintain full program utilization and assist the maximum number of families based on available program funding. When HAMC determines that the waiting list should be opened, a notice will be published in a local newspaper of general circulation and in any other suitable media. The notice will state the limitations on who may apply for any available slots and provide information on where, when and how families may apply for the program.

The PHA may choose to open the waiting list for a specific time period or to accept applications on certain days and times. The public notice will specify the time period in which applications will be accepted. Under no circumstances will applications be accepted when the waiting list is closed unless the public notice indicates that HAMC will continuously accept applications for specific identified preferences.

LOCAL PREFERENCES [CFR982.207]

The Housing Authority of Maricopa County has the following local preferences for waiting list placement and selection. All preferences should be prioritized as follows.

1. Elderly or Disabled families where the Head, Spouse, or Co-Head are at least 62 years of age or older, or who are disabled as recognized by the Social Security Administration.
2. Veteran who has actively served in a branch of the United States Armed Services.
3. Arizona Resident.

Waiting list selection will be based on date and time of the application and then the preference(s) will be scored.

Priority weight for the local preferences will be as follows: *Top Priority* will be given to “Elderly or Disabled” applicants; *Second Priority* to “Veterans”, *Third Priority*, “Arizona Resident”.

PREFERENCE PRIORITY RANKING

The HAMC will aggregate the local preferences in order to determine which applicants will receive priority admission to its Section 8 Housing Choice Voucher Program. The HAMC will utilize a point system for determining priority. The applicant with the highest point total will receive the highest priority. If more than one applicant has the same point total, the applicant with the oldest dated application will receive the highest priority. One point (a single point) will be assigned for each eligible local preference.

All assignment of points will be documented with the required certifications and verifications required by this policy and in the forms prescribed by the regulations.

All families in Preference Number 1 will be offered housing assistance before any families in Preferences Numbers 2 and 3; all Preference Number 2 families will be offered housing assistance before any families in Preferences Numbers 3.

Applicants who do not have any preferences will not be admitted over those who verify that they qualify for one or more preferences.

APPLICATION PROCESS

Applicants will be placed on the waiting list based solely on the information provided in the application form. The application, including preference selection, will be completed and submitted to the HAMC and time/date stamped. A receipt will be sent along with a request for any further information required for verifications purposes.

APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]

If an applicant is determined to be ineligible based on the information provided on the application, HAMC will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review.

Applicants are required to inform HAMC in writing of changes in address. Applicants are also required to respond to requests from HAMC to update information on their application and to determine their continued interest in assistance.

TIMING OF SELECTION [24 CFR 982.204]

As vouchers are available, families will be selected from the waiting list strictly in the order of preferences as described above. At that time, any preference claimed by the applicant shall be verified.

Once the program reaches full utilization, HAMC will establish a group of applicants that will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verifications and vouchers will be issued to applicants who have completed the verification process first.

REQUIREMENT TO ATTEND ELIGIBILITY INTERVIEW

HAMC will require the applicant household to attend an interview once they have been pulled from the waiting list. HAMC utilizes the full application interview to discuss the family's circumstances in detail, to clarify information, which has been provided by the family, and to

ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other PHA services or programs, which may be available.

All adult family members are required to attend the interview and sign the housing application. Exceptions may be made for students attending school out of state or for members for whom attendance would be a hardship unless such members are the head, spouse or co-head of the household.

Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than ten (10) days from the original appointment date. The request must be made to the staff person who scheduled the appointment. Failure to do so will result in rejection of the application.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

All adult household members must sign the HUD Form 9886, Release of Information; the application form; the declarations and consents related to citizenship/immigration status; and any other documents required by HAMC. Applicants will be required to sign specific verification forms for information that is not covered by the HUD form 9886. Failure to sign any consent forms will be cause for denial of the application for failure to provide necessary certifications and release as required by the PHA.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing. The family will be given ten (10) days to supply the information. If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance.

VERIFICATION OF ELIGIBILITY [24 CFR 982.201(e)]

Information provided by the applicant will be verified, using the verification procedures found further in this Plan. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 60 days old at the time of issuance of the Voucher.

FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY [24 CFR 982.201]

After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and the current eligibility criteria in effect. If the family is determined to

be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.

If the family is determined ineligible, the family will be notified in writing of the reason for the determination and given an opportunity to request an informal review (or an informal hearing if they were denied due to non-citizen status), per this Administrative Policy.

Managing the Waiting List

GENERAL [24 CFR PART 5, SUBPART D; 982.54 (D)(1); 982.205, 982.206]

Admission from the Waiting List: It is HAMC's objective to ensure that families are selected from the waiting list for admission to its programs, in accordance with the policies in this Administrative Policy.

WAITING LIST [24 CFR 982.204]

Organization of the Waiting List: For each applicant, the following information will be collected and maintained.

- Applicant name, address and other contact information;
- Family unit size (number of bedrooms family qualifies for under PHA subsidy standards);
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household;
- Annual household income;
- Classification of Elderly/Disabled, if applicable; and
- Any other admission criteria needed to determine eligibility for special programs.

TARGETED FUNDING (24 CFR 982.203)

Special programs have been developed under the Housing Choice Voucher Program to service certain family types or certain family situations. Most of these programs require that HAMC partner with a service agency in the community that provides supportive service to the particular family type. When HUD grants funding for these programs, families who meet the qualifications of the program and are referred through the partner agency will be placed on the regular waiting list with a designated code for each special program type. These families will then be selected in order from the waiting list.

HAMC will continue to receive referrals from partner agencies until all designated vouchers have been utilized. Upon 100% utilization, HAMC will request that the partner agencies suspend additional referrals until such time that any of the original designated vouchers are turned over and again become available for issuance to applicants. At that time, HAMC will contact the appropriate partner agency and advise them of the availability of the targeted voucher and a referral will be accepted accordingly.

The provisions for targeted funding identified herein apply to any future programs to be so designated by HUD.

Income Targeting

Targeted funding will allow families to be selected from the waiting list within a specified category, or a designated program code. HAMC will continue to receive referrals of such families until all designated vouchers have been utilized. Upon 100% utilization, HAMC will request that the partner agencies suspend additional referrals until such time that any of the original designated vouchers are turned over and again become available for issuance to applicants.

The provisions for targeted funding identified herein apply to any future programs to be designated by HUD.

HAMC will maintain a single waiting list for admission to its Section 8 tenant-based assistance program.

Income targeting, in accordance with the Quality Housing and Work Responsibility Act of 1998, will ensure HAMC reserves a minimum of seventy-five percent (75%) of its Housing Choice Voucher Program new admissions for “extremely low income” households, whose income does not exceed 30 percent (30%) of the area median income.

REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(C)]

The waiting list will be purged at least once a year to ensure that it remains current and accurate. A notice of continued interest will be mailed to all applicants requesting a response within ten (10) business days.

If an applicant fails to respond to a mailing, the applicant will be sent a second written notification and given ten (10) business days to contact the PHA. If they fail to respond within ten (10) business days, they will be removed from the waiting list. A letter will be mailed to the applicant confirming the family’s removal from the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If a letter is returned by the Post Office with a forwarding address, the application will be re-mailed, via Regular Mail, with a notice to respond within ten (10) business days. If there is still no response from an applicant this will result in the applicant’s removal from the waiting list without further notice.

However, if the applicant did not respond to HAMC’s request for information updates because of a family member’s disability, HAMC will reinstate the applicant in the family’s former position on the waiting list.

Neither family size, nor family unit size, will be a basis by which the applicant will be placed on the waiting list. Further, if there are not sufficient funds to admit a large family unit to the program, a smaller size family unit will not skip to the top of the waiting list. Instead, the family

at the top of the waiting list will be admitted when sufficient funds are available.

Item 6.1 Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

Public Housing:

APPLYING FOR ASSISTANCE

Any family that wishes to reside in public housing must apply for admission to the program HUD permits HAMC to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by HAMC. Applications will be accepted at the following locations:

Main Office - 2024 North 7th Street, Suite 101, Phoenix, AZ.

Central Phoenix - 1510 South 19th Drive, Phoenix, AZ.

Mesa - 710 West 8th Avenue, Mesa, AZ.

Avondale – 1103 N. 6th Street #106, Avondale, AZ

Surprise – 12976 Cottonwood, Surprise, AZ.

Hand or typewritten, or by internet when available.

The application process will involve two phases:

The first is the “application for admission”. This first phase is to determine the family’s eligibility for, and placement on, the waiting list. The application will be dated, time-stamped, and referred to the PHA’s office where tenant selection and assignment is processed.

The second phase is the “final determination of suitability for admission”. When the family reaches the top of the waiting list, the PHA ensures that verification of all HUD and PHA eligibility factors is current in order to determine the family’s eligibility for an offer of a suitable unit.

INITIAL APPLICATION PROCESS

The application is taken in person or by mail and the data is entered into the computer. The purpose of the application is to permit the PHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list.

The application will contain questions designed to obtain the following information:

Names of head and spouse

Names and ages of all members

Number of family members (used to estimate bedroom size needed)

Citizenship status

Street address and phone numbers

Mailing address (If PO Box or other permanent address)

Annual income

Source(s) of income received by household members to determine preference qualification

Information regarding request for reasonable accommodation or for accessible unit

Social Security Numbers

Race/ethnicity

Questions regarding previous participation in HUD programs

Arrest or convictions for drug-related and/or violent criminal acts

Submission of waiting list applications will not require interviews. Information on the application, except HUD's "Debts Owed to PHA's & Terminations" check and criminal background check, will not be verified until the applicant has been selected for final eligibility determination.

Applicants must inform the PHA in writing, within ten (10) business days, of changes in family composition, income, and address. Applicants are also required to respond to requests from the PHA to update information on their application, or to determine their continued interest in assistance.

Failure to provide information or to respond to mailings (HAMC is not responsible for lost or misdirected mail) within 10 working days will result in the applicant being removed from the waiting list.

Multiple Families in Same Household

When families apply that consist of two families living together (such as mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

NOTIFICATION OF APPLICANT STATUS

If after a review of the application the family is determined to be preliminarily eligible, they will be notified in writing (in an accessible format upon request, as a reasonable accommodation).

This written notification of preliminary eligibility will be mailed to the applicant by first class mail or distributed to the applicant in the manner requested as a specific accommodation.

If the family is determined to be ineligible based on the information provided in the application, the PHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal hearing. Persons with disabilities may request to have an advocate attend the informal hearing as an accommodation.

Requirement to Attend Interview

The PHA utilizes the eligibility interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other PHA services or programs which may be available.

The head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

Exceptions may be made for students attending school out of state/or member for whom attendance would be a hardship.

If an applicant fails to appear for their interview without prior approval of the PHA, a second interview will then be scheduled. If an applicant fails to appear for a rescheduled appointment, the application will be denied unless they can provide acceptable documentation to the PHA that an emergency prevented them from calling.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to provide some information, but only with permission of the person with a disability.

If an application is denied due to failure to attend the interview, the applicant will be notified in writing and offered an opportunity to request an informal review (see Chapter on Complaints, Grievances and Appeals).

All household members (at least 18 years of age) and older, must sign form HUD-9886, "Release of Information", the declarations and consents related to citizenship/immigration status and any other documents required by the PHA.

Applicants will be required to sign specific verification forms for information that are not covered by the HUD-9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and releases as required by the PHA.

Information provided by the applicant will be verified, including information related to family composition, income, allowances and deductions, assets, eligible immigration status, full time student status and other factors related to preferences, eligibility and rent calculation.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing.

The family will be given ten (10) business days to supply the information.

If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance.

PROCESSING APPLICATIONS

The following items *may* be verified to determine qualification for waitlist placement to the PHA's housing:

Annual Income

Debt to another assisted housing program

Citizenship or eligible immigration status

Criminal History Report

The following items will be verified to determine qualification for admission to the PHA's housing:

Family composition and type (elderly/non/elderly)

Annual Income

Assets and Asset Income

Deductions from Annual Income

Social Security Numbers of all family members

Information used in applicant screening

Citizenship or eligible immigration status

Criminal History Report

NOTIFICATION OF FINAL DETERMINATION

After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and the tenant suitability determination (see Chapter on Eligibility for Admission).

Because HUD can make changes in rules or regulations and family circumstances may have changed during the review process that affect an applicant's eligibility, it is necessary to make final eligibility determination.

The household is not actually eligible for a unit offer until a final determination has been made, even though they may have been preliminarily determined eligible and may have been listed on the waiting list.

Any time after final eligibility determination, applicants must report changes, in writing, within ten (10) business days of the change. If the family did not report the change within the required time frame, the family may be determined ineligible and offered an opportunity for informal review.

ACCESSIBILITY OF THE APPLICATION PROCESS

HAMC must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard HAMC application process.

Disabled Populations

HAMC must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or HAMC must provide an alternate approach that provides equal access to the application process.

Limited English Proficiency

HAMC is required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency.

PLACEMENT ON THE WAITING LIST

HAMC must review each completed application received and make a preliminary assessment of the family's eligibility. HAMC must place on the waiting list families for whom the list is open unless HAMC determines the family to be ineligible. Where the family is determined to be ineligible, HAMC must notify the family in writing. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

Ineligible for Placement on the Waiting List

If HAMC can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, HAMC will send written notification of the ineligibility determination within 10 business days of receiving a completed application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so.

Eligible for Placement on the Waiting List

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to HAMC preference(s) and the date and time their complete application is received by HAMC.

HAMC will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards. Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to HAMC standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

TENANT SELECTION AND ASSIGNMENT PLAN

It is the PHA's policy that each applicant shall be assigned an appropriate place on a site based waiting list. Applicants will be listed in sequence based upon date and time the application is received, verified preferences and the size, location and type of unit they are eligible for and de-concentration efforts.

In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing de-concentration of poverty and income-mixing objectives. The PHA will offer the unit until it is accepted.

MANAGING THE WAITING LIST

PHA policies will be followed consistently and will affirmatively further HUD's fair housing goals.

It is the PHA's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely.

When appropriate units are available, families will be selected from the waiting list in their determined sequence.

By maintaining an accurate waiting list, the PHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner.

Based on the PHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool". Selection from the pool will be based on completion of verification.

ORGANIZATION OF THE WAITING LIST

The PHA will administer its waiting list as required by 24 CFR Part 945 and Part 960, Subparts A and B. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained by date, time sequence, preferences and bedroom size.

All applicants must meet applicable income eligibility requirements as established by HUD.

OPENING AND CLOSING THE WAITING LIST

The PHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The PHA may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice and in the following newspapers, minority publications and media entities location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media and organizations including:

Arizona Republic Newspaper

Surprise Newspaper

Avondale Newspaper

The Tribune Newspaper

The notice will contain:

The dates, times, and the locations where families may apply

The name of the program(s) for which applications will be taken

Limitations, if any, on who may apply

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, and referral to resources to obtain information concerning how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline.

FAMILY OUTREACH

HAMC should conduct outreach as necessary to ensure that HAMC has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that HAMC is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires HAMC to serve a specified percentage of extremely low income families, HAMC may need to conduct special outreach to ensure that an adequate number of such families apply for public housing.

- HAMC outreach efforts must comply with fair housing requirements. This includes:
- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

HAMC outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

HAMC will monitor the characteristics of the population being served and the characteristics of the population as a whole in HAMC's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

REPORTING CHANGES IN FAMILY CIRCUMSTANCES

While the family is on the waiting list, the family must inform HAMC immediately of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

UPDATING THE WAITING LIST

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to HAMC's request for information or updates because of the family member's disability, HAMC must, upon the family's request and receipt of verification, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation.

The waiting list will be updated by mail as needed to ensure that all applicants and applicant information is current and timely. The mailing will also be used as a confirmation of continued interest.

If an applicant fails to respond within ten (10) business days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the sealed envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period; or the failure to respond was due to a medical emergency, death in the family, or a natural disaster. Verification will be required.

Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability. Verification will be required.

Applicants are notified with confirmation of HAMC's receipt of their application that they are responsible for notifying the PHA within ten (10) business days, if they have a change of address.

TENANT SELECTION

The PHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the ACOP.

Local preferences will be used to select families from the waiting list. The current local preferences are: (a) Victims of domestic violence, (b) Working families and those unable to work because of age or disability, (c) Veterans, (d) Enrollment in educational, training or upward mobility program, and (e) Involuntary displacement, disaster, government action, action of a housing owner, inaccessibility, property disposition.

The PHA has selected the following system to apply local preferences.

All preferences will be weighted as priority one (1) and will be organized by date and time as established by the date of the application.

Single applicants will be treated as any other eligible family on the PHA waiting list.

Income Targeting Requirement

The PHA will monitor its admissions to ensure that at least 40 percent (40%) of families admitted to public housing in each fiscal year shall have incomes that do not exceed thirty percent (30%) of area median income of the PHA's jurisdiction. Hereafter, families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families".

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that admissions of extremely low income families to the PHA's voucher program during a PHA fiscal year exceeds the 75 percent minimum targeting requirement for the PHA's Section 8 Voucher Program. This fungibility provision discretion by the PHA is also reflected in the PHA's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent (10%) of the number of newly available vouchers in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor

Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the PHA is anticipated to fall short of its 40% goal for new admissions to public housing.

Once the PHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the PHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

Mixed Population Developments

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or HAMC at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, co-head, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, co-head, or sole member is a person with disabilities [24 CFR 5.403]. HAMC must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. HAMC may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, HAMC must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. HAMC may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

Units Designated for Elderly or Disabled Families:

HAMC may designate projects or portions of a public housing project specifically for elderly or disabled families. HAMC must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, HAMC must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, HAMC may allow near-elderly families to occupy the units. Near-elderly family means a family whose head, spouse, or co-head is at least 50 years old, but is less than 62.

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, HAMC must make available to all other families any unit that is ready for re-rental and has been vacant for more than 90 consecutive days.

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area.

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project.

Deconcentration of Poverty and Income-Mixing - Order of Selection

Local preferences will be used to select families from the waiting list.

The PHA has selected the following system to apply local preferences.

All preferences will be weighted as priority one (1) and will be organized by date and time as established by the date of the application.

Single applicants will be treated as any other eligible family on the PHA waiting list.

NOTIFICATION OF SELECTION

When the family has been selected from the waiting list, HAMC must notify the family.

HAMC will notify the family by first class mail when it is selected from the waiting list.

The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview
- Who is required to attend the interview
- Documents that must be provided at the interview to document the legal identity of all household members, including information about what constitutes acceptable documentation, eligibility for a preference, if applicable and other information that should be brought to the interview

If a notification letter is returned to HAMC with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents HAMC from making an eligibility determination; therefore no informal review will be offered.

THE APPLICATION INTERVIEW

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household, spouse, co-head and all adult members are required to attend the interview together.

The interview will be conducted only if all adult members provide appropriate documentation of legal identity. If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference. If the family is verified as eligible for the preference, HAMC will proceed with the interview. If HAMC determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting list according to the date and time of their application.

The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, HAMC will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 calendar days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial.

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, HAMC will provide translation services in accordance with HAMC's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact HAMC in advance of the interview to schedule a new appointment. Applicants who fail to attend two scheduled interviews without HAMC approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. Such failure to act on the part of the applicant prevents HAMC from making an eligibility determination; therefore HAMC will not offer an informal review.

FINAL ELIGIBILITY DETERMINATION

HAMC must verify all information provided by the family. Based on verified information related to the eligibility requirements, including HAMC suitability standards, HAMC must make a final determination of eligibility.

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined.

HAMC will notify a family in writing of their eligibility within 10 business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

HAMC must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal review on such determination.

If HAMC determines that the family is ineligible, HAMC will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review.

If HAMC uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the HAMC can move to deny the application.

DETERMINING UNIT SIZE

In selecting a family to occupy a particular unit, HAMC may match characteristics of the family with the type of unit available, for example, number of bedrooms.

HUD does not specify the number of persons who may live in public housing units of various sizes. HAMC is permitted to develop appropriate occupancy standards as long as the standards do not have the effect of discriminating against families with children.

Although HAMC does determine the size of unit the family qualifies for under the occupancy standards, HAMC does not determine who shares a bedroom/sleeping room.

HAMC's occupancy standards for determining unit size must be applied in a manner consistent with fair housing requirements.

The PHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The PHA's Occupancy Guidelines standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

For occupancy standards, an adult is a person 18 years of age or older.

All guidelines in this section relate to the number of bedrooms in the unit. Dwelling units will be so assigned that:

Generally the PHA will assign units so that it will not be required for persons of different generations or of the opposite gender (other than spouses (including significant others)), or

otherwise unrelated adults to occupy the same bedroom. Children of the opposite gender under five (5) years of age may occupy the same bedroom.

Foster children will be included in determining unit size only if they will be in the unit for more than six (6) months.

Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.

Space will not be provided for a family member who will be absent 6 months or more per year and is not a student.

Single person families shall be allocated to a one bedroom.

- HAMC will reference the following standards in determining the appropriate unit bedroom size for a family:

BEDROOM SIZE	MINIMUM NUMBER OF PERSONS	MAXIMUM NUMBER OF PERSONS
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10

EXCEPTIONS TO OCCUPANCY STANDARDS

- HAMC will consider granting exceptions to the occupancy standards at the family's request if HAMC determines the exception is justified by the relationship, age, sex, health or disability of family members, or other personal circumstances. For example, an exception may be granted if a larger bedroom size is needed for medical equipment due to its size and/or function, or as a reasonable accommodation for a person with disabilities.
- When evaluating exception requests HAMC will consider the size and configuration of the unit. In no case will HAMC grant an exception that is in violation of local housing or occupancy codes, regulations or laws.
- Requests from applicants to be placed on the waiting list for a unit size smaller than designated by the occupancy standards will be approved as long as the unit is not overcrowded according to local code, and the family agrees not to request a transfer for a period of two years from the date of admission, unless they have a subsequent change in family size or composition.

In cases such as those above, a family that voluntarily accepts a unit that is smaller than what the family is eligible for will be required to sign a statement stating that unless there is an increase in family size the family agrees that they are not eligible for transfer to a larger unit for at least one (1) year.

- To prevent vacancies, HAMC may provide an applicant family with a larger unit than the occupancy standards permit. However, in these cases the family must agree to move to a suitable, smaller unit when another family qualifies for the larger unit and there is an appropriate size unit available for the family to transfer to.

Processing of Exceptions

- All requests for exceptions to the occupancy standards must be submitted in writing.

- In the case of a request for exception as a reasonable accommodation, HAMC will encourage the resident to make the request in writing. However, HAMC will consider the exception request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.
- Requests for a larger size unit must explain the need or justification for the larger size unit, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known.
- HAMC will notify the family of its decision within 10 business days of receiving the family's request.

UNIT OFFERS

HAMC must assign eligible applicants to dwelling units in accordance with a plan that is consistent with civil rights and nondiscrimination. In filling an actual or expected vacancy, HAMC must offer the dwelling unit to an applicant in the appropriate sequence. HAMC will offer the unit until it is accepted. This section describes HAMC's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list. This section also describes HAMC's policies for offering units with accessibility features.

- HAMC will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

NUMBER OF OFFERS

The first qualified applicant in sequence on the waiting list will be made an offer of a unit of the appropriate size. If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy. If the offer is rejected, the applicant will be offered the next suitable unit (second offer) that becomes available, whether it is at the same location as the first offer or at another location.

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

When an applicant rejects (2) unit offers, the PHA will relocate the applicant's name to the bottom of the waiting list or withdraw at applicant request.

TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL

Applicants must accept (within 48 hours) a unit when offered or risk losing the unit to another applicant.

REFUSALS OF UNIT OFFERS

Good Cause for Unit Refusal

An elderly or disabled family may decline an offer for an accessible unit. Such a refusal must not adversely affect the family's position on or placement on the public housing waiting list.

- Applicants may refuse to accept a unit offer for "*good cause*." *Good cause* includes situations in which an applicant is willing to move but is unable to do so at the time of the unit offer, or the applicant demonstrates that acceptance of the offer would cause undue hardship not related to considerations of the applicant's race, color, national origin, etc. Examples of good cause for refusal of a unit offer include, but are not limited to, the following:
 - Inaccessibility to source of employment, education, or job training, children's day care, or educational program for children with disabilities, so that accepting the unit offer would require the adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities

- The family demonstrates to HAMC's satisfaction that accepting the offer will place a family member's life, health or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption
- A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member
- The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move
- In the case of a unit refusal for good cause the applicant will not be removed from the waiting list as described later in this section. The applicant will remain at the top of the waiting list until the family receives an offer for which they do not have good cause to refuse.
- HAMC will require documentation of good cause for unit refusals.

Unit Refusal Without Good Cause

- When an applicant rejects the final unit offer without good cause, HAMC will remove the applicant's name from the waiting list and send notice to the family of such removal. The notice will inform the family of their right to request an informal review and the process for doing so.
- The applicant may reapply for assistance if the waiting list is open. If the waiting list is not open, the applicant must wait to reapply until HAMC opens the waiting list.

ACCESSIBLE UNITS

When an accessible unit becomes vacant, before offering such units to a non-disabled applicant HAMC must offer such units:

First, to a current resident of another unit of the same development, or other public housing development under HAMC's control, who has a disability that requires the special features of the vacant unit and is occupying a unit not having such features, or if no such occupant exists, then

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible unit to an applicant not having a disability requiring the accessibility features of the unit, HAMC may require the applicant to agree (and may incorporate this agreement in the lease) to move to a non-accessible unit when available.

- Families requiring an accessible unit may be over-housed in such a unit if there are no resident or applicant families of the appropriate size who also require the accessible features of the unit.
- When there are no resident or applicant families requiring the accessible features of the unit, including families who would be over-housed, HAMC will offer the unit to a non-disabled applicant.
- When offering an accessible unit to a non-disabled applicant, HAMC will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the non-disabled family. This requirement will be a provision of the lease agreement.

Item 6.4 – 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 (include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

The goal for each HAMC managed property is to:
 Maintain the property in excellent condition
 Keep expenses within the operating budget
 Explore opportunities for revenue growth or expense reduction
 Assess and address capital needs proactively
 Comply with all Federal, State, and local laws and regulations
 Provide excellent customer service to all residents.

HAMC emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work. By doing so, the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

The work priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of HAMC are the following:

- Emergency Repairs
- Resident Requests
- Unit Turnover
- Inspections
- Miscellaneous

Emergency repairs are repair needs which threaten the life, health, or safety of a resident and need to be responded to within 24 hours.

Resident requests are very important to HAMC as residents can be the eyes and ears for the staff, informing them of smaller problems before they become larger problems. Providing excellent customer service will improve the living quality for the residents.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit. The Housing Manager has the authority to create special teams for vacancy turnaround or to hire contractors when it is necessary to meet the required Authority goals as established by the current PHAS indicators.

HAMC conducts different types of inspections throughout the year. The purpose of inspections is to ensure housing is decent, safe, sanitary, and in good repair for residents by identifying necessary corrections before problems become severe, dangerous or costly. There are basically two types of inspections, annual and on-going.

Annual inspections are completed every year for all apartments. These inspections are often combined with housekeeping inspections and may be done by management, maintenance or both. Deficiencies are corrected either at the time of inspection or through the written work order system.

On-going inspections include preventative maintenance, vacancies, move in and move out inspections, property inspections and any other special inspection.

Preventative maintenance inspections are part of the planned or scheduled maintenance program of HAMC. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventative maintenance program focuses on the major systems that keep the properties

operating. These systems include heating and cooling, electrical, life safety and plumbing. Routine inspections of grounds, common areas and other equipment are included.

Vacancy inspections are made to insure the unit repairs are in compliance to the Uniform Physical Condition Standards set by HUD.

Move in inspections are completed by staff and new resident. The resident is required to sign the inspection form certifying the condition of the unit at move-in.

Move out inspections are conducted at the time the resident vacates the units. Residents are encouraged to attend this inspection. The move in inspection is compared to the move out inspection in order to assess any damages that can be charged to the vacating tenant.

Miscellaneous inspections are any other inspections not categorized above. These can include quality control inspections, HUD inspections, lease enforcement and contract maintenance work completion.

HAMC makes every effort to provide a healthy and pest-free environment for its residents.

Special attention is paid to cockroaches as this is the most common infestation. Generally, HAMC provides for quarterly pest control. However, special circumstances may occur that may require more frequent treatments. These situations are handled on a case by case basis and may include resident housekeeping training in addition to additional pest control treatments.

HAMC contracts with a licensed extermination company to perform pest control services.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents are given information about the extermination program and housekeeping standards at the time of move-in. All residents are informed at least 48 hours in advance of the treatment. The notification is in writing and includes instructions that describe how to prepare the unit for treatment if necessary.

In order to allow its staff members to perform to the best of their abilities, HAMC recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures. Each employee will be required to attend trainings in one or more of the following areas (but not limited to): Safety Procedures, Blood-Borne Pathogens, Lead Based Paint, Health and Safety Standards, Trade specific skills updates and Building Code updates/UPCS standards.

Item 6.5 Grievance Procedures – A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

Public Housing:

When HAMC makes a decision that has a negative impact on an applicant family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review.

Informal reviews are provided for public housing applicants. Applicants to public housing are not entitled to the same process afforded tenants in the HAMC grievance procedure.

Informal reviews provide the applicant a means to hear the details of the reasons for rejection, and an opportunity to present evidence to the contrary if available, and to claim mitigating circumstances if possible.

HAMC will only offer informal reviews to applicants for the purpose of disputing denials of admission.

Prior to notification of denial based on information obtained from criminal or sex offender registration records, the family, in some cases, must be given the opportunity to dispute the information in those records which would be the basis of the denial.

A request for an informal review must be made in writing and delivered to HAMC either in person or by first class mail, by the close of the business day, no later than 10 calendar days from the date of HAMC's notification of denial of admission.

HAMC must schedule and send written notice of the informal review within 10 business days of the family's request.

The informal review will be conducted by a person other than the one who made the decision under review, or a subordinate of this person. Applicants will be provided an opportunity to present written objections to the decision of HAMC.

The person conducting the informal review will make a recommendation to HAMC, but HAMC is responsible for making the final decision as to whether admission should be granted or denied.

In rendering a decision, HAMC may evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice

The validity of grounds for denial of admission. If the grounds for denial are not specified in the regulations or in HAMC policy, then the decision to deny assistance will be overturned.

HAMC will evaluate whether the facts presented prove the grounds for denial of admission. If the facts prove that there are grounds for denial, and the denial is required by HUD, HAMC will uphold the decision to deny admission.

If the facts prove the grounds for denial, and the denial is discretionary, HAMC may consider the recommendation of the person conducting the informal review in making the final decision whether to deny admission.

HAMC will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed, with return receipt requested, within 10 business days of the informal review, to the applicant and his or her representative, if any.

If the informal review decision overturns the denial, processing for admission will resume.

Persons with disabilities may request reasonable accommodations to participate in the informal review process and HAMC must consider such accommodations. HAMC must also consider reasonable accommodation requests pertaining to the reasons for denial if related to the person's disability.

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. These special hearings are referred to in the regulations as informal hearings, but the requirements for such hearings are different from the informal hearings used to deny applicants for reasons other than immigration status.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while HAMC hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or HAMC informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

The notice of denial or termination of assistance for non-citizens must advise the family of any of the following that apply:

- That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for pro-ratio of assistance.
- In the case of a tenant, the criteria and procedures for obtaining relief under the provisions for preservation of families.
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with HAMC either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

When HAMC receives notification that the USCIS secondary verification failed to confirm eligible immigration status, HAMC must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide HAMC with a copy of the written request for appeal and proof of mailing.

HAMC will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results. The family must provide HAMC with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to HAMC, of its decision. When the USCIS notifies HAMC of the decision, HAMC must notify the family of its right to request an informal hearing.

HAMC will send written notice to the family of its right to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, an applicant family may request that HAMC provide a hearing. The request for a hearing must be made either within 30 days of receipt of HAMC notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

HAMC must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision.

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of HAMC pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of HAMC documents no later than 12:00 p.m. two business days prior to the hearing.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by HAMC, and to confront and cross-examine all witnesses on whose testimony or information HAMC relies.

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the family, or HAMC, as may be agreed upon by the two parties. If the family does not arrange for their own interpreter, HAMC is still obligated to provide oral translation services in accordance with its LEP Plan.

The family is entitled to have the hearing recorded by audiotape. HAMC may, but is not required to provide a transcript of the hearing.

HAMC must provide the family with a written notice of the final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The notice must state the basis for the decision.

HAMC must retain for a minimum of 3 years the following documents that may have been submitted to HAMC by the family, or provided to HAMC as part of the USCIS appeal or HAMC informal hearing process:

- The application for assistance
- The form completed by the family for income re-certification
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, a resident family may request that HAMC provide a hearing. The request for a hearing must be made either within 30 days of receipt of HAMC notice of termination, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for resident families whose tenancy is being terminated based on immigration status is the same as for any grievance under the grievance procedures for resident families.

HAMC has a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any HAMC action or failure to act involving the lease or HAMC policies which adversely affect their rights, duties, welfare, or status.

HAMC grievance procedure is incorporated by reference in the tenant lease.

HAMC will provide at least 30 days notice to tenants and resident organizations setting forth proposed changes in HAMC grievance procedure, and provide an opportunity to present written comments. Comments submitted will be considered by HAMC before adoption of any grievance procedure changes by HAMC.

HAMC must furnish a copy of the grievance procedure to each tenant and to resident organizations.

There are several terms used by HUD with regard to public housing grievance procedures, which take on specific meanings different from their common usage. These terms are as follows:

- **Grievance** – any dispute which a tenant may have with respect to HAMC action or failure to act in accordance with the individual tenant's lease or HAMC regulations which adversely affect the individual tenant's rights, duties, welfare or status
- **Complainant** – any tenant whose grievance is presented to HAMC or at the project management office
- **Due Process Determination** – a determination by HUD that law of the jurisdiction requires that the tenant must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit
- **Elements of Due Process** – an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
 - Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction
 - Right of the tenant to be represented by counsel
 - Opportunity for the tenant to refute the evidence presented by HAMC including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have
 - A decision on the merits
- **Hearing Officer/Panel** – a person/panel selected in accordance with HUD regulations to hear grievances and render a decision with respect thereto
- **Tenant** – the adult person (or persons) (other than a live-in aide)
 - Who resides in the unit, and who executed the lease with HAMC as lessee of the dwelling unit, or, if no such person now resides in the unit,
 - Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit
- **Resident Organization** – includes a resident management corporation

Potential grievances could address most aspects of HAMC's operation. However, there are some situations for which the grievance procedure is not applicable.

The grievance procedure is applicable only to individual tenant issues relating to HAMC. It is not applicable to disputes between tenants not involving HAMC. Class grievances are not subject to the grievance procedure and the grievance procedure is not to be used as a forum for initiating or negotiating policy changes of HAMC.

If HUD has issued a due process determination, HAMC may exclude from HAMC grievance procedure any grievance concerning a termination of tenancy or eviction that involves:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of HAMC
- Any violent or drug-related criminal activity on or off such premises
- Any criminal activity that resulted in felony conviction of a household member

HAMC must grant opportunity for grievance hearings for all lease terminations, regardless of cause, but may use expedited grievance procedures.

HUD regulations state that any grievance must be personally presented, either orally or in writing, to HAMC office so that the grievance may be discussed informally and settled without a hearing.

HAMC will accept requests for an informal settlement of a grievance in writing, to HAMC office within 5 calendar days of the grievable event. Within 14 calendar days of receipt of the request HAMC will arrange a meeting with the tenant at a mutually agreeable time and confirm such meeting in writing to the tenant.

If a tenant fails to attend the scheduled meeting without prior notice, HAMC will not reschedule the appointment only if the tenant can show good cause for failing to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

The summary must specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and will specify the procedures by which a hearing may be obtained if the complainant is not satisfied.

HAMC will prepare a summary of the informal settlement within 5 calendar days; one copy to be mailed to the tenant and one copy to be retained in HAMC's tenant file.

All grievances must be presented in accordance with the informal procedures prescribed above as a condition prior to a grievance hearing. However, if the complainant can show good cause for failure to proceed with the informal settlement process to the hearing officer/panel, the hearing officer/panel may waive this provision.

The complainant must submit the request in writing for a grievance hearing within a reasonable time after receipt of the summary of informal discussion. The request must specify the reasons for the grievance and the action or relief sought.

The resident must submit a written request for a grievance hearing to HAMC within 5 calendar days of the tenant's receipt of the summary of the informal settlement.

If the complainant does not request a hearing, HAMC's disposition of the grievance under the informal settlement process will become final. However, failure to request a hearing does not constitute a waiver by the complainant of the right to contest HAMC's action in disposing of the complaint in an appropriate judicial proceeding.

Before a hearing is scheduled in any grievance involving the amount of rent that HAMC claims is due, the family must pay an escrow deposit to HAMC. When a family is required to make an escrow deposit, the amount is the amount of rent HAMC states is due and payable as of the first of the month proceeding the month in which the family's act or failure to act took place. After the first deposit the family must deposit the same amount monthly until the family's complaint is resolved by decision of the hearing officer/panel.

HAMC must waive the requirement for an escrow deposit where the family has requested a financial hardship exemption from minimum rent requirements or is grieving the effect of welfare benefits reduction in calculation of family income.

Unless HAMC waives the requirement, the family's failure to make the escrow deposit will terminate the grievance procedure. A family's failure to pay the escrow deposit does not waive the family's right to contest HAMC's disposition of the grievance in any appropriate judicial proceeding.

HAMC will not waive the escrow requirement for grievances involving rent amounts except where required to do so by regulation.

If the complainant has complied with all requirements for requesting a hearing as described above, a hearing must be scheduled by the hearing officer/panel promptly for a time and place reasonably convenient to both the complainant and HAMC. A written notification specifying the time, place and the procedures governing the hearing must be delivered to the complainant and appropriate HAMC official.

Within 14 calendar days of receiving a written request for a hearing, a hearing officer will be contacted to schedule the hearing and a written notice of the hearing sent to the complainant.

The tenant may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made in writing two business days prior to the hearing date. At its discretion, HAMC may request documentation of the "good cause" prior to rescheduling the hearing.

HAMC does not offer expedited grievances for any grievance concerning a termination of tenancy or eviction.

The complainant will be afforded a fair hearing. This includes:

- The opportunity to examine before the grievance hearing any HAMC documents, including records and regulations that are directly relevant to the hearing. The tenant must be allowed to copy any such document at the tenant's expense. If HAMC does not make the document available for examination upon request by the complainant, HAMC may not rely on such document at the grievance hearing.

The tenant will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of HAMC documents no later than 12:00 p.m. two business days prior to the hearing.

- The right to be represented by counsel or other person chosen as the tenant's representative and to have such person make statements on the tenant's behalf.

Hearings may be attended by the following applicable persons:

- HAMC representative(s) and any witnesses for HAMC
- The tenant and any witnesses for the tenant
- The tenant's counsel or other representative
- Any other person approved by HAMC as a reasonable accommodation for a person with a disability
- The right to a private hearing unless the complainant requests a public hearing.
- The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by HAMC or project management, and to confront and cross-examine all witnesses upon whose testimony or information HAMC or project management relies.
- A decision based solely and exclusively upon the facts presented at the hearing.

The hearing officer/panel may render a decision without proceeding with the hearing if the hearing officer/panel determines that the issue has been previously decided in another proceeding.

If the complainant or HAMC fails to appear at a scheduled hearing, the hearing officer/panel may make a determination to postpone the hearing for not to exceed five calendar days or may make a determination that the party has waived his/her right to a hearing. Both the complainant and the HAMC must be notified of the determination by the hearing officer/panel: Provided, That a determination that the complainant has waived his/her right to a hearing will not constitute a waiver of any right the complainant may have to contest the HAMC's disposition of the grievance in an appropriate judicial proceeding.

If the tenant does not appear at the scheduled time of the hearing, the hearing officer will wait up to 15 minutes. If the tenant appears within 15 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 15 minutes of the scheduled time, they will be considered to have failed to appear.

If the tenant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact HAMC within 24 hours of the scheduled hearing date, excluding weekends and holidays. The hearing officer may reschedule the hearing only if the tenant can show good cause for the failure to appear, or it is needed as a reasonable accommodation for a person with disabilities.

“Good cause” is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter HAMC must sustain the burden of justifying HAMC action or failure to act against which the complaint is directed.

The hearing must be conducted informally by the hearing officer/panel. HAMC and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint and question any witnesses. In general, all evidence is admissible and may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: a writing which is relevant to the case, for example, a letter written to HAMC. Writings include all forms of recorded communication or representation, including letters, emails, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

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

Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer’s decision.

If the HAMC fails to comply with the discovery requirements (providing the tenant with the opportunity to examine HAMC documents prior to the grievance hearing), the hearing officer will refuse to admit such evidence.

Other than the failure of HAMC to comply with discovery requirements, the hearing officer has the authority to overrule any objections to evidence.

The hearing officer/panel must require HAMC, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer/panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

The complainant or HAMC may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

If the complainant would like HAMC to record the proceedings by audiotape, the request must be made to HAMC by 12:00 p.m. two business days prior to the hearing.

HAMC will consider that an audio tape recording of the proceedings as a transcript.

HAMC will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.

If the tenant is visually impaired, any notice to the tenant which is required in the grievance process must be in an accessible format.

In rendering a decision, the hearing officer will consider the following matters:

HAMC Notice to the Family: The hearing officer will determine if the reasons for HAMC's decision are factually stated in the notice.

Discovery: The hearing officer will determine if the family was given the opportunity to examine any relevant documents in accordance with HAMC policy.

HAMC Evidence to Support the HAMC Decision: The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support HAMC's conclusion.

Validity of Grounds for Termination of Tenancy (when applicable): The hearing officer will determine if the termination of tenancy is for one of the grounds specified in the HUD regulations and HAMC policies. If the grounds for termination are not specified in the regulations or in compliance with HAMC policies, then the decision of HAMC will be overturned.

The hearing officer will issue a written decision to the family and HAMC no later than 10 business days after the hearing. The report will contain the following information:

Hearing information:

Name of the complainant	Date, time and place of the hearing
Name of the hearing officer	Name of HAMC representative(s)
Names of witnesses (if any)	Name of family representative (if any)

Background: A brief, impartial statement of the reason for the hearing and the date(s) on which the informal settlement was held, who held it, and a summary of the results of the informal settlement. Also includes the date the complainant requested the grievance hearing.

Summary of the Evidence: The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

Findings of Fact: The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Conclusions: The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold HAMC's decision.

Order: The hearing report will include a statement of whether HAMC's decision is upheld or overturned. If it is overturned, the hearing officer will instruct HAMC to change the decision in accordance with the hearing officer's determination. In the case of termination of tenancy, the hearing officer will instruct HAMC to restore the family's status.

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of HAMC will take effect and another hearing will not be granted.

A decision by the hearing officer/panel in favor of the PHA or which denies the relief requested by the tenant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights of the tenant to a trial or judicial review in any proceedings which may thereafter be brought in the matter.

Item 6b.7– Community Service & 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 or 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.

HAMC recently designated a Section 3 coordinator for the agency. The coordinator will be responsible for promoting Section 3 in bid projects. This will be done through distribution of materials to the local site offices and promoting Section to our contractors. All job openings are posted at each HAMC office. Residents are always encouraged to apply.

HAMC continues to work with various social service agencies to provide job training and skills. Each HAMC office has informational handouts and referrals to help the residents find resources based on their needs.

HAMC has adopted the following Community Service Requirement and Policy:

15-I.A. OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). HAMC and residents must comply with the community service requirement, effective with HAMC fiscal years that commenced on or after October 1, 2000. Per 903.7(l) (1) (iii), HAMC Plan must contain a statement of the how HAMC will comply with the community service requirement, including any cooperative agreement that HAMC has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, HAMC must comply with all non-discrimination and equal opportunity requirements [24 CFR 960.605(c) (5)].

15-I.B. REQUIREMENTS

Each adult resident of HAMC, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. HAMC will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify HAMC in writing immediately. HAMC will review the request and notify the individual, in writing, of its determination within 10 calendar days. HAMC may require those individuals to provide documentation to support their claim.

Definitions

Exempt Individual [24 CFR 960.601(b)]

An *exempt individual* is an adult who:

- Is age 62 years or older;
- Is blind or disabled (as defined under section 216[i][I] or 1614 of the Social Security Act), and who certifies that because of this disability they are unable to comply with the service provisions;
- Is a primary caretaker of such an individual;
- Is engaged in work activities;
 - HAMC will consider 25 hours per week as the minimum number of hours needed to qualify for a work activity exemption.
- Meets the requirements for being exempted from having to engage in a work activity under the State Program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
- Is a member of a family receiving assistance, benefits or services under a State Program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the PHA is located, including a State-administered Welfare-To-Work Program, and has not been found by the State or other administering entity to be in noncompliance with such program.
- Is raising young (pre-school) children at home when spouse is working.

Community Service [PH Occ. GB, p. 174]

Community service is volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves HAMC residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at HAMC to help improve physical conditions
- Work at HAMC to help with children's programs
- Work at HAMC to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board

NOTE: Political activity is excluded for purposes of eligible community service activities.

Economic Self-Sufficiency Program [24 CFR 5.603(b)]

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Work Activities [42 U.S.C. 607(d)]

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate

Notification Requirements [24 CFR 960.605(c)(2)]

HAMC must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for HAMC verification of exempt status. HAMC must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

HAMC will provide the family with a copy of the Community Service Policy found in Exhibit 15 - 1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, approximately 60 days prior to the lease renewal, HAMC will notify the head of household in writing of the family members who have failed to meet their community service obligations. If the family is in the first year of the community service requirement HAMC will offer the family an opportunity to meet their obligation. If the family is in the second year of the community service requirement the notice will be a termination of the lease.

15-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]

HAMC must review and verify family compliance with service requirements at least before the end of each month. The policy for documentation and verification of compliance with community service requirements may be found at Section 15 - I.D., Documentation and Verification.

Where the lease term does not coincide with the effective date of the annual re-certification, HAMC will change the effective date of the annual re-certification to coincide with the lease term. In making this change, HAMC will ensure that the annual re-certification is conducted within 12 months of the last annual re-certification.

Annual Determination

Determination of Exemption Status

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

At least ninety (90) days prior to lease renewal, HAMC will review and verify the exemption status of all adult family members. This verification will only be done on an

annual basis unless the family reports a change or HAMC has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, HAMC will notify the family of its determination in accordance with the policy in Section 15 - I.B., Notification Requirements.

Determination of Compliance

HAMC must review resident family compliance with service requirements at least ninety (90) days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, HAMC must verify that any family member that is not exempt from the community service requirement has met their service obligation.

Approximately ninety (90) days prior to the end of the lease term, HAMC will provide written notice informing the head of any documentation needed to verify family members who have complied with the service requirement. The family will have ten (10) calendar days to submit HAMC required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or HAMC approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 15 - I.E., Noncompliance.

Change in Status Between Annual Determinations

Exempt to Non-Exempt Status

If an exempt individual becomes non-exempt during the twelve (12) month lease term, it is the family's responsibility to report this change to HAMC immediately.

HAMC will provide written notice of the effective date of the requirement and a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following thirty (30) days notice.

Non-Exempt to Exempt Status

If a non-exempt person becomes exempt during the twelve (12) month lease term, it is the family's responsibility to report this change to HAMC immediately. Any claim of exemption will be verified by HAMC in accordance with the policy at 15 - I.D., Documentation and Verification of Exemption Status.

HAMC will provide the family written notice that the family member is no longer subject to the community service requirement, if HAMC is able to verify the exemption.

The exemption will be effective immediately.

15-I.D. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]

HAMC must retain reasonable documentation of service requirement performance or exemption in participant files.

Documentation and Verification of Exemption Status

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 15 - 3. HAMC will provide a completed copy to the family and will keep a copy in the tenant file.

HAMC will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

HAMC makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with HAMC's determination, they can dispute the decision through HAMC's grievance procedures (see Chapter 12).

Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than HAMC, a family member who is required to perform community service must provide HAMC with a signed certification completed by the organization stating that the family member has performed the qualifying activities [24 CFR 960.607].

If anyone in the family is subject to the community service requirement, HAMC may provide the family with a community service timesheet at time of admission or when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to return a completed timesheet or other third party documentation for their community service or self-sufficiency activities and the number of hours contributed monthly. The timesheet will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

If HAMC has reasonable cause to believe that the timesheet provided by the family is false or fraudulent, HAMC has the right to require third-party verification.

HAMC will randomly verify family's community service obligations.

15-I.E. NONCOMPLIANCE

Initial Noncompliance

The lease specifies it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the community service requirement is grounds for non-renewal of the lease at the end of the twelve (12) month lease term, but not for termination of tenancy during the course of the twelve (12) month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, HAMC may not renew the lease upon expiration of the twelve (12) month term of the lease, unless the tenant and any other non-compliant family member enter into a written agreement with HAMC. Under this agreement the tenant or non-compliant family member must agree to cure the non-compliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve (12) month term of the new lease. In addition, all other members of the family who are subject to the community service requirement must be currently complying with the community service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

Notice of Initial Non-compliance [24 CFR 960.607(b)]

If HAMC determines that there is a family member who is required to perform community service requirement, but who has failed to comply with this obligation (non-compliant resident), HAMC must notify the tenant of this determination.

The notice to the tenant must briefly describe the non-compliance. The notice must state that HAMC will not renew the lease at the end of the twelve (12) month lease term unless the tenant, and any other non-compliant resident, enter into a written agreement with HAMC to cure the non-compliance, or the family provides written assurance satisfactory to HAMC that the tenant or other non-compliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on HAMC's determination, in accordance with HAMC's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for HAMC's non-renewal of the lease because of HAMC's determination.

The notice of initial non-compliance will be sent at least ninety (90) days prior to the end of the lease term.

The family will have ten (10) calendar days from the date of the notice of non-compliance to enter into a written agreement to cure the non-compliance over the twelve (12) month term of the new lease, provide documentation that the non-compliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a non-compliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before HAMC will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of non-compliance within the required ten (10) calendar day timeframe, HAMC will terminate tenancy in accordance with the policies in Chapter 12.

Continued Non-compliance [24 CFR 960.607(b)]

If, after the twelve (12) month cure period, the family member is still not compliant, HAMC must terminate tenancy of the entire family, according to HAMC's lease, unless the family provides documentation that the non-compliant resident no longer resides in the unit.

Notices of continued non-compliance will be sent at least ninety (90) days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Chapter 12.

The family will have ten (10) calendar days from the date of the notice of non-compliance to provide documentation that the non-compliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a non-compliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before HAMC will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the non-compliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required ten (10) calendar day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

PART II: IMPLEMENTATION OF COMMUNITY SERVICE

15-II.A. OVERVIEW

HAMC must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in HAMC's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

HAMC Implementation of Community Service

HAMC may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by HAMC employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

HAMC will notify its insurance company if residents will be performing community service at HAMC. In addition, HAMC will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that they are able to perform community service, HAMC will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 1 Section C.

HAMC Program Design

HAMC may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

HAMC will attempt to provide the broadest choice possible to residents as they choose community service activities.

HAMC's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. HAMC will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

HAMC will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, HAMC will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in HAMC Plan.

HAMC will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.

EXHIBIT 15 - 1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY & LEASE ADDENDUM

A. Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the public housing lease.

B. Definitions

Community Service – volunteer work that includes, but is not limited to:

- Work at a local institution, including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization such as: Parks and Recreation, United Way, Red Cross, Volunteers of America, Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H Program, PAL, Garden Center, community clean-up programs, beautification programs, other counseling, aid, youth or senior organizations
- Work at the housing authority to help with litter control
- Work at the housing authority to help with children's programs

- Work at the housing authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems
- Serving as an officer in a resident organization
- Serving on the Resident Advisory Board

NOTE: Political activity is excluded.

Self-Sufficiency Activities – activities that include, but are not limited to:

- Job readiness programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Apprenticeships
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Student status at any school, college or vocation school

Exempt Adult – an adult member of the family who meets any of the following criteria:

- Is 62 years of age or older
- Is blind or a person with disabilities (as defined under section 216[1][1] or 1614 of the Social Security Act), and who certifies that because of this disability he or she is unable to comply with the service provisions, or is the primary caretaker of such an individuals
- Is working at least 25 hours per week
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program including a State-administered welfare-to-work program
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program
- Is raising young (pre-school) children at home when spouse is working

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The housing authority will make the determination of whether to allow or disallow a deviation from the schedule based on a family's written request.
3. Family obligation:
 - At lease execution, all adult members (18 or older) of a public housing resident family must:
 - Sign a certification that they have received and read this policy and understand

that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease; and

- Declare if they are exempt. If exempt, they must complete the Exemption Form (Exhibit 11-3) and provide documentation of the exemption.
 - Upon written notice from the PHA, non-exempt family members must present complete documentation of activities performed during the applicable lease term. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed.
 - If a family member is found to be noncompliant at the end of the 12-month lease term, he or she, and the head of household, will be required to sign an agreement with the housing authority to make up the deficient hours over the next twelve (12) month period, as a condition of continued occupancy.
4. Change in exempt status:
- If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation of exempt status.
 - If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA. Upon receipt of this information the PHA will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.

D. Authority Obligation

1. To the greatest extent possible and practicable, the HAMC will:
 - Provide names and contacts at agencies that can provide opportunities for residents, including residents with disabilities, to fulfill their community service obligations.
 - Provide in-house opportunities for volunteer work or self-sufficiency activities.
2. HAMC will provide the family with a copy of this policy, and all applicable exemption verification forms and community service timesheet forms, at lease-up or when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.
3. Although exempt family members will be required to submit documentation to support their exemption, HAMC will verify the exemption status in accordance with its verification policies. HAMC will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use the HAMC's grievance procedure if they disagree with the HAMC's determination.
4. Noncompliance of family member:
 - At least ninety (90) days prior to the end of the twelve (12) month lease term, HAMC will begin reviewing the exempt or non-exempt status and compliance of family members;
 - If, at the end of the initial twelve (12) month lease term under which a family member is subject to the community service requirement, HAMC finds the family member to be noncompliant, HAMC will not renew the lease unless:
 - The head of household and any other noncompliant resident enter into a written agreement with HAMC, to make up the deficient hours over the next twelve (12) month period; or
 - The family provides written documentation satisfactory to the HAMC that the

noncompliant family member no longer resides in the unit.

- If, at the end of the next twelve (12) month lease term, the family member is still not compliant, a thirty (30) day notice to terminate the lease will be issued and the entire family will have to vacate, unless the family provides written documentation satisfactory to HAMC that the noncompliant family member no longer resides in the unit;
- The family may use HAMC's grievance procedure to dispute the lease termination.

All adult family members must sign and date below, certifying that they have read and received a copy of this Community Service and Self-Sufficiency Policy.

_____ Resident	_____ Date
_____ Resident	_____ Date
_____ Resident	_____ Date
_____ Resident	_____ Date
_____ HAMC Staff	_____ Date

EXHIBIT 15 - 2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(I) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE

Social Security Act:

216(i)(1): Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term “disability” means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term “blindness” means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

Section 1416 (excerpt):

SEC. 1614. [42 U.S.C. 1382c] (a)(1) For purposes of this title, the term “aged, blind, or disabled individual” means an individual who—

(A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and

(B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or

(ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside the United States.

(2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.

(3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.

EXHIBIT 15-3:DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE

Housing Authority of Maricopa County

Public Housing Office – 2024 North 7th Street, Phoenix, Arizona 85006

Family: _____

Adult family member: _____

This adult family member meets the requirements for being exempted from HAMC’s community service requirement for the following reason:

- 62 years of age or older; (*Documentation of age in file*)
- Is a person with disabilities and self-certifies below that he or she is unable to comply with the community service requirement. (*Documentation of HUD definition of disability in file*)

Tenant certification: I am a person with disabilities and am unable to comply with the community service requirement.

Signature of Family Member

Date

- Is the primary caretaker of such an individual in the above category; (*Documentation in file*)
- Is working at least 25 hours per week; (*Employment verification in file*)
- Is raising young (pre-school) children at home when spouse is working; (*Employment verification in file*)
- Is participating in a welfare-to-work program; (*Documentation in file*).
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program, including a State-administered welfare-to-work program; (*Documentation in file*)
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program. (*Documentation in file*)

Signature of Family Member

Date

Signature of PHA Official

Date

Item 6b.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 the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

Asset management was implemented and is on-going at HAMC. Each AMP has its' own budget, financial reports, inventories. These records are assessed individually in regards to staffing, performance and capital needs. It is the desire of HAMC to consolidate some of the AMPS if the opportunity becomes available to do so.

HAMC also reviews the long term viability of each AMP. HAMC has determined that it is not feasible to retain certain properties.

AMP 1 -Coffelt has become obsolete due to age and location. Watson Homes in AMP 5 is located in Buckeye. The location of this 20 unit property puts a strain on staff time due to the distance. It is not economically viable to the HAMC portfolio under asset management. AMP 7 consists of 45 single family homes that were put under a homeownership program. The radical change to the housing market and economy has made this an unsuccessful venture. HAMC is planning to sell the single family homes on the open market.

The disposition of the Watson Homes and the single family homes will generate additional replacement housing funds to supplement HAMC's plans for future mixed finance ventures or purchase of foreclosed multi-family properties.

It is the goal of HAMC to do one for one replacement housing of the Coffelt property through the development of new, smaller properties, or purchase several smaller properties in various locations. Market conditions will dictate the future use or sale of the existing site.

Through the use of our capital fund dollars, HAMC will be aggressively improving the sites by implementing the "green" concept. HAMC is dedicated to promoting energy efficiencies throughout the agency. Energy efficient appliances, heat pumps, windows and conversion to desert landscaping are a part of this program.

Item 8 – Violence Against Women Act

All public housing residents are made aware of the rights outlined in the Violence Against Women Act by signing the following lease addendum:

LEASE ADDENDUM VIOLENCE AGAINST WOMEN ACT

In January of 2006, a law was passed known as the Violence Against Women Act. The purpose of this addendum is to incorporate the provisions of this act regarding domestic violence, dating violence, and stalking, as hereinafter defined.

1. An incident of actual or threatened domestic violence, dating violence, or stalking, shall not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence. Additionally, criminal activity directly relating to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of the tenancy or occupancy rights, if and only if, the tenant or immediate member of the tenant's family is a victim of that domestic violence, dating violence, or stalking.
2. Notwithstanding Section 1, or any Federal, State, or local law to the contrary, the Housing Authority may split a lease or remove a household member from a lease without regard to whether a household member is a signatory to a lease in order to evict, remove, or terminate occupancy rights of any individual who is a tenant or lawful occupant and who engaged in criminal acts of physical violence against family members or others without evicting, removing, or terminating occupancy rights or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant. Such eviction or removal of occupancy rights shall be effected in accordance with the procedures prescribed by Federal, State and local law.
3. Nothing in this section:
 - a. limits the Housing Authority from honoring court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up;
 - b. limits the Housing Authority from evicting a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the Housing Authority does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict;
 - c. limits the Housing Authority to terminate the tenancy of any tenant if the Housing Authority can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted;
 - d. supercedes any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.
4. All information the Housing Authority may request to confirm domestic violence, dating violence or stalking victim status, pursuant to Federal law, shall be retained in confidence by the Housing Authority, and shall neither be entered into any shared database nor provided to any related entity, except to the extent that disclosure is:
 - a) requested or consented to by the individual in writing,
 - b) required for use in an eviction proceeding; or
 - c) otherwise required by applicable law.
5. For the purpose of this amendment, the following definitions apply:

- a. "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under domestic or family violence laws, or by an other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.
- b. "dating violence" is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship;
- c. "stalking" is defined as following, pursuing, or repeatedly committing acts with the intent to kill, injure, harass, or intimidate another person; or placing under surveillance with the intent to kill injure, harass, or intimidate another person; and, in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, placing a person in reasonable fear of the death of, or serious bodily injury to, or causing substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.
- d. "immediate family member", with respect to a person, is identified as a spouse, parent, brother or sister, or a child of that person, or an individual to whom that person is legally responsible for; or any other person living in the household of that person and related to that person by blood or marriage.

Tenant Signature

Tenant Signature

Date

Date

ONE YEAR Plan Input for Section 7.0 (a) and (b)

HOPE VI or Mixed Finance Modernization or Development.

The Coffelt-Lameroux Public Housing Community consists of 300 units and is Project # AZ009000001. Built in 1955 and annexed to the City of Phoenix in 1959, Coffelt is surrounded by industrial land uses and negatively affected by airport and freeway noise. The HAMC contracted Arizona State University Stardust Center for Affordable Homes and the Family in 2009 to engage residents to map and discuss their social assets, evaluate the accessibility and livability of the neighborhood and to conduct a study of the highest and best use of the property.

Based on this data and policy guidance from the HAMC Board of Commissioners the Authority plans to seek HOPE VI funding for the Development of Replacement units located within the same school district in locations less impacted by noise pollution and crime. The application is anticipated to be submitted in June, 2010 depending on the publication of a NOFA by HUD. Steps that are anticipated to be taken to respond to the NOFA include but are not limited to:

- 1) Engage residents at the Coffelt-Lameroux Public Housing Community about the redevelopment and replacement of the 300 unit housing low rent public housing complex with replacement public housing units elsewhere in the vicinity.
- 2) Plan on the replacement of 300 low income units at the ratio of 1:1; ensuring a minimization of resident displacement from the community of their choice; preferably within the same school district.
- 3) Engage the Administration (appointed staff) of the Murphy School District #21 about the prospect and manner of relocating or replacing the Arthur M. Hamilton School at 2020 Durango Phoenix, Arizona to a more suitable, safe and sustainable location in coordination with other comprehensive community development and neighborhood development strategies at Coffelt-Lameroux.
- 4) Utilize HUD resources available from the HOPE VI and/or Choice Neighborhoods Programs for the redevelopment and replacement of the Coffelt-Lameroux Public Housing Neighborhood.
- 5) Utilize to the greatest extent possible resources available from the Department of Education Promise Schools Program and coordinate activities with the Arizona State University Office of University Public School Partnerships.
- 6) Utilize the Arizona State University Stardust Center for Affordable Homes and the Family and other community resources as appropriate to ensure the redevelopment process, program and strategy is sustainable, affordable and feasible.
- 7) Ensure and maximize to the greatest extent possible resident employment opportunities (Section 3) in the redevelopment program.
- 8) Consider commercial redevelopment of the Coffelt-Lameroux Public housing Neighborhood into a business park or industrial park given its location surrounded by industrial land uses.
- 9) Seek City designation of the Coffelt-Lameroux Public Housing Community as Industrial in the next General Plan Update and Zoning Map/Overlay Map and Text amendments as appropriate.
- 10) HAMC's new affiliate community development entity, Capital Partners for Arizona Communities will be utilized for the purpose of providing access to capital for business park redevelopment, replacement school(s) as well as new community facilities to support affordable housing and communities redeveloped or constructed as part of the redevelopment and replacement of the Coffelt-Lameroux Public Housing Neighborhood.

Demolition or Disposition

The Coffelt-Lameroux Public Housing Community consists of 300 units and is Project # AZ009000001. Built in 1955 and annexed to the City of Phoenix in 1959, Coffelt is surrounded by industrial land uses and negatively affected by airport and freeway noise. The HAMC contracted Arizona State University Stardust Center for Affordable Homes and the Family in 2009 to engage residents to map and discuss their social assets, evaluate the accessibility and livability of the neighborhood and to conduct a study of the highest and best use of the property.

Based on this data and policy guidance from the HAMC Board of Commissioners the Authority plans to seek HOPE VI funding for the Demolition of the existing units. The application is anticipated to be submitted in June, 2010 depending on the publication of a NOFA by HUD. Steps that are anticipated to be taken to respond to the NOFA include but are not limited to:

- 1) Engage residents at the Coffelt-Lameroux Public Housing Community about the demolition of existing units and redevelopment and replacement of the 300 unit housing low rent public housing complex with replacement public housing units elsewhere in the vicinity.
- 2) Plan on the replacement of 300 low income units at the ratio of 1:1; ensuring a minimization of resident displacement from the community of their choice; preferably within the same school district.
- 3) Engage the Administration (appointed staff) of the Murphy School District #21 about the prospect and manner of relocating or replacing the Arthur M. Hamilton School at 2020 Durango Phoenix, Arizona to a more suitable, safe and sustainable location in coordination with other comprehensive community development and neighborhood development strategies at Coffelt-Lameroux.
- 4) Utilize HUD resources available from the HOPE VI and/or Choice Neighborhoods Programs for the demolition of the Coffelt-Lameroux Public Housing Neighborhood.
- 5) Utilize to the greatest extent possible resources available from the Department of Education Promise Schools Program and coordinate activities with the Arizona State University Office of University Public School Partnerships.
- 6) Utilize the Arizona State University Stardust Center for Affordable Homes and the Family and other community resources as appropriate to ensure the redevelopment process, program and strategy is sustainable, affordable and feasible.
- 7) Ensure and maximize to the greatest extent possible resident employment opportunities (Section 3) in the demolition program including recycling and reuse of building materials to ensure recycling to the greatest extent possible.

The Buckeye Public Housing Community consists of 20 units and is in Project #AZ009000005, and is proposed for Disposition because of site defects, access constraints and obsolescence. The application is anticipated to be submitted in June, 2010 depending on the publication of a NOFA by HUD.

The Scattered Site Public Housing Program Project #AZ009000007 consists of 45 single family houses, which were previously proposed for Homeownership. One unit has sold; however, due to the massive inventory of foreclosed and unsold homes in Maricopa County there no longer appears to be a market for these units. Therefore they are proposed for Disposition. The application is anticipated to be submitted in June, 2010 depending on the publication of a NOFA by HUD.

02009k02

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2006	
PHA Name:		Capital Fund Program Grant No: AZ20P00950106		FFY of Grant Approval: 2006	
Housing Authority of Maricopa County		Replacement Housing Factor Grant No:			
Date of CFFP:					
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: 2)	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/10				<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Revised ²	Obligated	Expended
		Total Estimated Cost		Total Actual Cost ¹	
1	Total non-CFFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) ³	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
3	1408 Management Improvements	\$ 75,000.00	\$ 93,500.00	\$ 93,500.00	\$ 93,500.00
4	1410 Administration (may not exceed 10% of line 21)	\$ 118,931.00	\$ 118,931.00	\$ 118,931.00	\$ 118,931.00
5	1411 Audit				
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$ 77,100.00	\$ 77,100.00	\$ 77,100.00	\$ 77,100.00
8	1440 Site Acquisition	0			
9	1450 Site Improvement	\$ 150,000.00	\$ 26,481.23	\$ 26,481.23	\$ 26,481.23
10	1460 Dwelling Structures	\$ 507,020.52	\$ 507,020.52	507,020.52	507,020.52
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 77,500.00	\$ 97,045.00	\$ 97,045.00	\$ 97,045.00
12	1470 Non-dwelling Structures	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
13	1475 Non-dwelling Equipment	\$ 31,680.00	\$ 97,637.00	\$ 97,637.00	\$ 97,637.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	\$ 2,500.00	\$ 1,737.25	\$ 1,737.25	\$ 1,737.25
17	1499 Development Activities ⁴	0			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2006 FFY of Grant Approval: 2006	
PHA Name: Housing Authority of Maricopa County	Grant Type and Number Capital Fund Program Grant No: AZ20P00950106 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	\$ 75,145.00	
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$ 1,224,452.00	1,224,452.00
21	Amount of line 20 Related to LBP Activities	0	
22	Amount of line 20 Related to Section 504 Activities	0	
23	Amount of line 20 Related to Security - Soft Costs	0	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	\$ 90,059.00	
Signature of Executive Director <i>Karen Mafford</i>		Signature of Public Housing Director	Date 6-14-10

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
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Part II: Supporting Pages		Federal FFY of Grant: 2006					
PHA Name:		Grant Type and Number					
Housing Authority of Maricopa County		Capital Fund Program Grant No: AZ20P00950106					
		CFFP (Yes/No): No					
		Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²
HA Wide	Operations	1406		175,000	175,000	175,000	175,000
HA Wide	Training, licenses, & consulting	1408		75,000	93,500	93,500	93,500
HA Wide	Salaries,	1410		118,931	118,931	118,931	118,931
AMP 5	Design/Architectural Fees	1430	1 site	27020.36	27020.36	27020.36	27020.36
AMP 10	Design service and plan fees	1430	1 site	37094.05	37094.05	37094.05	37094.05
PHA Wide	RFP ads, blue prints	1430		3819.96	3819.96	3819.96	3819.96
AMP 1	Design/Architectural Fee	1430		9165.63	9165.63	9165.63	9165.63
	Total 1430				77100.00	77100.00	
PHA Wide	Appliances	1465.1		77,500	97,045.00	97,045.00	97,045.00
PHA Wide	Vehicles	1475			64494.61		
PHA Wide	Tools & equipment, computer equip	1475			7814.17		
AMP 10	Relocation	1495.1	24 units	2500.00	1737.25	1737.25	1737.25
	Subtotal page 3						

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² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		Federal FFY of Grant: 2006					
PHA Name:		Grant Type and Number					
Housing Authority of Maricopa County		Capital Fund Program Grant No: AZ20P00950106					
		CRFP (Yes/No): No					
		Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²
AMP 2 & 4 PHA	Landscaping - trees	1450	1		5125.00		
	Lot paving				2345.15		
AMP 5	Exterior Light Install		46 units		6217.36		
AMP 6	Exterior Shut off Valves		25 inits		1737.35		
AMP 8	Force Acct Labor Painting				3759.96		
AMP9	Parking lot paving		1 site		2342.26		
AMP 9	Exterior Lighting Upgrade		2 sites		4954.15		
	Total 1450			150000.00	26481.23	26481.23	26481.23
AMP 10	Complete unit remodel, inc a/c, kit & bath cabinets, flooring, doors, etc.	1460			383032.67	383032.67	383032.67
AMP 1 & 7	ADA tub/shower unit	1460			5504.48	5504.48	5504.48
AMP 2	Flooring	1460	5		10083.26	10083.26	10083.26
AMP 5	Furnaces & Duct work	1460	4		7799.24	7799.24	7799.24
AMP 5	Locks	1460	46		5027.29	5027.29	5027.29
AMP 7	A/C units & roof repairs	1460	4		22327.60	22327.60	22327.60
AMP 3, 9,2,6	Electrical/fixtures/wiring	1460	42		4158.43	4158.43	4158.43
PHA Wide	Paint supply	1460			3672.79	3672.79	3672.79
	1460 continued next page						

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² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages											
PHA Name:		Grant Type and Number						Federal FFY of Grant: 2006			
Housing Authority of Maricopa County		Capital Fund Program Grant No. AZ20F00950106 CFFP (Yes/ No): No Replacement Housing Factor Grant No.									
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²				
	1460 continued										
AMP 8	Exterior painting	1460	1 site		18849.18	18849.18	18849.18	18849.18	Complete		
AMP 8, 2,6	Interior/exterior doors	1460	14		2750.52	2750.52	2750.52	2750.52			
AMP 1 & 6	Water Heaters	1460	13		4656.86	4656.86	4656.86	4656.86			
AMP 9	Exterior Bldg repairs/paint/labor	1460	1 site		22746.86	22746.86	22746.86	22746.86			
Amp 5	Garbage enclosures	1460	1 site		10974.00	10974.00	10974.00	10974.00			
Pha wide	Vacant unit repairs- supplies	1460			5437.24	5437.24	5437.24	5437.24			
	1460 Total					507020.52					
COCC	Office remodeling/flooring	1470			21912.39						
AMP 2	Office remodel	1470	1		2922.34						
AMP 5	Community room remodel	1470	1		4374.01						
AMP 8	Office bldg paint	1470	1		750.00						
AMP 3	Asphalt patch	1460	1		41.26		41.26	41.26			
							30000.00				
	Subtotal page 5										

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

Part III: Implementation Schedule for Capital Fund Financing Program					Federal FFY of Grant: 2006
PHA Name: Housing Authority of Maricopa County					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide	05/31/2008		05/31/2010	05/31/2010	
AU AMPS	05/31/2008		05/31/2010	05/31/2010	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part I: Summary		FFY of Grant: 2007	
PHA Name:	Grant Type and Number	FFY of Grant Approval: 2007	
Housing Authority Maricopa County	Capital Fund Program Grant No: AZ20P00950107 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant	Original	Revised ²	Obligated
<input type="checkbox"/> Original Annual Statement			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/10			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	115,120.00	115,120.00
3	1408 Management Improvements	52,000.00	52,000.00
4	1410 Administration (may not exceed 10% of line 21)	60,000.00	60,000.00
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	72,789.00	72,789.00
8	1440 Site Acquisition		
9	1450 Site Improvement	150,000.00	111,056.84
10	1460 Dwelling Structures	493,050.00	491,973.17
11	1465.1 Dwelling Equipment—Nonexpendable	60,000.00	60,000.00
12	1470 Non-dwelling Structures	31,500.00	29,127.50
13	1475 Non-dwelling Equipment	90,000.00	187,996.00
14	1485 Demolition		
15	1490 Replacement Reserve	25,000.00	0
16	1495.1 Relocation Costs	2,500.00	911.39
17	1499 Development Activities ⁴	0	

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Part I: Summary		FFY of Grant: 2007			
PHA Name: Housing authority Maricopa County		FFY of Grant Approval: 2007			
Grant Type and Number Capital Fund Program Grant No: A220P0950107 Replacement Housing Factor Grant No: Date of CFFP:					
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/10 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²		Obligated
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 8% of line 20)	0			
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 1,224,955.00	1,224,955.00	1,185,910.60	1,168,593.05
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Activities	0			
23	Amount of line 20 Related to Security - Soft Costs	0			
24	Amount of line 20 Related to Security - Hard Costs	3,000			
25	Amount of line 20 Related to Energy Conservation Measures	\$ 235775			
Signature of Executive Director: <i>Karen Mafford</i>		Signature of Public Housing Director		Date: 6.14.10	Date

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Part II: Supporting Pages		Federal FFY of Grant: 2007				
PHA Name:		Grant Type and Number				
Housing Authority Maricopa County		Capital Fund Program Grant No.: AZ20P00950107				
		CFFP (Yes/No): No				
		Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
				Original	Funds Obligated ²	Funds Expended ²
PHA Wide	Operations	1406		115,120.00	115,120.00	115,120.00
PHA Wide	Environmentals & UA	1408			6,475.60	6,475.60
PHA Wide	Software, trainings, pc upgrades, salary	1408			27,525.40	27,525.40
PHA Wide	Energy Audit	1408			17,999.00	17,999.00
	1408 Total	1408		52,000.00	52,000.00	52,000.00
PHA	Salaries	1410		60,000.00	60,000.00	60,000.00
AMP 2	Electrical Design	1430			888.00	888.00
AMP 1 & 5	Site Redesign study	1430			64867.68	64867.68
AMP 10	Asbestos Study	1430			2,500.00	2,500.00
AMP 10,8	RFQ ads & permit fees	1430			4,533.32	4,533.32
	1430 Total	1430		72789.00	72789.00	72789.00
PHA Wide	Appliances & Coolers	1465.1		60,000.00	60,000.00	60,000.00

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages		Federal FFY of Grant: 2007						
PHA Name:		Grant Type and Number						
Housing Authority Maricopa County		Capital Fund Program Grant No: AZZ0P00950107						
		CEFP (Yes/No): No						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Landscaping, tree trim & removal	1450	10 sites			21,199.63	20,120.63	Complete
AMP 8 & 9	Parking Lot Resurface	1450	2 sites			58,568.85	58,568.85	Complete
AMP 2 & 8	Bird Spikes	1450	2 sites			5,630.00	5,630.00	Complete
AMP 8, 9 10	Mailboxes	1450	3 sites			4,913.06	4,913.06	Complete
AMP 8, 9 10	Exterior Lighting	1450	3 sites			5,038.56	5,038.56	Complete
AMP 8 & 10	Fence Painting	1450	2 sites			5929.03	5929.03	Complete
AMP 2 & 6	Sewer & water Line R/R	1450	2			3,190.71	3,190.71	Complete
AMP 8	Landscapage upgrade	1450	2sites			11523.70	7666.00	In progress
	Total 1450				150,000.00	115,993.54	111,056.84	
AMP 8 & 9	Exterior Painting	1460	2 sites			45,340.35	45,340.35	Complete
PHA Wide	Water Heaters	1460				23,997.50	23,997.50	Complete
AMP 8 & 10	Washer Boxes	1460	42 units			5250.00	5250.00	Complete
AMP 2	Flooring	1460	2 units			7576.04	7576.04	Complete
AMP 4	Duct work	1460	1 Site			11,385.00	11,385.00	Complete
AMP 4	Electric Meter Replace	1460	1 bldg			4,729.61	4,729.61	Complete
AMP 5	Light Fixtures	1460	1 site			20,505.88	20,505.88	Complete
AMP 6, 8, 10	Doors & Locks	1460	3 sites			14,670.14	14,670.14	Complete
AMP 7	HVAC	1460	3 units			16,924.82	16,924.82	Complete
AMP 8	Unit remodel, kit/bath/hvac	1460	18			267,243.00	267,243.00	Complete
AMP 8	Soffit R/R	1460	18 units			12,860.00	12,860.00	Complete
	Continued next page							

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Part II: Supporting Pages		Federal FFY of Grant: 2007						
PHA Name:		Grant Type and Number						
Housing authority Maricopa County		Capital Fund Program Grant No: AZ20P00950107						
		CFFP (Yes/ No): No						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 8 & 10	Interior unit paint & wall texture	1460	42			42,778.26	42,778.26	Complete
AMP 8 & 10	Tub Repairs	1460	2			885.00	885.00	Complete
AMP 8	Electrical upgrade	1460	18			7,128.11	7,128.11	Complete
AMP 2	Hvac	1460	2			10699.46		In progress
	1460 Total					493050.00	491973.17	
PHA & AMP 2	Office Remodel	1470	2			10,218.17	10,218.17	Complete
PHA	Exterior Lighting	1470				4268.52	4268.52	Complete
PHA	Window awnings	1470	2 bldgs			5650.00	5650.00	Complete
PHA	Air Conditioner	1470	1			8220.81	8220.81	Complete
	1470 Total					32411.39	28357.50	

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Part II: Supporting Pages						Federal FFY of Grant: 2007			
PHA Name:		Grant Type and Number							
Housing authority Maricopa County		Capital Fund Program Grant No: AZ20P00950107							
		CFFP (Yes/ No): No							
		Replacement Housing Factor Grant No:							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
PHA & AMP 5,6,7	Copier	1475	2			24,600.57	24,600.57	Complete	
PHA Wide	Computers & computer equipment					26,777.66	26,777.66	Complete	
PHA Wide	Telephone upgrade					32800.00	32800.00	Complete	
AMP 1	Security cameras					3530.21	3530.21	Complete	
PHA	HVAC Unit		3			15598.46	15598.46	Complete	
PHA Wide	Electric carts and vehicles		5			71275.03	71275.03	Complete	
PHA Wide	Tools and equipment					9984.06	9984.06	Complete	
AMP 8,9,10	Security Alarm		1			1810.77	1810.77	Complete	
AMP 1,5,6,7,	Time Clocks		2			1619.24	1619.24	Complete	
	Total 1475					187996.00	187996.00		

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Annual Statement/Performance and Evaluation Report
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Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: Housing authority Maricopa County						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
All AMPS	09/12/2008		09/12/2010			
PHA Wide	09/12/2008		09/12/2010			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval: 2008			
PHA Name:		Grant Type and Number			
Housing Authority Maricopa County		Capital Fund Program Grant No: AZ20P00950108			
Replacement Housing Factor Grant No:		Date of CFFP:			
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) ³	\$ 115,000	115,000.00	115,000.00	115,000.00
3	1408 Management Improvements	\$ 27,000	27,000.00	27,000.00	26,210.30
4	1410 Administration (may not exceed 10% of line 21)	\$ 115,000	115,000.00	99,002.66	99,002.66
5	1411 Audit	\$			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$ 35,500	35,500.00	35,500.00	24,823.85
8	1440 Site Acquisition	0			
9	1450 Site Improvement	\$ 406,140	160,000.00	133,869.00	0
10	1460 Dwelling Structures	\$ 276,143	654,688.31	654,459.54	21,711.60
11	1465.1 Dwelling Equipment—Nonexpendable	\$72,500	34,090.69	34,090.69	34,090.69
12	1470 Non-dwelling Structures	\$ 20,000	20,000.00	2,930.00	2,930.00
13	1475 Non-dwelling Equipment	\$ 74,750	74,750.00	74,750.00	74,750.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	\$ 0			
17	1499 Development Activities ⁴	0			

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Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval: 2008				
PHA Name: Housing Authority Maricopa County		Grant Type and Number Capital Fund Program Grant No: AZ20P00950108 Replacement Housing Factor Grant No: Date of CFFP:				
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Original	Revised ²	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0				
19	1502 Contingency (may not exceed 8% of line 20)	93,996	0			
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 1,236,029	1,236,029.00	1,176,601.95	398,519.10	
21	Amount of line 20 Related to LBP Activities	0				
22	Amount of line 20 Related to Section 504 Activities	0				
23	Amount of line 20 Related to Security - Soft Costs	0				
24	Amount of line 20 Related to Security - Hard Costs	0				
25	Amount of line 20 Related to Energy Conservation Measures	\$	602,003.00			
Signature of Executive Director <i>Karen Hayford</i>		Signature of Public Housing Director		Date <i>6-14-10</i>		
				Date		

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Part II: Supporting Pages		Federal FFY of Grant: 2008						
PHA Name:		Grant Type and Number						
Housing Authority Maricopa County		Capital Fund Program Grant No: AZ20P00950108 CFFP (Yes/No): No Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Operations	1406		115,000.00	115,000.00	115,000	115,000	Complete
	Consulting, utility study	1408		27,000.00	27,000.00	27,000.00	26,210.30	
	Admin - salaries	1410		115,000.00	115,000.00	99002.66	99002.66	Continuing
AMP 1	Design / feasibility study	1430		35,500.00	35,500.00	35,500.00	24,823.85	
HA Wide	Appliances and coolers	1465.1		70,000	34090.69	34090.69	34090.69	complete
PHA	Office remodel	1470		20,000	20,000	2,930.00	2,930.00	
HA Wide	Computer equipment	1475				4216.58	4216.58	Complete
AMP 2 & 4	Copier	1475	1			3990.00	3990.00	Complete
AMPs 2, 4, 5,6,7,8,9,10	Vehicles	1475	4			63,255.17	63,255.17	Complete
AMPs 2,4,8,9,10	Tools	1475	6			3,288.25	3,288.25	Complete
	1475 Totals			74750.00	74750.00	74750.00	74750.00	Complete

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		Federal FFY of Grant: 2008							
PHA Name:		Grant Type and Number							
Housing Authority, Maricopa County		Capital Fund Program Grant No: AZZ0P00950108							
		CFFP (Yes/No): No							
		Replacement Housing Factor Grant No:							
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work			
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
AMP 5 & 8	Parking lot paving	1450	2 sites	406140.00	160,000.00	133869.00	0	Contracts awarded	
AMP 4	Tub Surround & tile replacement	1460	1				1,745.00	0	In progress
AMP 8	Exterior Painting	1460	30 units				29,000.00	0	Contracts awarded
AMP 2	Flooring	1460	2				10,888.05	10,888.05	completed
AMP 7	Heat Pump	1460	1				3,699.37	3,699.37	Completed
AMP 8 & 9	HVAC	1460	60 units				602,003.00	0	Contracts awarded
AMP 7 -- scattered site	Doors, materials, labor	1460	1				7124.18	7124.18	Completed
	Total 1460			276143.00	654,688.31	654459.60	21711.60		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2008
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
PHA Wide	06/12/10	06/12/10	06/12/12			
AMP 1	06/12/10	06/12/10	06/12/12			
AMP 2	06/12/10	06/12/10	06/12/12			
AMP 4	06/12/10	06/12/10	06/12/12			
AMP 5	06/12/10	06/12/10	06/12/12			
AMP 6	06/12/10	06/12/10	06/12/12			
AMP 7	06/12/10	06/12/10	06/12/12			
AMP 8	06/12/10	06/12/10	06/12/12			
AMP 9	06/12/10	06/12/10	06/12/12			
AMP 10	06/12/10	06/12/10	06/12/12			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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Part I: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name:		Capital Fund Program Grant No: AZ20P00950109		FFY of Grant Approval: 2009	
Housing Authority Maricopa County		Replacement Housing Factor Grant No:			
Date of CFFP:					
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: 2)	
Original Annual Statement		Performance and Evaluation Report for Period Ending: 06/30/10		Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line	Original	Revised ²	Obligated	Expended	
1	0				
2	\$ 115,000	\$ 115,000.00	115,000.00	115,000.00	
3	\$ 50,000	\$ 50,000.00	2,429.03	563.83	
4	\$ 65,000	\$ 65,000.00	1,478.46	\$1,478.46	
5	0				
6	0				
7	\$ 25,000	75,000.00	20,586.30	\$15,427.45	
8	0				
9	\$ 135,399	385,399.00	0	0	
10	\$ 550,884	300,884.00	0	0	
11	\$ 50,000	\$ 50,000.00	0	0	
12	\$ 37,000	\$ 37,000.00	0	0	
13	\$ 56,000	\$ 56,000.00	\$ 697.66	\$697.66	
14					
15	0				
16	0				
17	\$ 70,000	\$70,000.00	0	0	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009	
PHA Name: Housing Authority Maricopa County	Grant Type and Number Capital Fund Program Grant No: AZ20P00950109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	\$ 98,880.00	0
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 1,253,163	140,191.45
21	Amount of line 20 Related to LBP Activities	0	133,167.40
22	Amount of line 20 Related to Section 504 Activities	0	
23	Amount of line 20 Related to Security - Soft Costs	0	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	\$ 177,050	
Signature of Executive Director <i>Karen Clifford</i>		Signature of Public Housing Director	Date 6-14-10
			Date

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² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2009						
PHA Name:		Grant Type and Number						
Housing Authority Maricopa County		Capital Fund Program Grant No: AZ20P00950109						
		CFFP (Yes/No): No						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Operations	1406		115,000		115,000	115,000	Complete
HA Wide	Mgmt Imp-Anti-Virus/Server upgrades	1408		50,000		2429.03	563.83	
HA	Salaries	1410		65,000		1478.46	1478.46	
AMP 1	Coffelt Site Evaluation	1430				2,723.85	2,723.85	complete
AMP 2	HVAC Arch/Engineering & HVAC ad	1430				14,479.16	12044.16	In progress
AMP 5,8, 9	Landscaping HVAC, paving Solicitation ad	1430				1,191.36	1,191.36	Complete
	Subtotal for 1430			25,000	75,000	20,586.30	15,959.37	
AMP 2	Tools	1475		56,000		697.66	697.66	

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2009	
PHA Name: Housing Authority Maricopa County							
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
HA Wide/all AMPs	09/14/2011	09/14/2013					

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Part I: Summary		Grant Type and Number		FFY of Grant: 2010	
PHA Name: Housing Authority of Maricopa County		Capital Fund Program Grant No: AZ20P00950110		FFY of Grant Approval:	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Summary by Development Account		Total Estimated Cost	
Line		Original	Revised ²	Obligated	Total Actual Cost ¹
1	Total non-CFP Funds				Expended
2	1406 Operations (may not exceed 20% of line 21) ³	115,000			
3	1408 Management Improvements	35,000			
4	1410 Administration (may not exceed 10% of line 21)	75,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	342,885			
10	1460 Dwelling Structures	500,000			
11	1465.1 Dwelling Equipment—Nonexpendable	25,000			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	40,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	6,000			
17	1499 Development Activities ⁴				

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2010	
PHA Name: Housing Authority of Maricopa County	Grant Type and Number Capital Fund Program Grant No. AZ20P00950110 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		Total Actual Cost ¹	
Line	Original	Revised ²	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		80,000
20	Amount of Annual Grant:: (sum of lines 2 - 19)		1,238,885
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		25,000
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		300,000
Signature of Executive Director		Signature of Public Housing Director	
<i>Karen Hafford</i>		<i>[Signature]</i>	
Date 6/24/10		Date	

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⁴ RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2010						
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: AZ20P00950110 CFFP (Yes/No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Operations	1406		115,000				
	Consulting, Training, Salary Software	1408		35,000				
	Administration Cost	1410		75,000				
	Modernization, Design Work	1430		20,000				
	Streets, Sidewalks, Landscaping, Fencing	1450		332,885				
	Windows, Doors, Plumbing Elect. Lighting	1460		156,100				
	Appliances, coolers	1465.1		25,000				
	Vehicles, maint & computer equipment	1475		40,000				
	Contingency	1502		80,000				

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages		Federal FFY of Grant: 2010						
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY		Grant Type and Number Capital Fund Program Grant No: AZ20P00950110 CFFP (Yes/No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 1 Coffelt	Kitchen and bath	1460	15	2,700				
AMP 2 Clare Feldstadt	Flooring	1460	10	29,000				
AMP 4 Father Fidelis	Floor Covering	1460	5	10,000				
AMP 4 Father Fidelis	Tub Surrounds	1460	10	10,000				
AMP 5 Watson Madison	Window Replacement	1460	75	50,000				
AMP 7 Scattered Sites	Heat Pumps	1460	3	22,000				
AMP 7 Scattered Site	Kitchen & Baths	1460	5	20,200				
AMP 7 Scattered Sites	Relocation Costs	1495.1	12	6,000				
AMP 5 Madison	Heat Pumps	1460	30	210,000				

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Part III: Implementation Schedule for Capital Fund Financing Program							
PHA Name:							
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant:		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	Reasons for Revised Target Dates ¹		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: HOUSING AUTHORITY OF MARICOPA COUNTY						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
PHA Wide Activities	07/15/2010					
AMP 1	07/15/2010					
AMP 2	07/15/2010					
AMP 4	07/15/2010					
AMP 5	07/15/2010					
AMP 6	07/15/2010					
AMP 7	07/15/2010					
AMP 8	07/15/2010					
AMP 9	07/15/2010					
AMP 10	07/15/2010					

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary						
PHA Name/Number Housing Authority of Maricopa County AZ20P00950110		Locality (City/County & State) Phoenix, Maricopa, Arizona			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY __2010__	Work Statement for Year 2 FFY ____2011____	Work Statement for Year 3 FFY ____2012____	Work Statement for Year 4 FFY ____2013____	Work Statement for Year 5 FFY ____2014____
B.	Physical Improvements Subtotal	Annual Statement	640,000	600,000	600,000	600,000
C.	Management Improvements		35,000	35,000	50,000	50,000
D.	PHA-Wide Non-dwelling Structures and Equipment		65,000	40,000	40,000	40,000
E.	Administration		75,000	75,000	75,000	75,000
F.	Other		106,000	160,000	160,000	160,000
G.	Operations		115,000	115,000	115,000	115,000
H.	Demolition					
I.	Development		200,000	200,000	200,000	200,000
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1,236,000	1,236,000	1,240,000	1,240,000
L.	Total Non-CFP Funds					
M.	Grand Total		1,236,000	1,236,000	1,240,000	1,240,000

Part I: Summary (Continuation)

PHA Name/Number		Locality (City/county & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY __2010__	Work Statement for Year 2 FFY ____2011____	Work Statement for Year 3 FFY ____2012____	Work Statement for Year 4 FFY ____2013____	Work Statement for Year 5 FFY __2014____
		Annual Statement				
	PHA Wide Activities		247,300	105,000	214,000	224,000
	AMP 1 Coffelt		27,700	15,000		
	AMP 2 Clare Feldstadt		30,000	30,000	20,000	80,000
	AMP 4 Father Fidelis		10,000	175,000		
	AMP 5 Watson		75,000	300,000	300,000	30,000
	AMP 6 John Hollar				100,000	
	AMP7 Scattered Site		40,000	15,000	20,000	0
	AMP 8 Flora Statler					120,000
	AMP 9 John Hammond		210,000			120,000
	AMP 10 Paradise					
	AMP 13 Rose Terrace					
	Subtotal		640,000	640,000	654,000	574,000

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>2</u> FFY <u>2011</u>		Work Statement for Year: <u>3</u> FFY <u>2012</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	PHA WIDE		PHA WIDE	
Annual Statement	Training, consulting	35,000	Training, consulting	35,000
	Salaries, travel, memberships, legal	75,000	Salaries, travel, memberships, legal	75,000
	Office equip, maint. Equip and maint vehicles	65,000	Office equip, maint. Equip and maint vehicles	65,000
	Operations	115,000	Operations	115,000
	Development	200,000	Development	200,000
	Other: Relocation, contingency	106,000	Other: Relocation, contingency	106,000
	Subtotal of Estimated Cost	\$ 596,000	Subtotal of Estimated Cost	\$ 596,000

9.0 HOUSING NEEDS

Annual Estimates of Population Change and National Rankings July 1, 2004 to July 1, 2005						
	July 1, 2004 Population	July 1, 2007 Population	Numerical Population Change	Percent Population Change	July 1, 2004 National Rank	July 1, 2007 National Rank
United States	293,656,842	301,621,157	2,753,562	0.93	(X)	(X)
Arizona	5,739,879	6,338,755	199,413	3.47	18	17

Source: U.S. Census Bureau

Poverty	MARICOPA	Arizona	USA
Population, 2007	495,505	6,338,755	301,621,157
Persons below poverty, 2007	12.9	14.7%	12.5%
Housing in 2007		Arizona	USA
Number of Units	1,528,751	2,667,502	119,302,132
Median 4-person Household income		\$ 61,102	\$67,019

According to the U.S. Census Bureau, in the decade between 1990 and 2000, Arizona had a 40% growth rate change in total population. Between April 1, 2000 and July 1, 2003, Arizona ranked 18th in population estimates; a 8.6% population change.

According to the Arizona Coalition to End Homelessness, on any given night 21,993 people are estimated to be homeless in Arizona. 78% of the residents of homeless shelters and transitional living programs are families headed by single females. The poverty rate in Arizona is 13.9% which is 1.5% above the national average of 12.4%. The Arizona Community Action Association reports that 1.7 million Arizona residents, or 1/3 of the state's population are poor or working poor. The lowest income households have the most serious housing needs and the fewest options for obtaining and maintaining affordable housing. Furthermore, the 2000 census reports that 16.2% of homeowners and 30% of renters pay more than 35% of their income for housing in Arizona.

Public housing has proven to be the most cost-effective way to house the nation's elderly and low-income families. Residents of public housing are both employed and unemployed. The waiting lists remain full, and in many cases, closed. This is evidence of the need and value of the program to low-income Americans in need of housing.

Between the first quarter of 2007 and the first quarter of 2008, median rents in metro Phoenix's median rent dropped 9.3 percent to \$939, according to apartment-research firm Investment Instruments Corp. It was the steepest decline reported in the 12 largest U.S. metro areas, some of which posted median gains of more than 10 percent.

"The single-family rentals are impacting our ability to rent apartments because they are directly competitive," said Mike Clow, senior vice president for property management at Gray Clow Residential, which owns luxury apartment complexes in Phoenix and Tempe.

"The overall vacancy in Maricopa County for 50 units and above is actually 12.5 percent," said Pete TeKampe, vice president, investments for Marcus & Millichap. "Rent growth has flattened out, vacancies are at record highs and concessions are high."

CONCLUSION

Poverty rate remains high in Arizona and in Maricopa County. Rentals are plentiful for the moment, but the market will turn against affordable rentals again in the future. In order for low-income families to be able to afford housing costs, they will continue to need rental assistance through the Public Housing Conventional and Housing Choice Voucher programs.

HAMC Annual Plan Meetings Summary

Meetings were held in July at all HAMC public housing offices to review the changes to the Annual Plan. The annual plan was posted at each office for public comment as required by regulation.

The purpose of the meetings were to review the annual, accept any comments regarding the plan and also to answer any questions or explain the changes made to the plan since the last public meeting.

No comments were received regarding the plan during the public meeting nor during the time the annual plan was posted for public review.

The site office locations include:

Avondale Area
1103 N. 6th Street
Avondale, 85323

Surprise Area Office
12976 W Cottonwood
Surprise, AZ 85374

Mesa Area Office
710 W. 8th Ave.
Mesa, AZ 85210

Coffelt Office
1510 S. 19th Drive
Phoenix, AZ 85009



Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of Maricopa County

Program/Activity Receiving Federal Grant Funding

Public Housing & Housing Choice Voucher Programs

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.


2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

- 2024 N. 7th Street, Phoenix, Maricopa, AZ 85006
- 1510 S. 19th Drive, Phoenix, Maricopa, AZ 85009
- 710 W. 8th Avenue, Mesa, Maricopa, AZ 85210
- 12976 Cottonwood, Surprise, Maricopa, AZ 85374
- 1103 N. 6th Street, #106, Avondale, Maricopa, AZ 85323

Check here if there are workplaces on file that are not identified on the attached sheets.

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 <u>Karen Mofford</u>	Title <u>Acting Executive Director</u>
Signature <u>X </u>	Date <u>April 13, 2010</u>

az009001

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Housing Authority of Maricopa County

Program/Activity Receiving Federal Grant Funding

Public Housing & Housing Choice Voucher Programs

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

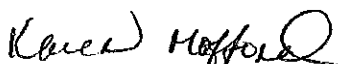
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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 	Acting Executive Director Date (mm/dd/yyyy) April 13, 2010

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**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 x 5-Year and/or x Annual PHA Plan for the PHA fiscal year beginning 7/10, 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
Maricopa County

AZ009

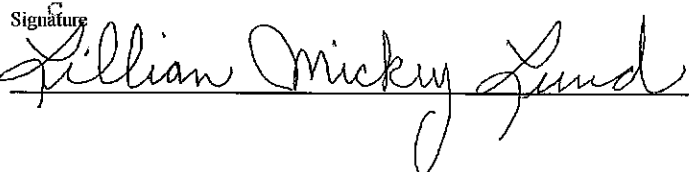
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 10 - 20 16

Annual PHA Plan for Fiscal Years 20 10 - 20 11

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
Mickey Lund	Vice-Chairman of the Board
Signature 	Date
	August 17, 2010

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

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

I, Renee Ayres-Benavidez the Deputy Dir., Human Services/Comm Dev Div certify that the Five Year and Annual PHA Plan of the Housing Authority of Maricopa County is consistent with the Consolidated Plan of Maricopa County prepared pursuant to 24 CFR Part 91.

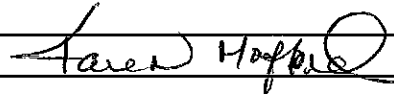
 8/17/10
Signed / Dated by Appropriate State or Local Official

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Karen Mofford</u> Title: <u>Acting Executive Director</u> Telephone No.: <u>602-744-4517</u> Date: <u>4/13/2012</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

N/A

RESOLUTION 000253

RESOLUTION APPROVING THE REVISED SUBMISSION OF THE PHA 5-YEAR AND ANNUAL PLAN FOR FY BEGINNING JULY 2010 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Board of Commissioners of the Housing Authority of Maricopa County is required by the U.S. Department of Housing and Urban Development to certify, by resolution, that the Board has reviewed and approves the submittal of the PHA Plan for the Housing Authority for FY beginning July 2010; and

WHEREAS, the Plan previously approved on April 13, 2010 and submitted to HUD was Disapproved for Substantive Deficiencies; and

WHEREAS, the plan deficiencies have been corrected per HUD's suggested remedies;


NOW THEREFORE:

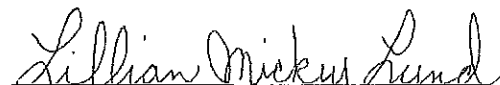
BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Maricopa County hereby adopts Resolution No. 000253 approving the revised submission of the PHA 5-Year and Annual Plan for FY beginning July 2010 to the U.S. Department of Housing and Urban Development.

Dated this 17th day of August, 2010.

Housing Authority of Maricopa County

ATTEST:


Karen Mofford, Acting Secretary


Mickey Lund, Vice-Chairman



Progress of 5-Year Plan Goals 6/23/10

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 Goal: Expand the supply of assisted housing. Objectives:

1. Reduce public housing vacancies: The public housing waiting list is continuously open. The system has been streamlined in that one person is actively working the wait list to keep it up to date. Vacant units can then be leased in a minimal amount of time.
2. Leverage private or other public funds to create additional housing opportunities: Nineteen (19) units were approved under a demo/dispo plan to be sold on the open market to create public funds. Based on this \$1,104,865 has been received to create additional housing opportunities.
3. Acquire or build units or developments: Received 40 additional units, of various bedroom sizes, through Rose Terrace.

PHA Goal: Improve the quality of assisted housing. Objectives:

1. Improve public housing management: (PHAS score) 83 Due to Asset Management there was no longer any PHAS score.
2. Improve voucher management: (SEMAP score) The 2008/2009 SEMAP score improved to 85% (Standard) from 83% of the previous year. Additionally, as of mid-2009, the housing authority was no longer in Troubled Status. HAMC created defined, in-house SEMAP procedures and policies that adhere to 24 CFR 985.1 to 985.109. The housing authority monitors the PIC score and data on a regular basis and has improved from 95% to 100% as of May 31, 2010.
3. Increase customer satisfaction: HAMC is continuously working towards improving customer satisfaction by instituting a policy of returning phone calls within a 24 hour period whenever possible. The housing agency has begun actively providing information to landlords and participants through at least semi-annual newsletters and semi-annual landlord briefings scheduled twice a year (November 2009 and March 2010). The Landlord Briefings include topics such as the lease-up process, landlord and tenant responsibilities, and HQS Inspection requirements. Additionally, Section 8 staff is introduced to the attendees, which furthers the rapport between staff and landlords. Customer satisfaction has also been improved by bringing the inspection activities in-house instead of hiring an outside contractor.
4. Concentrate on efforts to improve specific management functions: During the time frame of the 5-Year Plan, the housing authority had contracted with an outside company to conduct all HQS inspections. In 2008, the housing authority determined that the entire inspection process could be improved and better controlled by hiring an in-house inspector instead. Since that time, improvements have been made in meeting SEMAP HQS indicator requirements and improving customer satisfaction. It is easier to accommodate emergency 24 hour inspection requests (e.g., non-working air conditioning system, etc.) and emergency move-ins for special situations. The entire HQS scheduling process has been greatly improved with this change because it allows staff to meet unexpected situations that would ordinarily be challenging when dealing with an outside contractor. The housing authority HQS Inspection staff includes an inspection scheduler, a full-time inspector, a part-time inspector, and a housing specialist who is HQS Certified and able to handle emergency inspections.
5. Renovate or modernize public housing units: Through Capital Fund units are being continuously renovated/modernized.
6. Provide replacement public housing: Through ARRA HAMC was able to provide replacement housing.

PHA Goal: Increase assisted housing choices. Objectives:

1. Provide voucher mobility counseling: The housing authority provides portability information (Port-Out Request form, list of Arizona housing authorities, map and written list of cities and towns within the housing authority's jurisdiction) when a family requests to port to another jurisdiction. When a family wishes to move within the housing authority's jurisdiction, staff provides a written estimate of the maximum amount a family can look for in a unit and an estimated tenant rental portion. (This calculation adheres to the 40% Rule.) Portability information, as well as an estimated maximum and tenant rent, is

provided to families at the time a voucher is issued, as well as incoming portable families from another jurisdiction.

2. Conduct outreach efforts to potential voucher landlords: The housing authority mailed invitations to property managers and individual landlords not currently participating in the program to attend the semi-annual landlord briefings. The housing authority also participated in the www.GoSection8.com website where landlords wishing to list their units may do so on the website free of charge. When potential landlords contact the office, staff mails a landlord packet that includes information about the program and refers them to the www.GoSection8.com website.
3. Implement voucher homeownership program: Through Family Self-Sufficiency (FSS) homeownership is the key goal.
4. Implement public housing site-based waiting lists: HAMC has four (4) site-based waiting lists.

HUD Strategic Goal: Improve community quality of life and economic vitality

1. Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Preference points are given to working families.
2. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: This works in conjunction with #1.
3. Implement public housing security improvements: Security cameras have been installed as well as improved exterior lighting.
4. Designate developments or buildings for particular resident groups: Due to lack of subsidy we opted not to do anything at this time.
5. Other:
 - Creating a Resident Advisory Board is an ongoing process. Tenants are given the opportunity to serve, but there is a lack of interest.
 - Not approved for Neighborhood Network Grant, but were able to expand self-sufficiency through NSP1.
 - NSP1 created homeownership counseling and homeownership.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals.

PHA Goal: Promote self-sufficiency and asset development of assisted households. Objectives:

1. Increase the number and percentage of employed persons in assisted families: The housing authority has an active Section 8 Family Self-Sufficiency (FSS) Program and a coordinator dedicated to finding resources for families, such as referrals for employment and child care services.
2. Provide or attract supportive services to improve assistance recipients' employability: Working families is now a local preference. Through FSS goals and partnerships with other non-profits of supportive services, non-working families have opportunities to become employed.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing. Objectives:

1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: The housing authority hosted fair housing training presented by the Southwest Fair Housing Council available for all housing authority employees. During Fiscal Year 2009/10, all Section 8 staff, including front desk and administrative personnel, attended fair housing training provided by an outside source. The housing authority instituted an internal policy to require annual fair housing training for all Section 8 staff.
2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: The housing authority has created a global affirmatively furthering fair housing policy, as well as gaining approval from the Board for an affirmatively further fair housing policy specific to the Section 8 Program.
3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Reasonable accommodation is made for families with disabilities to access both Section 8 and Public Housing Programs either by allowing a voucher or bedroom size increase, approving portability to another jurisdiction, conducting appointments through the telephone or home visits, etc.