

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
-----------------------------------	---	--

1.0	PHA Information PHA Name: CITY OF MESA HOUSING AUTHORITY PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard PHA Fiscal Year Beginning: 07/01/2012 PHA Code: AZ005 <input checked="" type="checkbox"/> HCV (Section 8)					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 1424 HCV Units, 100 Mainstream, 60 VASH					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					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:					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.					

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The City of Mesa Housing Authority (MHA) has made the following revisions to its Administrative Plan since the submission of its last Annual Plan: As part of this Annual Plan, the MHA is also amending its Administrative Plan to include the changes as indicated in Attachment (j).

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The public may view and obtain copies of the 5-Year and Annual PHA Plan at the main administrative office of the City of Mesa Housing Authority at: 20 East Main St., Suite 250, Mesa, Arizona 85201. Copies may also be viewed on the PHA's website at <http://www.mesaaz.gov/housing/Reports.aspx>.

PHA Plan Elements

1. Eligibility, Selection, and Admission Policies, Deconcentration, and Wait List Procedures: Eligibility policies for the City of Mesa Housing Authority can be found in Chapter 3 (pp. 3-1 to 3-43) of the City of Mesa HCV Administrative Plan. Those policies include the definition of a family, income limit requirements, citizenship qualifications and the eligible immigrant status of family members, social security number requirements, and the PHA's collection and use of family information as provided in the consent forms. Eligibility policies also discuss the factors relating to an applicant's past or current conduct including criminal activity that could cause the PHA to deny assistance to the applicant. Tenant selection and admission to the program policies can be found in Chapter 4 (pp. 4-1 to 4-18) of the City of Mesa HCV Administrative Plan. These policies include the application process, management of the waiting list, and how applicants are selected for the voucher program. Current preferences include: 1) a chronically homeless person as defined by the U.S. Department of Housing and Urban Development (HUD) as "either (A) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (B) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years." HUD defines the term "homeless" as a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter. 2) Current resident of Mesa or a person who is currently working or hired to work in the City of Mesa; and 3) Date and time order. The City of Mesa Housing Authority operates a single waiting list that contains the following information for each applicant: applicant name; family unit size; date and time of application; qualification for any local preferences; and racial or ethnic designation of the head of household. Each year the City of Mesa looks at the demographics of the schools in the high poverty, low income areas of the City to determine the deconcentration factor for the City. The PHA does outreach to owners/landlords to encourage HCV Program participation within all areas of the jurisdiction.

2. Financial Resources: Financial Resources anticipated in FY 2012-2013 for the Mesa Housing Authority are as follows:

HCV HAP funds:	\$9,510,000
HCV Admin Fees (including VASH Admin Fees):	\$948,800
Veterans Affairs Supportive Housing Program (VASH) HAP Funds:	\$388,800
Mainstream HAP funds:	\$571,000
Mainstream Administrative funds:	\$79,000
FSS Administrative Fees:	\$68,700
Continuum of Care Homeless Assistance Program Grant (Pending):	\$418,740

3. Rent Determination: The rent for a unit proposed for HCV assistance will be compared to the rent charged for comparable units in the same market area. The PHA has developed a range of prices for comparable units by bedroom size within defined market areas. Units proposed for HCV assistance will be compared to the units within this rent range. Because units may be similar, but not exactly like the unit proposed for HCV assistance, the PHA may make adjustments to the range of prices to account for the differences. When a family initially leases a unit and the gross rent of the unit exceeds the applicable payment standard for the family, the dwelling unit rent must be at a level where the family's share of rent does not exceed forty (40%) percent of the family's monthly adjusted income. The PHA utilizes the schedule of payment standards in the calculation of housing assistance payments for HCV families indicating the maximum monthly assistance payment for a family assisted in the HCV program (before deducting the total tenant payment by the family). See Chapter 16 of Mesa's HCV Administrative Plan (pp. 16-5 to 16-8) for a detailed description of how the Mesa Housing Authority determines its Payment Standards.

4. Operation and Management: In FY Year beginning 07/01/2011, the Mesa Housing Authority changed its operational structure and management and revised its policies/procedures. In an attempt to provide better customer service, the Mesa Housing Authority has moved from a task-based style of management to a tenant-based style of management. Cross-training is being conducted in order to familiarize staff with the complete life cycle of the clients. Each client is assigned to a dedicated staff member to support them during their participation in the program, thereby providing clients with better customer service.

5. Grievance Procedures: Chapter 16 (pp. 16-11 to 16-26) of the City of Mesa HCV Administrative Plan describes the informal review process for an HCV participant. When the PHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review. For participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing. Once requested, the review or hearing is scheduled within ten (10) business days. After the proceeding a decision is rendered and notice is given to the applicant or participant within ten (10) business days.

10. Civil Rights Certification: The City of Mesa Housing Authority examines its programs each year to identify any impediments to fair housing choice within their programs. The PHA offers to each prospective and current participant a list of units offered by local owners throughout the jurisdiction. The PHA also does outreach to owners throughout the community by offering informational meetings to prospective and current owners regarding Fair Housing of all tenants. The PHA supports the Consolidated Plan Antipoverty Strategy by increasing the effectiveness of existing programs through better collaboration, reduced duplication of services, and increased efficiency of implementation. One way this is accomplished is through the Family Self-Sufficiency program by increasing the number of participants in the program and increasing the amount of escrow for families and informing them of the companion program, the Housing Choice Voucher Homeownership Program.

11. Fiscal Year Audit: At the time of the submission of this PHA Plan the results of our most recent fiscal year audit is an Unqualified Opinion.

13. Violence Against Women Act (VAWA): All HCV Program tenants and applicants are notified by the City of Mesa Housing Authority of their rights under VAWA at the time of application and also at the time of briefing, protecting tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. The PHA also notifies all landlords, owners and property managers of their rights and obligations under VAWA during landlord/owner briefings and through written notification in landlord/owner newsletters. The City of Mesa Housing Authority also partners with Autumn House, the local domestic violence shelter, to ensure that all victims and potential victims are aware of services provided within the community. The PHA's VAWA policy can be found in the City of Mesa HCV Administrative Plan on pages 3-31 to 3-32 and as Attachment (k) to this Plan.

6.0

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The City of Mesa Housing Authority continues to administer a HCV Program Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR Part 982. Voucher payments are currently assisting twelve (12) participants in the program out of a maximum of fifteen (15). Specific criteria for participation in the HCV Homeownership program, in addition to HUD criteria, are as follows: 1) Participants must have completed an initial HCV lease term in Mesa; and 2) Participants may not owe the Mesa Housing Authority, or any other Housing Authority, an outstanding debt. The Mesa Housing Authority does not receive Homeownership Coordinator (HOC) Funds to administer this program.</p> <p>The City of Mesa Housing Authority may select to initiate a request for proposals for Project Based Vouchers (PBV) this coming year.</p> <p>Procedures for selecting PBV proposals.</p> <p>Before selecting a PBV proposal, the Department will determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing under PBV regulations, that it complies with the cap on the number of PBV units per building, and meets PBV site selection standards.</p> <p>As allowed by PBV regulations, the Department may select PBV proposals from time to time by either of the following two methods.</p> <p>(1) Request for PBV Proposals. The Department may from time to time issue a request for PBV proposals. The Department will not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites. When The Department selects proposals for PBV assistance under this method, The Department will employ procedures that provide broad public notice of the opportunity to offer PBV proposals for consideration. The public notice procedures are described further below.</p> <p>(2) Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded Low - Income Housing Tax Credits [LIHTCs] or funds such as Capital Fund Recovery Competition (CFRC) have been allocated). The Department may provide PBV assistance to owners whose housing has been selected in accordance with such programs' competitive selection requirements within three years of the PBV proposal selection date, provided that the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.</p> <p>Prior to initiating a RFP for Project Based Vouchers, the PHA will complete procedures for implementation based on HUD Guidelines.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A</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. N/A</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. N/A</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. N/A</p>
9.0	<p>Housing Needs. N/A</p>
9.1	<p>Strategy for Addressing Housing Needs. N/A</p>
10.0	<p>Additional Information. N/A</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
-------------	---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

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

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

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

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

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

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 4/30/2011
--	---

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning July 1, 2012 ___, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

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

City of Mesa Housing Authority

AZ005

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__

Annual PHA Plan for Fiscal Years 20¹² - 20¹³

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)

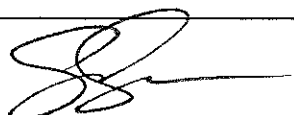
Name of Authorized Official

Scott Smith

Title

Chairman, City of Mesa Housing Governing Board

Signature



Date

4-26-12

Attachment (f) – Resident Advisory Board (RAB) Comments

The Mesa Housing Authority's Resident Advisory Board (RAB) had the following questions and/or comments (shown in bold typeface below) regarding the Mesa Housing Authority's Proposed PHA Annual Plan for FY 2012/2013, and in particular, the proposed changes to the PHA's Administrative Plan. Comments occurred at the RAB meeting held on March 8, 2012. The Housing Authority's responses are shown in regular typeface.

- Section 2-3.B
- **The change "... the PHA will hire bilingual staff..."; are there bilingual staff members or staff who can translate?** There are Spanish speakers on staff who are also brought into briefings to translate if requested by residents. Other language translators/interpreters will also be brought in if needed. **Is the City of Mesa Housing Authority eligible to take Title 5; the government retraining program.** Staff will look into that program but no, there is no current program in place. There is a volunteer program at the City; volunteers are used for admin purposes. As far as, interviewing potential new hires those who are bilingual carry more weight than those who are not.
- Section 3-I.L
- **Absent Family Members: "...reducing the time one can be consistently absent from an assisted unit from 180 days down to 90 days..."; is that only for residents who go into an assisted living facility?** No, it is not only for those who enter an assisted living facility but for any reason a resident is absent consistently for 90 days. A resident could go out of state to care for an elderly parent, that resident cannot be absent consistently for 90 days. **Why the difference between 180 days to 90 days?** HUD recommends 180 days; local housing authorities can choose an amount less than HUD's recommendation. The housing authority director has the discretion to extend past the 90 days on an individual basis if needed. **If the individual doesn't return after the allotted time will they lose their assistance?** Yes, they will lose their assistance. **What if there was more than one person in the household and only one person was absent for more than 90 days?** The individual who was absent from the household would be removed. **Is this absence only for medical circumstances (medical care facility, etc.)?** No, the absence is not only for medical care reasons but can include other circumstances that would require someone to be away from the unit. **If there is only one-person in a unit; how long can they be away?** 90 consecutive days however, it is the housing authority director's discretion to extend the length of time on an individual basis if needed.
- Section 4-2.F
- **Notification of being removed from the waitlist: "...a letter will be sent notifying those who did not respond in the allotted timeframe that their name will be removed from the waitlist..."; what is the current timeframe when asking for a response?** The majority of the residents on the waitlist have been there since 2009. **When will the waitlist be open again?** HUD

Attachment (f) – Resident Advisory Board (RAB) Comments

suggests the waitlist be kept at a number of people who may be leased-up within a two year period.

- Section 4.3-C
- Local Preferences: Are veterans addressed in these preferences? Yes, veterans are included, the Veteran Affairs Office recommends veterans to the City of Mesa Housing Authority who are then given a V.A.S.H. voucher. The housing authority has a total of 60 V.A.S.H. vouchers. **What is targeted funding?** There is an income limit that is used when pulling from the waitlist, 75% of the vouchers offered must be to those in the extreme low income category.

- Section 5.1-B
- Spouse and co-head attend briefings together: Will they be eliminated if one cannot attend? No, if the resident communicates to the housing specialist before the scheduled meeting date. **What happens if the spouse/co-head separate?** Whoever is no longer living in the household will be removed.

- Section 5.2-C
- Continued need for an additional bedroom for medical equipment: One would have to move to get an extra bedroom? Yes, if there is a medical need that requires a resident to have another bedroom, i.e. wheelchair, oxygen tanks, live-in aide, etc. A reasonable accommodation has given the resident a second bedroom. Conversely, if at the annual inspection there is no longer a need for a second bedroom the resident would then go back to the original bedroom standard.

- Fax copies are not considered original: **Original documents submitted; does that include going to the computer and printing out documents, i.e. bank statements or pharmacy printouts?** Yes, those documents are considered original. What this section is referring to are family documents, i.e. birth certificate, social security card, and driver's license.

- Section 7.4-B
- Medical expense deductions: Is this age specific? Yes, it is for elderly and disabled. **Would someone receive credit for everything they have paid out this year?** Yes, the last twelve months are calculated and given as an eligibility expense. **In the past people have filled out a form authorizing the PHA to get those expenses, is that still being done?** No, the resident is now responsible for providing that information. **Wouldn't that lead to more fraud since people are getting their own documents?** Having the resident provide documentation allows the housing specialist to calculate those expenses quickly. There is also a clear history of the out-of-pocket expenses year after year. **Yes, however; there is still a waiting period for the resident to receive that information as well.** Yes, that is true, if there are

Attachment (f) – Resident Advisory Board (RAB) Comments

- circumstance where the resident does not receive the documentation in time and informs the housing specialist the review can still continue without the documents. However, it is the responsibility of the resident that those documents when received are handed into the housing authority so that an interim inspection can be completed to take into account those medical expenses. **The PHA still wants all of the medical and prescription receipts?** Yes, a printout from the doctor's office and/or the pharmacy is needed to calculate those expenses. **Does that include the unexpected but necessary medical exams?** Yes, anything that is spent on an out-of pocket medical expense for the last twelve months can be submitted.
- **Restrictions on moves: There is nothing in there about mold?** Mold would be covered under health and safety. **If there is a special inspection performed, will they inspect for mold?** The housing authority inspectors are not mold specialists however, alerting the inspector of the mold would be of benefit.
 - **What is a moving expense?** The housing authority does not lease people up mid-month but if the resident meets any of the listed exceptions the housing authority will lease up mid-month.
 - **Background checks are done every year?** What this specific section is explaining are port-ins, port-ins will now be required to complete a citywide and national background check before being accepted into Mesa. Otherwise, the housing authority completes a citywide background check at the resident's annual recertification. **What types of criminal activity are you looking for?** The housing authority is looking for any felonies. **If someone is forced to serve an order of protection, does that allow the resident to move?** Yes, that would fall under VAWA and the housing authority will allow the move.
 - **Do you have the funds set aside for port-ins to find housing?** If someone is planning to port into Mesa they must find out first if the Mesa Housing Authority is billing or absorbing before a port-in is approved. Billing allows the section 8 participate to move into Mesa and Mesa Housing Authority will pay their rent but will bill the porting housing authority what is paid out for rent. For instance, a Phoenix Section 8 participate ports into Mesa; it is still a Phoenix voucher and Mesa will bill Phoenix for the rent Mesa pays. Absorbing gives the section 8 participates who ports into Mesa a Mesa voucher. **Why would the housing authority absorb?** To get and/or keep the lease up numbers at the determined amount.
 - Section 11
 - **When you mention adult; does that include a child who is 18?** Yes, because the 18-year old will now need to sign documents. **Do they need to attend the briefings; sometimes they are unavailable because of**

Attachment (f) – Resident Advisory Board (RAB) Comments

school? Yes, having them there if possible allows all documents to be signed immediately. If the 18-year old cannot attend it is the responsibility of the resident to notify the housing specialist so that other arrangements can be made to have all of the documents signed.

- Section 11-1. C
- ***Annual packets: One of the documents could be medical expenses; you only give them 10 days to produce and turn in the packet?*** Once the resident receives the first letter explaining that there will be a briefing and the packet to be filled out the resident has 30 days before it is due. If those needed documents are not received before or at the briefing then the resident would have 10 business days to have the documents to the housing authority. It is the responsibility of the resident to inform the housing specialist that more time is needed to retrieve the needed documents.
- ***There is a rumor that the housing authority will go back to having one-on-one briefings instead of group briefings; is that true?*** Staff will be discussing that topic in their meeting held today. However, at this time nothing has been decided or approved.
- Section 13.2-F
- ***Foreclosure: Have you had problems with foreclosures; does the housing authority check on the landlords?*** The housing authority looks into the public record to see that the landlord on paper is in fact the owner of the property. Public records do flag those properties that are in foreclosure but the housing authority checks the public assessor records for a new owner at lease up and will not go back and check. ***How do we check ourselves?*** Go to the County Assessor's Web site because those are public records. ***Do you know how many homes you lease up vs. apartments?*** No, however are system may be able to pull that information.
- ***Payment: You do realize that those on social security do not receive payment until after the 3rd of the month?*** Yes, and that is why the housing authority asks for payment by the 15th of the month. If the resident is unable to make a payment by the 15th it is their responsibility to call the housing authority to make other arrangements.
- ***Is there additional low income housing coming to Mesa?*** There may be low income senior housing coming into Mesa; but, the program will be run by Maricopa County or a private entity.

Attachment (j)
City of Mesa Housing Authority
Administrative Plan Changes
3/01/12

As part of the FY 12/13 Annual Plan, the City of Mesa Housing Authority is amending its Administrative Plan to include the following changes.

Proposed Change	Current
<p>1-III.D Updating and Revising the Plan</p> <p><i>The PHA will review and update the plan as needed to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.</i></p>	<p>1-III.D Updating and Revising the Plan</p> <p><i>The City of Mesa Housing Authority will review and update the plan at least once a year, and more often if needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.</i></p>
<p>2-III.B Oral Interpretation</p> <p><i>The PHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.</i></p> <p><i>The PHA will hire bilingual staff as needed to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.</i></p> <p><i>Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. Any interpreter is subject to PHA approval.</i></p>	<p>2-III.B Oral Interpretation</p> <p><i>The City of Mesa Housing Authority will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.</i></p> <p><i>Where feasible, the PHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.</i></p> <p><i>Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The interpreter may be a family member or friend.</i></p>
<p>3-I.L. Absent Family Members Definitions of Temporarily and Permanently Absent</p> <p><i>Generally an individual who is or is expected to be absent from the assisted unit for 90 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the assisted unit for more than 90 consecutive days is</i></p>	<p>3-I.L Absent Family Members Definitions of Temporarily and Permanently Absent</p> <p><i>Generally an individual who is or is expected to be absent from the assisted unit for 180 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the assisted unit for more than 180</i></p>

<p><i>considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.</i></p>	<p><i>consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below.</i></p>
<p>3-I.M. Line-in Aide</p> <p><i>A family’s request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request at each annual reexamination. The PHA will then verify the continued need for a live-in aide.</i></p>	<p>3-I.M. Line-in Aide</p> <p><i>A family’s request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member.</i></p>
<p>3-III.D Screening</p> <p><i>The PHA will perform a criminal background check through local law enforcement for every adult household member.</i></p> <p><i>If the results of the criminal background check indicate that there may be past criminal activity, but the results are inconclusive, the PHA will request additional information from an agency that performs nationwide criminal background checks.</i></p>	<p>3-III.D Screening</p> <p><i>The PHA will perform a criminal background check through local law enforcement for every adult household member.</i></p>
<p>4-I.B. Applying for Assistance</p> <p><i>Families may obtain an initial application form from the PHA’s office during normal business hours. Applications may also be downloaded from the PHA website.</i></p> <p><i>Completed applications must be submitted to the PHA in person during normal business hours. Applications must be filled out completely in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.</i></p>	<p>4-I.B. Applying for Assistance</p> <p><i>Families may obtain application forms from the PHA’s office during normal business hours. Families may also request – by telephone or by mail – that a form be sent to the family via first class mail.</i></p> <p><i>Completed applications must be returned to the PHA in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will not accept the application.</i></p>
<p>4-I.D. Placement on the Waiting List</p> <p><i>The PHA will place ineligibles on the waiting list.</i></p>	<p>4-I.D. Placement on the Waiting List</p> <p><i>If the PHA 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, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application.</i></p>

	<p><i>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 (see Chapter 16).</i></p>
<p>4-II.F. Update the Waiting List</p> <p>Purging the Waiting List</p> <p><i>The family’s response must be in writing and delivered in person. Responses must be received by the date specified in the PHA letter. If the family fails to respond by the designated date, PHA will send written notification to the family that their name has been removed from the waiting list.</i></p> <p>Removal from the Waiting List</p> <p><i>If a family is removed from the waiting list, a notice will be sent to the family’s address of record as provided from the applicant. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA’s decision (see Chapter 16) [24 CFR 982.201(f)].</i></p>	<p>4-II.F. Update the Waiting List</p> <p>Purging the Waiting List</p> <p><i>The family’s response must be in writing and delivered in person. Responses should be received by the PHA by the specified date indicated in the PHA letter.</i></p> <p>Removal from the Waiting List</p> <p><i>If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.</i></p> <p><i>If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family’s address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA’s decision (see Chapter 16) [24 CFR 982.201(f)].</i></p>
<p>4-III.C Selection Method</p> <p>Local Preferences</p> <p><i>The PHA will offer two local preferences which are ranked in the following order:</i></p> <p><i>1. A chronically homeless person as defined by the U.S. Department of HUD: (either (A) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (B) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.” HUD defines the term “homeless” as a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter;</i></p>	<p>4-III.C Selection Method</p> <p>Local Preferences</p> <p><i>The PHA will offer a preference to:</i></p> <p><i>A chronically homeless person as defined by the U.S. Department of HUD: (either (A) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (B) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.” HUD defines the term “homeless” as a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter;</i></p>

2. *Current resident of Mesa or a person who is currently working or hired to work in the City of Mesa. Equal preference holders will be placed on the waiting list based upon the date and time of receipt of their application. Non-preference holders will be placed on the waiting list based upon the date and time of receipt of their application.*

Order of Selection

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

Current resident of Mesa or a person who is currently working or hired to work in the City of Mesa.

Date and time order.

Order of Selection

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA

4-III.D Notification of Selection

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will include an application packet. The documents include: a full application for a housing choice voucher, the required forms, and instructions for the family to complete the application process.

If the packet is not returned by the date specified by the PHA in the notice, the PHA will notify the family that they will be removed from the waiting list.

If a notification letter and application packet is returned to the PHA with no forwarding address, the PHA will notify the family that they will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.D Notification of Selection

The PHA 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, including any procedures for rescheduling the interview

*Who is required to attend the interview
Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation*

Other documents and information that should be brought to the interview

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3)

	<p><i>will be sent to the family’s address of record, as well as to any known alternate address.</i></p>
<p>4-III.E The Application Interview (Process)</p> <p><i>Applicant families must submit a completed application packet that contains all of the required documents, forms, authorizations, proof of income, asset income, and allowable expenses. If the family’s packet is not complete, the PHA will provide the applicant with a list of needed documents which must be returned by the original specified date.</i></p> <p><i>Based upon the information provided by the family, the PHA will make a determination if the family qualifies for the program.</i></p> <p><i>Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 90 days. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.</i></p> <p><i>An advocate, interpreter, or other assistant may assist the family with the application process.</i></p>	<p>4-III.E The Application Interview</p> <p><i>Families selected from the waiting list are required to participate in an eligibility interview.</i></p> <p><i>The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead 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.</i></p> <p><i>The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper 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.</i></p>
<p>5-I.B Briefing</p> <p><i>The head of household is required to attend the briefing. If there is a spouse or co-head, they are also required to attend. The PHA will strongly recommend that other adult family members attend the briefing.</i></p>	<p>5-I.B Briefing</p> <p><i>Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the PHA may approve another adult family member to attend the briefing.</i></p>
<p>5.II.C Exceptions to Subsidy Standards</p> <p><i>The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability–related request for accommodation is readily apparent or otherwise known. The family’s continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.</i></p>	<p>5.II.C Exceptions to Subsidy Standards</p> <p><i>The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, 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.</i></p>

<p>5.II.E Voucher Term, Extensions, and Suspensions</p> <p>The PHA will not extend vouchers except in the following circumstances:</p> <p><i>It is necessary as a reasonable accommodation for a person with disabilities.</i></p> <p><i>It is necessary due to reasons beyond the family’s control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</i></p> <ul style="list-style-type: none"> -Serious illness or death in the family -Other family emergency -Obstacles due to employment -Whether the family has already submitted requests for tenancy approval that were not approved by the PHA -Whether family size or other special requirements make finding a unit difficult 	<p>5.II.E Voucher Term, Extensions, and Suspensions</p> <p><i>The PHA may approve one 30-day extension upon written request from the family.</i></p> <p><i>The PHA will approve additional extensions only in the following circumstances:</i></p> <p><i>It is necessary as a reasonable accommodation for a person with disabilities.</i></p> <p><i>It is necessary due to reasons beyond the family’s control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</i></p> <ul style="list-style-type: none"> - Serious illness or death in the family -Other family emergency -Obstacles due to employment -Whether the family has already submitted requests for tenancy approval that were not approved by the PHA -Whether family size or other special requirements make finding a unit difficult
<p>6.I.K Periodic and Determinable Allowances</p> <p>Alimony and Child Support</p> <p><i>The PHA will count court-awarded amounts for alimony and child support unless the PHA verifies that: (1) the payments are not being made, and (2) the family has made reasonable efforts to collect amounts due, including filing with courts or agencies responsible for enforcing payments [HCV GB, pp. 5-23 and 5-47].</i></p> <p><i>Families who do not have court-awarded alimony and child support awards are not required to seek a court award and are not required to take independent legal action to obtain collection.</i></p> <p><i>When alimony and child support payments are irregular, the PHA will project annual income by averaging monthly amounts that have been received over a period of time (if a record of payments is available) up to 12 months.</i></p>	<p>6.I.K Periodic and Determinable Allowances</p> <p>Alimony and Child Support</p> <p><i>The PHA will count court-awarded amounts for alimony and child support unless the PHA verifies that: (1) the payments are not being made or are not being paid in full, and (2) the family has made reasonable efforts to collect amounts due, including filing with courts or agencies responsible for enforcing payments [HCV GB, pp. 5-23 and 5-47]. When the full amount is not being paid it will be calculated at the lesser amount.</i></p> <p><i>Families who do not have court-awarded alimony and child support awards are not required to seek a court award and are not required to take independent legal action to obtain collection.</i></p>

<p>7.I.B Overview of Verification Requirements HUD’s Verification Hierarchy</p> <p><i>In order of priority, the forms of verification that the PHA will use are:</i></p> <ul style="list-style-type: none"> - <i>Up-front Income Verification (UIV) using HUD’s Enterprise Income Verification (EIV) system</i> - <i>Up-front Income Verification (UIV) using a non-HUD system</i> - <i>Written Third-Party Verification (may be provided by applicant or participant)</i> - <i>Written Third-party Verification Form</i> - <i>Oral Third-party Verification</i> - <i>Self-Certification</i> <p>Requirements for Acceptable Documents</p> <p><i>Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible.</i></p>	<p>7.I.B Overview of Verification Requirements HUD’s Verification Hierarchy</p> <p><i>In order of priority, the forms of verification that the PHA will use are:</i></p> <ul style="list-style-type: none"> -<i>Up-front Income Verification (UIV) whenever available</i> -<i>Third-party Written Verification</i> -<i>Third-party Oral Verification</i> -<i>Review of Documents</i> -<i>Self-Certification</i> <p>Requirements for Acceptable Documents</p> <p><i>Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 calendar days of the date they are provided to the PHA. Fax copies received from the source will be considered original. The documents must not be damaged, altered or in any way illegible.</i></p>
<p>7-II.B Social Security Numbers</p> <p><i>The PHA must accept the following documentation as acceptable evidence of the social security number:</i></p> <p><i>An original SSN card issued by the Social Security Administration (SSA)</i></p> <p><i>An original SSA-issued document, which contains the name and SSN of the individual</i></p> <p><i>An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual, along with other identifying information of the individual</i></p> <p><i>Such other evidence of the SSN as HUD may prescribe in administrative instructions</i></p> <p>The PHA may only reject documentation of an SSN provided by an applicant or participant if the document is not an original document, if the original document has been altered, mutilated, or is not legible, or if the document appears to be forged.</p>	<p>7-II.B Social Security Numbers</p> <p><i>The PHA will also accept the following original documents as evidence if the SSN is provided on the document:</i></p> <p><i>Driver’s license</i></p> <p><i>Other identification card issued by a federal, state, or local agency, a medical insurance company or provider, or employer or trade union</i></p> <p><i>Benefit award letters from government agencies; retirement benefit letters; life insurance policies</i></p> <p><i>Court records (real estate, tax notices, marriage and divorce, judgment or bankruptcy records)</i></p> <p><i>If the family reports an SSN but cannot provide acceptable documentation of the number, the PHA will require a self-certification stating that documentation of the SSN cannot be provided at this time. The PHA will require documentation of the SSN within 90 calendar days from the date of the family</i></p>

<p><i>The PHA will explain to the applicant or participant the reasons the document is not acceptable and request that the individual obtain and submit acceptable documentation of the SSN to the PHA within 90 days.</i></p>	<p><i>member's self-certification mentioned above.</i></p> <p><i>The PHA will instruct the family to obtain a duplicate card from the local Social Security Administration (SSA) office.</i></p>
<p>7-II.H Verification of Preference Status</p> <p>The PHA must verify any preferences claimed by an applicant.</p> <ol style="list-style-type: none"> 1. <i>A chronically homeless person as defined by the U.S. Department of HUD who is either (A) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (B) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years." HUD defines the term "homeless" as a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) OR living in a homeless emergency shelter;</i> <p><i>Verification of this preference is 1) Referral letter from a non-profit organization in which the applicant is enrolled or verifying their status as an unaccompanied homeless person with a disabling condition.</i></p> <ol style="list-style-type: none"> 2. <i>Current resident of Mesa or a person who is currently working or hired to work in the City of Mesa.</i> <p><i>This preference will be verified by 1) Copy of a current lease or letter or utility bill with name and address of applicant; 2) for proof of working or hired to work; current letter from employer, pay stubs; form 1099 or W-2.</i></p>	<p>7-II.H Verification of Preference Status</p> <p><i>The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. The PHA will verify this preference using the PHA's termination records.</i></p>
<p>7-III.D. Alimony or Child Support</p> <p><i>The way the PHA will seek verification for alimony and child support differs depending on whether the family declares that it receives regular payments.</i></p> <p><i>If the family declares that it receives regular payments, verification will be sought in the following order.</i></p>	<p>7-III.D. Alimony or Child Support</p> <p><i>Verification for alimony and child support will be sought in the following order:</i></p> <p><i>If payments are made through a state or local entity, the PHA will request a record of payments for the past 12 months and request that the entity disclose any known information about the likelihood of future</i></p>

<p><i>If payments are made through a state or local entity, the PHA will request a record of payments for the past 12 months and request that the entity disclose any known information about the likelihood of future payments.</i></p> <p><i>Third-party verification form from the state or local child support enforcement agency</i></p> <p><i>Third-party verification form from the person paying the support</i></p> <p><i>Family's self-certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received.</i></p> <p><i>If the family declares that it receives irregular or no payments, in addition to the verification process listed above, the family must provide evidence that it has taken all reasonable efforts to collect amounts due. This may include:</i></p> <p><i>A statement from any agency responsible for enforcing payment that shows the family has requested enforcement and is cooperating with all enforcement efforts</i></p> <p><i>If the family has made independent efforts at collection, a written statement from the attorney or other collection entity that has assisted the family in these efforts</i></p> <p><i>Note: Families are not required to undertake independent enforcement action.</i></p>	<p><i>payments.</i></p> <p><i>Third-party verification from the person paying the support</i></p> <p><i>Copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules</i></p> <p><i>Copy of the latest check and/or payment stubs</i></p> <p><i>Family's self-certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received.</i></p>
<p>7-III.I Zero Annual Income Status</p> <p><i>When families claim zero income the PHA will run an EIV report, verify if the family is receiving TANF benefits and verify whether the family is receiving unemployment compensation benefits on a quarterly basis.</i></p>	<p>7-III.I Zero Annual Income Status</p> <p><i>The PHA will check UIV sources and/or request information from third-party sources to verify that certain forms of income such as unemployment benefits, TANF, SSI, etc., are not being received by families claiming to have zero annual income.</i></p>
<p>7-IV.B Medical Expense Deduction</p> <p><i>Medical expenses will be verified through:</i></p> <p><i>Written third-party documents provided by the family,</i></p>	<p>7-IV.B Medical Expense Deduction</p> <p><i>Medical expenses will be verified through:</i></p> <p><i>Third-party verification form signed by the provider,</i></p>

<p><i>such as pharmacy printouts or receipts.</i></p> <p><i>The PHA will make a best effort to determine what expenses from the past are likely to continue to occur in the future. The PHA will also accept evidence of monthly payments or total payments that will be due for medical expenses during the upcoming 12 months.</i></p> <p><i>Written third-party verification forms, if the family is unable to provide acceptable documentation.</i></p> <p><i>If third-party or document review is not possible, written family certification as to costs anticipated to be incurred during the upcoming 12 months.</i></p>	<p><i>when possible</i></p> <p><i>If third-party is not possible, copies of cancelled checks used to make medical expense payments and/or printouts or receipts from the source will be used. In this case the PHA will make a best effort to determine what expenses from the past are likely to continue to occur in the future. The PHA will also accept evidence of monthly payments or total payments that will be due for medical expenses during the upcoming 12 months.</i></p> <p><i>If third-party or document review is not possible, written family certification as to costs anticipated to be incurred during the upcoming 12 months</i></p>
<p>7-IV.C. Disability Assistance Expenses</p> <p>Unreimbursed Expenses</p> <p><i>The family will be required to certify that attendant care or auxiliary apparatus expenses are not paid by or reimbursed to the family from any source.</i></p>	<p>7-IV.C. Disability Assistance Expenses</p> <p>Unreimbursed Expenses</p> <p><i>An attendant care provider will be asked to certify that, to the best of the provider's knowledge, the expenses are not paid by or reimbursed to the family from any source.</i></p> <p><i>The family will be required to certify that attendant care or auxiliary apparatus expenses are not paid by or reimbursed to the family from any source.</i></p>
<p>8-II.G. Enforcing Owner Compliance</p> <p>HAP Abatement</p> <p><i>Abatement periods begin on the date of the 2nd failed inspection. The PHA will make all HAP abatements effective the first of the month following the expiration of the PHA specified correction period (including any extension).</i></p> <p><i>The PHA will inspect abated units within 5 business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.</i></p>	<p>8-II.G. Enforcing Owner Compliance</p> <p>HAP Abatement</p> <p><i>The PHA will make all HAP abatements effective the day of the second inspection failure.</i></p> <p><i>The PHA will inspect abated units within 5 business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection. Payment the following month will be decreased the number of days the unit was abated.</i></p>
<p>10-I.B Restrictions on Moves</p> <p>Insufficient Funding</p> <p><i>The PHA will deny a family permission to move on grounds that the PHA does not have sufficient funding for continued assistance if (a) the move is initiated by</i></p>	<p>10-I.B Restrictions on Moves</p> <p>Insufficient Funding</p> <p><i>The PHA will deny a family permission to move on grounds that the PHA does not have sufficient</i></p>

the family, not the owner or the PHA; (b) the PHA can demonstrate that the move will, in fact, result in higher subsidy costs; and (c) the PHA can demonstrate, in accordance with the policies in Part VIII of Chapter 16, that it does not have sufficient funding in its annual budget to accommodate the higher subsidy costs.

The PHA will create a list of families whose moves have been denied due to insufficient funding. When funds become available, the families on this list will take precedence over families on the waiting list. The PHA will use the same procedures for notifying families with open requests to move when funds become available as it uses for notifying families on the waiting list (see section 4-III.D).

The PHA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.

Restrictions on Elective Moves

The PHA will deny a family permission to make an elective move during the family's initial lease term. This policy applies to moves within the PHA's jurisdiction or outside it under portability.

The PHA will also deny a family permission to make more than one elective move during any 12-month period. This policy applies to all assisted families residing in the PHA's jurisdiction.

The PHA will consider exceptions to these policies for the following reasons: to protect the health or safety of a family member (e.g., lead-based paint hazards, domestic violence, witness protection programs), to accommodate a change in family circumstances (e.g., new employment, school attendance in a distant area, change in family composition), or to address an emergency situation over which a family has no control.

*funding for continued assistance if (a) the move is initiated by the family, not the owner or the PHA; (b) the PHA can demonstrate that the move will, in fact, result in higher subsidy costs; and (c) the PHA can demonstrate, in accordance with the policies in Part VIII of Chapter 16, that it does not have sufficient funding in its annual budget to accommodate the higher subsidy costs. **This policy applies to moves within the PHA's jurisdiction as well as to moves outside it under portability.***

Restrictions on Elective Moves

The PHA will deny a family permission to make an elective move during the family's initial lease term. This policy applies to moves within the PHA's jurisdiction or outside it under portability.

The PHA will deny a family permission to move during the lease term EXCEPT for the following reasons:

- 1. Family break up (must provide divorce or legal separation documentation)*
- 2. Domestic violence (provide Police Report and/or copy of Protection Order)*
- 3. Habitability (HQS issues)*
- 4. Reasonable Accommodations*
- 5. Proven hate crimes (Crimes committed out of prejudices. Must provide Police Report and/or Protection Order, or other pertinent documentation)*

A Mutual Rescission may be required and have an effective date of the last day of the month.

This policy applies to all assisted families residing in

	<p><i>the PHA's jurisdiction.</i></p> <p><i>If a participant family owes a debt to the PHA, family will not be permitted to move out of Mesa jurisdiction until the debt is paid in full.</i></p> <p><i>In addition, the PHA will allow exceptions to these policies for purposes of reasonable accommodation of a family member who is a person with disabilities (see Chapter 2).</i></p>
<p>10-I.C Moving Process</p> <p>Housing Assistance Payments</p> <p><i>The PHA does not make pro-rated housing payments for mid-month lease-ups. Leases and HAP contracts are effective on the first of the following month after unit and tenancy approval. Exceptions to this policy may be made in certain circumstances; (VAWA, PHA caused delay in processing or reasonable accommodations for a person with a disability).</i></p>	<p>10-I.C Moving Process</p> <p>Addition policy</p>
<p>10-II.C. Receiving PHA Role</p> <p>Income Eligibility and Reexaminations</p> <p><i>The PHA will also conduct a criminal background check on all incoming portable families. If the criminal background check indicates criminal activity that would be grounds for denial of admission in accordance with Chapter 3, the PHA will deny assistance to the family.</i></p>	<p>10-II.C. Receiving PHA Role</p> <p>Income Eligibility and Reexaminations</p> <p><i>For any family moving into its jurisdiction under portability, the PHA will conduct a new reexamination of family income and composition. However, the PHA will not delay issuing the family a voucher for this reason. Nor will the PHA delay approving a unit for the family until the reexamination process is complete unless the family is an applicant and the PHA cannot otherwise confirm that the family is income eligible for admission to the program in the area where the unit is located.</i></p> <p><i>In conducting its own reexamination, the PHA will rely upon any verifications provided by the initial PHA to the extent that they (a) accurately reflect the family's current circumstances and (b) were obtained within the last 120 days. Any new information may be verified by documents provided by the family and adjusted, if necessary, when third party verification is received.</i></p>

<p>Voucher Term</p> <p><i>The receiving PHA’s voucher will expire on the same date as the initial PHA’s voucher.</i></p> <p>Initial Billing Deadline</p> <p><i>The PHA will send its initial billing notice by fax or e-mail or first class mail to meet the billing deadline.</i></p>	<p>Voucher Term</p> <p><i>The receiving PHA’s voucher will expire within 60 days of the City of Mesa issuance of the voucher.</i></p> <p>Initial Billing Deadline</p> <p><i>The PHA will send its initial billing notice by fax or e-mail, if necessary, to meet the billing deadline but will also send the notice by regular mail.</i></p>
<p>11-I.B Scheduling Annual Reexaminations (page 11-2)</p> <p>Notification of Participation in Annual Reexamination Process</p> <p><i>Families are required to complete an annual reexamination packet and attend a group briefing. The briefing must be attended by the head of household and spouse (cohead, if applicable). The PHA strongly encourages other adult family members to attend the annual briefing. If participation in the group briefing poses a hardship because of a family member’s disability, the family should contact the PHA to request a reasonable accommodation (see Chapter 2).</i></p> <p><i>Notification of annual reexamination briefing will be sent by first-class mail and will contain the date, time, and location of the briefing. In addition, it will inform the family of the information and documentation that must be brought to the briefing.</i></p> <p><i>If the family is unable to attend a scheduled briefing, the family should contact the PHA in advance to schedule a new appointment. If a family does not attend the scheduled briefing, the PHA will send a second notification with a new appointment date and time.</i></p> <p><i>If a family fails to attend two scheduled briefings without PHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family’s address of record, and to any alternate address provided in the family’s file.</i></p> <p><i>An advocate, interpreter, or other assistant may assist the family. The family and the PHA must execute a certification attesting to the role and assistance of any such third party.</i></p>	<p>11-I.B Scheduling Annual Reexaminations (page 294)</p> <p>Notification of Participation in Annual Reexamination Process</p> <p><i>Families are required to participate in an annual reexamination interview, which must be attended by the head of household, spouse, or co-head. If participation in an in-person interview poses a hardship because of a family member’s disability, the family should contact the PHA to request a reasonable accommodation (see Chapter 2).</i></p> <p><i>Notification of annual reexamination interviews will be sent by first-class mail and will contain the date, time, and location of the interview. In addition, it will inform the family of the information and documentation that must be brought to the interview.</i></p> <p><i>If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the PHA will send a second notification with a new interview appointment time.</i></p> <p><i>If a family fails to attend two scheduled interviews without PHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family’s address of record, and to any alternate address provided in the family’s file.</i></p> <p><i>An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the PHA must execute a certification attesting to the role and assistance of any such third party.</i></p>

<p>11-I.C. Conducting Annual Reexaminations</p> <p><i>Families will be required to mail in a completed annual reexamination packet prior to the date of the briefing. The packet must include all completed documents, proof of income, assets, expenses and other factors affecting continued eligibility as requested by the PHA in the notification letter.</i></p> <p><i>The annual reexamination packets provided by the family will be reviewed by the PHA prior to the briefing. If a family fails to provide the documents or information requested, PHA will provide the family with a written list of needed documents. All needed documents must be provided by the family within ten business days from the date of the briefing.</i></p>	<p>11-I.C. Conducting Annual Reexaminations</p> <p><i>Families will be asked to bring all required information (as described in the reexamination notice) to the reexamination appointment. The required information will include a PHA-designated reexamination form, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documentation related to the family's income, expenses, and family composition.</i></p> <p><i>Any required documents or information that the family is unable to provide at the time of the interview must be provided within 10 business 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.</i></p> <p><i>If the family does not provide the required documents or information within the required time frame (plus any extensions), the family will be sent a notice of termination (See Chapter 12).</i></p>
<p>11-III.B. Changes in Payment Standards</p> <p><i>** This statement was removed from the revised administrative plan. (As long as the payment standard is within 90%-110% of the FMR we are in compliance with HUD regulation.)</i></p>	<p>11-III.B. Changes in Payment Standards</p> <p><i>The City of Mesa Housing Authority payment standards are set at 100% of the Fair Market Rents (FMR).</i></p>
<p>12-I.C. Family Chooses to Terminate Assistance</p> <p><i>The request to terminate assistance should be made in writing and signed by the head of household and spouse (or head and co-head, if applicable).</i></p>	<p>12-I.C. Family Chooses to Terminate Assistance</p> <p><i>The request to terminate assistance should be made in writing and signed by the head of household, spouse, or cohead. Before terminating the family's assistance, the PHA will follow the notice requirements in Section 12-II.F</i></p>
<p>12.II.D Criteria for Deciding to Terminate Assistance</p> <p>Consideration of Circumstances</p> <p><i>In the case of drug or alcohol abuse, whether the culpable household member has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully</i></p> <p><i>The PHA will require the participant to submit evidence of the household member's successful completion of a supervised drug or alcohol rehabilitation program, or</i></p>	<p>12.II.D Criteria for Deciding to Terminate Assistance</p> <p>Consideration of Circumstances</p> <p><i>In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully</i></p> <p><i>The PHA will require the participant to submit evidence of the household member's current</i></p>

<p><i>evidence of otherwise having been rehabilitated successfully.</i></p>	<p><i>participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.</i></p>
<p>13.I.B. Basic HCV Program Requirements</p> <p><i>Owners that wish to indicate their willingness to lease a unit to an eligible HCV family are referred to the GO Section 8 website. The PHA maintains a listing of such owners and provide this listing to the HCV family as part of the informational briefing packet.</i></p>	<p>13.I.B. Basic HCV Program Requirements</p> <p><i>Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify the PHA. The PHA will maintain a listing of such owners and provide this listing to the HCV family as part of the informational briefing packet</i></p>
<p>13.II.F Foreclosure (HUD-52641 and Notice PIH 2010-49)</p> <p><i>Families receiving HCV assistance are entitled to certain protections set forth under the Protecting Tenants at Foreclosure Act (PTFA). Specifically, the HAP contract now contains language stating that in the case of any foreclosure, the immediate successor in interest in the property pursuant to the foreclosure will assume such interest subject to the lease between the prior owner and the tenant, and to the HAP contract between the prior owner and the PHA for the occupied unit. This provision of the HAP contract does not affect any state or local law that provides longer time periods or other additional protections for tenants.</i></p> <p><i>If the PHA learns that a property is in foreclosure, it must take the following actions:</i></p> <ul style="list-style-type: none"> • <i>Make all reasonable efforts to determine the status of the foreclosure and ownership of the property. (Further guidance on how to obtain this information can be found in Notice PIH 2010-49.)</i> • <i>Continue to make payments to the original owner until ownership legally transfers in accordance with the HAP contract.</i> • <i>Attempt to obtain a written acknowledgement of the assignment of the HAP contract from the successor in interest. The written agreement should include a request for owner information, such as a tax identification number, and payment instructions</i> 	<p>ALL New</p>

from the new owner. Even if the new owner does not acknowledge the assignment of the HAP contract in writing, the assignment is still effective by operation of law.

- *Inform the tenant that they must continue to pay rent in accordance with the lease, and if the successor in interest refuses to accept payment or cannot be identified, the tenant should pay rent into escrow. Failure to pay rent may constitute an independent ground for eviction.*
- *Inform the tenant in the event that the PHA is unable to make HAP payments to the successor in interest due an action or inaction by the successor that prevents such payments (e.g., rejection of payments or failure to maintain the property according to HQS), or due to an inability to identify the successor. The PHA should also refer the tenant, as needed, to the local legal aid office in order to ensure adequate protection of the tenant's rights and enforcement of the successor in interest's performance under the HAP contract.*
- *Make reasonable inquiries to determine whether the unit, in addition to having a tenant receiving HCV assistance, will be or has been assisted under the Neighborhood Stabilization Program (NSP). (For further guidance on cases in where the units have been assisted under the NSP, see Notice PIH 2010-49.)*

PHAs are also required to notify HCV applicants who have been issued a voucher, participant heads of household, and current and prospective owners of HCV-assisted housing of the protections afforded to tenants under the PTFA.

City of Mesa Housing Authority Policy

The PHA will provide all HCV applicants that have been issued a voucher with information regarding the PTFA at admission (see Section 5-I.B) and to participant heads of household at annual reexamination.

The PHA will provide information regarding the PTFA to prospective owners when they begin their participation in the HCV program, and to current HCV owners one time with the monthly HAP.

Note that the foreclosure provision of the HAP contract

<p><i>and additional tenant protections under the Protecting Tenants at Foreclosure Act will sunset December 31, 2014.</i></p> <p><i>See Section 12-III.B for a discussion of foreclosure as it pertains to owner termination of tenancy.</i></p>	
<p>14-II.E Criminal Prosecution</p> <p><i>When the PHA determines that program abuse by an owner, family, or PHA staff and the amount of overpaid assistance meets or exceeds the federal threshold, the case will be referred to the HUD Office of Inspector General (OIG).</i></p>	<p>14-II.E Criminal Prosecution</p> <p><i>When the PHA determines that program abuse by an owner, family, or PHA staff member has occurred and the amount of overpaid subsidy meets or exceeds the threshold for prosecution under local or state law, the PHA will refer the matter to the appropriate entity for prosecution. When the amount of overpaid assistance meets or exceeds the federal threshold, the case will also be referred to the HUD Office of Inspector General (OIG).</i></p> <p><i>Other criminal violations related to the HCV program will be referred to the appropriate local, state, or federal entity.</i></p>
<p>15 – Introduction</p> <p><i>Families will not be permitted to use any special housing types, except homeownership and manufactured home lot rental, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities.</i></p>	<p>15 – Introduction</p> <p><i>Families will not be permitted to use any special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities.</i></p>
<p>16-III.C Informal Hearings for Participants</p> <p>Informal Hearing Officer</p> <p><i>The PHA has contracted with HOM, Inc. to conduct all informal hearings.</i></p> <p>PHA Notice of Final Decision</p> <p><i>The PHA will mail a “Notice of Final Decision” including the hearing officer’s report, to the participant and their representative. This Notice will be sent by first-class mail, postage pre-paid and by certified mail. A copy of the “Notice of Final Decision” along with the original proof of mailing will be maintained in the PHA’s file.</i></p>	<p>16-III.C Informal Hearings for Participants</p> <p>Informal Hearing Officer</p> <p><i>The PHA has designated the following to serve as hearing officers: Any Management Assistant or Administrative Assistant for the City of Mesa</i></p> <p>PHA Notice of Final Decision</p> <p><i>The PHA will mail a “Notice of Final Decision” including the hearing officer’s report, to the participant and their representative. This Notice will be sent by first-class mail, postage pre-paid with an affidavit of mailing enclosed. The participant will be mailed the original “Notice of Final Decision” and a copy of the proof of mailing. A copy of the “Notice of</i></p>

<p>Hearing Decision</p> <p><i>The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 10 business days of the date of the informal hearing. The decision must state the basis for the decision.</i></p>	<p><i>Final Decision” along with the original proof mailing will be maintained in the PHA’s file.</i></p> <p>Hearing Decision</p> <p>New Policy</p>
<p>16.IV.B Repayment Policy</p> <p>Down Payment Requirement</p> <p><i>Before executing a repayment agreement with a family, the PHA will generally require a down payment of 10 percent of the total amount owed. If the family can provide evidence satisfactory to the PHA that a down payment of 10 percent would impose an undue hardship, the PHA may, in its sole discretion, require a lesser percentage or waive the requirement.</i></p> <p>Execution of the Agreement</p> <p><i>Any repayment agreement between the PHA and a family must be signed and dated by the PHA and by the head of household and spouse/cohead (if applicable).</i></p> <p>Due Dates</p> <p><i>All payments are due by the close of business on the first business day of each month. If the payment is not received by 15th day of each month, it will be considered to be a breach of the agreement. If the 15th does not fall on a business day, the due date is the close of business on the first business day after the 15th.</i></p>	<p>16.IV.B Repayment Policy</p> <p>Down Payment Requirement</p> <p><i>Prior to the execution of a repayment agreement, the owner or family must pay 10 percent of the balance owed to the PHA.</i></p> <p>Execution of the Agreement</p> <p><i>The head of household and spouse/co-head (if applicable) must sign the repayment agreement.</i></p> <p>Due Dates</p> <p><i>All payments are due by the close of business on the 15th day of the month. If the 15th does not fall on a business day, the due date is the close of business on the first business day after the 15th.</i></p>
<p>VAWA updated throughout admin plan</p>	

3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The Violence against Women Act of 2005 (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying an applicant admission to the HCV program “on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking, if the applicant otherwise qualifies for assistance or admission.”

Definitions of key terms used in VAWA are provided in section 16-IX of this plan, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located.

Notification

City of Mesa Housing Authority Policy

The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under the PHA’s policies. Therefore, if the PHA makes a determination to deny assistance to an applicant family, the PHA will include in its notice of denial the VAWA information described in section 16-IX.C of this plan and will request that an applicant wishing to claim protection under VAWA notify the PHA within 10 business days.

Documentation

Victim Documentation [24 CFR 5.2007]

City of Mesa Housing Authority Policy

If an applicant claims the protection against denial of assistance that VAWA provides to victims of domestic violence, dating violence, or stalking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-IX.D of this plan.

Perpetrator Documentation

City of Mesa Housing Authority Policy

If the perpetrator of the abuse is a member of the applicant family, the applicant must provide additional documentation consisting of one of the following:

A signed statement (1) requesting that the perpetrator be removed from the application and (2) certifying that the perpetrator will not be permitted to visit or to stay as a guest in the assisted unit

Documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.



Certificate
of
CITY CLERK

I, LINDA CROCKER, THE DULY APPOINTED, QUALIFIED AND ACTING CITY CLERK OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, DO HEREBY CERTIFY THAT THE ATTACHED COPY OF HOUSING GOVERNING BOARD RESOLUTION NO. 12-1 ENTITLED:

HGB RESOLUTION NO. 12-1

A RESOLUTION OF THE CITY OF MESA HOUSING AUTHORITY GOVERNING BOARD OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA APPROVING THE CITY OF MESA PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FY 2012 AND AUTHORIZING THE CHAIRMAN OF THE BOARD OR HIS DESIGNATED REPRESENTATIVE TO SIGN AND SUBMIT THE CITY OF MESA PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FY 2012.

IS A TRUE, CORRECT AND COMPARED COPY OF THE ORIGINAL OF RECORD, AND ON FILE IN THE OFFICE OF THE CITY CLERK OF THE CITY OF MESA, ARIZONA.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL OF THE CITY OF MESA, MARICOPA COUNTY, STATE OF ARIZONA, THIS 26TH DAY OF APRIL, 2012.




LINDA CROCKER
CITY CLERK

HGB Resolution 12-1

A RESOLUTION OF THE CITY OF MESA HOUSING AUTHORITY GOVERNING BOARD OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, APPROVING THE CITY OF MESA PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FY 2012 AND AUTHORIZING THE CHAIRMAN OF THE BOARD OR HIS DESIGNATED REPRESENTATIVE TO SIGN AND SUBMIT THE CITY OF MESA PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FY 2012.


BE IT RESOLVED BY THE CITY OF MESA HOUSING AUTHORITY GOVERNING BOARD OF THE CITY OF MESA, COUNTY OF MARICOPA, ARIZONA, AS FOLLOWS:

Section 1: That the City of Mesa Public Housing Agency Annual Plan for FY 2012 is approved; and

Section 2: That the Chairman of the Board or his designee is authorized to sign and submit any and all documents to the U.S. Department of Housing and Urban Development for the FY 2012 Public Housing Agency Annual Plan.

PASSED AND ADOPTED by the City of Mesa Housing Authority Governing Board of the City of Mesa, Maricopa County, Arizona, on this date: April 26, 2012.

APPROVED:



Scott Smith, Chairman
City of Mesa Housing Authority Governing Board

ATTEST:



Linda Crocker
City Clerk

