

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																				
A.1	<p>PHA Name: Scottsdale Housing Agency PHA Code: AZ032 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2020 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) 735 Number of Housing Choice Vouchers (HCVs) 735 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>City of Scottsdale Community Assistance Office 6535 E. Osborn Road, Building 8 Scottsdale, AZ 85251</p> <p>City of Scottsdale Housing Agency Website: https://www.scottsdaleaz.gov/human-services/housing-choice-voucher-program</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 15%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 15%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:														
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B.	Annual Plan.
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>

B.2 New Activities

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

Project Based Vouchers.

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Administrative Plan Changes

Following is a summary of the primary proposed changes to SHA policy.

Guest. The current Plan provides, "A guest can remain in the assisted unit no longer than 30 consecutive days or a total of 90 cumulative calendar days during any 12-month period, with landlord approval, prior to move in."

- a. **Proposed Change:** A guest can remain in the assisted unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12 month period or SHA will consider the person(s) unauthorized persons in the unit. A family may request an exception to this policy for valid reasons (e.g. care of a relative recovering from a medical procedure is expected to last 30 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.
- b. **Reason for Change:** To ensure that the SHA is not subsidizing un-authorized guests while ensuring appropriate exceptions to allow for the care of family members or other justified circumstance. The Plan also ensures that non-custodial children are an exception to this rule.

Absence from the Unit. The current Plan provides, "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 consecutive days is considered permanently absent and no longer a family member."

- a. **Proposed Change:** Generally an individual who is or is expected to be absent from the assisted unit for 30 consecutive days in a 12 month period 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 consecutive days is considered permanently absent and no longer a family member.
- b. **Reason for Change:** To ensure that SHA is not subsidizing individuals who are not full time participants in the housing program. The Plan provides for absences up to 180 with notification to the SHA for such circumstances as: medical reasons; employment opportunities; etc.

Waiting List. The current Plan provides the following:

- The PHA will announce the reopening of the waiting list at least 30 calendar days prior to the date applications will first be accepted
 - The PHA will close the wait list when it has sufficient applications for a 24 month period
 - Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the PHA
 - The waiting list will be purged annually to ensure that all applicants and applicant information is current and timely
 - Local Preferences: Live in/Work in Scottsdale; Elderly (62+)/Disabled; and Homeless
- a. **Proposed Changes:**
 - The SHA will announce an opening of the waiting list at least 10 calendar days prior to the date applications will first be accepted
 - The closure of the wait list will be announced in the notice of wait list opening
 - Applicant will be placed on the waiting list according to a computer randomization process and by the preferences for which they may qualify
 - The waiting list will be updated from time to time as determined by the SHA to ensure that the list is up to date
 - To provide 5 points for each of the current local preferences
 - b. **Reason for Change:**

- The announced opening of the waiting list within 10 calendar days will ensure that the SHA has the flexibility to accept applications when needed and by the means appropriate for the circumstances.
- Computer randomization of applications received by the SHA will reduce the potential to “rush” for application that would possibly overwhelm the administration office and/or computer systems.
- Requiring an annual purge of the wait list poses an administrative burden and cost that will not be needed provided the implementation of new software that will allow applicants to update their application on an on-going basis.
- The addition of preference points will ensure that an individual with more than one preference receives a higher ranking in the waiting list.

Criminal Background. The current Plan provides the following: The PHA will perform a criminal background check from a national crime and credit database for every adult household member.

- a. Proposed Change: The SHA will perform criminal records and credit history review at application for all adult household members (defined as 18 years of age or older), when porting in to SHA’s jurisdiction, when adding an adult member or live-in aide to the household. The SHA may also review criminal records if it has reason to believe that criminal activity has occurred.
- b. Reason for Change: This change provides clarification to the current policy of when the SHA will conduct a criminal background check.

Request for Tenancy Approval. The current Plan states: The property must be registered with the Maricopa County Tax Assessor as a rental property.

- a. Proposed Change. This provision is deleted. Also, include a provision for the required local point of contact information
- b. Reason for Change. This is not a HUD requirement and may further restrict owners from participation in the HCV Program. The SHA may provide information to owners regarding registering the property as a rental with the County Tax Assessors office without this provision as a mandatory requirement. It is essential for on-going communication and improved relationships with property owners to have information for a local contact individual.

Voucher Term. The current Plan provides an initial voucher term The initial voucher term will be at least 60 calendar days and no more than 120 calendar days. The PHA may approve a 30-day extension, if available, upon written request from the family. Additional extensions will be limited to a maximum of 120 days on the voucher.

- a. Proposed Change. The initial voucher term is 90 calendar days. Extensions are permissible at the discretion of the SHA up to a maximum of an additional 60 days. The maximum time limit on the voucher term (including extensions) is 150 days, except when a reasonable accommodation is granted for persons with disabilities or to find new housing when an assisted household has to be divided as a result of the violence or abuse covered by VAWA.
- b. Reason for Change. This change is to allow applicants and searching families’ additional time to find appropriate housing in the low vacancy Scottsdale rental market. This provision also reduces the administrative burden of issuing frequent voucher extensions.

Subsidy Standards. The current Plan allows an exception to the subsidy standard for: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

- a. Proposed Change. The SHA may provide an exception to the subsidy standard as a reasonable accommodation for a person with disabilities.
- b. Reason for Change. This provision ensures consistent assignment of subsidy based on the number of individuals in the household. The policy is compliant with the non-discrimination based on age, sex, sexual orientation, and gender identity.

Inspections. The current provisions provide for weather related extensions to correct deficiencies. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.

- a. Proposed Change.
 - Extensions for repairs to correct deficiencies because required parts or services are not available; because of weather conditions; or as a reasonable accommodation is needed because the family includes a person with disabilities. Deficiencies must be corrected within 10 calendar days once the conditions have been addressed or resolved.
 - Additional provision. The family may only cancel and reschedule the annual inspection and/or any subsequent re-inspections once. If the family is unable to be present, they must reschedule the appointment so that the inspection is completed within 5 business days.

- Additional provision. The SHA may accept an owner's certification that deficiencies have been corrected. The owner certification will include the tenant signature if possible and may require additional supporting documentation or photographs. Owner certified corrections are subject to quality control inspections.

b. Reason for Change.

- The provision for inspection extensions include other conditions such as the location of parts or as a reasonable accommodation in order to provide appropriate time to address an inspection deficiency.
- The addition of a policy to address the timeliness of rescheduling an inspection is to ensure that inspections are completed in a timely manner pursuant with HUD requirements and Section Eight Management Assessment Program (SEMAP) standards.
- The addition of Owner Certification to the correction of deficiencies serves as an incentive for owners to provide that minimal deficiencies arise in the inspection. This is a discretionary policy that allows the SHA to require re-inspection when an owner has a history of poor compliance with housing standards. This provision is also intended to reduce the administrative burden and cost to the SHA.

Interim Recertification. Currently, families must report any increases in income Families are required to report in writing all new sources of income and any increase in annual adjusted income of at least 10%.

- a. Proposed Change. Families are required to report in writing all new sources of income; and an increase in income for either families previously certifying to zero income or who have a waiver of the minimum rent due to financial hardship within 10 business days of the date the change takes effect.
- b. Reason for Change. The previous policy requires that the family make the determination when increase in income equals 10% of the current household income. After the family reports this income, SHA must verify the income and determine whether the 10% threshold exists. The new policy is simplified and also reduces the burden for the family to make the income determination as well as for the SHA to only verify income which will have an actual impact on the Tenant Rent to owner.

Informal Review/Hearings.

- a. Additional Policy. If an applicant or family wishes to bring an legal representation to a review or hearing, they will provide the SHA with 24 hour notice.
- b. Reason for Change. This addition to policy will allow the SHA to prepare for the legal representation which may change the tone of the review / hearing.

Project Based Voucher Program.

- a. Additional Policies. The SHA is considering the adoption of a Project Based Voucher program. A new chapter to the Administrative Plan has been added to provide the policies of this program where they are not the same as the tenant based voucher program.
- b. Reason for Change. The addition of this chapter provides the SHA with the flexibility to adopt this program in the future, if desired.

SHA Adopted Waivers under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

- a. Additional Policies. This chapter details the SHA adopted regulatory / statutory waivers under the CARES Act.
- b. Reason for Change. HUD requires that the PHA adoption of regulatory/statutory waivers pursuant to the CARES Act be formally adopted in the PHA Administrative Plan no later than December 31, 2020.

General Provisions.

The SHA has removed the requirement for tenants and applicants to pay .25 for the duplication of records.

New Programming

1. SHA, AZDCS, and the Maricopa Regional CoC, will partner in application to HUD for Fostering Youth to Independence Tenant Protection Vouchers.
2. SHA may submit to HUD a Letter of Interest or Application to the Moving to Work Demonstration Program should the opportunity present itself.
3. SHA may submit to HUD a Letter of Interest or Application to the Mobility Demonstration should the opportunity present itself.

	<p>4. SHA will seek partnership with the Regional Behavioral Health Agency (RHBA) MercyCare to deliver Bridge to Permanency programming.</p> <p>5. SHA will apply for to HUD for VASH and Mainstream vouchers should the opportunity present itself.</p> <p>6. SHA will pursue developing and administering Tenant Based Rental Assistance (TBRA) programming for vulnerable populations such as, but not limited to, elderly, disabled, and those experiencing homelessness or at risk of becoming homeless. Participants in this program may be eligible for priority placement onto the HCV waitlist.</p> <p>7. If invited by the Maricopa Regional CoC, SHA may participate in the region’s local Move On pilot program.</p> <p>8. Pending HUD approval, SHA may adopt Small Area Fair Market Rent (SAFMR) to establish a payment standard schedule to calculate housing assistance for participating families.</p> <p>Project Based Vouchers</p> <p>1. SHA endeavors to establish a project-based voucher program using up to 20% of its authorized units (147) for the purposes of deconcentrating poverty, expanding housing and economic opportunities, or providing additional housing options to vulnerable populations (experiencing homelessness, veterans, elderly, disabled). A PHA request for PBV proposals may be pursued in FY20-21.</p>
<p>B.3</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>B.4</p>	<p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See Appendix A</p>
<p>B.5</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>See Appendix A</p>

B.6 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

The SHA continues to achieve its mission and stated goals by expanding the supply of quality affordable housing, promoting economic opportunities and consistently seeking to ensure equal opportunity for affordable housing in our community.

The SHA identified strategies to address needs as follows:

- The SHA made referrals to the FSS program and Vista Job Prep Program for people within the community who lost employment
- Provided Courtesy Property Listing to assist in locating affordable units in a variety of areas
- Provided technical assistance to participants residing in foreclosed rental property
- Made referrals to Vista Del Camino, Community Action Program (CAP) for Utility Assistance
- Marketed the HCV program to landlords in all census tracts to assist in achieving deconcentration

The SHA completed the final lease up of the 2015 waiting list in March of 2019 and started to pull from the 2017 waiting list in August of 2018. As of February 2020, there were 6,192 families on the HCV Program waiting list, with an approximate wait time 3-5 years. The majority of families on the waiting list are extremely low-income (<30% AMI). According to data from the current wait list, the demand for one and two-bedroom units will outweigh the demand for other bedroom sizes.

As vouchers become available through attrition, applicants will be pulled from the waiting list. When the wait time of the current wait list is less than 24 months, the SHA will reopen the wait list for new applications.

SHA accomplishments also include:

- Completed SEMAP Audit (2019) and received a "Standard Performer" status.
- Conducted outreach to landlords to encourage their participation in the HCV Program through advertising, property site visits, researching internet rental resources and outreach mailings. Developed a landlord outreach video that was introduced on July 1, 2019.
- Applied for and awarded funding for Family Self Sufficiency (FSS) Program for 2020 in the amount of \$67,500.
- Provided services to twenty-five (25) FSS participants in FY 19/20 resulting in two (2) graduates with a total escrow disbursement of \$27,602.
- Maintained a waitlist of over 6,400 participants and pulled 248 applicants from waitlist.
- Expended \$5,160,843 in CDBG funds and \$424,395 in HOME funds for eligible housing related activities and public services (totals include planning and administration).
- Spent 99% of HCV budget authority.
- Completed revisions to the SHA Administrative Plan.
- All HCV staff attended the HCV Rent Calculation training and obtained certifications in December of 2019. Received training from HUD staff on PIC and portability. Scheduled a SEMAP best practice training with HUD staff for March 16, 2020.
- Prepared monthly budget expenditure reports to monitor HCV expenditures and utilization rate.

	<ul style="list-style-type: none"> • Developed and implemented new spreadsheets to monitor program accuracy including file review, UPCS-V inspections and program eligibility. • Continued to meet its stated mission and goals by providing direct services to families and referrals to the City's Human Service Centers and various social service and non-profit agencies. • Completed solicitation for new housing software with an implementation date of March 2, 2020. • Worked with Human Services Social Workers to assist HCV participants in locating housing and obtaining documentation required for the program. • Submitted request for implementing Small Area Fair Market Rent (SAFMR) to assist participants in finding available units and to increase utilization rate.
<p>B.7</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

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

I, William B. Murphy, the Assistant City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Annual PHA Plan of the Scottsdale Housing Agency
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

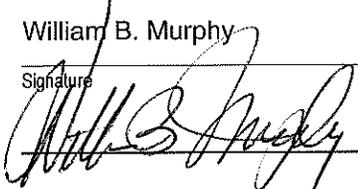
City of Scottsdale
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The SHA Annual Agency Plan, 3020-2024 Consolidated Plan, and the HCV 5-Year PHA Plan serve as
planning documents meeting the federal statutory requirements and guiding the use of federal funds. All
plans are a guide for identifying activities to meet housing and community development goals. The PHA
Annual Plan is consistent with the Consolidated Plan and the Analysis of Impediments to Fair Housing, and
provides guidance on addressing affordable housing, homelessness, fair housing, and VAWA.

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

Name of Authorized Official <u>William B. Murphy</u>	Title <u>Assistant City Manager</u>
Signature 	Date <u>9/30/20</u>

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0226
 Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Scottsdale Housing Agency
 PHA Name

AZ032
 PHA Number/HA Code

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

Name of Authorized Official	Title
William B. Murphy	Assistant City Manager
Signature 	Date 9/30/20